

AGENDA

Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 27 June 2022 at 7:00 PM

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Bruce Dobson
Chief Executive Officer

1 Apologies and Requests for Leave of Absence

2 Declarations of Conflict of Interest

3 Confirmation of Minutes

Confirmation of Minutes of Meeting of Council held on:

Monday 23 May 2022

Monday 6 June 2022

Tuesday 21 June 2022

4 Presentations, Petitions and Memorials

5 Reports by Councillors

6 City Strategy and Integrity Officers' Reports for consideration

6.1 Report of Planning Applications Decided Under Delegation 1 May 2022 to 31 May 2022

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 2022 and 31 May 2022) be noted

1. REPORT

Details of planning applications decided under delegation from 1 May 2022 to 31 May 2022 are attached. The applications are summarised as follows:

Application Type	No.
Building & Works: Residential	8
Other	3
Subdivision	9
Units	22
Tree Removal / Pruning	13
Single Dwelling	5
Liquor Licence	3
Variation of Easement	1
TOTAL	64

2. CONFIDENTIALITY

There is no content in this report that meets the definition of confidential information from the Local Government Act 2020.

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

Report Authorised By: Director, City Strategy and Integrity, Matt Kelleher

Attachments

Nil

Knox City Council

Report of Planning Applications by Decided Under Delegation

1 May 2022 to 31 May 2022

Ward	No/ Type	Address	Description	Decision
Baird	2021/6684	19 Streeton Road BAYSWATER VIC 3153	Development of two (2) double storey dwellings	18/05/2022 Approved
Baird	2022/6188	47 Holloway Drive BAYSWATER VIC 3153	Buildings and Works (Construction of a canopy)	4/05/2022 Approved
Baird	2021/6706	71 Bursaria Avenue FERNTREE GULLY VIC 3156	Development of the land for one (1) double and one (1) single storey dwelling	18/05/2022 Notice of Decision
Baird	2022/6139	100 Boronia Road BORONIA VIC 3155	The construction of a carport over existing concrete slab	27/05/2022 Approved
Baird	2022/9055	331 Dorset Road BORONIA VIC 3155	2 Lot Subdivision - Approved Development Site	25/05/2022 Approved
Baird	2021/6558	11 Cameelo Court FERNTREE GULLY VIC 3156	Development of the land for a double storey dwelling to the rear of the existing	31/05/2022 Approved
Baird	2021/6649	9 Helen Road FERNTREE GULLY VIC 3156	Development of the land for two (2) double storey dwellings	12/05/2022 Notice of Decision
Baird	2022/9056	1 & 2/53 Western Road BORONIA VIC 3155	2 lot subdivision (Approved Development Site)	27/05/2022 Approved
Chandler	2022/6169	22 Pope Avenue BORONIA VIC 3155	Pruning of one (1) Eucalyptus botryoides (Southern Mahogany)	5/05/2022 Approved
Chandler	2022/9053	6-8 Sheffield Road THE BASIN VIC 3154	Removal of one (1) Liquidambar styraciflua (Sweetgum)	13/05/2022 Approved
Chandler	2022/6154	25 Stewart Street BORONIA VIC 3155	Buildings and Works (proposed garage/shed)	18/05/2022 Refused
Chandler	2021/6777	222 Forest Road BORONIA VIC 3155	Development of a single dwelling, swimming pool and tree removal	30/05/2022 Approved

Ward	No/ Type	Address	Description	Decision
Chandler	2022/6124	15 Doongalla Road THE BASIN VIC 3154	Buildings and Works (construction of a shed)	17/05/2022 Approved
Chandler	2022/6101	2/42 McDonald Crescent BORONIA VIC 3155	Buildings and works for the construction of a single storey dwelling	17/05/2022 Approved
Chandler	2022/6108	62 Boronia Road BORONIA VIC 3155	4 lot subdivision (Approved Development Site)	20/05/2022 Approved
Chandler	2020/6738	22 Elsie Street BORONIA VIC 3155	Construction of six (6) double storey dwellings, removal of vegetation, and a reduction in car parking.	26/05/2022 Notice of Decision
Chandler	2022/6213	1 Moroney Street BORONIA VIC 3155	Buildings and Works (construction of a single storey dwelling)	30/05/2022 Approved
Chandler	2022/6194	36 Gravenstein Crescent THE BASIN VIC 3154	Removal of one (1) Hesperocyparis lusitanica (Mexican Cypress)	6/05/2022 Approved
Chandler	2022/6212	21 Royalden Close BORONIA VIC 3155	Removal of one (1) Grevillea robusta (Silky Oak) and the pruning of one (1) Eucalyptus bicostata (Southern Blue Gum)	9/05/2022 Approved
Chandler	2021/6791	37 Mercia Avenue THE BASIN VIC 3154	Buildings and Works (alterations and additions to existing dwelling)	23/05/2022 Approved
Chandler	2022/6168	37B Olive Grove BORONIA VIC 3155	Removal one (1) Syzygium smithii (Lily Pilly)	17/05/2022 Approved
Chandler	2022/6030	9-11 Simpsons Road THE BASIN VIC 3154	Extension of red line to liquor licence area to an existing theatre	20/05/2022 Approved
Collier	2021/6604	8-14 Havelock Road BAYSWATER VIC 3153	Buildings and Works for the Construction of Warehouses, Associated Offices and Reduction in Car Parking	11/05/2022 Approved
Collier	2021/6386	468 Mountain Highway WANTIRNA VIC 3152	Development of two double storey dwellings and alteration of access to a Road Zone Category 1	5/05/2022 Notice of Decision
Collier	2022/6093	45 Barmah Drive East WANTIRNA VIC 3152	7 Lots subdivision (Approved Development Site)	9/05/2022 Approved

Ward	No/ Type	Address	Description	Decision
Collier	2022/6206	19-21 Koomba Road WANTIRNA VIC 3152	Removal of one (1) Eucalyptus goniocalyx (Long Leaved Box)	25/05/2022 Approved
Dinsdale	2021/6514	11 Hertford Court WANTIRNA SOUTH VIC 3152	Development of two (2) double storey dwellings on the land	17/05/2022 Notice of Decision
Dinsdale	2021/6278	74 Station Street BAYSWATER VIC 3153	Development of the land for eight (8) three-storey dwellings	23/05/2022 Notice of Decision
Dinsdale	2021/6643	1 Princess Street BAYSWATER VIC 3153	Development of the land for a double storey dwelling to the rear of the existing dwelling	27/05/2022
Dinsdale	2022/6239	22 Queenstown Road BORONIA VIC 3155	Removal of one (1) Eucalyptus cephalocarpa (Silver Stringybark)	25/05/2022 Approved
Dinsdale	2021/6751	19 Allanfield Crescent WANTIRNA SOUTH VIC 3152	Development of the land for two (2) double storey dwellings	19/05/2022 Notice of Decision
Dinsdale	2021/6800	Grd Floor 199 Stud Road WANTIRNA SOUTH VIC 3152	Liquor Licence (Restaurant and café on-premise)	18/05/2022 Approved
Dinsdale	2022/6116	204 Scoresby Road BORONIA VIC 3155	11 lot subdivision (Approved Development Site)	27/05/2022 Approved
Dobson	2022/6256	91 Hancock Drive FERNTREE GULLY VIC 3156	2 Lot subdivision (Approved Development Site)	17/05/2022 Approved
Dobson	2022/6064	1051-1053 Burwood Highway FERNTREE GULLY VIC 3156	The sale of liquor on and off the premises (Cafe and Restaurant Liquor Licence)	19/05/2022 Approved
Dobson	2022/6067	1155 Burwood Highway FERNTREE GULLY VIC 3156	Two (2) Lot subdivision	4/05/2022 Approved
Dobson	2022/6068	1183 Burwood Highway UPPER FERNTREE GULLY VIC 3156	Two (2) Lot Subdivision	6/05/2022 Approved
Dobson	2021/6428	7 Roberts Street FERNTREE GULLY VIC 3156	Development of the land for a double storey dwelling to the rear of the existing dwelling	6/05/2022 Approved
Dobson	2021/6730	8 Montalto Rise LYSTERFIELD VIC 3156	Buildings and Works for the construction of a garage outside the building envelope	11/05/2022 Notice of Decision

Ward	No/ Type	Address	Description	Decision
Dobson	2022/6009	21 Willow Road UPPER FERNTREE GULLY VIC 3156	Construction of a single dwelling (replacement dwelling)	5/05/2022 Approved
Dobson	2021/6686	5B Bergner Court LYSTERFIELD VIC 3156	The construction of a pool, outdoor entertaining area and basketball court, partially outside of the building envelope	6/05/2022 Approved
Dobson	2022/9054	1096 Burwood Highway FERNTREE GULLY VIC 3156	Buildings and works for a carport extension	11/05/2022 Approved
Dobson	2022/6142	27 Doysal Avenue FERNTREE GULLY VIC 3156	The removal of one (1) Eucalyptus bicostata (Southern Blue Gum), one Ficus elastica (Rubber Plant) and one Photinia robusta (Photinia)	5/05/2022 Approved
Dobson	2022/9052	9 Beilby Close UPPER FERNTREE GULLY VIC 3156	Buildings & Works (construct a carport)	12/05/2022 Approved
Dobson	2022/6187	17 Anderson Street FERNTREE GULLY VIC 3156	Removal of two (2) dead Eucalyptus obliqua (Messmate)	5/05/2022 Approved
Dobson	2021/6573	3 Athella Court FERNTREE GULLY VIC 3156	Use and Development of the Land for Community Care Accommodation and Removal of Vegetation	4/05/2022 Notice of Decision
Friberg	2021/6756	24 Gaydon Street FERNTREE GULLY VIC 3156	Development of the land for one (1) double storey and one (1) single storey dwelling (total of 2 dwellings)	6/05/2022 Approved
Friberg	2021/6499	35 Gaydon Street FERNTREE GULLY VIC 3156	Development of the land for one double storey dwelling to the rear of the existing dwelling	12/05/2022 Approved
Friberg	2022/6094	10 David Street KNOXFIELD VIC 3180	4 Lots subdivision (Approved Development Site)	18/05/2022 Approved
Friberg	2021/6753	44 Rodney Drive KNOXFIELD VIC 3180	Development of the land for two (2) double storey dwellings	19/05/2022 Approved
Friberg	2021/6569	31 Holme Road FERNTREE GULLY VIC 3156	Development of the land for two (2) double storey dwellings	20/05/2022 Notice of Decision

Ward	No/ Type	Address	Description	Decision
Friberg	2022/6129	13 & 15 Kathryn Road KNOXFIELD VIC 3180	Variation of Easement	6/05/2022 Approved
Scott	2021/6467	500 Stud Road WANTIRNA SOUTH VIC 3152	Staged subdivision of land abutting a TRZ2 road, construction of five (5) double storey dwellings and removal of native vegetation.	12/05/2022 Notice of Decision
Scott	2022/6217	76 Anne Road KNOXFIELD VIC 3180	Removal of one (1) Eucalyptus cephalocarpa (Silver Stringybark)	17/05/2022 Approved
Scott	2021/6645	60 Sylphide Way WANTIRNA SOUTH VIC 3152	Development of the land for two (2) double storey dwellings	25/05/2022 Approved
Scott	2021/6589	63 Sylphide Way WANTIRNA SOUTH VIC 3152	Construction of two double storey dwellings on the land	18/05/2022 Notice of Decision
Scott	2022/6227	7 Cherrytree Rise KNOXFIELD VIC 3180	Removal of three (3) dead Eucalyptus sp.	17/05/2022 Approved
Taylor	2022/6011	52 Willow Avenue ROWVILLE VIC 3178	Development of a double storey dwelling to the rear of the existing dwelling	31/05/2022 Approved
Taylor	2022/6224	43 Major Crescent LYSTERFIELD VIC 3156	Removal of one (1) Acacia cognata (Bower Wattle) and one (1) Melaleuca nesophila (Honey Myrtle)	25/05/2022 Approved
Taylor	2022/6198	27 Memory Lane ROWVILLE VIC 3178	Buildings and works for a double storey dwelling	4/05/2022 Approved
Tirhatuan	2021/6489	712 Stud Road SCORESBY VIC 3179	Development of the land for five (5) dwellings (four 3-storey and one 2-storey) and alteration of access to a road in a Transport Zone 2	12/05/2022 Notice of Decision
Tirhatuan	2021/6601	28 Avalon Road ROWVILLE VIC 3178	Development of the land for a double storey dwelling to the rear of existing dwelling	5/05/2022 Approved
Tirhatuan	2022/6122	4 Leatherwood Close ROWVILLE VIC 3178	Removal of one (1) Eucalyptus nicholii (Narrow leaved Black Peppermint)	10/05/2022 Refused
Tirhatuan	2021/6769	39 Yvette Drive ROWVILLE VIC 3178	Development of a single storey dwelling to the rear of the existing dwelling	23/05/2022 Notice of Decision

6.2 16 Gymea Avenue, Rowville

SUMMARY: Planner, Helen Clark

This report considers Planning Application P/2021/6636 for the development of the land for a double storey dwelling to the rear of the existing dwelling at 16 Gymea Avenue, Rowville.

RECOMMENDATION (SUMMARY)

That Council issue a Notice of Decision to Grant a Planning Permit for the development of the land for a double storey dwelling to the rear of the existing dwelling at 16 Gymea Avenue Rowville, subject to conditions detailed in the full recommendation in section 10 below.

1. INTRODUCTION

A new application P/2021/6636 has been lodged with Council for the development of the land for a double storey dwelling to the rear of the existing dwelling at 16 Gymea Avenue, Rowville.

In accordance with the Council Instrument of Delegation - Planning (dated March 2022), this application is being reported to Council as it has received objections from over 15 objector properties (total of 22 objections).

2 DISCUSSION

It is considered that the development will provide an appropriate balance between the need for additional housing within a fully serviced activity area and the amenity of occupants and adjoining residents.

The development generally complies with Council's Housing Policy and ResCode (subject to conditions). The proposal complies with the purpose of the General Residential Zone – Schedule 5. On balance it is considered that the proposal responds reasonably to the Planning Policy Framework. It is recommended that a Notice of Decision to Grant a Planning Permit be issued. The detailed Officer Report is provided at Attachment 1

3 CONSULTATION

The application was advertised by way of one (1) sign on the site and notices were sent to adjoining property owners and occupiers. In total 22 objections were received.

The application was referred internally to Council's Traffic Engineer, Stormwater Engineer, Assets Officer, Landscape Officer, Arborist. No major concerns were raised with the application. Any conditions from internal departments have been included in the Conditions within the Recommendation.

4. CLIMATE CHANGE CONSIDERATIONS

Implementation of the recommendation is considered to have no direct implications or has no direct impact upon Council's Net Zero 2030 target as any planning permit issued will not increase Council's corporate carbon emissions.

In response to the Community Net Zero 2040 target and exposure to climate risks or climate change adaptation, the Knox Planning Scheme does not currently require developments to achieve net zero emissions, nor has the development been designed to achieve this. However, as required by Clause 22.04 (Environmentally Sustainable Design) of the Knox Planning Scheme, a Sustainable Design Assessment has been submitted with the application and is considered satisfactory by Council's Sustainable Design Officer.

In addition, should a permit be issued, drainage plans to the satisfaction of the Responsible Authority will be required which will ensure that flood risk is not detrimentally impacted by the proposal.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

There are no significant environmental impacts or amenity issues associated with the proposed use/development. A thorough assessment of the application against environmental and amenity considerations can be found at Section 5 of the Officer's Report at Attachment 1.

6. FINANCIAL & ECONOMIC IMPLICATIONS

There are no financial or economic implications associated with the proposed use/development for Council.

7. SOCIAL IMPLICATIONS

There are no significant social implications associated with the proposed use/development. A thorough assessment of the application against all relevant considerations of the Knox Planning Scheme can be found at Section 5 of the Officer's Report at Attachment 1.

8. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Neighbourhoods, Housing & Infrastructure

Strategy 2.1 - Plan for and support diverse housing to meet changing community needs.

Strategy 2.2 - Create, enhance and maintain places and spaces for people to live, work, play and connect.

9. CONFLICT OF INTEREST

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

10. RECOMMENDATION

That Council issue a Notice of Decision to Grant a Planning Permit for the development of the land for a double storey dwelling to the rear of the existing dwelling at 16 Gynea Avenue Rowville, subject to following conditions:

Amended Development Plans

- 1. Prior to the commencement of the development approved under this permit, amended development plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The development plans must be approved prior to other plans required by this permit. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions.**

The plans must be generally in accordance with the plans submitted with the application but modified to show:

- 1.1 Site coverage to total land area reduced to 40% maximum.
- 1.2 Dwelling 1 Secluded Private Open Space area increased to 60m² minimum with a minimum dimension of 5m, pursuant to Standard B28.
- 1.3 Dwelling 2 south elevation consistent with first floor plan showing one (1) obscure window (Bedroom 1). The window must be screened with fixed obscure glazing (non-openable) to a height of 1.7 metres above finished floor level. The window may be clear and openable above 1.7 metres. Adhesive film must not be used.
- 1.4 Relocation of the Dwelling 2 storage shed off the easement.
- 1.5 The full length of the proposed driveway compliant with the Knox Planning Scheme, AS2890.1, and as specified in Council's Standard Drawings. Grade changes in excess of 12.5% for a summit grade change and 15% for a sag grade change require a transition length of at least 2m.
- 1.6 Japanese maple in front setback shown to be removed.
- 1.7 Existing crossing removed and replaced with a new crossing, aligned with proposed internal 3m wide driveway, to Council Standards.
- 1.8 Annotation stating, 'all structures (including fences, letterboxes and meter boxes) must be constructed to a maximum height of 900mm or relocated clear of a splayed area near the access way to ensure safe sight distances.' Letterboxes must front the street.
- 1.9 The height, location and design of fencing, the mail boxes and electricity supply structures to comply with Condition 1.8 of this Planning Permit.
- 1.10 A notation on the plans stating that windows to be screened will have fixed obscure glazing (non-openable) to a height of 1.7 metres above finished floor level. The windows may be clear and openable above 1.7 metres. Adhesive film must not be used.
- 1.11 Delete reference of water tanks. Water tanks to be shown on Drainage and Landscape plans.
- 1.12 Tree Protection Fencing and Tree Protection Zones to be drawn on the Development, Drainage and Landscape Plans to comply with Condition 10 - 17 of this permit.
- 1.13 All levels to be to AHD (Australian Height Datum).
- 1.14 Any changes as required to comply with Condition 3.5 of this permit.

To the satisfaction of the Responsible Authority.

Other Plans

2. Prior to the issue of a Building Permit under the Building Act 1993 for the development, the following plans and computations must be submitted to the Responsible Authority as a complete set. When approved, the plans will be endorsed and will then form part of the permit. Construction must be in accordance with these plans. The plans must comprise the following:
 - 2.1 Drainage plans in accordance with Condition 3.
 - 2.2 Landscape plans in accordance with Condition 4.

To the satisfaction of the Responsible Authority.

Drainage Plans

- 3. Prior to the issue of a Building Permit under the Building Act 1993 for the development, drainage plans and computations must be submitted to and approved by the Responsible Authority. Construction of the drainage must be in accordance with these plans. The plans must show the following:**
 - 3.1 All stormwater drainage discharge from the site connected to a legal point of discharge.**
 - 3.2 The internal drains of the dwellings to be independent of each other.**
 - 3.3 An on-site detention system designed by a suitably qualified Civil Engineering Consultant to ensure no net increase in stormwater discharge from the proposed development.**
 - 3.4 The on-site detention system to be installed in a suitable location for easy access and maintenance.**
 - 3.5 A suitable overland flow path for the entire site to the satisfaction of the Responsible Authority. Details of the overland flow path are to be included on the plans.**
 - 3.6 Any Environmental Sustainable Design initiatives shown on the Development Plans approved pursuant to Condition 1 of this permit.**
 - 3.7 Location of fencing in accordance with the Development Plans approved pursuant to Condition 1 of this permit.**
 - 3.8 All levels to be to AHD (Australian Height Datum).**

To the satisfaction of the Responsible Authority.

Landscaping

- 4. Prior to the issue of a Building Permit under the Building Act 1993 for the development, a landscape plan prepared by a suitably qualified Landscape architect or a suitably qualified landscape designer to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority in accordance with Council's 'Landscape Plan Guidelines'. When approved, the plan will be endorsed and will then form part of the permit. The plan must show:**
 - 4.1 A survey (including botanical names, height and width) of all existing vegetation to be retained and / or removed.**
 - 4.2 The identification and removal of all vegetation identified as an environmental weed in Knox (as outlined in Council's 'Landscape Plan Guidelines).**
 - 4.3 Buildings and trees (including botanical names, height and width) on neighbouring properties within three metres of the boundary including all trees that have their Tree Protection Zone extending into the subject site.**
 - 4.4 Details of the surface finishes of pathways and driveways.**
 - 4.5 Details and location of all existing and proposed services including above and below ground lines, cables and pipes.**
 - 4.6 A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.**
 - 4.7 Landscaping and planting within all open areas of the site (including additional planting within open space areas of the existing dwelling/s).**

- 4.8 The Landscape plans must show the provision of at least 4 additional indigenous or native canopy trees and 4 additional large feature shrubs with a mature height of 4-5 metres chosen from Plant List 1, 2 or 3 of Council's Landscape Plan Guidelines for Planning Permits. These canopy trees must be a minimum 1.5 metres tall when planted and are to be in the following areas:**
 - 4.8.1 Front setback – 2 large indigenous canopy trees.**
 - 4.8.2 SPOS 1 – 1 small canopy tree and 1 large feature shrub with a mature height of 4-5 metres.**
- 4.9 SPOS 2 – 1 small canopy tree and 3 large feature shrubs with a mature height of 4-5 metres**
- 4.10 Planting of this site to comprise 60% of the vegetation species to be indigenous (across all plant forms) from plant list 1 of the 'Landscape Plan Guidelines' and 30% additional native species (across all plant forms) from plant list 2 of the 'Landscape Plan Guidelines'. Remaining plant species (10%) can be indigenous, native or exotic (across all plant forms) provided they are not listed as weeds.**
- 4.11 Existing Acer palmatum (Japanese Maple) in front setback to be shown to be removed**
- 4.12 To the satisfaction of the Responsible Authority.**
- 4.13 Before the occupation of the development, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the responsible authority.**
- 4.14 The landscaping shown on the endorsed plans must be maintained to the satisfaction of the responsible authority. Any dead, diseased or damaged plants are to be replaced.**

General

- 5. All development must be in accordance with the endorsed plans.**
- 6. The layout of buildings and works as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.**
- 7. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.**
- 8. Prior to the occupation of the dwellings the development is to be completed in accordance with the endorsed plan/s to the satisfaction of the Responsible Authority.**
- 9. All walls on the boundaries of adjoining properties must be cleaned and finished to the satisfaction of the Responsible Authority.**

Tree Protection

- 10. All works, including excavation, within the critical root zone areas of the tree/s to be retained and other critical root zones on the land must be undertaken under the supervision of a qualified Arborist to ensure that there is no unreasonable damage to the root system of trees to be retained and/or protected, to the satisfaction of the Responsible Authority. Before the development starts, the owner must submit to the Responsible Authority details of the name of the Arborist who will supervise the works and the tasks to be undertaken by the Arborist, to the satisfaction of the Responsible Authority.**
- 11. Prior to any works commencing on the site, all trees and vegetation to be retained including other critical root zones must be fenced off to create a protection zone. The protection**

zone must extend around the trees canopy drip-line unless an alternative tree protection zone has been approved by the responsible authority.

11.1 Tree 3, Kohuhu - TPZ of 4 m;

11.2 Tree 5, Green alder - TPZ of 6 m and Kohuhu - TPZ of 5 m;

11.3 Tree 6, Evergreen Alder, TPZ of 3.8 m.

12. The fence is to be chain link or wire mesh, comprise either wooden or steel posts set into the ground or on concrete pads, and be a minimum height of 1.4 metres. Signage is to be affixed to the fence advising that the area is a tree protection zone and a no-go development area.
13. The fence and signage is to be maintained throughout the construction period and removed at the completion of all works.
14. No temporary removal of the fence, or encroachment into the protection zone is permitted without the written consent of the responsible authority.
15. Prior to erecting the fence around the tree protection zone, all unwanted vegetation and weed species must be removed from within the zone, and the ground within the protection zone must be covered with a layer of well composted organic mulch (maximum 100mm depth). The area is to be watered at least fortnightly throughout the construction period.
16. The following activities are prohibited from the tree protection area, without the written consent of the responsible authority:
 - 16.1 Construction activities.
 - 16.2 Dumping and/or storage of materials, goods and/or soil.
 - 16.3 Trenching or excavation.
 - 16.4 Lopping branches, nailing or affixing signs, service lines, lights etc. to the trees.
17. Prior to any works commencing on site, the Responsible Authority must be contacted to inspect the Tree Protection fencing.

Car Parking & Accessways

18. Before the dwellings are occupied, driveways and car parking areas must be:
 - 18.1 Fully constructed to the minimum standard of 100mm reinforced concrete and available for use in accordance with the plans submitted to and approved by the Responsible Authority.
 - 18.2 Formed to such levels and drained so that they can be used in accordance with the approved plan.
 - 18.3 Treated with an all-weather seal or some other durable surface.

To the satisfaction of the Responsible Authority.

19. Parking areas and driveways must be kept available and maintained for these purposes at all times to the satisfaction of the Responsible Authority.
20. Fencing
21. All costs associated with the provision of the fencing are to be borne by the owner/developer under this permit.
22. Prior to the occupancy of the development all fencing must be in a good condition to the satisfaction of the Responsible Authority.

Amenity During Construction

23. Upon commencement and until conclusion of the development, the developer must ensure that the development does not adversely affect the amenity of the area in any way, including:

- 23.1 The appearance of building, works or materials on the land.**
- 23.2 Parking of motor vehicles.**
- 23.3 Transporting of materials or goods to or from the site.**
- 23.4 Hours of operation.**
- 23.5 Stockpiling of top soil or fill materials.**
- 23.6 Air borne dust emanating from the site.**
- 23.7 Noise.**
- 23.8 Rubbish and litter.**
- 23.9 Sediment runoff.**
- 23.10 Vibration.**

Should the development cause undue detriment to the amenity of the area then immediate remedial measures must be undertaken to address the issue as directed by, and to the satisfaction of, the Responsible Authority.

Stormwater

24. Stormwater runoff from all buildings and hardstanding surfaces must be properly collected and discharged in a complete and effective system of drains within the property and must not cause or create a nuisance to abutting properties.

Permit Expiry

25. This permit will expire if one of the following circumstances applies:

- 25.1 The development is not started within two years of the date of this permit.**
- 25.2 The development is not completed within four years of the date of this permit.**

Pursuant to Section 69 of the Planning & Environment Act 1987, the Responsible Authority may extend:

- The commencement date referred to if a request is made in writing before the permit expires or within six (6) months afterwards.**
- The completion date referred to if a request is made in writing within 12 months after the permit expires and the development started lawfully before the permit expired.**

NOTES

Drainage Notes (to be read in conjunction with the above drainage conditions):

- Applicant shall engage a certified Engineering Consultant to analyse the site's existing drainage to determine type and size of the Onsite Detention (OSD) system. This shall be designed in accordance with the Knox City Council (Responsible Authority) Stormwater Drainage Guidelines, (copy available on Council's website), and approved drainage design methods specified in the current edition of Australian Rainfall and Runoff. It should be located preferably in a common area to the dwellings, and be easily accessible for maintenance.**
- The total Permissible Site Discharge for the property including all dwellings is 3.5 L/s to the existing Council drainage system for a 5 year ARI event.**
- Applicant is to direct all stormwater to the 150mm diameter Council stormwater pipe located near the north east corner of the property as this represents the Legal Point of**

Discharge (LPD) for the property. Applicant is to verify this on site. Connect all stormwater discharge from the site to the LPD via an Onsite Detention (OSD) system. The internal drains for the dwellings are to be independent of each other.

- **The Applicant is required to use Australian Height Datum (AHD) to present levels in all future plans. Applicant must ensure that levels on the plan are accurate.**
- **Drainage works in the Road reserve or in the Council easement will require a road opening permit.**
- **Drainage system designed so as to avoid impact on any vegetation shown on the endorsed plans as being retained.**
- **Water Sensitive Urban Design (WSUD) should be addressed as part of this development, eg water storage tanks, swale drains, etc.**

Other Notes:

- **Council encourages the consideration of water storage tanks for all existing and proposed residential developments.**
- **A building permit must be obtained before development is commenced.**
- **Buildings are not allowed to be built over Council easements.**
- **The dwelling/s must achieve a minimum 6-Star Energy Rating.**
- **To arrange an inspection of the Tree Protection fencing please contact Council Landscape Team on 9298 8125.**
- **Indigenous plants can be purchased through approved indigenous nurseries, as listed in the Knox City Council 'Preferred Local Replacement Plants' Information Sheet.**
- **Dwelling numbers as shown on the endorsed plans do not necessarily indicate any future street numbers. Property (street) numbering shall be in accordance with Council's Property (Street) Numbering Policy. Information regarding this can be obtained from Council's Property and Revenue Services Department on 9298 8215.**
- **Letterboxes and all other structures (including meter boxes) shall be constructed to a maximum height of 900mm or relocated clear of a splayed area (2m x 2.5m) in accordance with AS2890.1, Clause 3.2.4 to ensure safe sight distances. Letterboxes shall face towards the street frontage.**
- **Internal public lighting shall be provided to the satisfaction of the relevant authority and in accordance with AS1158. This would generally be low height or bollard type lighting to avoid spill-over into adjacent properties. It may be sensor activated, to avoid all night running costs.**
- **Raised concrete slabs on the existing footpath fronting the site should be grounded.**
- **All litter and rubbish associated with the construction must be contained on site at all times.**

11. CONFIDENTIALITY

There is no content in this report that meets the definition of confidential information from the Local Government Act 2020.

Report Prepared By: Planner, Helen Clark
Report Authorised By: Director, City Strategy and Integrity, Matt Kelleher

Attachments

1. Attachment 1 - Officer Report - 16 Gynea Avenue, Rowville [6.2.1 - 9 pages]
2. Attachment 2 - Council Attachments - 16 Gynea Avenue, Rowville [6.2.2 - 7 pages]



Planning Application P/2021/6636 for the development of land for a double storey dwelling to the rear of the existing dwelling at 16 Gymea Avenue, Rowville.

1. Summary:

Subject Site:	16 Gymea Avenue, ROWVILLE VIC 3178
Proposed Development:	Development of the land for a double storey dwelling to the rear of the existing dwelling
Existing Land Use:	Single Dwelling
Site Area:	725.59m ²
Planning Scheme Controls:	Neighbourhood Residential Zone - Schedule 5, Vegetation Protection Overlay – Schedule 4
Application Received:	20 October 2021
Number of Objections:	22
PCC Meeting:	Not Applicable
Ward:	Tirhatuan

2. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of Planning Permit Application P/2021/6636 to assist in making a decision on the application. It should be read in conjunction with the other attachments.

3. Background

3.1 Subject Site and Surrounds

The location of the subject site and surrounds is shown in Attachment 2.

- The subject site is a large single allotment located on the north side of Gymea Avenue in Rowville. The subject site is rectangular in shape and has an approximate slope of 4m from the north-east to south-west.
- The subject site and surrounds are located within an established residential area, predominately single storey, with some double storey dwellings and landscaped setbacks. There are some examples of multiple dwellings located on a single site, such as 48 and 68 Seebeck Road. There is a public park approximately 160m to the east of the subject site.
- The site area is 725.59m². The site has vehicular access via a single width crossover to Gymea Avenue, Pedestrian access is also provided to Gymea Avenue.
- A 1.83 metre wide Easement is located along the northern boundary of the site.
- There are no restrictions registered on title.
- No significant existing vegetation exists on the site.



Attachment 1

3.2 The Proposal

The proposal seeks permission for the construction of a double storey dwelling to the rear of the existing dwelling. Refer to attached plans at Attachment 2. Details of the proposal are as follows:

- Existing dwelling known as Dwelling 1 to remain with a minor internal alteration to remove one wall to the rumpus room. The existing carport and garage is proposed to be demolished.
- The construction of a double storey dwelling to the rear of the existing dwelling.
- The development will comprise: existing dwelling (Dwelling 1) 2 bedrooms and a single car carport and Dwelling 2, 4 bedrooms with a double car garage.
- Vehicle access to the site is maintained via the Gynea Avenue frontage.
- Site coverage is 40.23% and permeability is 41.13%.

4. Consultation

4.1 Advertising

The application was advertised by way of one (1) sign on the site and notices were sent to adjoining property owners and occupiers. In total 22 objections were received and are summarised below.

Over-development /density / minimum subdivision land area

- The proposal is not considered to be an overdevelopment of the site with the dwellings generally complying with the requirements of the Neighbourhood Residential Zone Schedule 5.
- The subdivision requirements of the zone apply to vacant land subdivision. Given this is a proposal to develop the land for multiple dwellings, this requirement is not relevant to this application.
- The proposal generally complies with all ResCode Standards (Clause 55), and it is considered to achieve the neighbourhood character design objectives of the Bush Suburban Area, however there are with two minor Clause 55 inconsistencies which will be addressed via conditions of any permit issued.
- The proposal complies with garden area and landscaping.

Flooding

- Conditions on any permit issued would ensure the site to be adequately drained so as not to put any additional pressure on the existing drainage system.

Neighbourhood Character

- An assessment of the proposed development against Clause 22.07 Neighbourhood Character Policy is provided at Section 5.2.4 of this report. The proposed development is considered to be consistent with the neighbourhood character of the area.

Car parking / impact on traffic / safety

- Car parking has been provided at ratios consistent with Clause 52.06 (Car Parking) of the Knox Planning Scheme. Car parking provision is considered to be adequately catered for in the proposed design as noted in Section 5.3 of this report. Further, Council's Traffic and Transport Department have not raised concerns with reference to the street networks ability to cater for the proposed development.

Overlooking/privacy

- The proposal is consistent with Clause 55.04-2, Standard B22 with the provision of fences and privacy screening to first floor windows limiting views into existing secluded private open space and habitable room windows.



Attachment 1

Building height/ overshadowing/ overshadowing solar panels

- The proposal is consistent with the zone and Clause 55 for building height and overshadowing.
- The proposal is consistent with Clause 55 standard B10 for Energy Efficiency.

Setbacks

- The proposal is consistent with Clause 55 Standard B17 for Side and Rear Setbacks and B18 Walls on Boundaries.

Access to easement

- Council records indicate the easement to the rear of the site does not contain assets. An internal Stormwater referral response did not raise any concerns.

Visual impact/ views

- The proposal complies with the height requirement of the zone with the dwelling being contained within 2 storey built form and is less than 9m in height. It is considered the proposed built form is not uncharacteristic within its suburban setting.
- Given the undulating and changing topography surrounding the site it is highly unlikely the proposed dwelling would interrupt views significantly.

Vegetation removal

- The site does not contain significant vegetation and had been designed to be setback from neighboring vegetation. Conditions on any permit issued would ensure tree protection is provided to neighboring vegetation.

Noise

- It is expected that noise generated from the dwellings would not be uncharacteristic of a residential setting.

Land value / attract renters /soil erosion/ access to boundary fences

- The above matters are not planning considerations.

Single dwelling covenant on nearby land

- The subject suite is not affected by the single dwelling covenant and therefore the restriction cannot be considered as part of this application.

4.3 Referrals

The application was referred to internal departments for advice. The following is a summary of relevant advice:

Traffic Engineer: No objection. Condition to amend plans as specified below:

- Driveway grades must comply with the Knox Planning Scheme, AS2890.1 and as specified in Council's Standard Drawings.
- Grade changes in excess of 12.5% for a summit grade change and 15% for a grade change require a transition length of at least 2m.

Standard conditions to be included on any permit issued.

Stormwater: No objection. Condition to amend plan as specified below:



Attachment 1

- Inadequate overland flow path through the property is shown. The applicant must demonstrate how overland flow for the 100 year ARI (1% AEP) will be appropriately managed to Council's satisfaction. Details must be included in the engineering stormwater design plans.
- Structures shown over the easement (shed) on the attached plan will need to be assessed by the Building Department in order to determine whether a BOE application will be successful.
- Standard conditions to be included on any permit issued.

Arborist: No objection. Condition to amend plan as specified below:

- Show Tree 2, Japanese Maple in the front setback to be removed and replaced with new native canopy trees in the new landscaping.
- Show Tree Protection Fencing for Street Tree and Neighbour's Trees being retained.

Standard conditions to be included on any permit issued.

Landscape: The site can accommodate 4 canopy trees and 4 large shrubs.

Standard conditions to be included on any permit issued.

Assets: No objection. Condition to amend plan as specified below:

Existing crossover is in poor condition large crack in left layback request that this crossover be fully reconstructed.

Building: No objection.

5. Discussion

This section considers the proposed development in light of the provisions of the Knox Planning Scheme including State and Local Planning Policies, any other relevant policies and objectives.

5.1 Zoning and Overlays

5.1.1 Zone

The site is located within the Neighbourhood Residential Zone – Schedule 5. A permit is required for the construction of two or more dwellings on a lot. Schedule 5 to the Neighbourhood Residential Zone varies the ResCode requirements for Standard B8 (Site Coverage) B13 (Landscaping), Standard B28 (Private Open Space) and Standard B32 (Front Fence Height).

- The proposal is consistent with the purpose of the General Residential Zone by providing for diversity in housing types that respects the neighbourhood character of the area.
- Site Coverage – Does not comply. The proposal exceeds the maximum 40% site coverage by 0.23%. Conditions on any permit issued will ensure that the site coverage complies at 40%.
- Landscaping - The site can accommodate 4 canopy trees, which meets the minimum landscaping requirements for Standard B13.
- Private Open Space – Dwelling 1 secluded private open space does not comply, an area of 59m² is provided which is 1m² short of the minimum. Dwelling 2 Complies. Conditions on any permit issued would ensure all dwellings are provided with 80m² of private open space, including 60m² of secluded private open space with a minimum dimension of 5m.
- Front Fence Height - Complies, no front fence is proposed.

5.1.2 Overlays

Vegetation Protection Overlay – Schedule 4 (VPO4)



Attachment 1

The site is located within the Vegetation Protection Overlay 4 (VPO4) relating to the Tree Canopy Protection.

Vegetation protection objectives of the relevant Schedule to the overlay include to protect and retain the continuity of tree cover, with particular emphasis on indigenous species and large old native trees and to improve the continuity of tree cover over time by replacing trees that must be removed with new indigenous canopy trees and a larger number of smaller plants.

- The site does not contain any indigenous vegetation protected by this overlay.

5.2 Policy Consideration: State and Local Planning Policy Framework

State and local policy requires Council to integrate the range of policies relevant to the issues to be determined, and balance conflicting objectives in favour of net community benefit and sustainable development. The key themes for the assessment of the application include Housing, Sustainability and Environment, Transport and Urban Design (including neighbourhood character).

5.2.1 Housing

Clause 16 Housing: Encourage the development of well-designed medium-density housing that respects the neighbourhood character; improves housing choice; makes better use of existing infrastructure; and, improves energy efficiency of housing. Locate new housing in or close to activity centres and employment corridors and at other strategic development sites that offer good access to services and transport.

Municipal Strategic Statement: Council's MSS encourages development occurring with the necessary consideration to such matters as managing population growth, encouraging sustainable development, and influencing the urban form so that Knox itself becomes more sustainable. The MSS makes specific reference to the diversifying and aging population in Knox which will see an increase in the number of smaller household types, with 'lone person' and 'couple only' households making up just over half of all households in Knox within 20 years.

Clause 21.06 Housing: The Housing theme implements the Knox Housing Strategy 2015. In managing the City of Knox's current and future housing needs, Council supports a scaled approach to residential development. This scaled approach recognises that some parts of the City will need to accommodate change, due to population growth and the community's changing household needs. Development in residential areas will need to respond positively to the desired future character of the local area and take account of the particular built form and natural environmental elements that make up the neighbourhood character of Knox. The strong landscape character is the unifying element of the neighbourhood character of Knox.

The subject site is located within a 'Bush Suburban' area, which has distinctive and significant environmental and biological values. These areas will continue to be low-scale neighbourhoods, characterised by detached dwellings and dual-occupancies, where significant indigenous vegetation is retained and complimented.

The proposed development is considered to be consistent with the state and local policy direction for housing provision for the following reasons:

- The design response respects the low scale single and double storey nature of surrounding development, with a design that is subservient to the area's dominant landscape character, whilst allowing appropriate landscaping setbacks and building articulation to ensure the development transitions to the adjoining properties
- Existing infrastructure – The site is located within a fully serviced area.



Attachment 1

- Location – While the site is not located within an Activity Centre, it has access to a number of urban services within an established area. The subject site is capable of accommodating the proposed dwellings whilst making a positive contribution to the character of the area. A mix of a two (2) and 4 (four) bedroom dwellings provides for a mix of housing choices for the community's changing household needs. Refer to the assessment against Council's Neighbourhood Character Policy below.

5.2.2 Sustainability and Environment

Clause 15.02 Sustainable Development: Ensure that land use and development is consistent with the efficient use of energy and the minimisation of greenhouse gas emissions.

- Dwelling orientation achieves satisfactory solar access to living room and SPOS areas ensuring good energy efficiency.
- Secluded Private Open Space areas can accommodate water storage tanks which will contribute to stormwater management objectives.

5.2.3 Transport

Clause 18 Transport – Ensure that access is provided to all available modes of transport.

The site is located within a 700 metre walk of bus stops on the 901 bus route along Stud Road.

5.2.4 Urban Design (including Neighbourhood Character)

Clause 15 Built Environment and Heritage – Encourages high quality architecture and urban design outcomes that reflects the particular characteristics, aspirations and cultural identity of the community; enhances liveability, diversity, amenity and safety of the public realm; and promotes attractiveness of towns and cities within broader strategic contexts.

Clause 21.05 Built Environment and Heritage – Development should address needs of changing household structures, creating high quality, well-designed places that respect and strengthen the local context and landscape qualities of Knox. It is important to achieve environmentally sustainable development that contributes to a more liveable and sustainable Knox, including efficient use of urban water runoff and the quality of stormwater entering waterways.

Housing liveability and amenity for occupants should be improved by supporting indoor environment quality (such as access to daylight and ventilation).

Clause 22.07 Development in Residential Areas and Neighbourhood Character: Knox Neighbourhood Area. Clause 22.07 identifies the subject site within a Knox Neighbourhood Area, where areas will continue to contribute to the protection and enhancement of Knox's distinctive environmental and biological values, and continue to be low-scale neighbourhood where significant indigenous and native vegetation is retained and complemented. Applications must also consider accessible, sustainable and architectural design elements.

The proposed development is considered to be consistent with the state and local policy direction for urban design and neighbourhood character for the following reasons:

- The design of the development will make a positive contribution to the surrounding area, with built form considered to be appropriate in form and scale. The development incorporates important neighbourhood character features such as pitched roofs, brick and render finishes, eaves and car parking located behind or alongside the proposed dwellings. The upper level of the proposed dwelling is reduced in size, with upper levels generously setback from sensitive interfaces.



Attachment 1

- The development also provides generous landscaping opportunities along the internal access ways.
- The proposal provides an appropriate balance between the need for providing housing, and the amenity of area and future occupiers of the site. The combination of double storey and single storey built form, increased landscaping areas, and increased setbacks will result in a good quality urban design outcome.
- The proposal includes appropriate setbacks and large private open space areas and ensures ample opportunities for meaningful landscaping throughout the site and will include the provision of canopy trees that will contribute to the long term amenity of the area.

5.3 Particular Provisions

Clause 52.06 Car Parking: Prior to a new use commencing or a new building being occupied the car parking spaces required under Clause 52.06-5 must be provided on the land or as approved under Clause 52.06-3 to the satisfaction of the responsible authority.

Clause 52.06-5 specifies a ratio of two car spaces to each three or more bedroom dwelling (with studies or studios that are separate rooms counted as a bedrooms) and one visitor space to every five dwellings for developments of five or more dwellings. A permit may be granted to reduce or to waive the number of car spaces required by the table.

Clause 52.06-8 details the design standards for car parking. The provision of car parking should meet the design requirements of this Clause. An assessment of the design standards, including any areas of non-compliance are considered below:

- Car parking provision: The proposal satisfies the car parking provision as the two (2) bedroom dwelling is provided with a single carport and the four (4) bedroom dwelling is provided with a double garage.
- Car parking design: Complies.

5.4 Clause 55 – Two or More Dwellings on a Lot and Residential Buildings (ResCode)

Neighbourhood Character and Infrastructure

Neighbourhood Character – The development complies with Neighbourhood Character, refer above.

Residential Policy – Complies, refer above.

Dwelling Diversity – Complies.

Integration with the Street – Complies.

Site Layout and Building Massing

Street Setback – Complies.

Building Height – Complies.

Site Cover/Permeability – Can comply, a condition of any permit issued will require site cover is decreased to a maximum of 40%.

Energy Efficiency – Complies.

Open Space – Not applicable.

Safety – Complies.



Attachment 1

Landscaping – Complies, a condition of any permit issued will require landscape plans to the satisfaction of the Responsible Authority.

Access – Complies.

Parking Location – Complies.

Amenity Impacts

Side and rear setbacks – Complies.

Walls on boundaries – Complies.

Daylight to existing windows/north facing windows – Complies.

North-facing windows – Complies.

Overshadowing open space – Complies.

Overlooking – Complies.

Noise Impacts – Complies.

On-Site Amenity and Facilities

Accessibility – Complies.

Daylight to new windows – Complies.

Private Open Space – Can comply, a condition of any permit issued will require Dwelling 1 secluded private open space area is increased to a minimum area of 60m².

Solar access – Complies.

Storage – Complies.

Detailed Design

Design Detail – Complies.

Common Property – Complies.

Site Services – Complies.

Front fence – Complies.

5.5 General Decision Guidelines

Clause 65 of the Knox Planning Scheme and Section 60 of the Planning and Environment Act 1987 set out decision guidelines/matters which the responsible authority must consider when deciding any planning application.

- The decision guidelines of Clause 65 of the Knox Planning Scheme and Section 60 of the Planning and Environment Act (1987) have been appropriately considered.

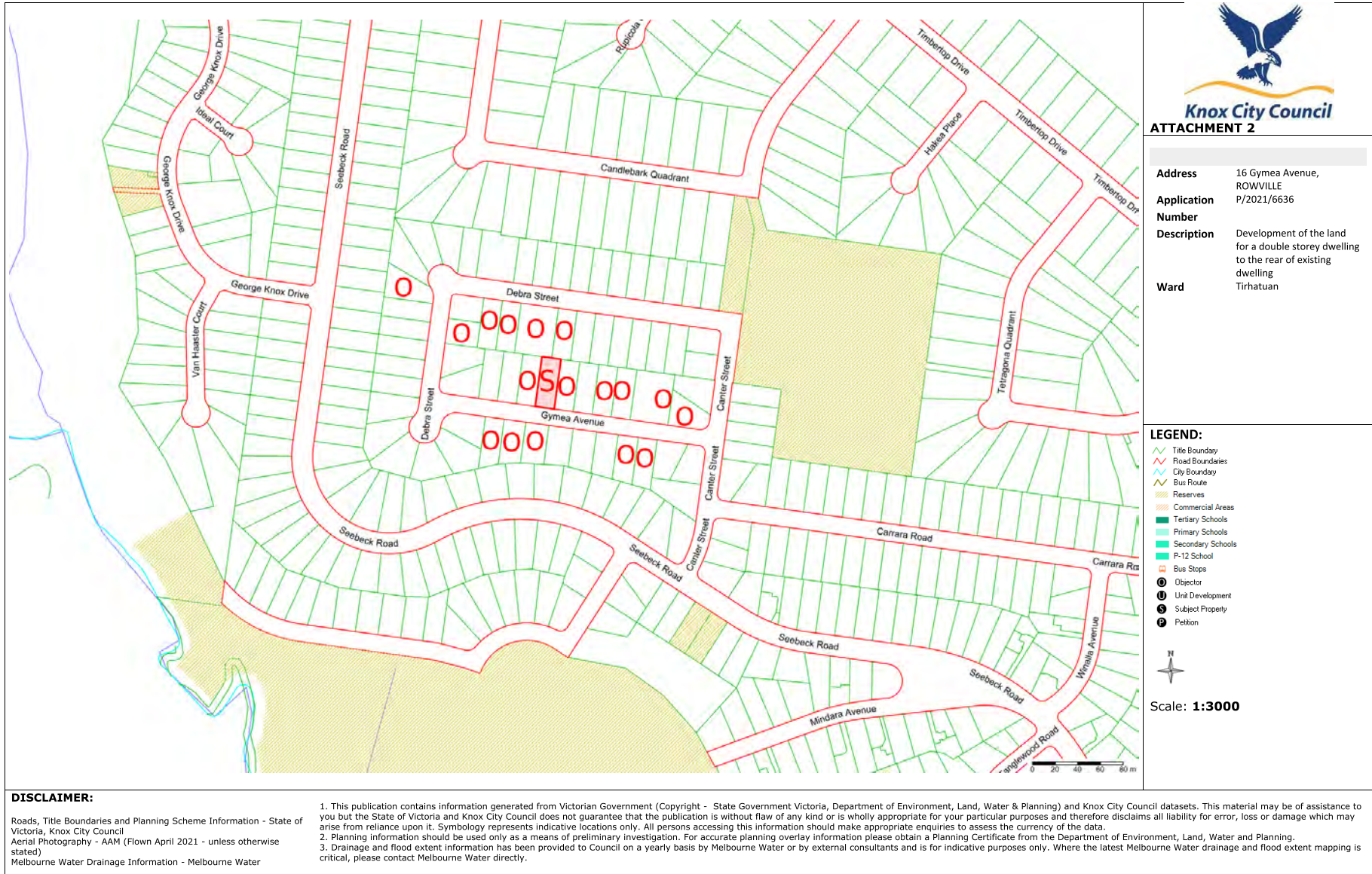


Attachment 1

6. Conclusion

Clause 71.02-3 of the Knox Planning Scheme requires Council to balance relative policy objectives when making decisions to ensure resulting development is sustainable and achieves a net community gain. In this context, the proposal is considered appropriate given the following:

- The development is consistent with State Policy, Clause 21.05 (Built Environment and Heritage), Clause 21.06 (Housing), Clause 22.04 (Environmentally Sustainable Development), and Clause 22.07 (Development in Residential Areas and Neighbourhood Character Policy) of the Knox Planning Scheme.
- The proposal complies with the Neighbourhood Residential Zone - Schedule 5.
- The development is generally compliant with ResCode (Clause 55 of the Knox Planning Scheme), subject to conditions.
- The development provides an appropriate balance between the need for additional housing within an established residential area while ensuring the amenity of occupants and adjoining residents is not compromised.
- It is considered that the proposal will contribute to the green and leafy character of Knox, with the provision of 4 canopy trees across the site.





Knox City Council
ATTACHMENT 2

Address	16 Gymea Avenue, ROWVILLE
Application Number	P/2021/6636
Description	Development of the land for a double storey dwelling to the rear of existing dwelling
Ward	Tirhatuan

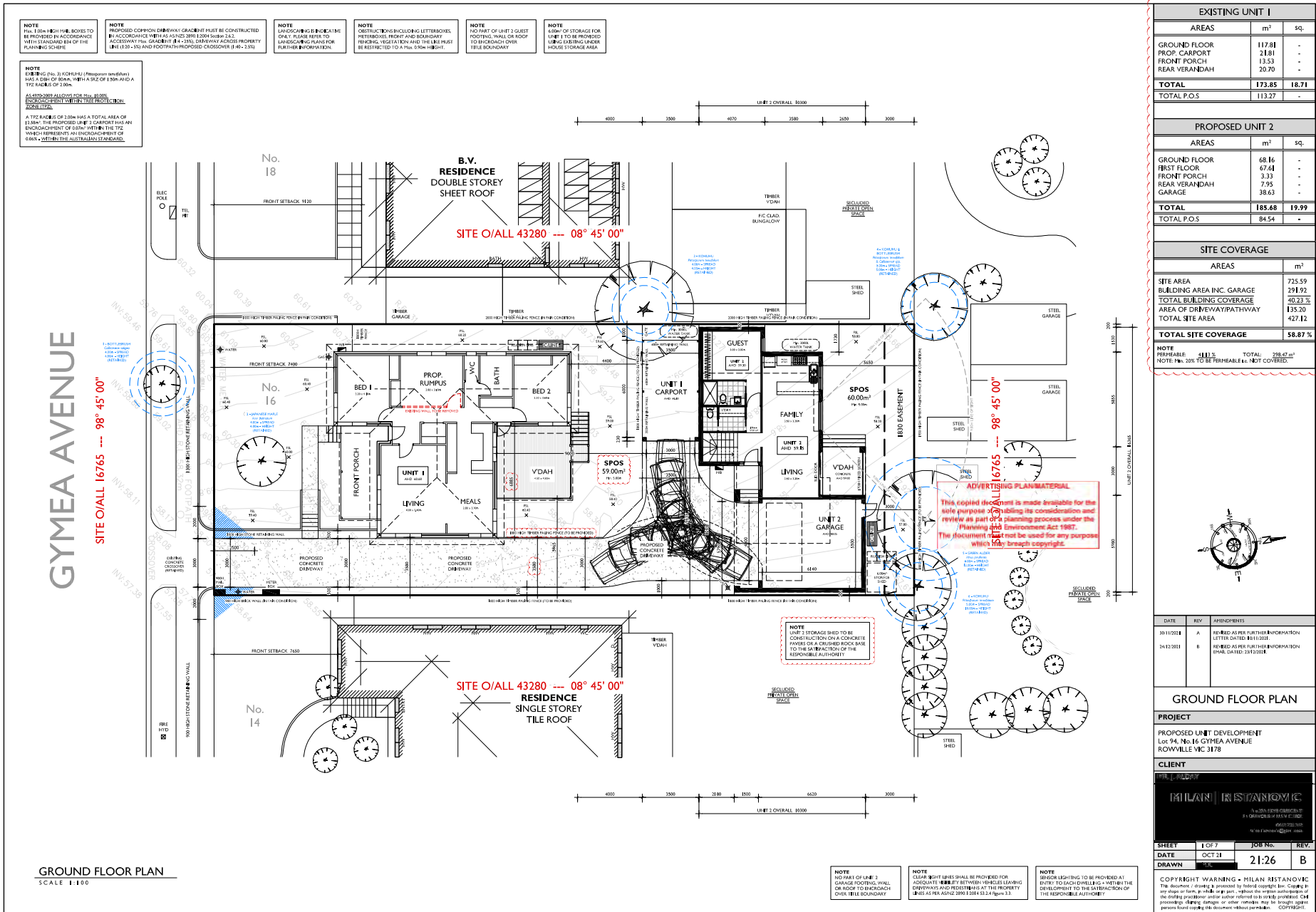
- LEGEND:**
- Title Boundary
 - Road Boundaries
 - City Boundary
 - Bus Route
 - Reserves
 - Commercial Areas
 - Tertiary Schools
 - Primary Schools
 - Secondary Schools
 - P-12 School
 - Bus Stops
 - Objector
 - Unit Development
 - Subject Property
 - Petition

N
Scale: **1:3000**

DISCLAIMER:

Roads, Title Boundaries and Planning Scheme Information - State of Victoria, Knox City Council
Aerial Photography - AAM (Flown April 2021 - unless otherwise stated)
Melbourne Water Drainage Information - Melbourne Water

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2. Planning information should be used only as a means of preliminary investigation. For accurate planning overlay information please obtain a Planning Certificate from the Department of Environment, Land, Water and Planning.
3. Drainage and flood extent information has been provided to Council on a yearly basis by Melbourne Water or by external consultants and is for indicative purposes only. Where the latest Melbourne Water drainage and flood extent mapping is critical, please contact Melbourne Water directly.



EXISTING UNIT 1		
AREAS	m ²	sq.
GROUND FLOOR	117.81	-
PROP. CARPORT	21.81	-
FRONT PORCH	13.53	-
REAR VERANDAH	20.70	-
TOTAL	173.85	18.71
TOTAL P.O.S	113.27	-

PROPOSED UNIT 2		
AREAS	m ²	sq.
GROUND FLOOR	68.16	-
FIRST FLOOR	67.61	-
FRONT PORCH	3.33	-
REAR VERANDAH	7.95	-
GARAGE	38.63	-
TOTAL	185.68	19.99
TOTAL P.O.S	84.54	-

SITE COVERAGE	
AREAS	m ²
SITE AREA	725.59
BUILDING AREA INC. GARAGE	291.92
TOTAL BUILDING COVERAGE	40.23 %
AREA OF DRIVEWAY/PATHWAY	135.20
TOTAL SITE AREA	427.12
TOTAL SITE COVERAGE	58.87 %

NOTE: PERMEABLE: 41.11% TOTAL: 238.47 m²
 NOTE: PERM. 20% TO BE PERMEABLE. NOT COVERED.

ADVERTISING PLAN/MATERIAL

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DATE	REV	APPENDIX
30/11/2021	A	REVIEW AS PER FURTHER INFORMATION LETTER DATED 28/11/2021
24/12/2021	B	REVIEW AS PER FURTHER INFORMATION EMAIL DATED 23/12/2021

GROUND FLOOR PLAN

PROJECT

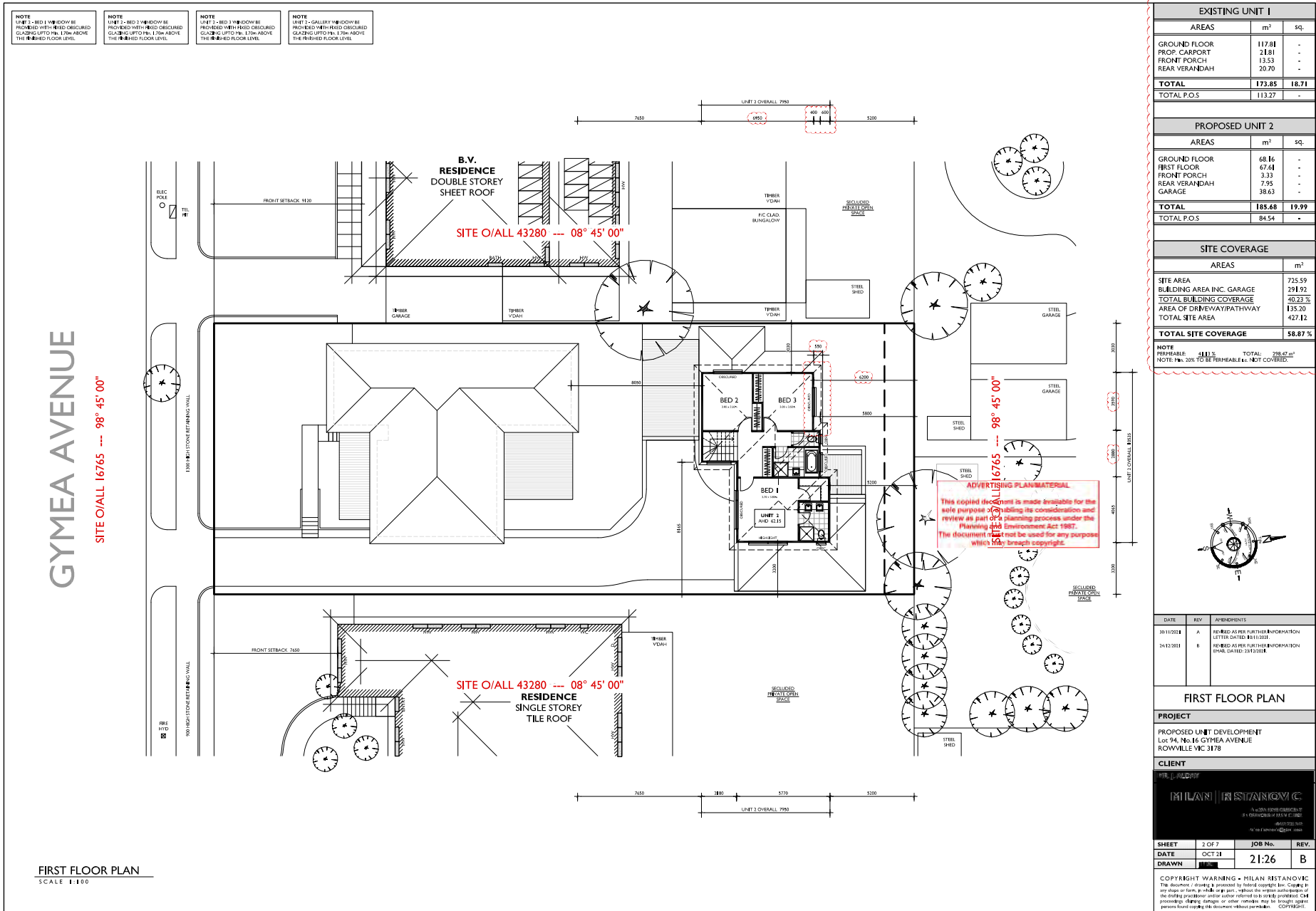
PROPOSED UNIT DEVELOPMENT
 Lot 54, No. 16 GYMEA AVENUE
 ROWVILLE VIC 3178

CLIENT



SHEET	1 OF 7	JOB No.	REV.
DATE	OCT 21	21:26	B
DRAWN			

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TOTAL	173.85	18.71
TOTAL P.O.S	113.27	-

PROPOSED UNIT 2		
AREAS	m ²	sq.
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FRONT PORCH	3.33	-
REAR VERANDAH	7.95	-
GARAGE	38.63	-
TOTAL	185.68	19.99
TOTAL P.O.S	84.54	-

SITE COVERAGE	
AREAS	m ²
SITE AREA	725.59
BUILDING AREA INC. GARAGE	291.92
TOTAL BUILDING COVERAGE	40.23 %
AREA OF DRIVEWAY/PATHWAY	135.20
TOTAL SITE AREA	427.12
TOTAL SITE COVERAGE	58.87 %

NOTE: PERMISSIBLE 41.11% TOTAL: 298.47 m²
 NOTE: P.O.S. 20% TO BE PERMISSIBLE, NOT COVERED.

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DATE	REV	AMENDMENTS
30/11/2021	A	REBID AS PER FURTHER INFORMATION LETTER DATED 28/11/2021
24/12/2021	B	REBID AS PER FURTHER INFORMATION EMAIL DATED 23/12/2021

FIRST FLOOR PLAN

PROJECT

PROPOSED UNIT DEVELOPMENT
 Lot 94, No. 16 GYMEA AVENUE
 ROWVILLE VIC 3178

CLIENT

MILAN RESTANOVIC

16/11/2021

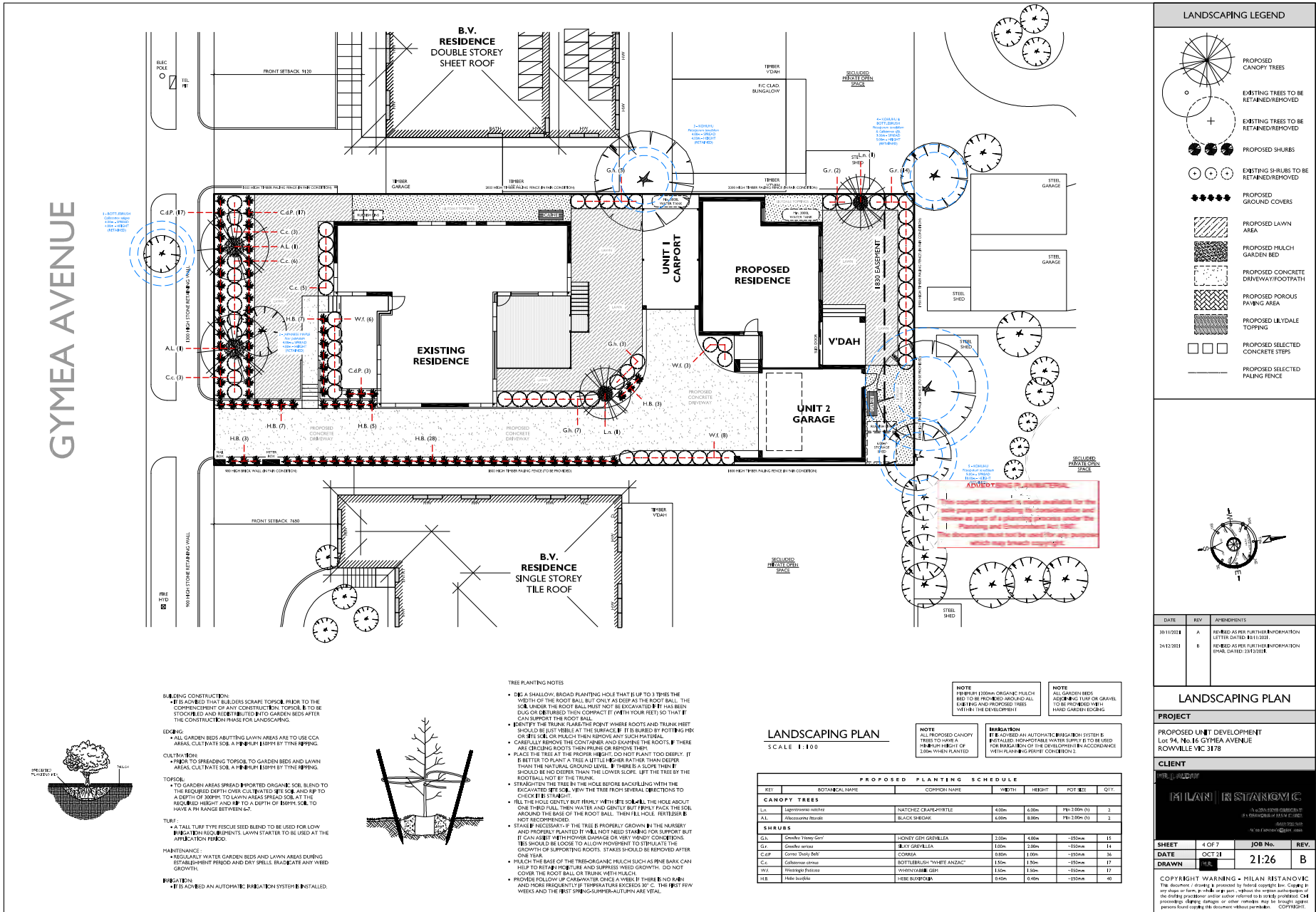
MILAN RESTANOVIC
 ARCHITECT
 A MEMBER OF RIBA (UK)

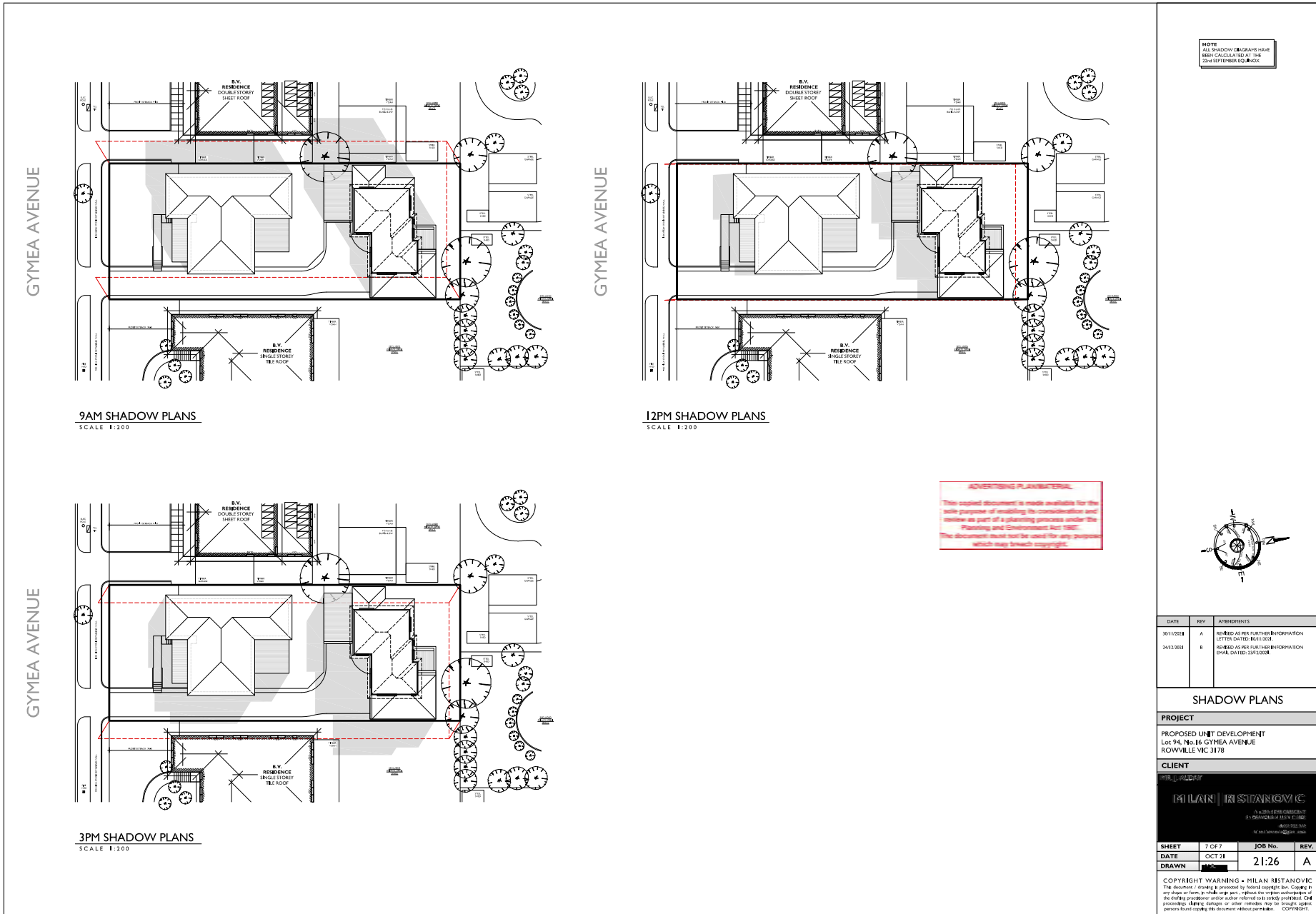
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DATE	OCT 21	21:26	B
DRAWN	[Signature]		

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FIRST FLOOR PLAN
 SCALE 1:100







6.3 48 Murray Crescent, Rowville

SUMMARY: Subdivision Planner, Marina Pegoraro

This report considers the request for the ending of Section 173 Agreements AT116035X and AT125543B affecting Lot 941 on Plan of Subdivision 144964 on Certificate of Title Volume 9570 Folio 852 and known as 48 Murray Crescent, Rowville.

RECOMMENDATION

That Council resolve to end Section 173 Agreements AT116035X and AT125543B affecting Lot 941 on Plan of Subdivision 144964 on Certificate of Title Volume 9570 Folio 852.

1. INTRODUCTION

Council has received a request for the ending of the Section 173 Agreements affecting Lot 941 on Plan of Subdivision 144964 and known as 48 Murray Crescent, Rowville. Section 173 Agreements AT116035X and AT125543B are near identical agreements with the only difference being that AT125543B was dated 23 March 2020 and AT116035X was not dated.

In accordance with the Council Instrument of Delegation – Planning (dated March 2022), this request is being reported to Council as the Section 173 Agreements were required by a Council resolution.

2 DISCUSSION

This proposal is made under Section 178 of the Planning and Environment Act (1987) for the ending of Section 173 Agreements AT125543B and AT116035X from the subject site.

Section 173 Agreements AT125543B and AT116035X are agreements between Council and the registered owner of the subject site, being 48 Murray Crescent, Rowville.

Council at an Ordinary Meeting on 29 April 2019 considered an application for a two (2) lot subdivision at 48 Murray Crescent, Rowville. In determining this request, Council issued a Notice of Decision to Grant a Planning Permit, subject to conditions. As this decision was not appealed, Planning Permit P/2018/6702 was issued on 4 June 2019.

Planning Permit P/2018/6702 required the owner to enter into a Section 173 Agreement to enforce permit conditions and site restrictions. Specifically the Section 173 Agreements requires:

- The owner must not build, construct or erect or cause or permit to be constructed or erected on a lot more than one dwelling and associated outbuildings.
- The dwelling and all associated outbuildings are to be contained within the building envelope as shown on the endorsed plans to the permit.
- Tennis courts, swimming pools and the like may be constructed outside the building envelope.
- No buildings within the front setback.
- Retention of trees outside of the building envelope unless located within 5 metres of a building.

Planning Permit P/2018/6702 has since expired and the last date that a request to extend the expiry date of the Planning Permit has past and the permit has lapsed.

The detailed Officer Report is provided at Attachment 1.

3 CONSULTATION

The application was advertised to all parties to the agreement and all owners and occupiers of properties that were sent notices under the original two (2) lot subdivision application, P/2018/6702. In total one (1) objection was received.

4. CLIMATE CHANGE CONSIDERATIONS

Implementation of the recommendation is considered to have no direct implications or has no direct impacts upon Council's Net Zero 2030 target, the Community Net Zero 2040, exposure to climate risks or climate change adaptation.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

There are no significant environmental impacts or amenity issues associated with the proposal.

6. FINANCIAL & ECONOMIC IMPLICATIONS

There are no financial or economic implications associated with the request to end Section 173 Agreements AT125543B and AT116035X.

7. SOCIAL IMPLICATIONS

There are no significant social implications associated with the proposal.

8. RELEVANCE TO KNOX COMMUNITY PLAN 2021-31 AND COUNCIL PLAN 2021-2025

Neighbourhoods, Housing & Infrastructure

- Plan for and support diverse housing to meet changing community needs.
- Create, enhance and maintain places and spaces for people to live, work, play and connect.

9. CONFLICT OF INTEREST

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

11. CONFIDENTIALITY

There is no content in this report that meets the definition of confidential information from the Local Government Act 2020.

Report Prepared By: Subdivision Planner, Marina Pegoraro
Report Authorised By: Director, City Strategy and Integrity, Matt Kelleher

Attachments

1. Attachment 1 - Officer Report - 48 Murray Cres Rowville [6.3.1 - 4 pages]
2. Attachment 2 - Council Attachments - 48 Murray Cres, Rowville [6.3.2 - 32 pages]



Request for the ending of Section 173 Agreements AT116035X and AT125543B from Lot 941 on Plan of Subdivision 144964 and known as 48 Murray Crescent, Rowville.

1. Summary:

Subject Site:	48 Murray Crescent, ROWVILLE VIC 3178
Proposal:	Ending of Section 173 Agreements AT116035X and AT125543B on Certificate of Title Volume 9570 Folio 852.
Existing Land Use:	Residential
Site Area:	1,991sqm
Planning Scheme Controls:	Neighbourhood Residential Zone – Schedule 4
Application Received:	14 January 2022
Number of Objections:	One (1)
PCC Meeting:	N/A
Ward:	Taylor

2. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of the request to end the Section 173 Agreements AT116035X and AT125543B affecting Lot 941 on Plan of Subdivision 144964 and known as 48 Murray Crescent. It should be read in conjunction with the other attachments.

3. Background

3.1 History

Council at an Ordinary Meeting on 29 April 2019 considered an application for a two (2) lot subdivision at 48 Murray Crescent, Rowville. In determining this request, Council issued a Notice of Decision to Grant a Planning Permit, subject to conditions. This decision was not appealed and subsequently Planning Permit P/2018/6702 was issued on 4 June 2019.

Condition 11 of Planning Permit P/2018/6702 required that a Section 173 Agreement be entered into prior to the subdivision being certified. The condition states:

Prior to the certification of the Plan of Subdivision the owner of the land must enter into an agreement under Section 173 Agreement of the Planning and Environment Act 1987 with the Responsible Authority. (Note a dealing number must be issued prior to certification as a result of the registration of the agreement at the Land Titles Office).

The matters of the agreement must include:



Attachment 1

- *The owner must not build, construct or erect or cause or permit to be constructed or erected on a lot more than one dwelling and associated outbuildings.*
- *Dwelling and all associated outbuildings buildings are to be contained within the building envelope as shown on the endorsed plans to the permit.*
- *Tennis courts, swimming pools and the like may be constructed outside the building envelope.*
- *No buildings within the front setback.*
- *Retention of trees outside of the building envelope unless located within 5 metres of a building.*

Two Section 173 Agreements were entered into, being AT116035X and AT125543B. These are near identical agreements with the only difference being that AT125543B was dated 23 March 2022 and AT116035X was undated.

Condition 18 of Planning Permit P/2018/6702 outlined the expiry date of the Planning Permit. This condition stated that Planning Permit P/2018/6702 would expire if one of the following circumstances applies:

- The subdivision is not started within two years of the date of this permit as evidenced by a Plan of Subdivision for any stage being certified by the Council within that time limit;
- The Certified Plan of Subdivision is not registered within five years from the date of the certification of the plan.

The Plan of Subdivision has not been certified and therefore Planning Permit P/2018/6702 expired on 4 June 2021 and due to the expiry date being more than 6 months ago the Planning Permit cannot be extended. Therefore, the requirement of the Section 173 Agreements are no longer applicable. A new planning permit would be required for the site to be subdivided.

The applicant has indicated that the site is not intended to be subdivided at this stage.

3.2 Subject Site and Surrounds

The location of the subject site and surrounds is shown in Attachment 2.

- The subject site is a large single allotment located on the southern side of Murray Crescent, Rowville, known as 48 Murray Crescent, Rowville. It is rectangular in shape with a frontage of 30 metres and a depth of 67 metres.
- The site has an area of 1,991sqm and has a slope of 2.5 metres (east to west).
- The subject site and surrounds are located within an established residential area. The southern side of Murray Crescent consist of predominately larger allotments at approximately 2,000sqm with single dwellings. The northern side of Murray Crescent consists of smaller allotments at between 600sqm and 700sqm containing either single or double storey dwellings.
- To the rear of the site is land in the Low Density Residential Zone and lot sizes are generally greater than 4,000sqm.
- The subject site is affected by Section 173 Agreements AT116035X and AT125543B which are registered on Certificate of Title Volume 9570 Folio 852.

3.3 The Proposal

The proposal seeks to end Section 173 Agreements AT116035X and AT125543B affecting Lot 941 on Plan of Subdivision 144964 registered on Certificate of Title Volume 9570 Folio 852 (48 Murray Crescent, Rowville) due to:

- The obligations under S.173 Agreements AT116035X and AT125543B relate to Planning Permit P/2018/6702, for a two (2) lot subdivision, issued 4/6/2019 which has since expired.
- The applicant has indicated that the site is not intended to be subdivided.
- If the site is to be subdivided, a new planning permit would be required.



Attachment 1

4. Consultation

4.1 Advertising

Pursuant to Section 178C of the Planning and Environment Act, the proposal to end the Section 173 Agreements must be advertised to all parties to the agreement.

Section 178C(2)(b) of the Planning and Environment Act also requires Council to give notice to any other person Council consider may suffer material detriment as a result of the decision to end the Agreements. Notices were sent to all parties who were previously sent notices under the original two (2) lot subdivision application P/2018/6702 to advise of the removal both Section 173 Agreements.

In total one (1) objection was received and is summarised below.

Overdevelopment

- This request is for the ending of the two Section 173 Agreements registered on Title as a result of Planning Permit issued on the 4 June 2019 for a two (2) lot subdivision under Planning Permit P/2018/6702. Planning Permit P/2018/6702 issued on 4 June 2019 and has since expired.

This request does not propose the redevelopment of the site and the applicant has indicated that the site would be developed with a single dwelling. Should it be proposed to development the site in the future with a development that would trigger a planning permit that proposal would be considered on its merits at the time the planning application is being considered.

Decrease in property value

- Variations in property prices is not a valid planning consideration.

4.2 Referrals

The application was not required to be referred to any external authorities or internal departments.

5. Discussion

This section considers the proposed development in light of the provisions of the Knox Planning Scheme including State and Local Planning Policies, any other relevant policies and objectives.

5.1 Zoning and Overlays

5.1.1 Zone

The site is located within the Neighbourhood Residential Zone – Schedule 4 (NRZ4).

- The ending of a Section 173 Agreement does not trigger a planning permit.

5.1.2 Overlays

The site is not affected by any overlays.

5.2 Policy Consideration: State and Local Planning Policy Framework

The application to end a Section 173 Agreement is not affected by the State and Local Planning Policy Framework.



Attachment 1

5.3 Section 178B(2) of the Planning & Environment Act (1987)

Section 178B(2) of the Planning and Environment Act (1987) outlines the matters that must be considered by the Responsible Authority when considering a proposal to end an agreement. These matters are:

5.3.1 The purpose of the agreement.

- The purpose of the agreements was to enforce permit conditions and site restrictions pursuant to Planning Permit P/2018/6702 issued 4 June 2019.

5.3.2 Whether and why the agreement is no longer required.

- Planning Permit P/2018/6702 issued 4 June 2019 has expired.
- The owners of 48 Murray Crescent, Rowville do not wish to proceed with the subdivision of the subject site into two (2) lots approved under Planning Permit P/2018/6702.

5.3.3 Whether the ending of the Agreement/s would disadvantage any person, whether or not a party to the agreement.

- The only parties to the registered Section 173 Agreements are the owners and Council.
- Due to Planning Permit P/2018/6702 expiring and that the owners do not wish to proceed with a subdivision, no parties will be disadvantaged by the ending of Section 173 Agreements AT116035X and AT125543B.

5.3.4 The reasons why the Responsible Authority entered into the Agreement

- The Responsible Authority entered into the agreement/s to enforce permit conditions and site restrictions pursuant to Planning Permit P/2018/6702 issued 4 June 2019.

5.3.5 Any relevant permit or other requirements the land is subject to under the Subdivision Act 1988

- Condition 11 of Planning Permit P/2018/6702 originally required that the owner/s enter into a Section 173 Agreement to ensure that the land was appropriately developed. As Planning Permit P/2018/6702 has expired the Section 173 Agreements are not required.

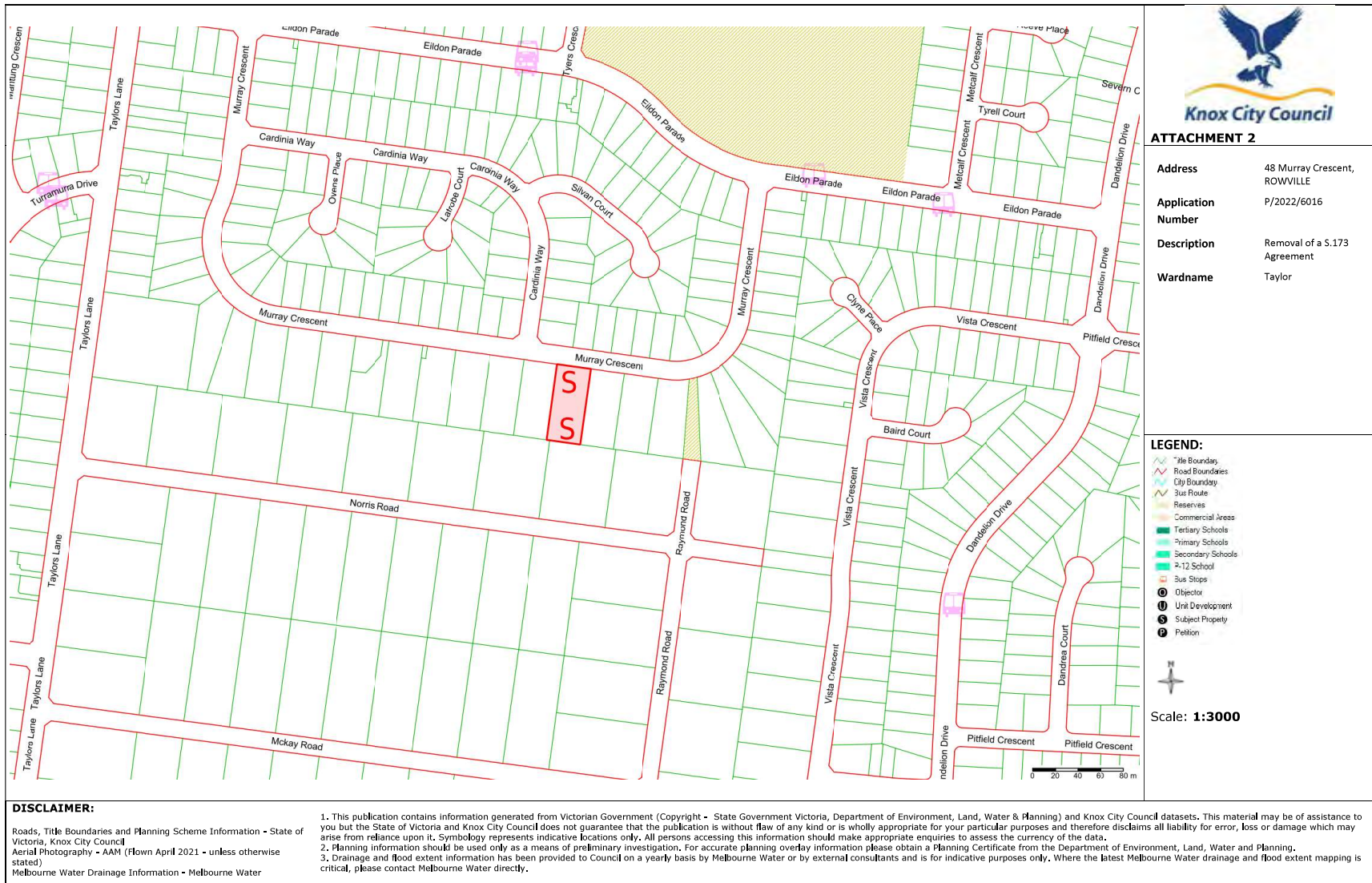
5.3.6 Any other prescribed matter.

- There are no other prescribed matters.

6. Conclusion

The proposal to end Section 173 Agreements AT116035X and AT125543B registered on Certificate of Title Volume 9570 Folio 852 will not disadvantage any person or parties. The requirement for a Section 173 Agreement was by Condition 11 of Planning Permit P2018/6702, which has since expired.

It is therefore recommended that Council agree to end Section 173 Agreements AT116035X and AT125543B affecting Lot 941 on Plan of Subdivision 144964 registered on Certificate of Title Volume 9570 Folio 852.



ATTACHMENT 2

Address	48 Murray Crescent, ROWVILLE
Application Number	P/2022/6016
Description	Removal of a S.173 Agreement
Wardname	Taylor

LEGEND:

- Title Boundary
- Road Boundaries
- City Boundary
- Bus Route
- Reserves
- Commercial Areas
- Tertiary Schools
- Primary Schools
- Secondary Schools
- 7-12 School
- Bus Stops
- Objector
- Unit Development
- Subject Property
- Petition

Scale: **1:3000**

DISCLAIMER:

Roads, Title Boundaries and Planning Scheme Information - State of Victoria, Knox City Council
 Aerial Photography - AAM (Flown April 2021 - unless otherwise stated)
 Melbourne Water Drainage Information - Melbourne Water

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 2. Planning information should be used only as a means of preliminary investigation. For accurate planning overlay information please obtain a Planning Certificate from the Department of Environment, Land, Water and Planning.
 3. Drainage and flood extent information has been provided to Council on a yearly basis by Melbourne Water or by external consultants and is for indicative purposes only. Where the latest Melbourne Water drainage and flood extent mapping is critical, please contact Melbourne Water directly.



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Roads, Title Boundaries and Planning Scheme Information - State of Victoria, Knox City Council
 Aerial Photography - AAM (Flown April 2021 - unless otherwise stated)
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Existing dwelling and all outbuildings have been removed







Existing dwelling and all outbuildings have been removed

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BUILDER'S NAME: WESTERN DESIGN HOMES
SITE ADDRESS: 48 MURRAY CRESCENT, ROWVILLE
VIC 3178
CONTACT NO: 0438 514 528
BPB REG NO: CDB-U 52117
BUILDING SURVEYOR: SMITCON CONSULTING BUILDING SURVEYORS
CONTACT NO: 03 9670 1809
BPB REG NO: BS-U 43487
BUILDING PERMIT NO: 6230609617638
DATE OF ISSUE: 25/05/2022
OH&S REP: ADRIAN
CONTACT NO: 0438 514 528

IN AN EMERGENCY **DIAL 000** AND GIVE THE FOLLOWING INFORMATION

- THE **ADDRESS** OF THE EMERGENCY
- THE **TYPE OF EMERGENCY**
- YOUR **NAME**
- THEN **WAIT FOR INSTRUCTIONS**

HOSPITAL: ANGLISS HOSPITAL
ADDRESS: 39 ALBERT ST, UPPER FERNTREE GULLY
VIC 3156
CONTACT NO: 1300 342 255
MEDICAL CENTRE: _____
ADDRESS: _____
CONTACT NO: _____

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Volume 09570 Folio 852

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Page 1 / 1
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CERTIFICATE OF TITLE – VICTORIA

Under the Transfer of Land Act 1958

I certify that the registered proprietor is the proprietor of the estate and interest in the land subject to the encumbrances, caveats and notices described

MELISSA HARRIS
REGISTRAR OF TITLES

LAND DESCRIPTION

Lot 941 on Plan of Subdivision 144964.
PARENT TITLE Volume 09540 Folio 500
Created by instrument LP144964 11/09/1984

REGISTERED PROPRIETOR

Estate Fee Simple
Joint Proprietors
MARK ANDREW YANDLE
MELISSA ELIZABETH YANDLE both of 32 ROGERS CLOSE BERWICK VIC 3806
AU290755A 30/04/2021

ENCUMBRANCES, CAVEATS AND NOTICES

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan or imaged folio set out under DIAGRAM LOCATION below.

AGREEMENT Section 173 Planning and Environment Act 1987
AT116035X 30/03/2020

AGREEMENT Section 173 Planning and Environment Act 1987
AT125543B 01/04/2020

DIAGRAM LOCATION

SEE LP144964 FOR FURTHER DETAILS AND BOUNDARIES

END OF CERTIFICATE



THIS CERTIFICATE CONTAINS INFORMATION CORRECT AT THE TIME OF PRINTING.
CURRENT INFORMATION SHOULD BE OBTAINED BY A SEARCH OF THE REGISTER.



Department of Environment, Land, Water & Planning

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Status	Registered	Dealing Number	AT125543B
Date and Time Lodged	01/04/2020 03:59:25 PM		

Lodger Details

Lodger Code	17223H
Name	MADDOCKS
Address	
Lodger Box	
Phone	
Email	
Reference	MYM:S173LC: 7883438

APPLICATION TO RECORD AN INSTRUMENT

Jurisdiction	VICTORIA
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Estate and/or Interest

FEE SIMPLE

Land Title Reference

9570/852

Instrument and/or legislation

RECORD - AGREEMENT - SECTION 173
Planning & Environment Act - section 173

Applicant(s)

Name	KNOX CITY COUNCIL
Address	
Street Number	511
Street Name	BURWOOD
Street Type	HIGHWAY
Locality	WANTIRNA SOUTH
State	VIC
Postcode	3152

Additional Details

Refer Image Instrument



Department of Environment, Land, Water & Planning

Electronic Instrument Statement

The applicant requests the recording of this Instrument in the Register.

Execution

1. The Certifier has taken reasonable steps to verify the identity of the applicant or his, her or its administrator or attorney.
2. The Certifier holds a properly completed Client Authorisation for the Conveyancing Transaction including this Registry Instrument or Document.
3. The Certifier has retained the evidence supporting this Registry Instrument or Document.
4. The Certifier has taken reasonable steps to ensure that this Registry Instrument or Document is correct and compliant with relevant legislation and any Prescribed Requirement.

Executed on behalf of	KNOX CITY COUNCIL
Signer Name	DAVID LITWIN
Signer Organisation	PARTNERS OF MADDOCKS
Signer Role	AUSTRALIAN LEGAL PRACTITIONER
Execution Date	01 APRIL 2020

File Notes:
NIL

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www.maddocks.com.au

DX 259 Melbourne

**Agreement under section 173
of the Planning and Environment Act 1987**
Subject Land: 48 Murray Crescent Rowville

Knox City Council
and

Resources Action Developers Pty Ltd
ACN 106 029 392



[7883438; 24377568_1]

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Building Envelope means the area delineated and identified on the Endorsed Plan as a 'building envelope' or the like and shown as hatched or such other plan as approved by Council from time to time showing the building envelopes on the Subject Land.

Consent or Satisfaction Fee means a fee payable by the Owner to Council for deciding whether to give consent for anything this Agreement provides must not be done without Council's consent or for determining whether any obligation of the Owner set out in this Agreement has been undertaken to Council's satisfaction, and which is payable at the rate of:

- (a) \$325.80 if paid within 12 months from the date that this Agreement commences; or
- (b) \$325.80 plus Indexation if paid at any time after 12 months from the date that this Agreement commences.

CPI means the annual Consumer Price Index (All Groups-Melbourne) as published by the Australian Bureau of Statistics, or, if that index number is no longer published, its substitute as a cumulative indicator of the inflation rate in Australia, as determined by Council from time to time.

Current Address means:

- (a) for Council, the address shown on page one of this Agreement, or any other address listed on Council's website; and
- (b) for the Owner, the address shown on page one of this Agreement or any other address provided by the Owner to Council for any purpose relating to the Subject Land.

Current Email means:

- (a) for Council, knoxcc@knox.vic.gov.au, or any other email address listed on Council's website; and
- (b) for the Owner, any email address provided by the Owner to Council for the express purpose of electronic communication regarding this Agreement.

Dwelling has the same meaning as in the Planning Scheme and includes an Outbuilding.

Endorsed Plan means the plan endorsed with the stamp of Council from time to time as the plan which forms part of the Planning Permit.

Indexation means an annual adjustment to the Consent or Satisfaction Fee carried out in accordance with CPI.

Lot means a lot created by a subdivision of the Subject Land whether in accordance with the Planning Permit or otherwise.

Mortgagee means the person registered or entitled from time to time to be registered as mortgagee of the Subject Land.

Outbuilding means any Building on the Subject Land used in association with the Dwelling on the Subject Land.

Owner means the person registered or entitled from time to time to be registered as proprietor of an estate in fee simple of the Subject Land and includes a mortgagee-in-possession.



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4. Reasons for Agreement

The Parties acknowledge and agree that Council entered into this Agreement for the following reasons:

- 4.1 Council would not have issued the Planning Permit without the condition requiring this Agreement; and
- 4.2 the Owner has elected to enter into this Agreement in order to take the benefit of the Planning Permit.

5. Agreement required

The Parties agree that this Agreement will continue to be required unless Council confirms in writing that it is no longer required.

6. Owner's specific obligations

The Owner covenants and agrees that:

6.1 Restriction on number of Dwellings on a Lot

the Owner must not build, construct or erect or cause or permit to be built, constructed or erected more than one Dwelling on any Lot on the Subject Land;

6.2 Building Envelope

the Owner must not build, construct or erect or cause or permit to be built, constructed or erected any Building on a Lot outside a Building Envelope;

6.3 Front setback

any Building constructed on the Subject Land must be set back at least 12 metres from the frontage of that Lot; and

6.4 Retention of trees

no tree outside a Building Envelope may be removed, destroyed, felled, lopped, ringbarked, uprooted or otherwise damaged except where that tree is located within 5 metres of a Building or in the case that a planning permit is required, the issue of a further planning permit.

7. Owner's further obligations

7.1 Notice and registration

The Owner must bring this Agreement to the attention of all prospective occupiers, purchasers, lessees, licensees, mortgagees, chargees, transferees and assigns.

7.2 Further actions

The Owner:

[7883438: 24377568_1]

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- 7.2.1 must do all things necessary to give effect to this Agreement;
- 7.2.2 consents to Council applying to the Registrar of Titles to record this Agreement on the certificate of title of the Subject Land in accordance with s 181 of the Act; and
- 7.2.3 agrees to do all things necessary to enable Council to do so, including:
 - (a) sign any further agreement, acknowledgment or document; and
 - (b) obtain all necessary consents to enable the recording to be made.

7.3 Fees

The Owner must pay any Consent or Satisfaction Fee to Council within 14 days after a written request for payment.

7.4 Council's costs to be paid

The Owner must pay to Council within 14 days after a written request for payment, Council's costs and expenses (including legal expenses) relating to this Agreement, including:

- 7.4.1 preparing, drafting, finalising, signing, recording and enforcing this Agreement;
- 7.4.2 preparing, drafting, finalising and recording any amendment to this Agreement; and
- 7.4.3 preparing, drafting, finalising and recording any document to give effect to the ending of this Agreement.

7.5 Time for giving consent

If Council makes a request for payment of any Consent or Satisfaction Fee under clause 7.3, the Parties agree that Council will not decide whether to grant the consent sought until payment has been made to Council in accordance with the request.

7.6 Interest for overdue money

- 7.6.1 The Owner must pay to Council interest in accordance with s 227A of the *Local Government Act 1989* on any amount due under this Agreement that is not paid by the due date.
- 7.6.2 If interest is owing, Council will apply any payment made to interest and any balance of the payment to the principal amount.

8. Agreement under s 173 of the Act

Without limiting or restricting the respective powers to enter into this Agreement, and insofar as it can be so treated, this Agreement is made as a deed in accordance with s 173 of the Act.

9. Owner's warranties

The Owner warrants that apart from the Owner and any other person who has consented in writing to this Agreement, no other person has any interest, either legal or equitable, in the Subject Land which may be affected by this Agreement.



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10. Successors in title

Until such time as a memorandum of this Agreement is recorded on the certificate of title of the Subject Land, the Owner must require successors in title to:

- 10.1 give effect to this Agreement; and
- 10.2 enter into a deed agreeing to be bound by the terms of this Agreement.

11. General matters

11.1 Notices

A notice or other communication required or permitted to be served by a Party on another Party must be in writing and may be served:

- 11.1.1 personally on the other Party;
- 11.1.2 by leaving it at the other Party's Current Address;
- 11.1.3 by posting it by priority prepaid post addressed to the other Party at the other Party's Current Address; or
- 11.1.4 by email to the other Party's Current Email.

11.2 Counterparts

This Agreement may be executed in counterparts, all of which taken together constitute one document.

11.3 No waiver

Any time or other indulgence granted by Council to the Owner or any variation of this Agreement or any judgment or order obtained by Council against the Owner does not amount to a waiver of any of Council's rights or remedies under this Agreement

11.4 Severability

If a court, arbitrator, tribunal or other competent authority determines that any part of this Agreement is unenforceable, illegal or void then that part is severed with the other provisions of this Agreement remaining operative.

11.5 No fettering of Council's powers

This Agreement does not fetter or restrict Council's power or discretion to make decisions or impose requirements or conditions in connection with the grant of planning approvals or certification of plans subdividing the Subject Land or relating to use or development of the Subject Land.

11.6 Inspection of documents

A copy of any planning permit, document or plan referred to in this Agreement is available for inspection at Council offices during normal business hours upon giving the Council reasonable notice.

|||||

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11.7 Governing law

This Agreement is governed by and is to be construed in accordance with the laws of Victoria.

12. Commencement of Agreement

This Agreement commences on the date specified on page one or if no date is specified on page one, the date the Planning Permit was issued.

AT 11 25 54 3

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[7883438: 24377568_1]

page 7

Maddocks


Signing Page

Signed, sealed and delivered as a deed by the Parties.

Signed by and on behalf, and with the authority of)
the **Knox City Council** by)

MATT FELLEHER)


in the exercise of a power conferred by)
an Instrument of Delegation, in the presence of:)


Signature
DIRECTOR CITY DEVELOPMENT
Position Held


Witness Signature

ANN SEWELL
Print Name
Executive Assistant
City Development
Position Held

Executed by Resources Action Developers Pty Ltd)
ACN 105 029 392 in accordance with s 127(1) of the)
Corporations Act 2001.)

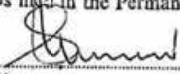

Signature of Director
VIMALAKRISHNAN CHAN
Print full name


Signature of Director (or Company Secretary)
SIOW WAF CHAN
Print full name

Mortgagee's Consent

Westpac Banking Corporation as Mortgagee under instrument of mortgage no. A2677254D consents to the Owner entering into this Agreement and in the event that the Mortgagee becomes mortgagee-in-possession, agrees to be bound by the covenants and conditions of this Agreement.

SIGNED, SEALED and DELIVERED by Sharon Samuels
who holds the position of Tier
Three Attorney for Westpac Banking Corporation under power
of attorney dated 17 January 2001, a certified copy of which
is filed in the Permanent Order Book, No. 277, Page 16.


Signature
By executing this agreement the attorney states that the
attorney has received no notice of the revocation of the power
of attorney.

[7883438: 24377568_1]


Signature of Witness

page 8



Department of Environment, Land, Water & Planning

Electronic Instrument Statement

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Status	Registered	Dealing Number	AT116035X
Date and Time Lodged	30/03/2020 01:47:07 PM		

Lodger Details

Lodger Code	17223H
Name	MADDOCKS
Address	
Lodger Box	
Phone	
Email	
Reference	MYM:S173LC: 7883438

APPLICATION TO RECORD AN INSTRUMENT

Jurisdiction	VICTORIA
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Privacy Collection Statement

The information in this form is collected under statutory authority and used for the purpose of maintaining publicly searchable registers and indexes.

Estate and/or Interest

FEE SIMPLE

Land Title Reference

9570/852

Instrument and/or legislation

RECORD - AGREEMENT - SECTION 173
Planning & Environment Act - section 173

Applicant(s)

Name	KNOX CITY COUNCIL
Address	
Street Number	511
Street Name	BURWOOD
Street Type	HIGHWAY
Locality	WANTIRNA SOUTH
State	VIC
Postcode	3152

Additional Details

Refer Image Instrument



Department of Environment, Land, Water & Planning

Electronic Instrument Statement

The applicant requests the recording of this Instrument in the Register.

Execution

1. The Certifier has taken reasonable steps to verify the identity of the applicant or his, her or its administrator or attorney.
2. The Certifier holds a properly completed Client Authorisation for the Conveyancing Transaction including this Registry Instrument or Document.
3. The Certifier has retained the evidence supporting this Registry Instrument or Document.
4. The Certifier has taken reasonable steps to ensure that this Registry Instrument or Document is correct and compliant with relevant legislation and any Prescribed Requirement.

Executed on behalf of	KNOX CITY COUNCIL
Signer Name	KIERRA PARKER
Signer Organisation	PARTNERS OF MADDOCKS
Signer Role	AUSTRALIAN LEGAL PRACTITIONER
Execution Date	25 MARCH 2020

File Notes:
NIL

This is a representation of the digitally signed Electronic Instrument or Document certified by Land Use Victoria.

Statement End.



Imaged Document Cover Sheet

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Document Identification	AT116035X
Number of Pages (excluding this cover sheet)	10
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info@maddocks.com.au
www.maddocks.com.au

DX 259 Melbourne

Agreement under section 173 of the Planning and Environment Act 1987 Subject Land: 48 Murray Crescent Rowville

Knox City Council
and

Resources Action Developers Pty Ltd
ACN 105 029 392

[7883438: 24377566_1]

International offices
Canberra Sydney
Affiliated offices around the world through the
Advoc network - www.advoc.com



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Agreement under section 173 of the Planning and Environment Act 1987

Dated

Parties

Name	Knox City Council
Address	511 Burwood Highway, Wantirna South, Victoria
Short name	Council

Name	Resources Action Developers Pty Ltd ACN 105 029 392
Address	c/- Sheldans, 47 Wadham Parade, Mount Waverley, Victoria
Short name	Owner

Background

- A. Council is the responsible authority for the Planning Scheme.
- B. The Owner is or is entitled to be the registered proprietor of the Subject Land.
- C. Council issued the Planning Permit requiring the Owner to enter into this Agreement providing for the matters set out in condition 11 of the Planning Permit.
- D. As at the date of this Agreement, the Subject Land is encumbered by a mortgage in favour of the Mortgagee. The Mortgagee consents to the Owner entering into this Agreement.

The Parties agree

1. Definitions

In this Agreement unless the context admits otherwise:

Act means the *Planning and Environment Act 1987*.

Agreement means this Agreement and includes this Agreement as amended from time to time.

Building has the same meaning as in the Act and includes Dwellings, Outbuildings and garages but excludes swimming pools, tennis courts and the like.



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Building Envelope means the area delineated and identified on the Endorsed Plan as a 'building envelope' or the like and shown as hatched or such other plan as approved by Council from time to time showing the building envelopes on the Subject Land.

Consent or Satisfaction Fee means a fee payable by the Owner to Council for deciding whether to give consent for anything this Agreement provides must not be done without Council's consent or for determining whether any obligation of the Owner set out in this Agreement has been undertaken to Council's satisfaction, and which is payable at the rate of:

- (a) \$325.80 if paid within 12 months from the date that this Agreement commences; or
- (b) \$325.80 plus Indexation if paid at any time after 12 months from the date that this Agreement commences.

CPI means the annual Consumer Price Index (All Groups-Melbourne) as published by the Australian Bureau of Statistics, or, if that index number is no longer published, its substitute as a cumulative indicator of the inflation rate in Australia, as determined by Council from time to time.

Current Address means:

- (a) for Council, the address shown on page one of this Agreement, or any other address listed on Council's website; and
- (b) for the Owner, the address shown on page one of this Agreement or any other address provided by the Owner to Council for any purpose relating to the Subject Land.

Current Email means:

- (a) for Council, knoxcc@knox.vic.gov.au, or any other email address listed on Council's website; and
- (b) for the Owner, any email address provided by the Owner to Council for the express purpose of electronic communication regarding this Agreement.

Dwelling has the same meaning as in the Planning Scheme and includes an Outbuilding.

Endorsed Plan means the plan endorsed with the stamp of Council from time to time as the plan which forms part of the Planning Permit.

Indexation means an annual adjustment to the Consent or Satisfaction Fee carried out in accordance with CPI.

Lot means a lot created by a subdivision of the Subject Land whether in accordance with the Planning Permit or otherwise.

Mortgagee means the person registered or entitled from time to time to be registered as mortgagee of the Subject Land.

Outbuilding means any Building on the Subject Land used in association with the Dwelling on the Subject Land.

Owner means the person registered or entitled from time to time to be registered as proprietor of an estate in fee simple of the Subject Land and includes a mortgagee-in-possession.



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Owner's obligations includes the Owner's specific obligations and the Owner's further obligations.

Party or Parties means the Parties to this Agreement but does not include a person who has transferred or otherwise disposed of all of their interests in the Subject Land.

Planning Permit means planning permit no. P/2018/6702, as amended from time to time, issued on 4 June 2019, authorising the development and subdivision of the Subject Land in accordance with plans endorsed by Council.

Planning Scheme means the Knox Planning Scheme and any other planning scheme that applies to the Subject Land.

Subject Land means the land situated at 48 Murray Crescent, Rowville being the land referred to in certificate of title volume 9570 folio 852 and any reference to the Subject Land includes any lot created by the subdivision of the Subject Land or any part of it.

2. Interpretation

In this Agreement unless the context admits otherwise:

- 2.1 the singular includes the plural and vice versa;
- 2.2 a reference to a gender includes all genders;
- 2.3 a reference to a person includes a reference to a firm, corporation or other corporate body and that person's successors in law;
- 2.4 any agreement, representation, warranty or indemnity by 2 or more persons (including where 2 or more persons are included in the same defined term) binds them jointly and severally;
- 2.5 a term used has its ordinary meaning unless that term is defined in this Agreement. If a term is not defined in this Agreement and it is defined in the Act, it has the meaning as defined in the Act;
- 2.6 a reference to an Act, regulation or the Planning Scheme includes any Act, regulation or amendment amending, consolidating or replacing the Act, regulation or Planning Scheme;
- 2.7 the Background forms part of this Agreement;
- 2.8 the Owner's obligations take effect as separate and several covenants which are annexed to and run at law and equity with the Subject Land; and
- 2.9 any reference to a clause, page, condition, attachment or term is a reference to a clause, page, condition, attachment or term of this Agreement.

3. Purpose of Agreement

The Parties acknowledge and agree that the purposes of this Agreement are to:

- 3.1 give effect to the Planning Permit; and
- 3.2 achieve and advance the objectives of planning in Victoria and the objectives of the Planning Scheme in respect of the Subject Land.



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4. Reasons for Agreement

The Parties acknowledge and agree that Council entered into this Agreement for the following reasons:

- 4.1 Council would not have issued the Planning Permit without the condition requiring this Agreement; and
- 4.2 the Owner has elected to enter into this Agreement in order to take the benefit of the Planning Permit.

5. Agreement required

The Parties agree that this Agreement will continue to be required unless Council confirms in writing that it is no longer required.

6. Owner's specific obligations

The Owner covenants and agrees that:

6.1 Restriction on number of Dwellings on a Lot

the Owner must not build, construct or erect or cause or permit to be built, constructed or erected more than one Dwelling on any Lot on the Subject Land;

6.2 Building Envelope

the Owner must not build, construct or erect or cause or permit to be built, constructed or erected any Building on a Lot outside a Building Envelope;

6.3 Front setback

any Building constructed on the Subject Land must be set back at least 12 metres from the frontage of that Lot; and

6.4 Retention of trees

no tree outside a Building Envelope may be removed, destroyed, felled, lopped, ringbarked, uprooted or otherwise damaged except where that tree is located within 5 metres of a Building or in the case that a planning permit is required, the issue of a further planning permit.

7. Owner's further obligations

7.1 Notice and registration

The Owner must bring this Agreement to the attention of all prospective occupiers, purchasers, lessees, licensees, mortgagees, chargees, transferees and assigns.

7.2 Further actions

The Owner:



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- 7.2.1 must do all things necessary to give effect to this Agreement;
- 7.2.2 consents to Council applying to the Registrar of Titles to record this Agreement or the certificate of title of the Subject Land in accordance with s 181 of the Act; and
- 7.2.3 agrees to do all things necessary to enable Council to do so, including:
 - (a) sign any further agreement, acknowledgment or document; and
 - (b) obtain all necessary consents to enable the recording to be made.

7.3 Fees

The Owner must pay any Consent or Satisfaction Fee to Council within 14 days after a written request for payment.

7.4 Council's costs to be paid

The Owner must pay to Council within 14 days after a written request for payment, Council's costs and expenses (including legal expenses) relating to this Agreement, including:

- 7.4.1 preparing, drafting, finalising, signing, recording and enforcing this Agreement;
- 7.4.2 preparing, drafting, finalising and recording any amendment to this Agreement; and
- 7.4.3 preparing, drafting, finalising and recording any document to give effect to the ending of this Agreement.

7.5 Time for giving consent

If Council makes a request for payment of any Consent or Satisfaction Fee under clause 7.3, the Parties agree that Council will not decide whether to grant the consent sought until payment has been made to Council in accordance with the request.

7.6 Interest for overdue money

- 7.6.1 The Owner must pay to Council interest in accordance with s 227A of the *Local Government Act 1989* on any amount due under this Agreement that is not paid by the due date.
- 7.6.2 If interest is owing, Council will apply any payment made to interest and any balance of the payment to the principal amount.

8. Agreement under s 173 of the Act

Without limiting or restricting the respective powers to enter into this Agreement, and insofar as it can be so treated, this Agreement is made as a deed in accordance with s 173 of the Act.

9. Owner's warranties

The Owner warrants that apart from the Owner and any other person who has consented in writing to this Agreement, no other person has any interest, either legal or equitable, in the Subject Land which may be affected by this Agreement.



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10. Successors in title

Until such time as a memorandum of this Agreement is recorded on the certificate of title of the Subject Land, the Owner must require successors in title to:

- 10.1 give effect to this Agreement; and
 - 10.2 enter into a deed agreeing to be bound by the terms of this Agreement.
-

11. General matters
11.1 Notices

A notice or other communication required or permitted to be served by a Party on another Party must be in writing and may be served:

- 11.1.1 personally on the other Party;
- 11.1.2 by leaving it at the other Party's Current Address;
- 11.1.3 by posting it by priority prepaid post addressed to the other Party at the other Party's Current Address; or
- 11.1.4 by email to the other Party's Current Email.

11.2 Counterparts

This Agreement may be executed in counterparts, all of which taken together constitute one document.

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Any time or other indulgence granted by Council to the Owner or any variation of this Agreement or any judgment or order obtained by Council against the Owner does not amount to a waiver of any of Council's rights or remedies under this Agreement.

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A copy of any planning permit, document or plan referred to in this Agreement is available for inspection at Council offices during normal business hours upon giving the Council reasonable notice.

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11.7 Governing law

This Agreement is governed by and is to be construed in accordance with the laws of Victoria.

12. Commencement of Agreement

This Agreement commences on the date specified on page one or if no date is specified on page one, the date the Planning Permit was issued.

AT116035X

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Maddocks

Signing Page

Signed, sealed and delivered as a deed by the Parties.

Signed by and on behalf, and with the authority of the **Knox City Council** by

MATT KELLEHER

in the exercise of a power conferred by an Instrument of Delegation, in the presence of:

[Signature]
Signature
DIRECTOR CITY DEVELOPMENT
Position Held

[Signature]
Witness Signature

ANN SEWELL
Print Name
Executive Assistant
City Development
Position Held

Executed by Resources Action Developers Pty Ltd)
ACN 105 029 392 in accordance with s 127(1) of the)
Corporations Act 2001.)

[Signature]
Signature of Director
VINAY KARAN CHAN
Print full name

[Signature]
Signature of Director (or Company Secretary)
SIEW WAH CHAN
Print full name

Mortgagee's Consent

Westpac Banking Corporation as Mortgagee under instrument of mortgage no. AQ677254D consents to the Owner entering into this Agreement and in the event that the Mortgagee becomes mortgagee-in-possession, agrees to be bound by the covenants and conditions of this Agreement.

SIGNED, SEALED and DELIVERED by Sharon Samuels

who holds the position of **Tier Three Attorney** for Westpac Banking Corporation under power of attorney dated 17 January 2001, a certified copy of which is filed in the Permanent Order Book, Vol. 277, Page 16.

[Signature]
Signature
By executing this agreement the attorney states that the attorney has received no notice of the revocation of the power of attorney.

[Signature]
Signature of Witness

6.4 662 Stud Road, Scoresby

SUMMARY: Principal Planner, Nancy Neil

This report considers Planning Application P/2021/6725 for the construction of twelve (12) triple storey and two (2) double storey dwellings (total of 14 dwellings) on the land and alteration of access to a road in a Transport Zone 2 at 662 Stud Road, Scoresby.

RECOMMENDATION (SUMMARY)

That Council issue a Notice of Decision to Grant a Planning Permit for the construction of twelve (12) triple storey and two (2) double storey dwellings (total of 14 dwellings) on the land and alteration of access to a road in a Transport Zone 2 at 662 Stud Road, Scoresby, subject to the conditions detailed in the full recommendation in section 10 below.

1. INTRODUCTION

A new application P/2021/6725 has been lodged with Council for the construction of twelve (12) triple storey and two (2) double storey dwellings (total of 14 dwellings) on the land and alteration of access to a road in a Transport Zone 2 at 662 Stud Road, Scoresby.

This application is being reported to Council as it has been called up by Cr Seymour.

2 DISCUSSION

It is considered that the proposal will provide an appropriate balance between the need to providing housing, and the amenity of area and future occupiers of the site. The combination of triple storey and double storey built form, and compliant setbacks and landscaping areas will result in a good quality urban design outcome that is respectful of the preferred neighbourhood character and meets the purpose of the Residential Growth Zone and strategic designation as an Activity Area. The proposed development also provides a respectful transition to the adjoining Knox Neighbourhood land to the west.

The development generally complies with ResCode and any areas of non-compliance can be addressed through conditions of any permit to issue.

On balance it is considered that the proposal responds reasonably to the Planning Policy Framework. It is recommended that a Notice of Decision to Grant a Planning Permit be issued. The detailed Officer Report is provided at Attachment 1.

3 CONSULTATION

The application was advertised by way of one (1) sign on the site and notices were sent to adjoining property owners and occupiers. In total five (5) objections were received.

The application was referred externally to the Department of Transport, and referred internally to Council's Traffic Engineer, Stormwater Engineer, Landscape Officer, Parks Department, Waste Services, Arborist, Building and ESD Officer. No major concerns were raised with the application. Any conditions from internal departments have been included in the Conditions within the Recommendation.

4. CLIMATE CHANGE CONSIDERATIONS

Implementation of the recommendation is considered to have no direct implications or has no direct impact upon Council's Net Zero 2030 target as any planning permit issued will not increase Council's corporate carbon emissions.

In response to the Community Net Zero 2040 target and exposure to climate risks or climate change adaptation, the Knox Planning Scheme does not currently require developments to achieve net zero emissions, nor has the development been designed to achieve this. However, as required by Clause 22.04 (Environmentally Sustainable Design) of the Knox Planning Scheme, a Sustainable Design Assessment has been submitted with the application and is considered satisfactory by Council's Sustainable Design Officer.

In addition, should a permit be issued, drainage plans to the satisfaction of the Responsible Authority will be required which will ensure that flood risk is not detrimentally impacted by the proposal.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

There are no significant environmental impacts or amenity issues associated with the proposed use/development. A thorough assessment of the application against environmental and amenity considerations can be found at Section 5 of the Officer's Report at Attachment 1.

6. FINANCIAL & ECONOMIC IMPLICATIONS

There are no financial or economic implications associated with the proposed use/development for Council.

7. SOCIAL IMPLICATIONS

There are no significant social implications associated with the proposed use/development. A thorough assessment of the application against all relevant considerations of the Knox Planning Scheme can be found at Section 5 of the Officer's Report at Attachment 1.

8. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Neighbourhoods, Housing & Infrastructure

Strategy 2.1 - Plan for and support diverse housing to meet changing community needs.

Strategy 2.2 - Create, enhance and maintain places and spaces for people to live, work, play and connect.

9. CONFLICT OF INTEREST

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

10. RECOMMENDATION

That Council issue a Notice of Decision to Grant a Planning Permit for the construction of twelve (12) triple storey and two (2) double storey dwellings (total of 14 dwellings) on the land and alteration of access to a road in a Transport Road Zone 2 at 662 Stud Road, Scoresby, subject to the following conditions:

Amended Development Plans

- 1. Prior to the commencement of the development under this permit, amended development plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The development plans must be approved prior to other plans required by this permit. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans submitted with the application but modified to show:**
 - 1.1 Annotation stating, 'all structures (including fences, letterboxes and meter boxes) must be constructed to a maximum height of 900mm or relocated clear of a splayed area near the access way to ensure safe sight distances.' Letterboxes must front the street.**
 - 1.2 The height, location and design of fencing, the mail boxes and electricity supply structures to comply with Condition 1.1 of this Planning Permit.**
 - 1.3 The provision of laundry facilities to each dwelling.**
 - 1.4 The following windows/balconies screened to comply with Standard B22 (Overlooking) of ResCode:**
 - 1.4.1 Bedroom 2 windows to Dwellings 9, 10 and 11.**
 - 1.4.2 North facing Bedroom 1 window to Dwelling 14.**
 - 1.4.3 The balcony to Dwelling 8 partially screened to 1.7m above FFL to prevent overlooking towards 666 Stud Road.**
 - 1.5 The kitchen window to Dwelling 1 screened to comply with Standard B23 (Internal Views) of ResCode.**
 - 1.6 The proposed free-standing screen along the side and rear boundaries to be no more than 25% transparent.**
 - 1.7 A notation on the plans stating that windows to be screened will have fixed obscure glazing (non-openable) to a height of 1.7 metres above finished floor level. The windows may be clear and openable above 1.7 metres. Adhesive film must not be used.**
 - 1.8 The front entrances to Dwellings 1-6 and Dwellings 8-13 to be located centrally to the sitting rooms so the sitting rooms cannot be enclosed and converted into a bedroom.**
 - 1.9 A notation on the plans stating the street tree to be removed by Council.**
 - 1.10 All dwellings be provided with 6m² of externally accessible storage.**
 - 1.11 The path along the north boundary constructed above grade using permeable paving with excavation limited to removal of surface debris only within the tree protection zone of the adjoining tree (Ligustrum lucidum TPZ = 2m).**
 - 1.12 All trees located on site and on adjoining properties to be identified and accurately plotted on the plans, indicating removal or retention and TPZ's where appropriate.**

- 1.13 Delete reference of water tanks from Development and Landscape plans.**
- 1.14 Tree Protection Fencing and Tree Protection Zones to be drawn on the Development, Drainage and Landscape Plans in accordance with Conditions 14-21.**
- 1.15 All levels to be to AHD (Australian Height Datum).**
- 1.16 An amended Waste Management Plan in accordance with Condition 13 and any updated to the Development Plans if required.**

To the satisfaction of the Responsible Authority.

Other Plans

- 2. Prior to the issue of a Building Permit under the *Building Act 1993* for the development, the following plans and computations must be submitted to the Responsible Authority as a complete set. When approved, the plans will be endorsed and will then form part of the permit. Construction must be in accordance with these plans. The plans must comprise the following:**
 - 2.1 Drainage plans in accordance with Condition 3.**
 - 2.2 Landscape plans in accordance with Condition 4.**
 - 2.3 A Construction Management Plan in accordance with Condition 24.**

To the satisfaction of the Responsible Authority.

Drainage Plans

- 3. Prior to the issue of a Building Permit under the *Building Act 1993* for the development, drainage plans and computations must be submitted to and approved by the Responsible Authority. Construction of the drainage must be in accordance with these plans. The plans must show the following:**
 - 3.1 All stormwater drainage discharge from the site connected to a legal point of discharge.**
 - 3.2 The internal drains of the dwellings to be independent of each other.**
 - 3.3 An on-site detention system designed by a suitably qualified Civil Engineering Consultant to ensure no net increase in stormwater discharge from the proposed development.**
 - 3.4 The on-site detention system to be installed in a suitable location for easy access and maintenance.**
 - 3.5 A suitable overland flow path for the entire site to the satisfaction of the Responsible Authority. Details of the overland flow path are to be included on the plans.**
 - 3.6 Any Environmental Sustainable Design initiatives shown on the Development Plans approved pursuant to Condition 1 of this permit.**
 - 3.7 Location of fencing in accordance with the Development Plans approved pursuant to Condition 1 of this permit.**

3.8 All levels to be to AHD (Australian Height Datum).

To the satisfaction of the Responsible Authority.

Landscaping

- 4. Prior to the issue of a Building Permit under the *Building Act 1993* for the development, a landscape plan prepared by a suitably qualified Landscape architect or a suitably qualified landscape designer to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority in accordance with Council's 'Landscape Plan Guidelines'. When approved, the plan will be endorsed and will then form part of the permit. The plan must show:**
- 4.0 A survey (including botanical names, height and width) of all existing vegetation to be retained and / or removed.**
 - 4.1 The identification and removal of all vegetation identified as an environmental weed in Knox (as outlined in Council's 'Landscape Plan Guidelines').**
 - 4.2 Buildings and trees (including botanical names, height and width) on neighbouring properties within three metres of the boundary including all trees that have their Tree Protection Zone extending into the subject site.**
 - 4.3 Details of the surface finishes of pathways and driveways.**
 - 4.4 Details and location of all existing and proposed services including above and below ground lines, cables and pipes.**
 - 4.5 A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.**
 - 4.6 Landscaping and planting within all open areas of the site (including additional planting within open space areas of the existing dwelling/s).**
 - 4.7 The plan must also show the provision of at least 6 additional indigenous or native canopy trees and at least 16 additional large feature shrubs with a mature height of 4-5 metres chosen from plant list 1 or 2 of Council's 'Landscape Plan Guidelines'. These canopy trees must be a minimum of 1.5 – 2.0 metres tall when planted and are to be in the following areas:**
 - 4.7.1 Front setback (Dwelling 1) - Two (2) large indigenous canopy trees and one (1) small indigenous or native canopy tree.**
 - 4.7.2 Front setback (Dwelling 8) - Two (2) large indigenous canopy trees and one (1) small indigenous or native canopy tree.**
 - 4.7.3 North boundary – Four (4) large feature shrubs with a mature height of 4-5 metres (select narrow, upright cultivars).**
 - 4.7.4 West boundary – Eight (8) large feature shrubs with a mature height of 4-5 metres (select narrow, upright cultivars).**
 - 4.7.5 South boundary – Four (4) large feature shrubs with a mature height of 4-5 metres (select narrow, upright cultivars).**

- 4.8 Planting of this site to comprise 40% of the vegetation species to be indigenous (across all plant forms) from plant list 1 of the 'Landscape Plan Guidelines' and 40% additional native species (across all plant forms) from plant list 2 of the 'Landscape Plan Guidelines'. Remaining plant species (20%) can be indigenous, native or exotic (across all plant forms) provided they are not listed as weeds.**

To the satisfaction of the Responsible Authority.

- 5. Before the occupation of the development, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the responsible authority.**
- 6. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the responsible authority. Any dead, diseased or damaged plants are to be replaced.**

General

- 7. All development must be in accordance with the endorsed plans.**
- 8. The layout of buildings and works as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.**
- 9. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.**
- 10. Prior to the occupation of the dwellings the development is to be completed in accordance with the endorsed plan/s to the satisfaction of the Responsible Authority.**
- 11. All walls on the boundaries of adjoining properties must be cleaned and finished to the satisfaction of the Responsible Authority.**

Sustainable Design Assessment

- 12. Prior to the occupation of the development, the development must be constructed in accordance with the Sustainable Design Assessment.**

Waste Management Plan

- 13. Prior to the commencement of the development approved under this permit, a waste collection and management plan must be submitted to and approved by the Responsible Authority, demonstrating how waste collection will be undertaken on site, including the operation of the garbage and recyclables storage area. Garbage and recyclables storage and collection must be undertaken in accordance with the approved plan/documentation, to the satisfaction of the Responsible Authority.**

Tree Protection

- 14. All works, including excavation, within the critical root zone areas of the tree/s to be retained and other critical root zones on the land must be undertaken under the supervision of a qualified Arborist to ensure that there is no unreasonable damage to the root system of trees to be retained and/or protected, to the satisfaction of the Responsible Authority. Before the development starts, the owner must submit to the Responsible Authority details of the name of the Arborist who will supervise the works and the tasks to be undertaken by the Arborist, to the satisfaction of the Responsible Authority.**

15. Prior to any works commencing on the site, all trees and vegetation to be retained including other critical root zones must be fenced off to create a protection zone. The protection zone must extend around the trees canopy drip-line unless an alternative tree protection zone has been approved by the responsible authority.
16. The fence is to be chain link or wire mesh, comprise either wooden or steel posts set into the ground or on concrete pads, and be a minimum height of 1.4 metres. Signage is to be affixed to the fence advising that the area is a tree protection zone and a no-go development area.
17. The fence and signage is to be maintained throughout the construction period and removed at the completion of all works.
18. No temporary removal of the fence, or encroachment into the protection zone is permitted without the written consent of the responsible authority.
19. Prior to erecting the fence around the tree protection zone, all unwanted vegetation and weed species must be removed from within the zone, and the ground within the protection zone must be covered with a layer of well composted organic mulch (maximum 100mm depth). The area is to be watered at least fortnightly throughout the construction period.
20. The following activities are prohibited from the tree protection area, without the written consent of the responsible authority:
 - 20.1 Construction activities.
 - 20.2 Dumping and/or storage of materials, goods and/or soil.
 - 20.3 Trenching or excavation.
 - 20.4 Lopping branches, nailing or affixing signs, service lines, lights etc. to the trees.
21. Prior to any works commencing on site, the Responsible Authority must be contacted to inspect the Tree Protection fencing.

Car Parking & Accessways

22. Before the dwellings are occupied, driveways and car parking areas must be:
 - 22.1 Fully constructed to the minimum standard of 100mm reinforced concrete and available for use in accordance with the plans submitted to and approved by the Responsible Authority.
 - 22.2 Formed to such levels and drained so that they can be used in accordance with the approved plan.
 - 22.3 Treated with an all-weather seal or some other durable surface.
To the satisfaction of the Responsible Authority.
23. Parking areas and driveways must be kept available and maintained for these purposes at all times to the satisfaction of the Responsible Authority.

Construction Management Plan

- 24. Prior to the issue of a Building Permit under the Building Act 1993 for the development, a Construction and Traffic Management Plan (CMP) to the satisfaction of the Responsible Authority, must be submitted to and approved by the responsible authority. When approved, the plan will be endorsed as evidence of its approval and will then form part of the permit and must thereafter be complied with. The CMP must specify and deal with, but is not limited to, the following:**
- 24.1 A detailed schedule of works including a full project timing.**
 - 24.2 A traffic management plan for the site, including when or whether any access points would be required to be blocked, an outline of requests to occupy public footpaths or roads, or anticipated disruptions to local services; and preferred routes for trucks delivering to the site. The traffic management measures must minimise disruption to the operation of roadway during construction.**
 - 24.3 The location for the parking of all construction vehicles and construction worker vehicles during construction.**
 - 24.4 A fully detailed plan indicating where construction hoardings would be located.**
 - 24.5 A waste management plan including the containment of waste on site, disposal of waste, stormwater treatment and on-site facilities for vehicle washing.**
 - 24.6 Containment of dust, dirt and mud within the site and method and frequency of clean up procedures in the event of build-up of matter outside the site.**
 - 24.7 Site security.**
 - 24.8 Public safety measures.**
 - 24.9 Construction times, noise and vibration controls.**
 - 24.10 Restoration of any Council assets removed and/or damaged during construction.**
 - 24.11 Protection works necessary to road and other infrastructure (limited to an area reasonably proximate to the site).**
 - 24.12 Remediation of any damage to road and other infrastructure (limited to an areas reasonably proximate to the site).**
 - 24.13 An emergency contact that is available for 24 hours a day.**
 - 24.14 All contractors associated with the construction of the development must be made aware of the requirements of the Construction Management Plan.**
- 25. During the construction, the following must occur to the satisfaction of the Responsible Authority:**
- 25.1 Any stormwater discharges into the stormwater drainage system is to comply with EPA guidelines.**
 - 25.2 Stormwater drainage system protection measures must be installed as required to ensure that no solid waste, sediment, sand, soil, clay or stones from the premises enter the stormwater drainage system.**
 - 25.3 Vehicle borne material must not accumulate on the roads abutting the site.**

- 25.4 The cleaning of machinery and equipment must take place on site and not on adjacent footpaths, roads or parks.**
- 25.5 All litter (including items such as cement bags, food packaging and plastic strapping) must be disposed of responsibly.**
- 25.6 All site operations must comply with the EPA Publication 1254 (including all revisions or replacement guidelines).**

Fencing

- 26. All costs associated with the provision of the fencing are to be borne by the owner/developer under this permit.**
- 27. Prior to the occupancy of the development all fencing must be in a good condition to the satisfaction of the Responsible Authority.**

Amenity During Construction

- 28. Upon commencement and until conclusion of the development, the developer must ensure that the development does not adversely affect the amenity of the area in any way, including:**
 - 28.1 The appearance of building, works or materials on the land.**
 - 28.2 Parking of motor vehicles.**
 - 28.3 Transporting of materials or goods to or from the site.**
 - 28.4 Hours of operation.**
 - 28.5 Stockpiling of top soil or fill materials.**
 - 28.6 Air borne dust emanating from the site.**
 - 28.7 Noise.**
 - 28.8 Rubbish and litter.**
 - 28.9 Sediment runoff.**
 - 28.10 Vibration.**

Should the development cause undue detriment to the amenity of the area then immediate remedial measures must be undertaken to address the issue as directed by, and to the satisfaction of, the Responsible Authority.

Stormwater

- 29. Stormwater runoff from all buildings and hardstanding surfaces must be properly collected and discharged in a complete and effective system of drains within the property and must not cause or create a nuisance to abutting properties.**

External Materials

- 30. The external materials of the development hereby permitted (including the roof) must be non-reflective and finished in subdued tones and/or colours to the satisfaction of the Responsible Authority.**

Permit Expiry

31. This permit will expire if one of the following circumstances applies:

31.1 The development is not started within two years of the date of this permit.

31.2 The development is not completed within four years of the date of this permit.

Pursuant to Section 69 of the Planning & Environment Act 1987, the Responsible Authority may extend:

- **The commencement date referred to if a request is made in writing before the permit expires or within six (6) months afterwards.**
- **The completion date referred to if a request is made in writing within 12 months after the permit expires and the development started lawfully before the permit expired.**

NOTES

Drainage Notes (to be read in conjunction with the above drainage conditions):

- **Applicant shall engage a certified Engineering Consultant to analyse the site's existing drainage to determine type and size of the Onsite Detention (OSD) system. This shall be designed in accordance with the Knox City Council (Responsible Authority) Stormwater Drainage Guidelines, (copy available on Council's website), and approved drainage design methods specified in the current edition of Australian Rainfall and Runoff. It should be located preferably in a common area to the dwellings, and be easily accessible for maintenance.**
- **The total Permissible Site Discharge for the property including all dwellings is 5.6L/s to the existing Council drainage system for a 5 year ARI (18.13%) event.**
- **Applicant is to direct all stormwater to the south-west of the property as this represents the Legal Point of Discharge (LPD) for the property. Applicant is to verify this on site. Connect all stormwater discharge from the site to the LPD via an Onsite Detention (OSD) system. The internal drains for the dwellings are to be independent of each other.**
- **The Applicant is required to use Australian Height Datum (AHD) to present levels in all future plans. Applicant must ensure that levels on the plan are accurate.**
- **Drainage works in the Road reserve or in the Council easement will require a road opening permit.**
- **Drainage system designed so as to avoid impact on any vegetation shown on the endorsed plans as being retained.**
- **Water Sensitive Urban Design (WSUD) should be addressed as part of this development, e.g. water storage tanks, swale drains, etc.**

Other Notes:

- **Council encourages the consideration of water storage tanks for all existing and proposed residential developments.**
- **A building permit must be obtained before development is commenced.**
- **Buildings are not allowed to be built over Council easements.**
- **The dwelling/s must achieve a minimum 6-Star Energy Rating.**
- **In accordance with Council policy, an 8.5% public open space contribution may apply in the event of the subdivision of the land.**

- To arrange an inspection of the Tree Protection fencing please contact Council Landscape Team on 9298 8125.
- Indigenous plants can be purchased through approved indigenous nurseries, as listed in the Knox City Council 'Preferred Local Replacement Plants' Information Sheet.
- Dwelling numbers as shown on the endorsed plans do not necessarily indicate any future street numbers. Property (street) numbering shall be in accordance with Council's Property (Street) Numbering Policy. Information regarding this can be obtained from Council's Property and Revenue Services Department on 9298 8215.
- Letterboxes and all other structures (including meter boxes) shall be constructed to a maximum height of 900mm or relocated clear of a splayed area (2m x 2.5m) in accordance with AS2890.1, Clause 3.2.4 to ensure safe sight distances. Letterboxes shall face towards the street frontage.
- Internal public lighting shall be provided to the satisfaction of the relevant authority and in accordance with AS1158. This would generally be low height or bollard type lighting to avoid spill-over into adjacent properties. It may be sensor activated, to avoid all night running costs.
- Raised concrete slabs on the existing footpath fronting the site should be grounded.
- All litter and rubbish associated with the construction must be contained on site at all times.

11. CONFIDENTIALITY

There is no content in this report that meets the definition of confidential information from the Local Government Act 2020.

Report Prepared By: Principal Planner, Nancy Neil
Report Authorised By: Director, City Strategy and Integrity, Matt Kelleher

Attachments

1. Attachment 1 - Officer Report - 662 Stud Road, Scoresby [6.4.1 - 9 pages]
2. Attachment 2 - Council Attachments - 662 Stud Rd, Scoresby [6.4.2 - 11 pages]



Planning Application P/2021/6725 for the construction of twelve (12) triple storey and two (2) double storey dwellings (total of 14 dwellings) on the land and alteration of access to a road in a Transport Zone 2 at 662 Stud Road, Scoresby.

1. Summary:

Subject Site:	662 Stud Road, SCORESBY VIC 3179
Proposed Development:	Construction of twelve (12) triple storey and two (2) double storey dwellings (total of 14 dwellings) on the land and alteration of access to a road in a Transport Zone 2
Existing Land Use:	Single dwelling
Site Area:	1,451m ²
Planning Scheme Controls:	Residential Growth Zone, Schedule 1 / No Overlays
Application Received:	24 November 2021
Number of Objections:	Five (5)
PCC Meeting:	N/A
Ward:	Tirhatuan

2. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of Planning Permit Application P/2021/6725 to assist in making a decision on the application. It should be read in conjunction with the other attachments.

3. Background

3.1 Subject Site and Surrounds

The location of the subject site and surrounds is shown in Attachment 2.

- The site is a large single allotment located on the west side of Stud Road, bounded by Michele Drive to the north, Roma Street to the west and Bewsell Avenue to the south. The site is regular in shape and has a slope of approximately 1m from the north-east to south-west. The site has a frontage of 33.53m and overall size of 1,451m².
- The site and surrounds are located within an established residential area, predominately single storey, with some double storey dwellings and landscaped setbacks. There are some examples of townhouse developments on the opposite side of Stud Road.
- The site has vehicular access via a single width crossover located centrally along the front boundary.
- A 2.44m wide Drainage and Sewerage Easement is located along rear (west) boundary.
- There are no covenants registered on the Copy of Title.
- The site does not contain any significant vegetation.



Attachment 1

3.2 The Proposal

The proposal seeks permission for the construction of twelve (12) triple storey and two (2) double storey dwellings (total of 14 dwellings) on the land and alteration of access to a road in a Transport Zone 2. Refer to attached plans at Attachment 2. Details of the proposal are as follows:

- The existing dwelling and outbuildings will be removed (planning permit not required for demolition).
- The construction of twelve (12) triple storey and two (2) double storey dwellings.
- All dwellings contain two (2) bedrooms.
- The existing crossover will be widened to 6.1m to provide vehicle access to the development.
- The development will have a minimum front setback of 6m. Maximum height of the development will be 9.9m (Dwelling 13).
- Site coverage is 61.2% and permeability is 28.2%.

4. Consultation

4.1 Advertising

The application was advertised by way of one (1) sign on the site and notices were sent to adjoining property owners and occupiers. In total five (5) were received and are summarised below.

Over-development / Neighbourhood Character

- The site is located within a Residential Growth Zone. The purpose of the zone is to provide housing at increased densities in buildings up to and including four storey buildings. Therefore, there is an expectation that higher densities will be proposed and it is acknowledged that adjoining properties will be somewhat impacted by development. The purpose of Clause 55 (ResCode) of the Knox Planning Scheme is to encourage residential development that provides reasonable standards of amenity for existing and new residents. The proposal achieves a high level of compliance with Clause 55 and is not considered an overdevelopment. An assessment of the proposed development against Clause 55 is provided at Section 5.4 of this report.
- An assessment of the proposed development against Clause 22.07 Neighbourhood Character Policy is provided at Section 5.2.4 of this report. The proposed development is considered to be consistent with this policy.

Car parking / impact on traffic

- Car parking has been provided at ratios consistent with Clause 52.06 (Car Parking) of the Knox Planning Scheme. Car parking provision is considered to be adequately catered for in the proposed design as noted in Section 5.3 of this report. Further, Council's Traffic and Transport Department have not raised concerns with reference to the street networks ability to cater for the proposed development or access for emergency services vehicles.

Overshadowing / Impact on north facing windows

- Shadow diagrams have been submitted in support of the application. They illustrate that the shadows generated from the proposed development will not result in additional overshadowing to the properties to the south.
- An assessment of the proposed development against Clause 55 is provided at Section 5.4 of this report. The proposed development is not considered to unreasonably overshadow existing north facing windows.



Attachment 1

Overlooking

- There are opportunities for overlooking which can be addressed via conditions of any permit to issue. An assessment of the proposed development against Clause 55 is provided at Section 5.4 of this report.

Landscaping

- The site can accommodate 6 canopy trees, which complies with the minimum landscaping requirements for varied Standard B13.

Stormwater run-off

- Conditions on any permit issued will ensure that the site is adequately drained so as not to put any additional pressure on the existing drainage system.

Amenity impacts (including noise)

- The site is located within an established residential area adjoining a Transport Zone 2, where associated noise is a common feature of urban areas. The development will not result in an unreasonable increase in residential noise. Standard construction amenity conditions will be placed on any permit issued.

Impact on property value

- This is not a valid planning consideration.

4.3 Referrals

The application was referred to external authorities and internal departments for advice. The following is a summary of relevant advice:

Department of Transport (DoT): No objections and no conditions imposed by DoT.

Traffic Engineer: The ground floor sitting areas could be used as a small bedroom and the layout must be altered to remove the use of the space as a separate room otherwise an additional car space for units 1-6 and 8-13 will be required.

The applicant must provide storage space for the units in accordance with the Knox Planning Scheme clause 55.05-6.

Parks Services: The street tree was identified to have poor structure and will be removed by Council at no cost to the applicant.

Stormwater: Council records indicate that the development is in an area where Council has flood mapped. The plans have been updated to reflect the finished floor levels (FFL) set by Stormwater.

Landscape: The site can accommodate 6 canopy trees and 16 large shrubs. Standard conditions to be included on any permit issued.

ESD Officer: The Sustainable Design Assessment submitted with the application is satisfactory.

Waste: The proposed arrangement is not satisfactory, and an updated Waste Management Plan will need to be re-submitted. This can form part of any permit to issue.

Arborist: Tree 17 – *Ligustrum lucidum*. The proposed path along the north boundary constructed above grade using permeable paving with excavation limited to removal of surface debris only within the tree protection zone of the adjoining tree (TPZ = 2m).



Attachment 1

All trees must be identified and accurately plotted on plans, indicating proposed removal or retention and TPZs where appropriate.

Tree protection fencing / ground protection must be drawn on all plans and should be a condition of planning permit.

City Futures: No objection.

Building: No objection.

5. Discussion

This section considers the proposed development in light of the provisions of the Knox Planning Scheme including State and Local Planning Policies, any other relevant policies and objectives.

5.1 Zoning and Overlays

5.1.1 Zone

The site is located within the Residential Growth Zone – Schedule 1. A permit is required for the construction of two or more dwellings on a lot. Schedule 1 to the Residential Growth Zone varies the ResCode requirements for Standard B6 (Minimum Street Setback Standard), B13 (Landscaping) and Standard B28 (Private Open Space).

- The proposal is consistent with the purpose of the Residential Growth Zone by providing housing at increased densities in buildings up to and including four storey buildings.
- Minimum Street Setback – Complies. The development has a minimum street setback of 6m.
- Landscaping - The site can accommodate 6 canopy trees, which complies with the minimum landscaping requirements for varied Standard B13.
- Private Open Space - Complies. All dwellings are provided with balconies with a minimum size of 15m² with convenient access from a living area.

5.1.2 Overlays

The site is not affected by any overlays.

5.2 Policy Consideration: State and Local Planning Policy Framework

State and local policy requires Council to integrate the range of policies relevant to the issues to be determined, and balance conflicting objectives in favour of net community benefit and sustainable development. The key themes for the assessment of the application include Housing, Sustainability and Environment, Transport and Urban Design (including neighbourhood character).

5.2.1 Housing

Clause 16 Housing: Encourage the development of well-designed medium-density housing that respects the neighbourhood character; improves housing choice; makes better use of existing infrastructure; and, improves energy efficiency of housing. Locate new housing in or close to activity centres and employment corridors and at other strategic development sites that offer good access to services and transport.

Municipal Strategic Statement: Council's MSS encourages development occurring with the necessary consideration to such matters as managing population growth, encouraging sustainable development, and influencing the urban form so that Knox itself becomes more sustainable.



Attachment 1

The MSS makes specific reference to the diversifying and aging population in Knox which will see an increase in the number of smaller household types, with 'lone person' and 'couple only' households making up just over half of all households in Knox within 20 years.

Clause 21.06 Housing: The Housing theme implements the Knox Housing Strategy 2015. In managing the City of Knox's current and future housing needs, Council supports a scaled approach to residential development. This scaled approach recognises that some parts of the City will need to accommodate change, due to population growth and the community's changing household needs. Development in residential areas will need to respond positively to the desired future character of the local area and take account of the particular built form and natural environmental elements that make up the neighbourhood character of Knox. The strong landscape character is the unifying element of the neighbourhood character of Knox.

The subject site is located within an "Activity Area", which contains a range of shops, services and employment and have good access to a range of public transport options. A greater range and increased densities of residential development are encouraged within these areas.

The proposed development is considered to be consistent with the state and local policy direction for housing provision for the following reasons:

- Housing choice – The development provides two-bedroom dwellings that adds to the diversity of housing types in a location offering good access to services and provides dwellings for the projected increase the demand in the number of smaller household types.
- Existing infrastructure – The site is located within a fully serviced area.
- Energy efficiency – This has been discussed above under Clause 15.02.
- Location – The location of the site is identified in the Housing Framework Map to be in a Major Activity Centre and within an "Activity Area" where a greater range and increased densities of residential development are encouraged.

5.2.2 Sustainability and Environment

Clause 15.02 Sustainable Development: Ensure that land use and development is consistent with the efficient use of energy and the minimisation of greenhouse gas emissions.

Clause 22.04 Environmentally Sustainable Development: This new policy introduced into Knox Planning Scheme under Amendment C150 requires applicants to address Environmentally Sustainable Development (ESD) principles including energy performance, water resources, indoor environmental quality, stormwater, waste management, transport and urban ecology, by applying these principles within the proposed development.

- The Sustainable Design Assessment submitted with the application is considered to be acceptable.

5.2.3 Transport

Clause 18 Transport – Ensure that access is provided to all available modes of transport.

- The site is located along the Principal Public Transport Network (PPTN) where access to the 901 SmartBus route and the 681/682 bus routes is available along Stud Road.



Attachment 1

5.2.4 Urban Design (including Neighbourhood Character)

Clause 15 Built Environment and Heritage – Encourages high quality architecture and urban design outcomes that reflects the particular characteristics, aspirations and cultural identity of the community; enhances liveability, diversity, amenity and safety of the public realm; and promotes attractiveness of towns and cities within broader strategic contexts.

Clause 21.05 Built Environment and Heritage – Development should address needs of changing household structures, creating high quality, well-designed places that respect and strengthen the local context and landscape qualities of Knox. It is important to achieve environmentally sustainable development that contributes to a more liveable and sustainable Knox, including efficient use of urban water runoff and the quality of stormwater entering waterways.

Housing liveability and amenity for occupants should be improved by supporting indoor environment quality (such as access to daylight and ventilation).

Clause 22.07 Development in Residential Areas and Neighbourhood Character: Activity Area. Clause 22.07 identifies the subject site within an Activity area, where areas will see the most substantial change in housing styles than other areas in Knox, and support new residential development that is well designed both architecturally and functionally whilst balancing the 'green and leafy' character of Knox. Applications must also consider accessible, sustainable and architectural design elements.

The proposed development is considered to be consistent with the state and local policy direction for urban design and neighbourhood character for the following reasons:

- The design of the development will make a positive contribution to the surrounding area, with built form considered to be appropriate in form and scale. The development provides an appropriate degree of visual interest and articulation to present an appropriate scale and detail to the street frontage and adjoining sites. The development incorporates double storey dwellings to rear of the site, adjacent the sensitive Knox Neighbourhood area to the west. Whilst the upper storey built form is not considered to be significantly setback, this transition to the rear of the site appropriately addresses the less dense built form to the rear whilst also allowing for increased densities on land located along the Principal Public Transport Network. The development also provides good landscaping opportunities along the pedestrian paths.
- The proposal provides an appropriate balance between the need for providing housing, and the amenity of area and future occupiers of the site. The combination of triple storey and double storey built form, increased landscaping areas, and the required setbacks will result in a good quality urban design outcome that is respectful of the preferred neighbourhood character and meets the purpose of the Residential Growth Zone.
- The development provides an accessible dwelling (Dwelling 7).

5.3 Particular Provisions

Clause 52.06 Car Parking: Prior to a new use commencing or a new building being occupied the car parking spaces required under Clause 52.06-5 must be provided on the land or as approved under Clause 52.06-3 to the satisfaction of the responsible authority.



Attachment 1

Clause 52.06-5 specifies a ratio of two car spaces to each three or more bedroom dwelling (with studies or studios that are separate rooms counted as a bedrooms) and one visitor space to every five dwellings for developments of five or more dwellings. A permit may be granted to reduce or to waive the number of car spaces required by the table.

Clause 52.06-8 details the design standards for car parking. The provision of car parking should meet the design requirements of this Clause. An assessment of the design standards, including any areas of non-compliance are considered below:

- Car parking provision: The proposal satisfies the car parking provision as all the dwellings contain two (2) bedrooms and only require one car parking space each. A visitor space is not required as the site is located within the Principal Public Transport Network (PPTN).
- It is noted that Dwellings 1-6 and Dwellings 8-13 have a 'sitting' room on the ground floor level which could be enclosed and used as a bedroom, thus requiring an additional car parking space. A condition of any permit to issue will require the front entrances to these dwellings to be located more centrally within the sitting rooms so the rooms cannot easily be converted into a bedroom.

Clause 52.29 Land Adjacent to the Principal Road Network: A permit is required to alter access to a road in a Transport Zone 2. The application was referred to the Department of Transport under Section 55 of the Act. The Department of Transport did not object to the proposal.

5.4 Clause 55 – Two or More Dwellings on a Lot and Residential Buildings (ResCode)

Neighbourhood Character and Infrastructure

Neighbourhood Character – The development complies with Neighbourhood Character, refer above.

Residential Policy – Complies, refer above.

Dwelling Diversity – Complies.

Integration with the Street – Complies.

Site Layout and Building Massing

Street Setback – Complies.

Building Height – Complies.

Site Cover/Permeability – Does not comply, variation required. The proposed site coverage is 61.2% in lieu of the required 60%. This non-compliance is minor and to be expected in an area that encourages higher density development. The application can meet the minimum landscaping requirements and has submitted a satisfactory SDA, thus minimising the impacts of increased site coverage.

Energy Efficiency – Complies.

Open Space – Not applicable.

Safety – Complies.

Landscaping – Complies, a condition of any permit to issue will require landscape plans to the satisfaction of the Responsible Authority.

Access – Complies.

Parking Location – Complies.



Attachment 1

Amenity Impacts

Side and rear setbacks – Complies.

Walls on boundaries – Complies.

Daylight to existing windows/north facing windows – Complies.

North-facing windows – Complies.

Overshadowing open space – Complies.

Overlooking – Can comply, as discussed:

- There are opportunities for overlooking from Bedroom 2 windows to Dwellings 9, 10 and 11 which will require screening.
- There is opportunity for overlooking from the north facing Bedroom 1 window to Dwelling 14 which will require screening.
- A condition will require the balcony to Dwelling 8 to be partially screened to avoid overlooking to 666 Stud Road.
- A condition will require the free-standing screen along the south boundary to be no more than 25% transparent.
- All other windows/balconies have been screened appropriately.

Internal Views – Can comply, as discussed:

- There is opportunity for internal views between the kitchen windows to Dwellings 1 and 8. The kitchen window to Dwelling 1 is to be screened to address this.

Noise Impacts – Complies.

On-Site Amenity and Facilities

Accessibility – Complies.

Daylight to new windows – Complies.

Private Open Space – Complies.

Solar access – Generally complies. The balconies to Dwellings 1-7 are located to the north and the balconies to Dwellings 8-14 are located to the south. Given the orientation of the site and design of the development, this non-compliance is considered acceptable as the south facing balconies will still receive the morning and afternoon sun.

Storage – Can comply. A condition of any permit to issue will require all dwellings to be provided with 6m³ of externally accessible storage.

Detailed Design

Design Detail – Complies.

Common Property – Complies.

Site Services – Can comply. Details of letterboxes will be required as permit of any permit to issue.

Front fence – Complies.



Attachment 1

5.5 General Decision Guidelines

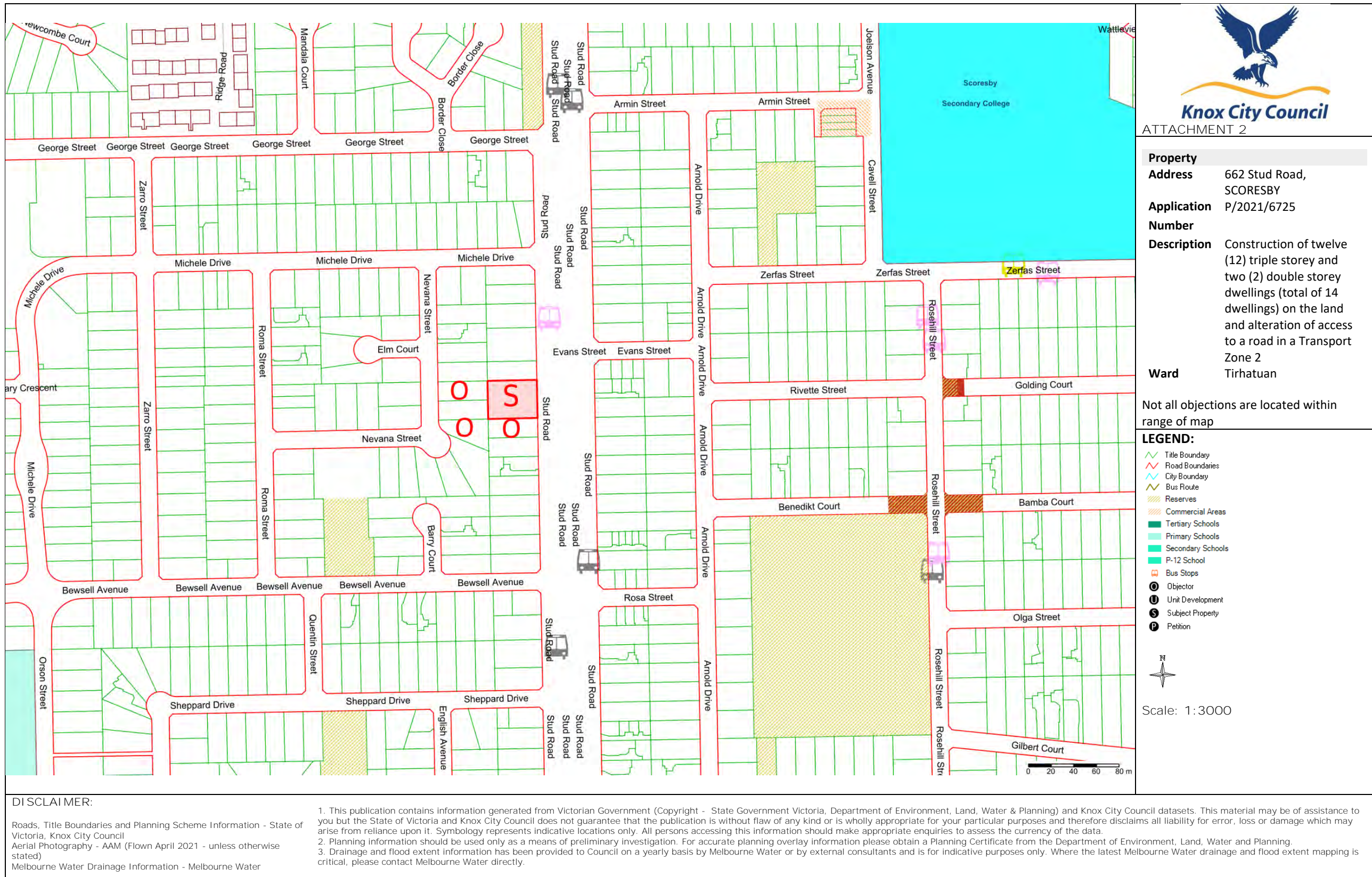
Clause 65 of the Knox Planning Scheme and Section 60 of the Planning and Environment Act 1987 set out decision guidelines/matters which the responsible authority must consider when deciding any planning application.

- The decision guidelines of Clause 65 of the Knox Planning Scheme and Section 60 of the Planning and Environment Act (1987) have been appropriately considered.

6. Conclusion

Clause 71.02-3 of the Knox Planning Scheme requires Council to balance relative policy objectives when making decisions to ensure resulting development is sustainable and achieves a net community gain. In this context, the proposal is considered appropriate given the following:

- The development is consistent with State Policy, Clause 21.05 (Built Environment and Heritage), Clause 21.06 (Housing), Clause 22.04 (Environmentally Sustainable Development), and Clause 22.07 (Development in Residential Areas and Neighbourhood Character Policy) of the Knox Planning Scheme.
- The proposal complies with the Residential Growth Zone - Schedule 1.
- The development is compliant with ResCode (Clause 55 of the Knox Planning Scheme).
- The development provides an appropriate balance between the need for additional housing within an established residential area while ensuring the amenity of occupants and adjoining residents is not compromised.



Knox City Council
ATTACHMENT 2

Property Address	662 Stud Road, SCORESBY
Application Number	P/2021/6725
Description	Construction of twelve (12) triple storey and two (2) double storey dwellings (total of 14 dwellings) on the land and alteration of access to a road in a Transport Zone 2
Ward	Tirhatuan

Not all objections are located within range of map

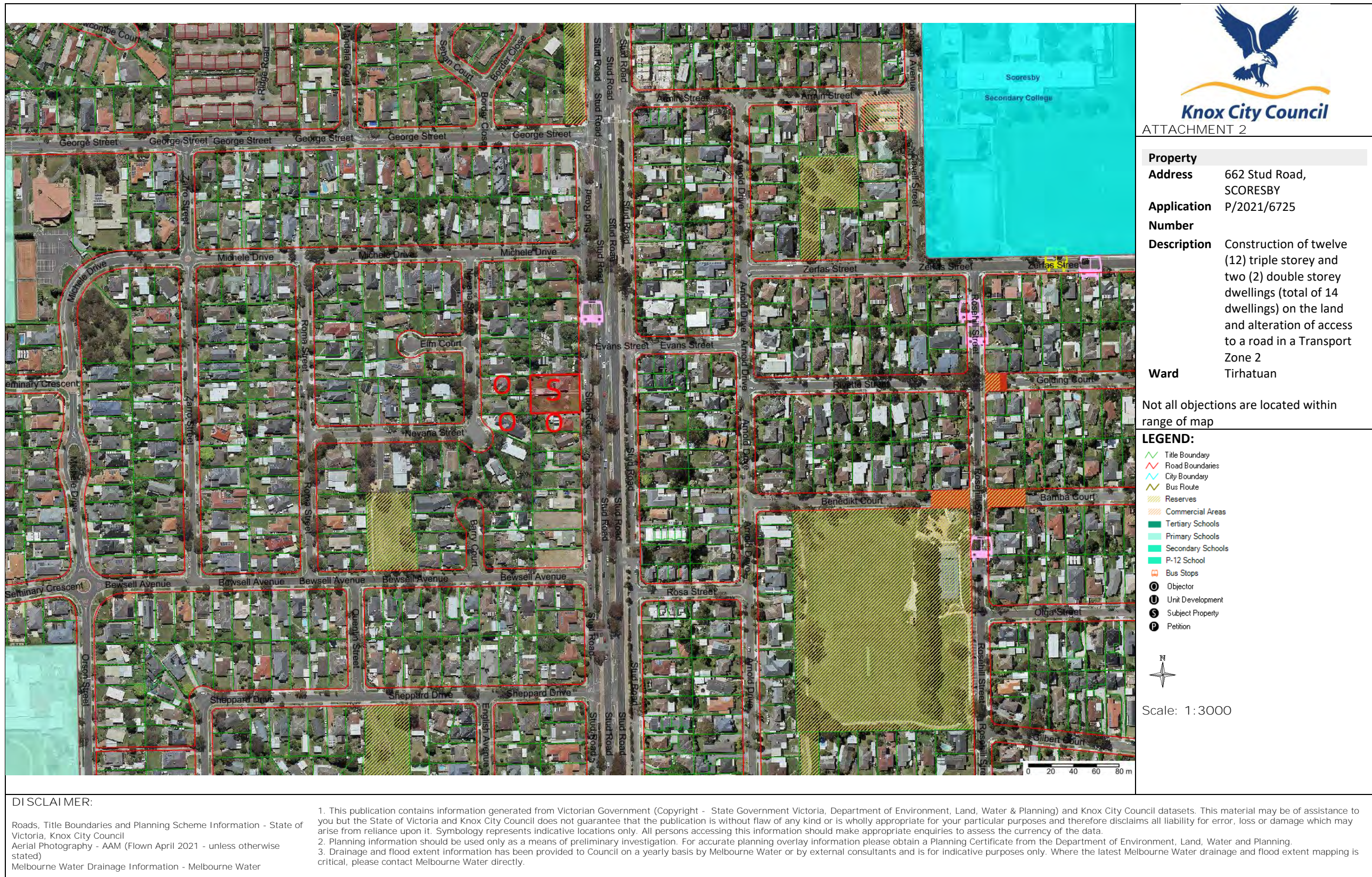
- LEGEND:**
- Title Boundary
 - Road Boundaries
 - City Boundary
 - Bus Route
 - Reserves
 - Commercial Areas
 - Tertiary Schools
 - Primary Schools
 - Secondary Schools
 - P-12 School
 - Bus Stops
 - Objector
 - Unit Development
 - Subject Property
 - Petition

Scale: 1:3000

DISCLAIMER:

Roads, Title Boundaries and Planning Scheme Information - State of Victoria, Knox City Council
 Aerial Photography - AAM (Flown April 2021 - unless otherwise stated)
 Melbourne Water Drainage Information - Melbourne Water

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- Planning information should be used only as a means of preliminary investigation. For accurate planning overlay information please obtain a Planning Certificate from the Department of Environment, Land, Water and Planning.
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LEGEND:

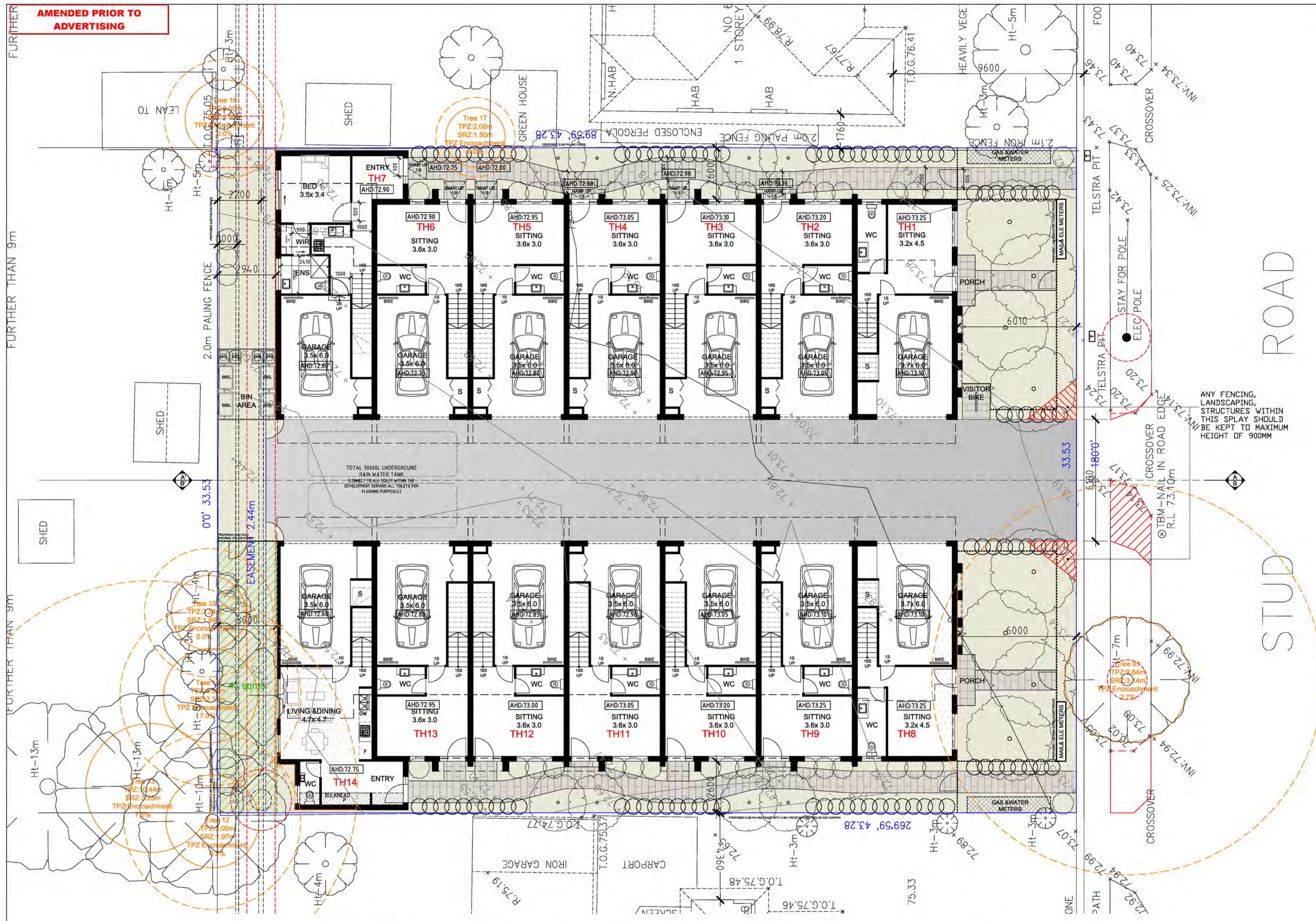
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- City Boundary
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SDA NOTE:

ENERGY

- ENERGY EFFICIENT DWELLINGS THAT ARE DESIGNED FOR ENERGY EFFICIENCY AND RATING AVERAGE REVIEW AS PART OF A PLANNING PROCESS UNDER THE
- DOUBLE GLAZED WINDOWS THROUGHOUT THE DEVELOPMENT (1987)
- ENERGY EFFICIENT ELECTRIC REVERSE CYCLE
- AIR-CONDITIONING HEATING AND COOLING SYSTEMS BEYOND MINIMUM STANDARDS IN ACCORDANCE WITH SDA REPORT.

WATER AND STORMWATER

- ON-SITE WATER USE AND INFILTRATION MEASURES TO MEET CSIRO BEST PRACTICE STORMWATER MANAGEMENT (WATER SENSITIVE URBAN DESIGN) TREATMENT QUALITY REQUIREMENTS
- EACH DWELLING HAS A RAINWATER TANK OF SIZE 2000L CONNECTED TO ALL TOILETS TO REDUCE POTABLE WATER CONSUMPTION AND ASSIST WITH STORMWATER QUALITY MANAGEMENT REQUIREMENTS.
- POTABLE (DRINKING) WATER SAVING MEASURES INCLUDING LOW FLOW TOILETS.

INDOOR ENVIRONMENT QUALITY (IEQ)

- MINIMISED INDOOR POLLUTANTS FROM THE USE OF LOW OFF-GASSING MATERIALS SUCH AS LOW VOC PAINTS AND ADHESIVES, AND LOW FORMALDEHYDE PRODUCTS
- EXTERNAL LIGHTING TO PATHS AND DRIVEWAYS/CARPARKS WILL HAVE A DAYLIGHT SENSOR AND EITHER TIMER OR MOTION SENSORS INSTALLED.

SUSTAINABLE MATERIALS

- AVOIDANCE OF THE USE OF ENDANGERED RAINFOREST TIMBERS IN THIS DEVELOPMENT.
- PAVING TO BE LIGHT IN COLOUR
- USE SUSTAINABLE TIMBERS

REFER TO ESD REPORT FOR FULL DETAILS AND REQUIREMENTS.

LEGEND

- Denotes TREE IDENTIFICATION NUMBER MENTIONED IN ARBORIST REPORT
- Denotes TREE PROTECTION ZONE & STRUCTURE ROOT ZONE
- Denotes AREA OF STRUCTURE ENCROACH INTO THE TREE PROTECTION ZONE
- Denotes PROPOSED INDIGENOUS CANOPY TREE
- Denotes PROPOSED SHRUBS & SMALL SCALE PLANTS
- Denotes LAWN, GARDEN BED AND EXTERNAL PERVIOUS SOFTSCAPED AREAS.
- Denotes SELECTED CONCRETE DRIVEWAY
- Denotes SPACE TIMBER DECKING WITH PERMEABLE SOIL AREA UNDERNEATH
- SELECTED PERMEABLE PAVED AREA TO BE LAYED ON FORDUS COMPACTED SAND BASE
- Denotes SELECTED STEPPING STONES
- Denotes 6 CUBIC METRES OF STORAGE SHED
- Denotes SELECTED MAIL BOX LOCATION
- Denotes SELECTED ELECTRICITY METER BOX LOCATION

Development Summary:

Total Site Area:	1451.2m ²
Site Coverage:	888.7m ² (61.2%)
Total Car Spaces:	14
Permeable area:	409.9m ² (28.2%)

Unit 1 & 8 :	Unit 2-6 & Unit 9-13 :	Unit 7 :	Unit 14 :
Ground Floor: 57.3m ²	Ground Floor: 53.7m ²	Ground Floor: 71.7m ²	Ground Floor: 68.9m ²
First Floor: 46.1m ²	First Floor: 43.3m ²	First Floor: 47.3m ²	First Floor: 47.0m ²
Second Floor: 42.9m ²	Second Floor: 40.4m ²	Total Floor Area: 119.0m ²	Total Floor Area: 115.9m ²
Total Floor Area: 146.3m ²	Total Floor Area: 137.4m ²	Yard Area: 29.8m ²	Yard Area: 43.3m ²
Balcony Area: 63.6m ²	Balcony Area: 15.5m ²	Balcony Area: 16.4m ²	No. of Bed: 2
No. of Bed: 2	No. of Bed: 2	No. of Bed: 2	No. of Car Space: 1
No. of Car Space: 1	No. of Car Space: 1	No. of Car Space: 1	

GROUND FLOOR PLAN
SCALE 1:100 @ A1

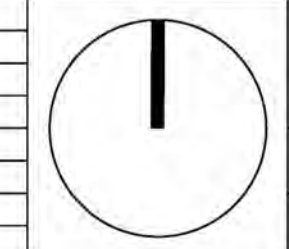
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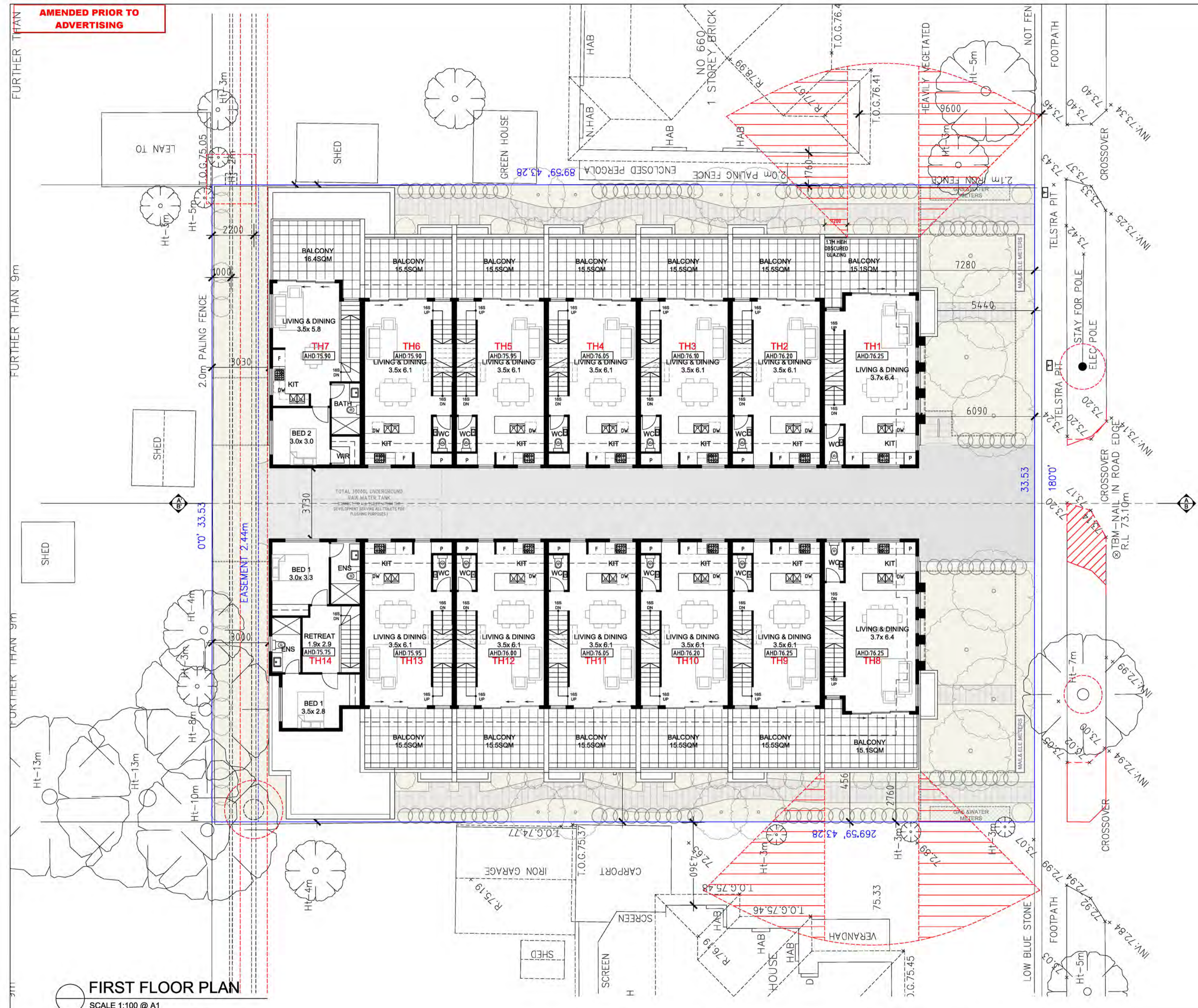


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Project	662 STUD ROAD, SCORESBY
Drawing	GROUND FLOOR PLAN
Date	21.09.21
Rev	A
Description	TP Drawings



Project Number	20072	Drawing Number	TP05
Date	21-09-2021	Scale	1:100
		Amendment	A



STUD ROAD

FIRST FLOOR PLAN
SCALE 1:100 @ A1

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- DOUBLE GLAZED WINDOWS THROUGHOUT THE DEVELOPMENT
- ENERGY EFFICIENT ELECTRIC REVERSE CYCLE AIR-CONDITIONING HEATING AND COOLING SYSTEMS BEYOND MINIMUM STANDARDS IN ACCORDANCE WITH SDA REPORT.

SUSTAINABLE MATERIALS

- AVOIDANCE OF THE USE OF ENDANGERED RAINFOREST TIMBERS IN THIS DEVELOPMENT.
- USE SUSTAINABLE TIMBERS

REFER TO ESD REPORT FOR FULL DETAILS AND REQUIREMENTS.

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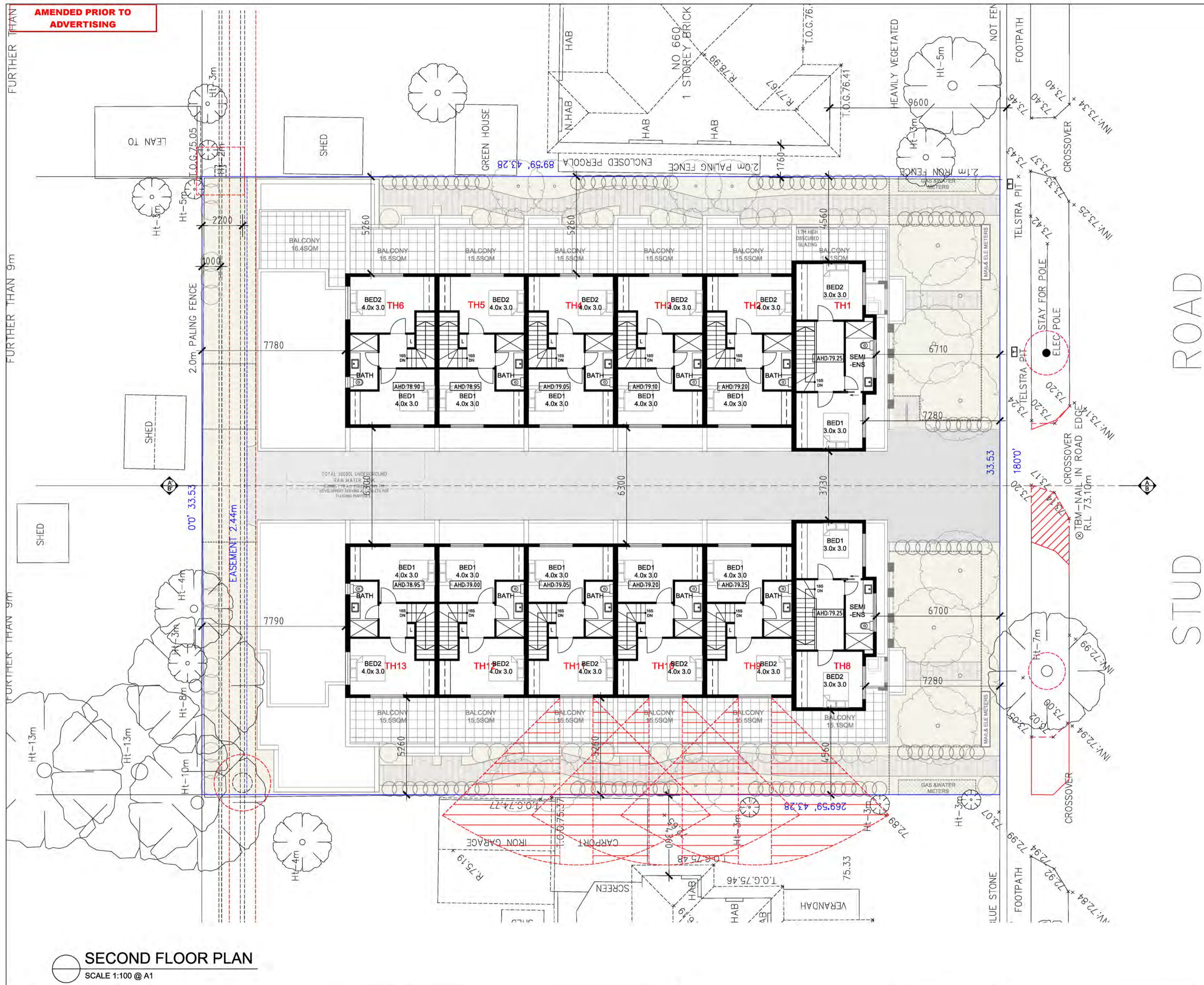
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Project	662 STUD ROAD, SCORESBY
Drawing	FIRST FLOOR PLAN

Date	Rev	Description
21.09.21	A	TP Drawings

Project Number	20072	Drawing Number	TP06
Date	21-09-2021	Scale	1:100
		Amendment	A



SECOND FLOOR PLAN
SCALE 1:100 @ A1

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Project
662 STUD ROAD, SCORESBY

Drawing
SECOND FLOOR PLAN

Date	Rev	Description
21.09.21	A	TP Drawings

Project Number 20072		Drawing Number TP07	
Date 21-09-2021	Scale 1:100	Amendment A	

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EAST ELEVATION
SCALE 1:100 @ A1

WEST ELEVATION
SCALE 1:100 @ A1

SOUTH ELEVATION
SCALE 1:100 @ A1

OVERLOOKING DIAGRAMS
SCALE 1:50 @ A1

SDA NOTE:

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Project
662 STUD ROAD, SCORESBY

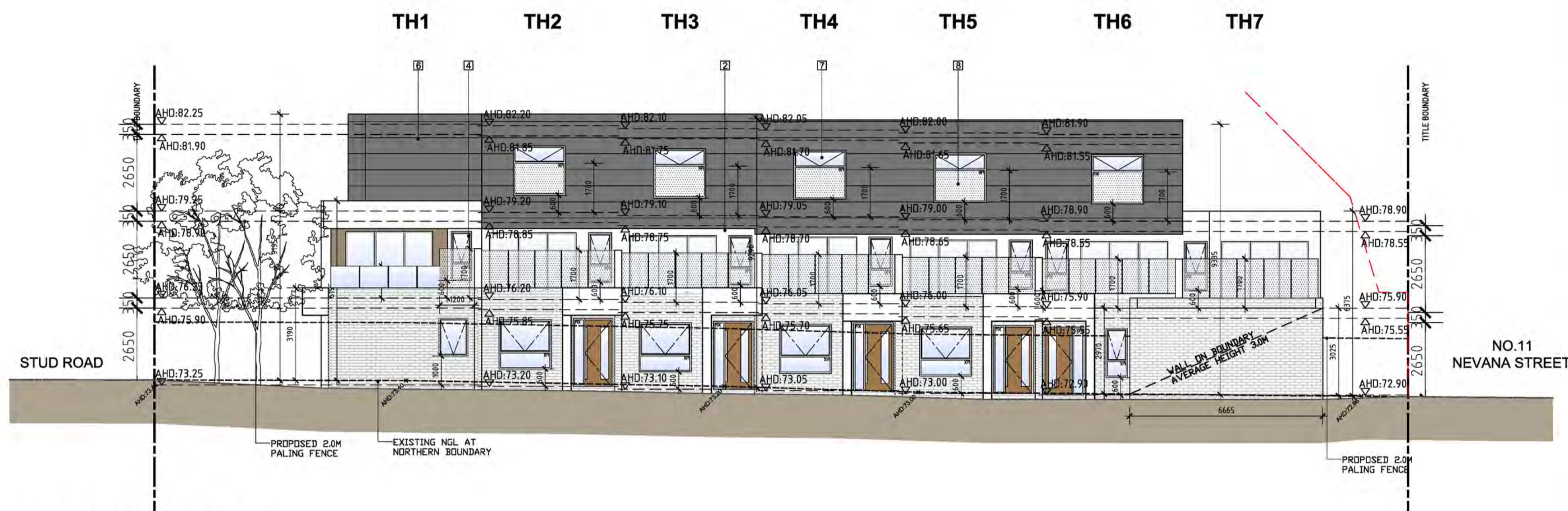
Drawing
PROPOSED ELEVATIONS

Date	Rev	Description
21.09.21	A	TP Drawings

Project Number 20072		Drawing Number TP09	
Date	21-09-2021	Scale	1:100
		Amendment A	

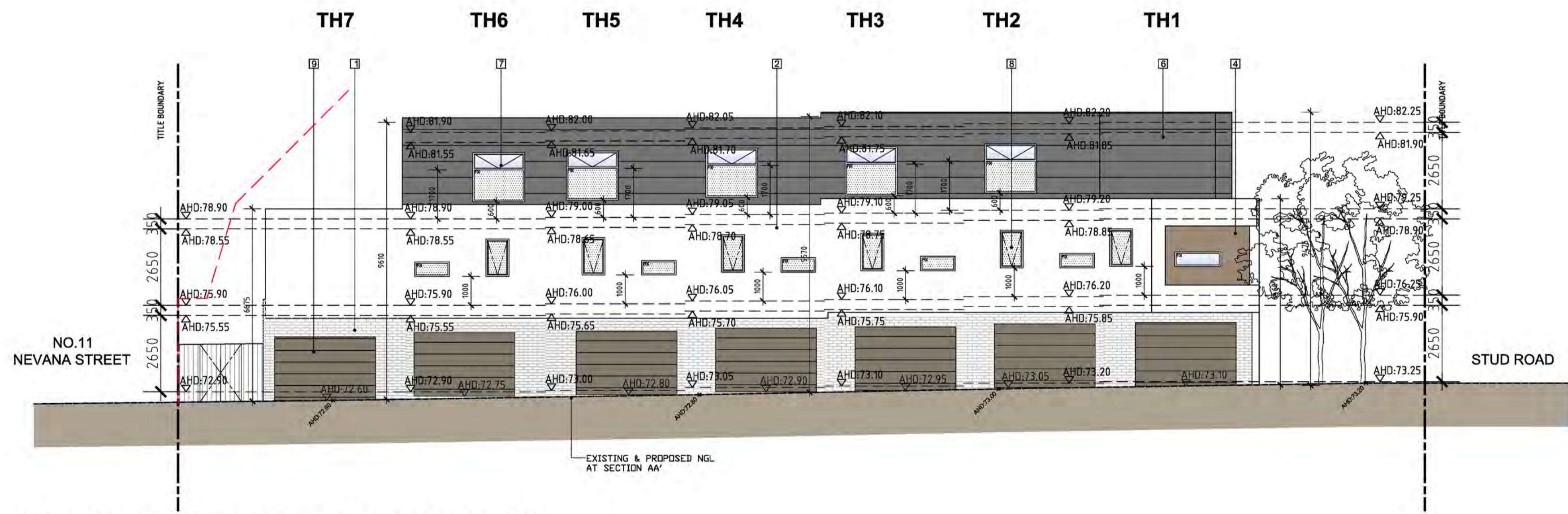
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NORTH ELEVATION
 SCALE 1:100 @ A1

MATERIAL SCHEDULE:



SECTION AA' (INTERNAL SOUTH ELEVATION)
 SCALE 1:100 @ A1

- SDA NOTE:**
- ENERGY**
- ENERGY EFFICIENT DWELLINGS THAT TARGET 6.5-STAR ENERGY RATING AVERAGE
 - DOUBLE GLAZED WINDOWS THROUGHOUT THE DEVELOPMENT
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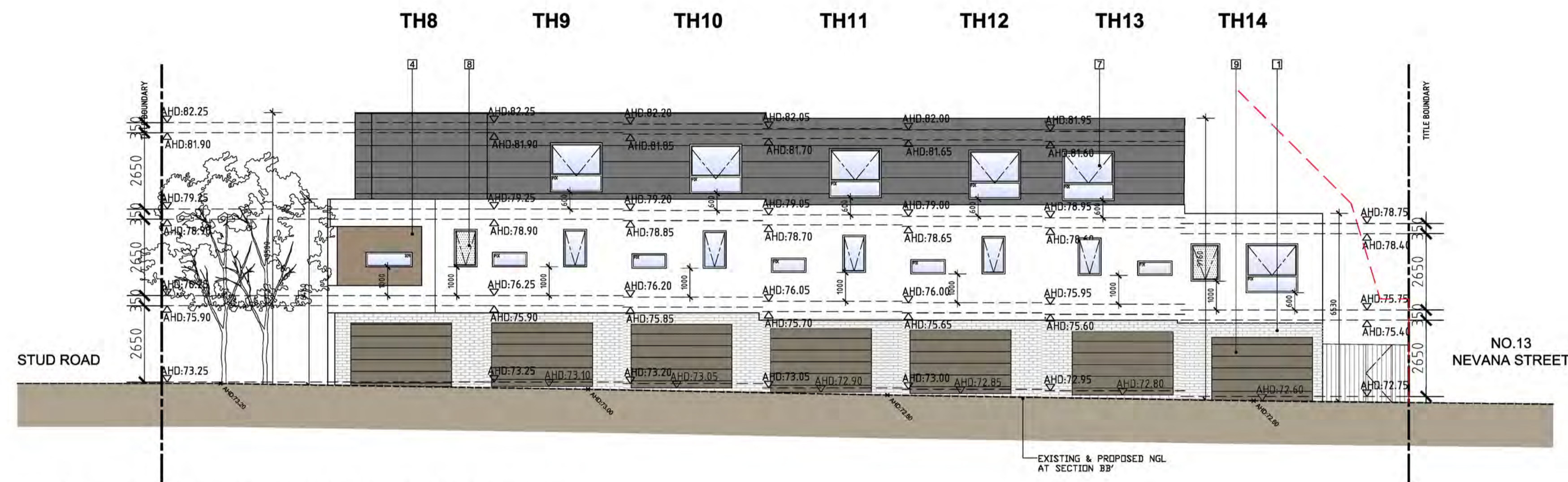
Project	662 STUD ROAD, SCORESBY
Drawing	PROPOSED ELEVATIONS & SECTIONS

Date	Rev	Description
21.09.21	A	TP Drawings

Project Number	20072	Drawing Number	TP10
Date	21-09-2021	Scale	1:100
			Amendment
			A

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SECTION BB' (INTERNAL NORTH ELEVATION)
 SCALE 1:100 @ A1

MATERIAL SCHEDULE:

SDA NOTE:

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Project
 662 STUD ROAD, SCORESBY

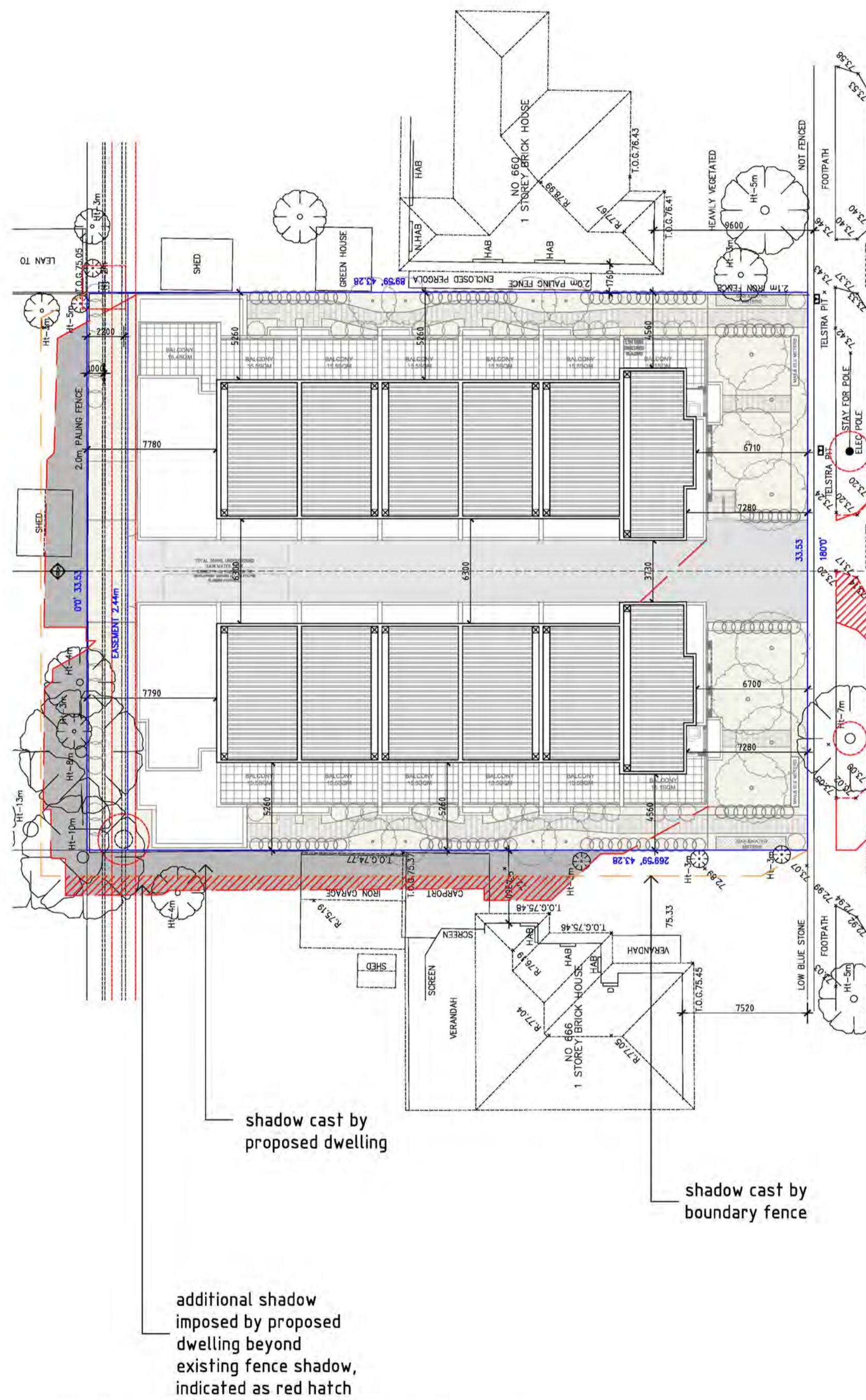
Drawing
 PROPOSED ELEVATIONS & SECTIONS

Date	Rev	Description
21.09.21	A	TP Drawings

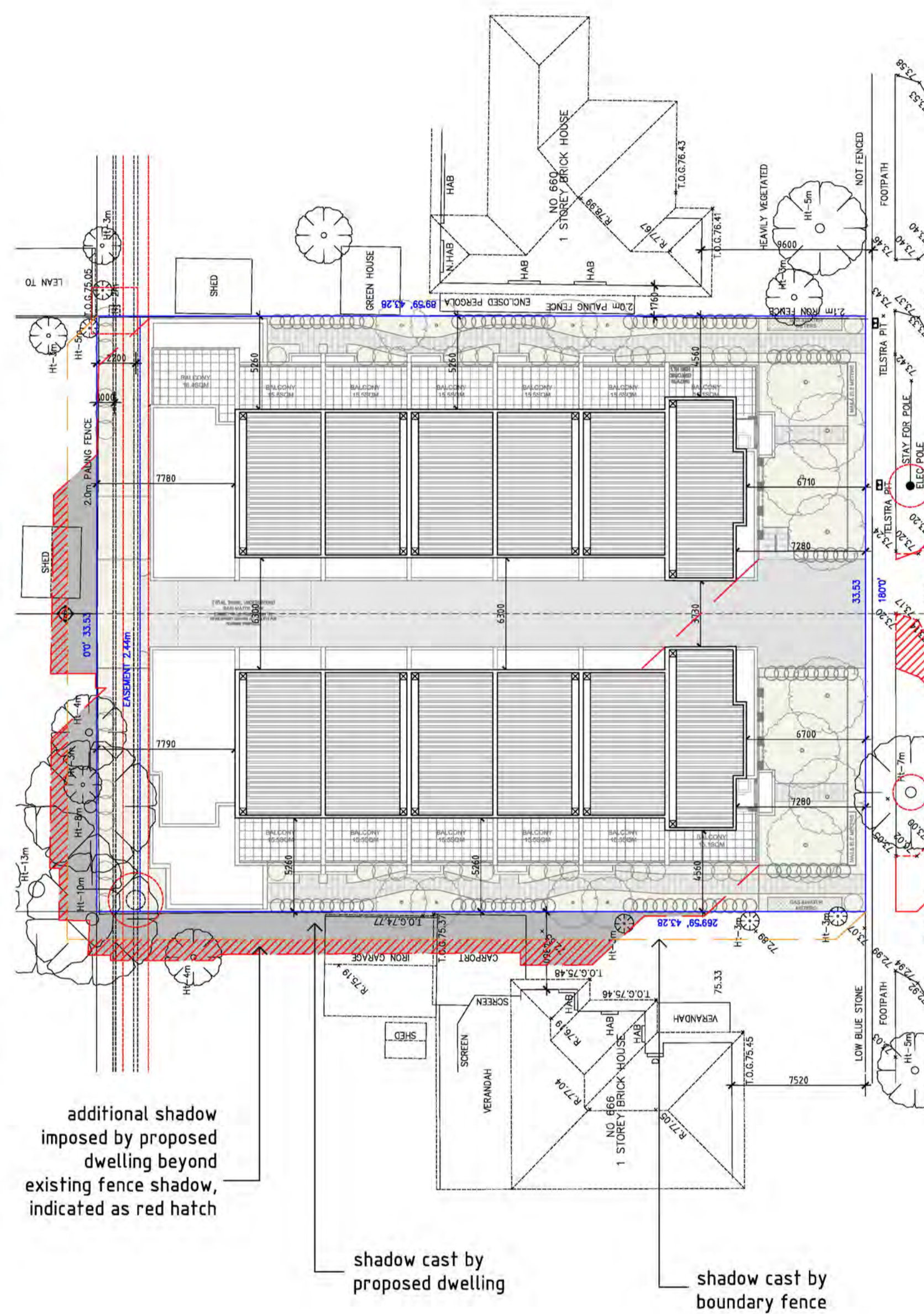
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	Date 21-09-2021	Scale 1:100
Amendment A		

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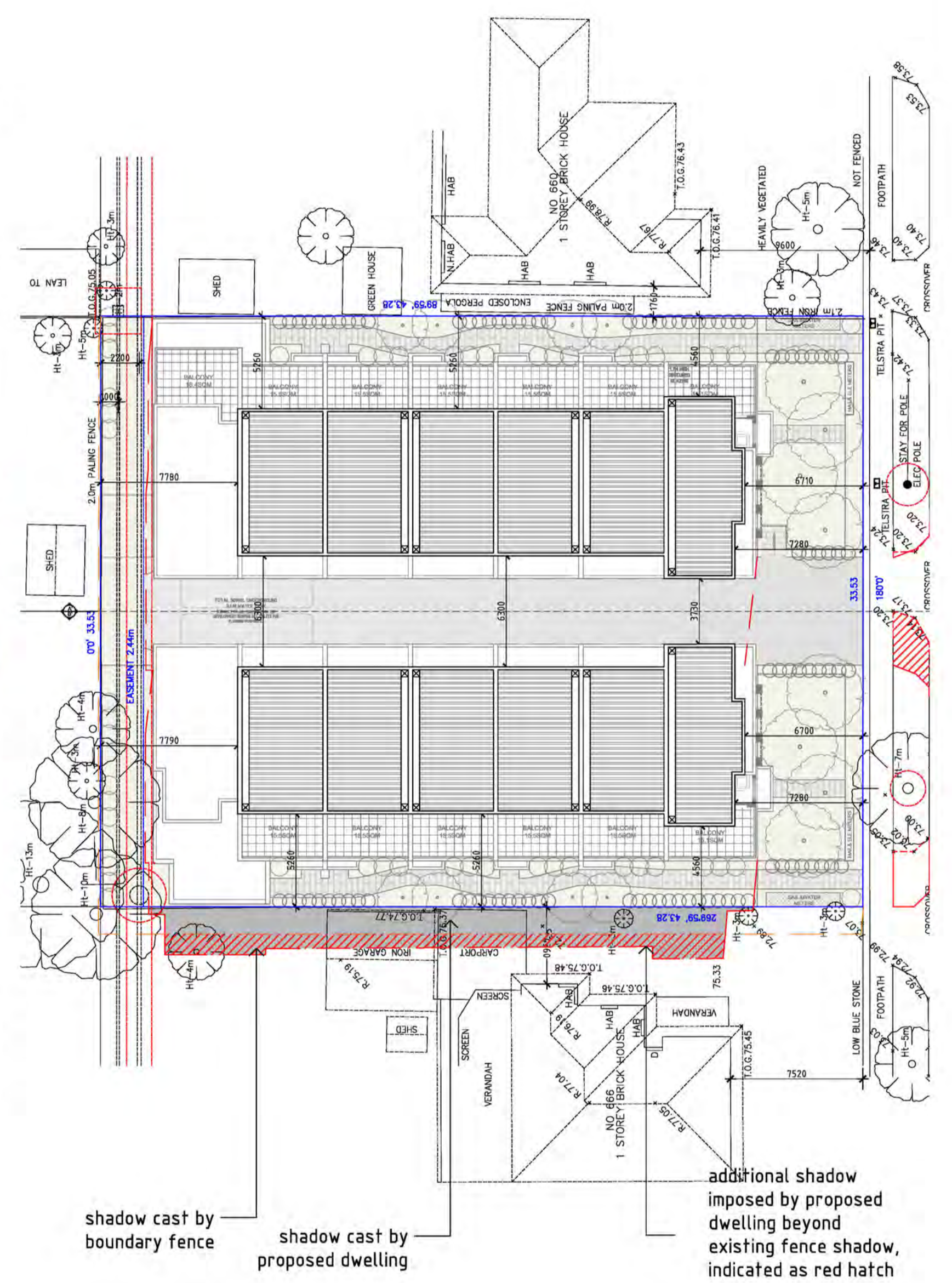
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SHADOW DIAGRAM SEP 22 9AM
 SCALE 1:200 @ A1



SHADOW DIAGRAM SEP 22 10AM
 SCALE 1:200 @ A1



SHADOW DIAGRAM SEP 22 12PM
 SCALE 1:200 @ A1

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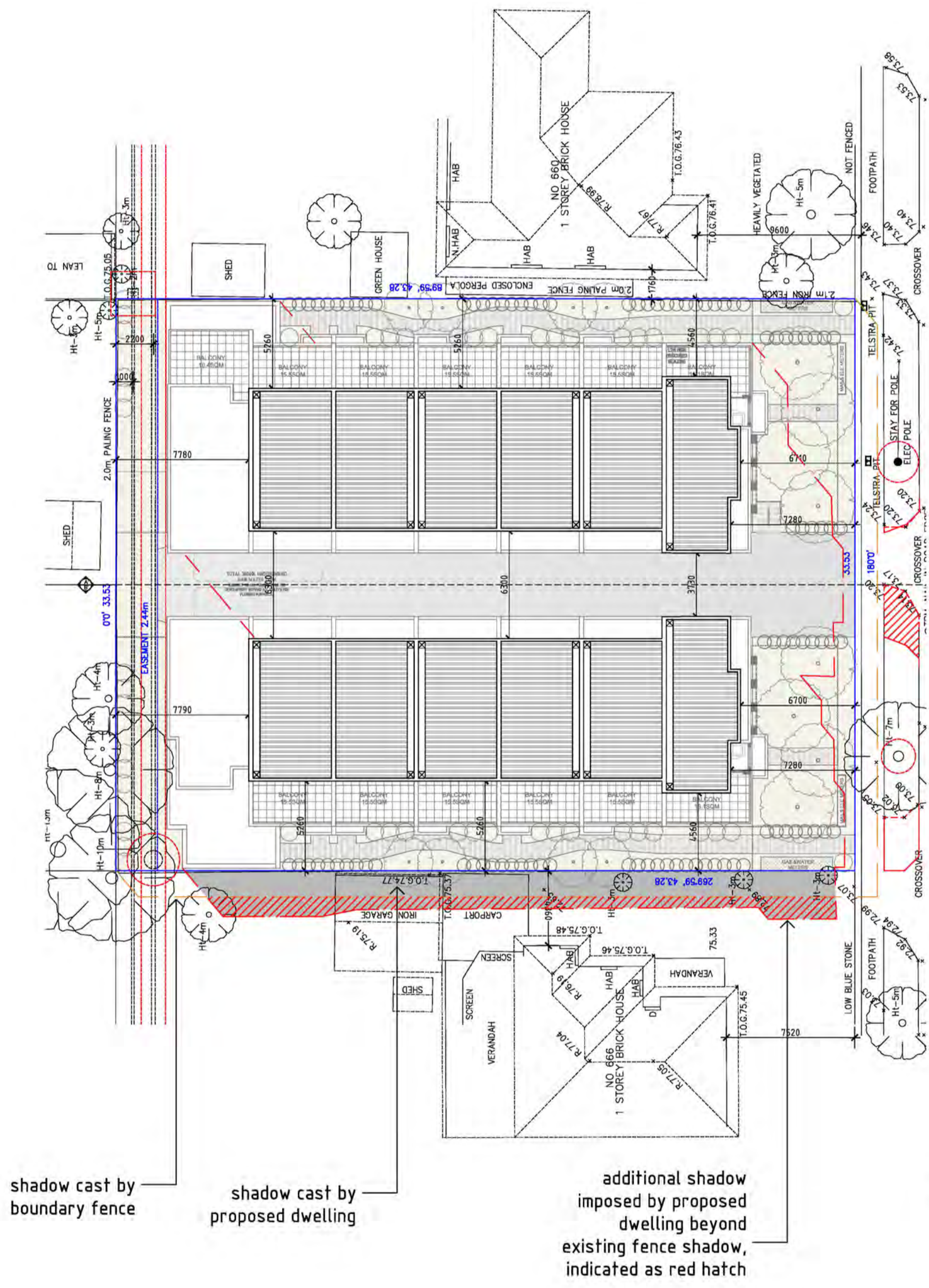
Drawing
 SHADOW DIAGRAMS

Date	Rev	Description
21.09.21	A	TP Drawings

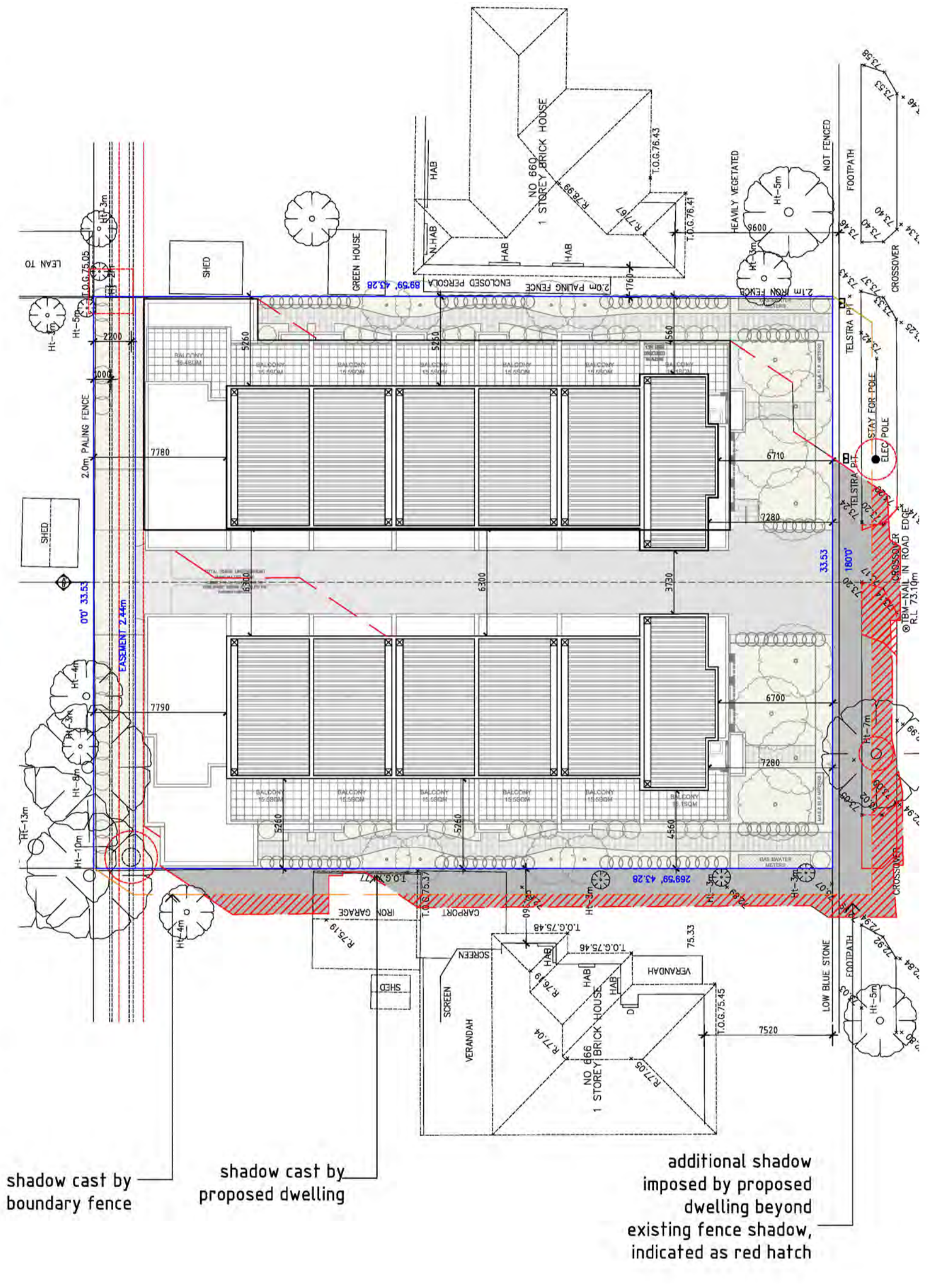
	Project Number 20072		Drawing Number TP12
	Date 21-09-2021	Scale 1:150	Amendment A

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SHADOW DIAGRAM SEP 22 2PM
 SCALE 1:200 @ A1



SHADOW DIAGRAM SEP 22 3PM
 SCALE 1:200 @ A1

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Project
 662 STUD ROAD, SCORESBY

Drawing
 SHADOW DIAGRAMS

Date	Rev	Description
21.09.21	A	TP Drawings

	Project Number 20072		Drawing Number TP13
	Date 21-09-2021	Scale 1:150	Amendment A



6.5 714 & 716 Stud Road, Scoresby

SUMMARY: Principal Planner, Renee Harrosh

This report considers Planning Application P/2021/6703 for the development of the land for twelve (12) triple storey dwellings and create and alter access to a road in a Transport 2 Zone at 714-716 Stud Road, Scoresby.

RECOMMENDATION (SUMMARY)

That Council issue a Notice of Refusal for the development of the land for twelve (12) triple storey dwellings and create and alter access to a road in a Transport 2 Zone at 714-716 Stud Road, Scoresby, subject to the grounds of refusal detailed in a full recommendation in section 10 below.

1. INTRODUCTION

A new application P/2021/6703 has been lodged with Council for the development of the land for twelve (12) triple storey dwellings and create and alter access to a road in a Transport 2 Zone at 714-716 Stud Road, Scoresby.

The application is being reported to Council as it has been called up by Cr Seymour.

2 DISCUSSION

While the development will provide additional housing within a fully serviced area in an Activity Area situated on the Principal Public Transport Network (PPTN), the proposal has not provided a range of dwelling sizes and types and has not provided an appropriate transition to properties within the General Residential Zone. It is considered the proposal will be detrimental to the amenity of adjoining properties.

The proposed development has not satisfied Council's Development in Residential Areas and Neighbourhood Character Policy or Clause 55 (ResCode) and does not meet the purpose of the Residential Growth Zone. As such, it is recommended that a Notice of Refusal be issued.

The detailed Officer Report is provided at Attachment 1.

3 CONSULTATION

The application was advertised by way of two (2) signs on the site and notices were sent to adjoining property owners and occupiers. In total five (5) objections were received.

The application was referred externally to Department of Transport, and internally to Council's Traffic Engineer, Stormwater Engineer, Building Surveyor, Assets Officer, Waste Officer, Landscape Officer, Arborist, Parks Department and ESD Officer. No major concerns were raised with the application.

4. CLIMATE CHANGE CONSIDERATIONS

Implementation of the recommendation is considered to have no direct implications or has no direct impact upon Council's Net Zero 2030 target as any planning permit issued will not increase Council's corporate carbon emissions.

In response to the Community Net Zero 2040 target and exposure to climate risks or climate change adaptation, the Knox Planning Scheme does not currently require developments to achieve net zero emissions, nor has the development been designed to achieve this. However, as required by Clause 22.04 (Environmentally Sustainable Design) of the Knox Planning Scheme, a Sustainable Design Assessment has been submitted with the application and is considered satisfactory by Council's Sustainable Design Officer, subject to conditions on any permit to issue.

In addition, Drainage Plans to the satisfaction of the Responsible Authority would be required for any proposal for multi-dwellings, to ensure that flood risk is not detrimentally impacted by the proposal.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

There are no significant environmental impacts or amenity issues associated with the proposed use/development. A thorough assessment of the application against environmental and amenity considerations can be found at Section 5 of the Officer's Report at Attachment 1.

6. FINANCIAL & ECONOMIC IMPLICATIONS

There are no financial or economic implications associated with the proposed use/development for Council.

7. SOCIAL IMPLICATIONS

There are no significant social implications associated with the proposed use/development. A thorough assessment of the application against all relevant considerations of the Knox Planning Scheme can be found at Section 5 of the Officer's Report at Attachment 1.

8. RELEVANCE TO KNOX COMMUNITY PLAN 2021-31 AND COUNCIL PLAN 2021-2025 Neighbourhoods, Housing & Infrastructure

- Plan for and support diverse housing to meet changing community needs.
- Create, enhance, maintain places and spaces for people to live, work, play and connect.

9. CONFLICT OF INTEREST

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

10. RECOMMENDATION

That Council issue a Notice of Refusal for the development of the land for twelve (12) triple storey dwellings and create and alter access to a road in a Transport 2 Zone at 714-716 Stud Road, Scoresby, subject to the following grounds of refusal:

- 1. The proposal does not provide a scale of development that provides a transition between areas of more intensive use and development and other residential areas, consistent with the purpose of the Residential Growth Zone.**

2. **Non-compliance with the following objectives of Clause 55 of the Scheme as follows:**
 - a. **Neighbourhood character objectives at Clause 55.02-1 as the development will not contribute to the preferred neighbourhood character in terms of the massing of the built form to the rear of the site and the resultant visual bulk and impact on adjoining properties.**
 - b. **Residential policy objective of the Scheme at Clause 55.02-2.**
 - c. **The development has not provided for a range of dwelling sizes and types, including dwellings with a different number of bedrooms and at least one dwelling that contains a kitchen, bath or shower, and a toilet and wash basin at ground level, at Clause 55.02-3.**
 - d. **The proposal does not achieve the objective of Clause 55.04-1 as the height and setback of the development to the rear boundary does not respect the existing or preferred neighbourhood characteristic and does not limit the impact on the amenity of existing dwellings.**
 - e. **The location of the bin storage area is not convenient for residents, there is no enclosure for the bin area, and the large volume of waste being stored in the open adjacent a residential property is not appropriate.**
3. **The proposal is not consistent with State and Local Planning Policy, particularly Clause 15 (Built Environment and Heritage), Clause 16 (Housing) Clause 21.05 (Built Environment and Heritage), Clause 21.06 (Housing) and Clause 22.07 (Development in Residential Areas and Neighbourhood Character) of the Knox Planning Scheme.**
4. **The design response to comply with Standard B21 (Overshadowing) has resulted in reduced amenity to future occupants, with south facing bedrooms in Dwellings 7-12 having a ceiling height of 2.4 metres for approximately two thirds of the bedroom area, and a narrow window that will sit above the bed, which will significantly impact the amenity of these bedrooms.**
5. **The proposed development is not site responsive.**

11. CONFIDENTIALITY

There is no content in this report that meets the definition of confidential information from the Local Government Act 2020.

Report Prepared By: Principal Planner, Renee Harrosh
Report Authorised By: Director, City Strategy and Integrity, Matt Kelleher

Attachments

1. Attachment 1 - Officer Report - 714 & 716 Stud Road, Scoresby [6.5.1 - 9 pages]
2. Attachment 2 - Council Attachments - 714 & 716 Stud Road, Scoresby [6.5.2 - 19 pages]



Planning Application P/2021/6703 for the development of the land for twelve (12) triple storey dwellings and create and alter access to a road in a Transport 2 Zone at 714-716 Stud Road, Scoresby.

1. Summary:

Subject Site:	714-716 Stud Road, SCORESBY VIC 3179
Proposed Development:	Development of the land for twelve (12) triple storey dwellings and create and alter access to a road in a Transport 2 Zone
Existing Land Use:	Single dwelling on each lot
Site Area:	1,453m ²
Planning Scheme Controls:	Residential Growth Zone - Schedule 1 (RGZ1) / No Overlays
Application Received:	15 November 2021
Number of Objections:	Five (5)
PCC Meeting:	Not applicable
Ward:	Tirhatuan

2. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of Planning Permit Application P/2021/6703 to assist in making a decision on the application. It should be read in conjunction with the other attachments.

3. Background

3.1 Subject Site and Surrounds

The location of the subject site and surrounds is shown in Attachment 2.

- The subject site comprises two allotments and is located on the west side of Stud Road in Scoresby. The subject site is regular in shape and has a gentle slope of 1m from the east (Stud Road) to west. The site has a combined frontage of 35.87m, a depth of 40.46m and an overall size of 1,453m².
- The subject site and surrounds are located within an established residential area, with single and double storey built form and landscaped front setbacks. There are examples of multiple dwellings located on a single site within the immediate area. Properties to the west are located within the General Residential Zone – Schedule 3.
- Each allotment has vehicular access via a single width crossover adjacent the north boundary.



Attachment 1

- A 2.44m and 3.05m wide drainage and sewerage easement is located along the western (rear) boundary of the land, while a 1.83m wide drainage and sewerage easement runs along the northern boundary of 716 Stud Road.
- There are no covenants registered on the Copy of Title.
- The site contains no vegetation. There are established street trees within the nature strip.

3.2 The Proposal

The proposal seeks permission for the construction of for twelve (12) triple storey dwellings and access and alteration to a road in a Transport 2 Zone. Refer to attached plans at Attachment 2. Details of the proposal are as follows:

- The existing single storey dwelling on each lot will be removed (planning permit not required for demolition).
- The construction of twelve (12) three (3) storey dwellings, arranged as 6 attached dwellings in a townhouse style construction, on either side of a shared central driveway.
- Dwellings 2-6 and 8-12 contain three (3) bedrooms, whilst Dwellings 1 and 7 contain four (4) bedrooms.
- Access to the garages for all dwellings will be via a new centrally located crossover. Pedestrian access to the dwellings is along the northern or southern boundaries via a pedestrian path.
- The development will have a minimum front setback of 6m. Maximum height of the development will be 8.9m.
- Site coverage is 60% and permeability is 22%.
- There is no vegetation to be removed.

4. Consultation

4.1 Advertising

The application was advertised by way of two (2) signs on the site and notices were sent to adjoining property owners and occupiers. In total five (5) objections were received and are summarised below.

Neighbourhood Character / Increased Density / Visual Bulk

- Generally, three storey built form is anticipated in the Activity Areas as defined in Clause 22.07 (Council's Neighbourhood Character Policy). There is also support for this type of development in the Residential Growth Zone, which anticipates buildings up to and including four storeys.
- However, the built form to the rear of the site at three storeys, adjacent to properties in the General Residential Zone, does not provide a transition in scale, and will result in unreasonable amenity impacts and visual bulk, when viewed from the backyards.
- An assessment of the proposed development against Clause 22.07 (Council's Neighbourhood Character Policy) is provided at Section 5.2.4 of this report.

Overlooking

- An assessment of the proposed development against the overlooking provisions of Clause 55 (ResCode) is provided at Section 5.4 of this report.
- All habitable room windows and balconies with the potential for overlooking to adjoining properties have been screened.



Attachment 1

Increased noise

- The site is located within an established residential area where associated noise is a common feature of urban areas. The development will not result in an unreasonable increase in residential noise. A Construction Management Plan would be required should a permit issue, which will provide limitations for noise during construction.

Wind Tunnel / Heat Island

- The Planning Scheme does not require an assessment of whether a proposal will create a wind tunnel or contribute to the heat island effect. However, Council will require a Landscape Plan to show the planting of canopy trees (particularly in the front setback), which will contribute to the availability of shade and buffering of winds.

Dwelling Diversity

- The proposal has not responded satisfactorily to the need shown in the Knox Planning Scheme for diversity of housing sizes and types.

Car parking / Impact on traffic

- Car parking has been provided at ratios consistent with Clause 52.06 (Car Parking) of the Knox Planning Scheme. Car parking provision is considered to be adequately catered for in the proposed design as noted in Section 5.3 of this report. Further, Council's Traffic and Transport Department have not raised concerns with reference to the street networks ability to cater for the proposed development or safety of the street network as a result of the additional traffic.

Waste Bin Location and Nuisance

- The application was referred to Council's Waste Management Officer. Subject to conditions that require an amended Waste Management Plan on any permit to issue, the proposed waste storage capacity is sufficient. Residents have raised a concern with the smell and nuisance which could be generated from the waste bins, which is warranted considering the size of the waste storage anticipated in this area. The solution to waste has not been properly considered.

4.2 Referrals

The application was referred to Department of Transport and internal departments for advice. The following is a summary of relevant advice:

Department of Transport: No objection, no conditions.

Traffic Engineer: Standard conditions to be included on any permit issued.

Stormwater: Standard conditions to be included on any permit issued.

Landscape: The site can accommodate 6 additional canopy trees and 10 large feature shrubs. Standard conditions to be included on any permit issued.

Arborist: The proposed paths associated with the development have the potential to impact on two trees. Conditions will be included on any permit to issue to require appropriate construction and protection measures to avoid impacting the trees.



Attachment 1

ESD Officer: The Sustainable Design Assessment (SDA) submitted with the application is satisfactory subject to conditions.

Parks Services: All three (3) street trees can be retained with this design. Tree protection fencing will be required.

Assets: Existing crossovers to be removed and reinstated.

Building: No issues to raise.

Waste: An updated Waste Management Plan is required.

5. Discussion

This section considers the proposed development in light of the provisions of the Knox Planning Scheme including State and Local Planning Policies, any other relevant policies and objectives.

5.1 Zoning and Overlays

5.1.1 Zone

The site is located within the Residential Growth Zone – Schedule 1. A permit is required for the construction of two or more dwellings on a lot. Schedule 1 to the Residential Growth Zone varies the ResCode requirements for Standard B6 (Minimum street setback) and Standard B13 (Landscaping).

- The proposal is consistent with the purpose of the Residential Growth Zone to provide housing at increased densities in buildings up to and including four storeys. However, the proposal does not provide a diversity of housing types and does not demonstrate a scale of development that provides a transition between other residential areas.
- Minimum street setback – Complies. A 6 metre setback is provided.
- Landscaping - The site can accommodate an additional 6 canopy trees, which complies with the minimum landscaping requirements for Standard B13.

5.1.2 Overlays

The site is not affected by any overlays.

5.2 Policy Consideration: State and Local Planning Policy Framework

State and local policy requires Council to integrate the range of policies relevant to the issues to be determined, and balance conflicting objectives in favour of net community benefit and sustainable development. The key themes for the assessment of the application include Housing, Sustainability and Environment, Transport and Urban Design (including neighbourhood character).

5.2.1 Housing

Clause 16 Housing: Encourage the development of well-designed medium-density housing that respects the neighbourhood character; improves housing choice; makes better use of existing infrastructure; and, improves energy efficiency of housing. Locate new housing in or close to activity centres and employment corridors and at other strategic development sites that offer good access to services and transport.

Municipal Strategic Statement: Council's MSS encourages development occurring with the necessary consideration to such matters as managing population growth, encouraging sustainable development, and influencing the urban form so that Knox itself becomes more sustainable.



Attachment 1

The MSS makes specific reference to the diversifying and aging population in Knox which will see an increase in the number of smaller household types, with 'lone person' and 'couple only' households making up just over half of all households in Knox within 20 years.

Clause 21.06 Housing: The Housing theme implements the Knox Housing Strategy 2015. In managing the City of Knox's current and future housing needs, Council supports a scaled approach to residential development. This scaled approach recognises that some parts of the City will need to accommodate change, due to population growth and the community's changing household needs. Development in residential areas will need to respond positively to the desired future character of the local area and take account of the particular built form and natural environmental elements that make up the neighbourhood character of Knox. The strong landscape character is the unifying element of the neighbourhood character of Knox.

The subject site is located within an 'Activity Area', which has direct access to the Principal Public Transport Network (PPTN) and access to regular public transport options. A greater range and increased densities of residential development are encouraged within these areas.

The proposed development is considered to be generally inconsistent with the state and local policy direction for housing provision for the following reasons:

- The proposal does not provide a scale of development that provides a transition between areas of more intensive use and development and other residential areas.
- Housing choice – The development comprises ten (10) three (3) bedroom dwellings and two (2) four (4) bedroom dwellings. The proposal does not provide for housing diversity.
- Existing infrastructure – The site is located within a fully serviced area.
- Energy efficiency – This is discussed below under Clause 15.02.
- Location – The site is located within an Activity Area, with access to a number of urban services within an established area. The site is ideally located for a multi-level development, and this is supported at a State and Local policy level.

5.2.2 Sustainability and Environment

Clause 15.02 Sustainable Development: Ensure that land use and development is consistent with the efficient use of energy and the minimisation of greenhouse gas emissions.

Clause 22.04 Environmentally Sustainable Development: This new policy introduced into Knox Planning Scheme under Amendment C150 requires applicants to address Environmentally Sustainable Development (ESD) principles including energy performance, water resources, indoor environmental quality, stormwater, waste management, transport and urban ecology, by applying these principles within the proposed development.

- Council's Sustainability Officer has advised that subject to conditions that require improvements to the submitted Sustainable Design Assessment, the development can be supported.

5.2.3 Transport

Clause 18 Transport – Ensure that access is provided to all available modes of transport.

The site is within walking distance of Bus Routes 681/682 and 901 along Stud Road.



Attachment 1

5.2.4 Urban Design (including Neighbourhood Character)

Clause 15 Built Environment and Heritage – Encourages high quality architecture and urban design outcomes that reflects the particular characteristics, aspirations and cultural identity of the community; enhances liveability, diversity, amenity and safety of the public realm; and promotes attractiveness of towns and cities within broader strategic contexts.

Clause 21.05 Built Environment and Heritage – Development should address needs of changing household structures, creating high quality, well-designed places that respect and strengthen the local context and landscape qualities of Knox. It is important to achieve environmentally sustainable development that contributes to a more liveable and sustainable Knox, including efficient use of urban water runoff and the quality of stormwater entering waterways.

Housing liveability and amenity for occupants should be improved by supporting indoor environment quality (such as access to daylight and ventilation).

Clause 22.07 Development in Residential Areas and Neighbourhood Character: Activity Area – Clause 22.07 identifies the subject site within an Activity Area, where areas will see the most substantial change in housing styles than other Knox Areas, balance retaining the 'green and leafy' character when viewed from the street, whilst allowing more intensive residential development and support new residential development that is well designed both architecturally and functionally. Applications must also consider accessible, sustainable and architectural design elements.

The proposed development is considered to be inconsistent with the state and local policy direction for urban design and neighbourhood character for the following reasons:

- The proposal does not provide an appropriate balance between the need for providing housing, and the amenity of the area and future occupants of the site.
- The proposal has not addressed diversity through a range of dwelling types and sizes. There is no dwelling with at least a bedroom, kitchen, bath or shower and a toilet and wash basin at ground level, to address accessibility.
- The first and second floors are not setback significantly from the ground floor level, particularly to the rear interface with the properties in the General Residential Zone.

5.3 Particular Provisions

Clause 52.06 Car Parking: Prior to a new use commencing or a new building being occupied the car parking spaces required under Clause 52.06-5 must be provided on the land or as approved under Clause 52.06-3 to the satisfaction of the responsible authority.

Clause 52.06-5 specifies a ratio of two car spaces to each three or more bedroom dwelling (with studies or studios that are separate rooms counted as a bedrooms) and one visitor space to every five dwellings for developments of five or more dwellings. A permit may be granted to reduce or to waive the number of car spaces required by the table.

Clause 52.06-8 details the design standards for car parking. The provision of car parking should meet the design requirements of this Clause. An assessment of the design standards, including any areas of non-compliance are considered below:



Attachment 1

- Car parking provision: The proposal satisfies the car parking provision as each dwelling is provided with either a double width garage or a tandem length garage.
- Car parking design: Complies.

Clause 52.29 Land Adjacent to the Principal Road Network: To ensure appropriate access to the Principal Road Network. A Permit is required to create or alter access to a road in a Transport Zone 2. An application must be referred to Head, Transport of Victoria (DoT):

- The application was referred and DoT has no objection.

5.4 Clause 55 – Two or More Dwellings on a Lot and Residential Buildings (ResCode)

Neighbourhood Character and Infrastructure

Neighbourhood Character – The development does not meet the preferred neighbourhood character outcomes sought by Council’s Development in Residential Areas and Neighbourhood Character Policy at Clause 22.07, refer above.

Residential policy – Does not comply, refer above.

Dwelling diversity – Does not comply. The development is for ten or more dwellings and the development does not provide a range of dwelling sizes and types.

Infrastructure – Complies. A condition on any permit to issue will require a Drainage Plan that include retention of peak stormwater at pre-development levels.

Integration with the street – Complies.

Site Layout and Building Massing

Street setback – Complies.

Building height – Complies. Maximum height is 8.9m.

Site coverage – Complies.

Permeability and stormwater management – Complies.

Energy efficiency – Complies.

Open space – Not applicable.

Safety – Can comply, subject to a condition that requires the laundry windows facing the shared pedestrian path to have lower sill heights to allow for direct views (cupboards can be installed above the window).

Landscaping – Complies, a condition of any permit to issue will require landscape plans to the satisfaction of the Responsible Authority.

Access – Complies.

Parking location – Complies.

Amenity Impacts

Side and rear setbacks – Meets the Standard, does not meet objective. The setback of dwellings to the rear boundary, while meeting the Standard, does not meet the objective to limit the impact on the amenity of existing



Attachment 1

dwellings. The visual bulk associated with a three storey building setback 4 metres from the boundary to the rear will be unreasonable, and does not provide an appropriate transition to limit the impact of the proposal on the amenity of properties to the rear within the General Residential Zone. It is considered that an acceptable built form outcome to this rear residential interface would be a two storey built form.

Walls on boundaries – Complies.

Daylight to existing windows/north facing windows – Complies.

North-facing windows – Complies.

Overshadowing open space – Complies. To meet the requirements of Standard B29, the southern wall of Dwellings 7-12 at the first and second floor has been chamfered. This has resulted in the bedroom on the second floor having a ceiling height of 2.4 metres for approximately two thirds of the bedroom. This significantly reduces the area of the bedroom that is usable, and does not appear to be a site responsive design outcome that will ensure the amenity of future occupants. The habitable room window to these bedrooms is also very long and thin, and as it is sitting in an angled wall, anyone lying in bed will be able to view the sky. As a result, the amenity to these rooms is not ideal.

Overlooking – Can comply subject to conditions. All habitable room windows that have potential to overlook adjoining properties are fixed and obscured to 1.7m above the finished floor level (FFL), or provided with a raised sill of 1.7m above the FFL. Balconies with the potential to overlook adjoining private open space are screened with a combination fixed obscure glazing and timber panelling to a height of 1.7m above FFL. This complies with the Standard. The bedroom window on the first floor of Dwelling 12 is shown to be fixed to 1.7m above the FFL, but not obscured, which can be required as a condition on any permit to issue.

Internal views – Complies.

Noise impacts – Complies.

On-Site Amenity and Facilities

Accessibility – Complies.

Dwelling entry – Complies.

Daylight to new windows – Complies.

Private Open Space – Complies.

Solar access to open space – Complies.

Storage – Complies.

Detailed Design

Design Detail – Complies. There are no landings or steps shown to access doors at ground level at the rear of Dwellings 6 and 12, and the door to the garage and ground floor living window of Dwelling 6 are shown inaccurately on the plan submitted.

Common Property – Complies.



Attachment 1

Site Services – Does not comply. While bin storage is provided, it is at the rear adjacent residential properties. Seven (7) x 660Lt bins are proposed for this area, which is a large volume of waste and could create nuisance for the rear properties. A better location for the waste storage (or perhaps a better solution) is needed. Council will not support bin storage within the front setback. It is also a considerable distance to move large bins toward the front of the site for waste collection.

Front fence – Complies.

5.5 General Decision Guidelines

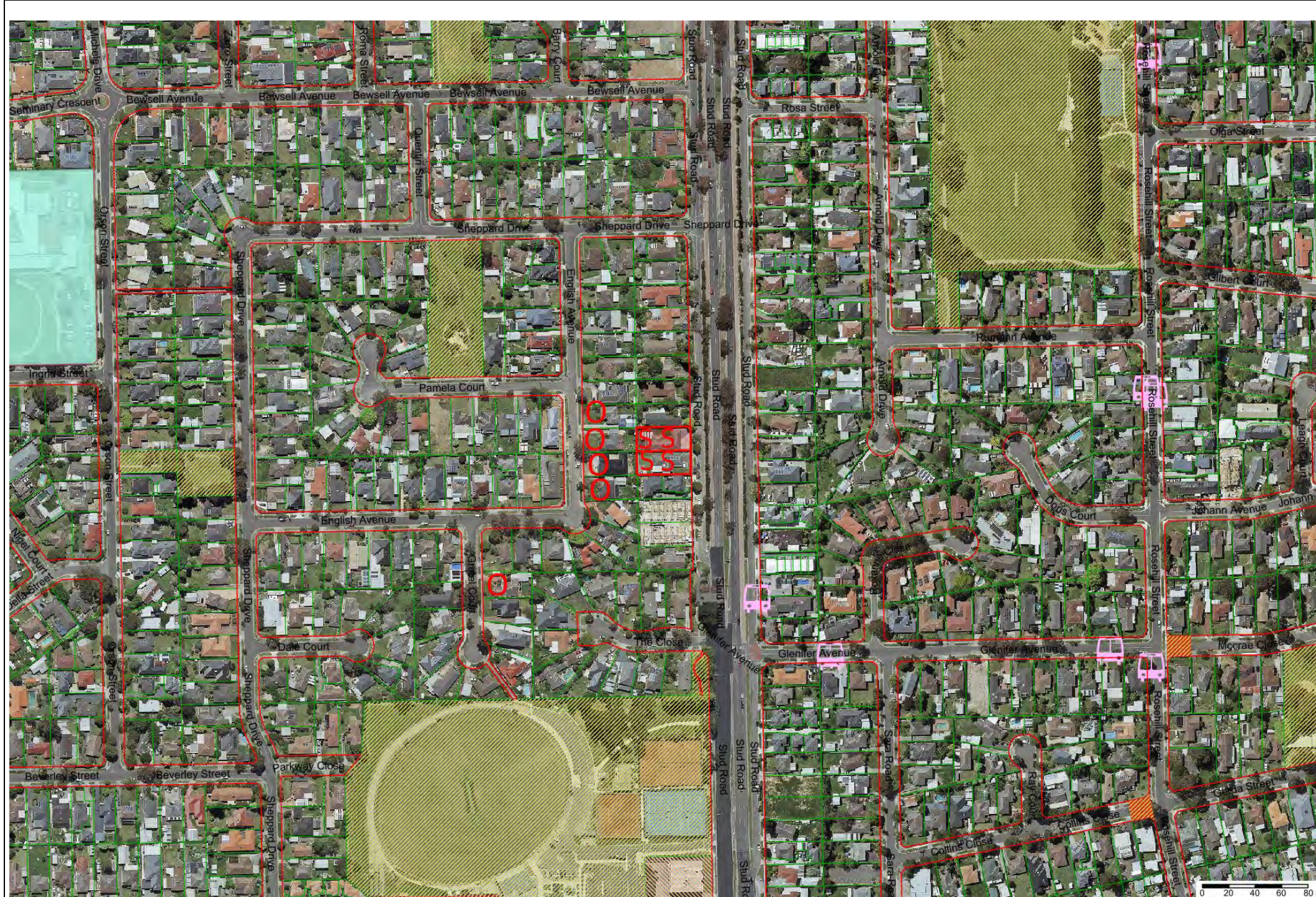
Clause 65 of the Knox Planning Scheme and Section 60 of the Planning and Environment Act 1987 set out decision guidelines/matters which the responsible authority must consider when deciding any planning application.

- The decision guidelines of Clause 65 of the Knox Planning Scheme and Section 60 of the Planning and Environment Act (1987) have been appropriately considered.

6. Conclusion

Clause 71.02-3 of the Knox Planning Scheme requires Council to balance relative policy objectives when making decisions to ensure resulting development is sustainable and achieves a net community gain. In this context, the proposal is considered inappropriate given the following:

- The development is not consistent with State and Local Planning Policy, in particular Clause 21.05 (Built Environment and Heritage), Clause 21.06 (Housing), and Clause 22.07 (Development in Residential Areas and Neighbourhood Character Policy) of the Knox Planning Scheme.
- The proposal does not achieve the purpose of the Residential Growth Zone - Schedule 1 to provide a scale of development that provides a transition between areas of more intensive use and development and other residential areas.
- The development is not compliant with all the objectives and Standards of ResCode (Clause 55 of the Knox Planning Scheme).
- The development will not provide an appropriate balance between the need for additional housing within an established residential area while ensuring the amenity of occupants and adjoining residents is not compromised, as detailed in this report.



ATTACHMENT 2

Address	714 & 716 Stud Road, SCORESBY
Application Number	P/2021/6703
Description	Development of 12 triple-storey dwellings and access and alteration to a Transport Zone Schedule 2
Wardname	Tirhatuan

LEGEND:

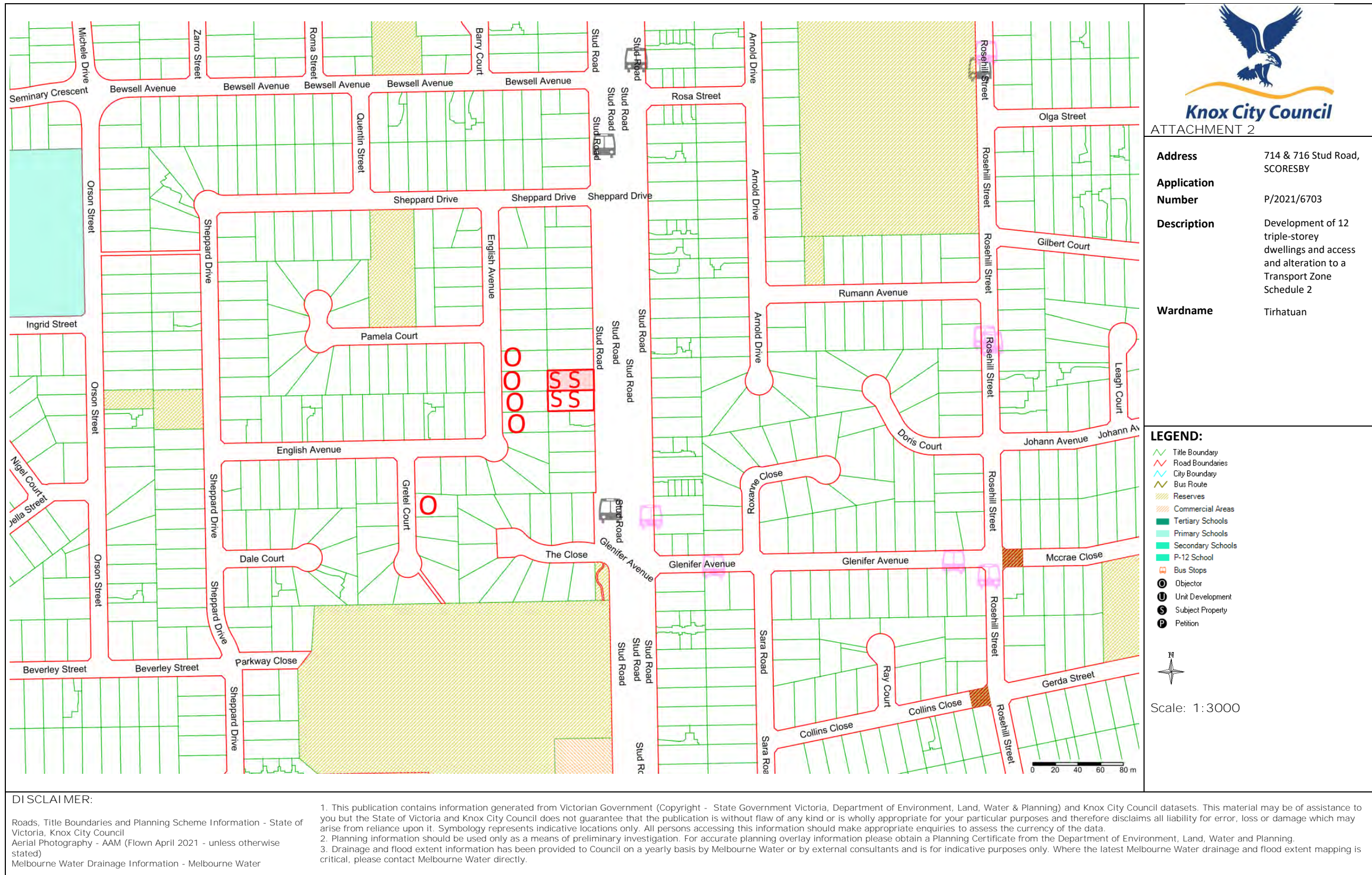
- Title Boundary
- Road Boundaries
- City Boundary
- Bus Route
- Reserves
- Commercial Areas
- Tertiary Schools
- Primary Schools
- Secondary Schools
- P-12 School
- Bus Stops
- Objector
- Unit Development
- Subject Property
- Petition

N
Scale: 1:3000

DISCLAIMER:

Roads, Title Boundaries and Planning Scheme Information - State of Victoria, Knox City Council
 Aerial Photography - AAM (Flown April 2021 - unless otherwise stated)
 Melbourne Water Drainage Information - Melbourne Water

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 3. Drainage and flood extent information has been provided to Council on a yearly basis by Melbourne Water or by external consultants and is for indicative purposes only. Where the latest Melbourne Water drainage and flood extent mapping is critical, please contact Melbourne Water directly.



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LEGEND:

- Title Boundary
- Road Boundaries
- City Boundary
- Bus Route
- Reserves
- Commercial Areas
- Tertiary Schools
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- Secondary Schools
- P-12 School
- Bus Stops
- Objector
- Unit Development
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- Petition

Scale: 1:3000

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712 STUD ROAD, SCORESBY



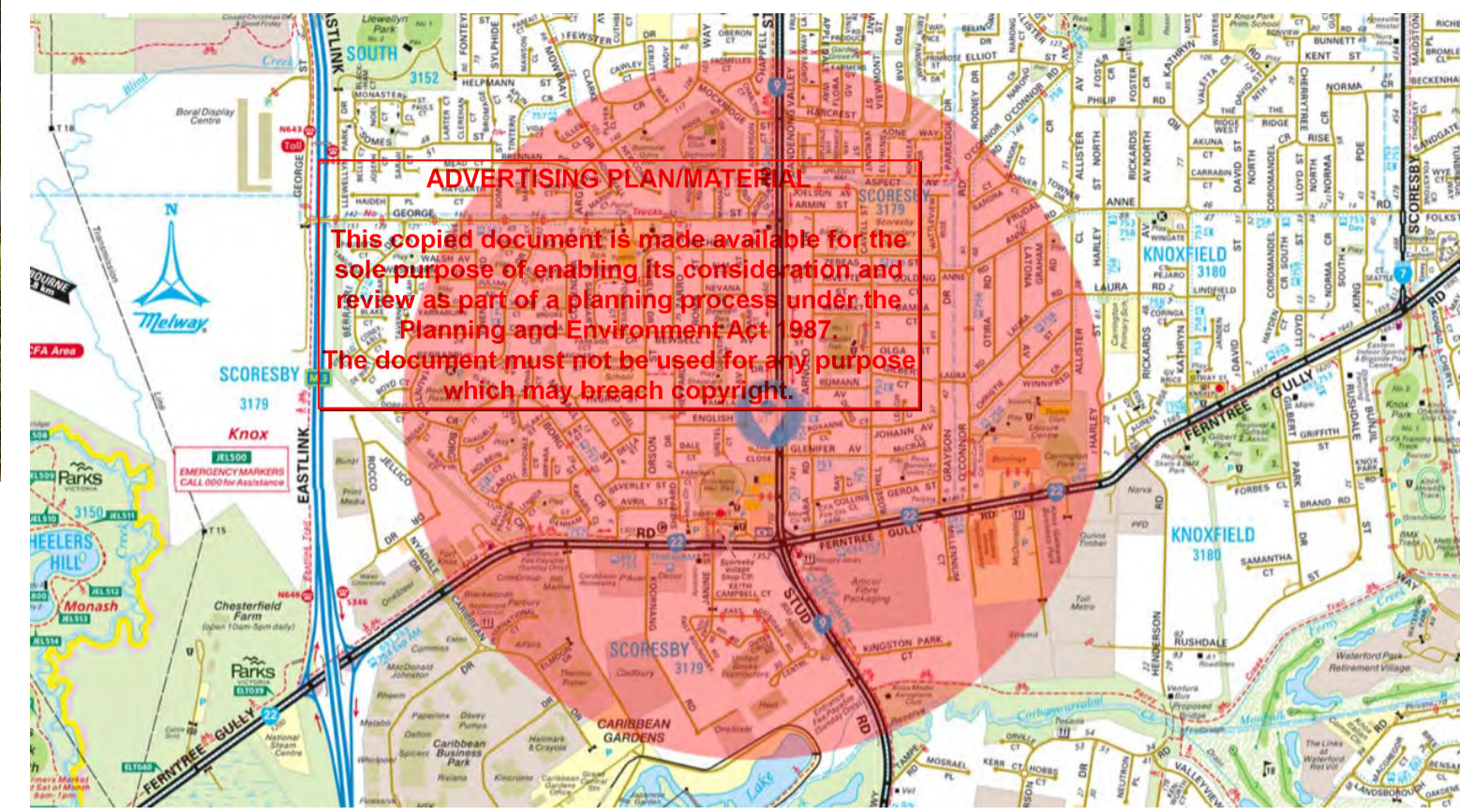
720-722 STUD ROAD, SCORESBY



747-749 STUD ROAD, SCORESBY

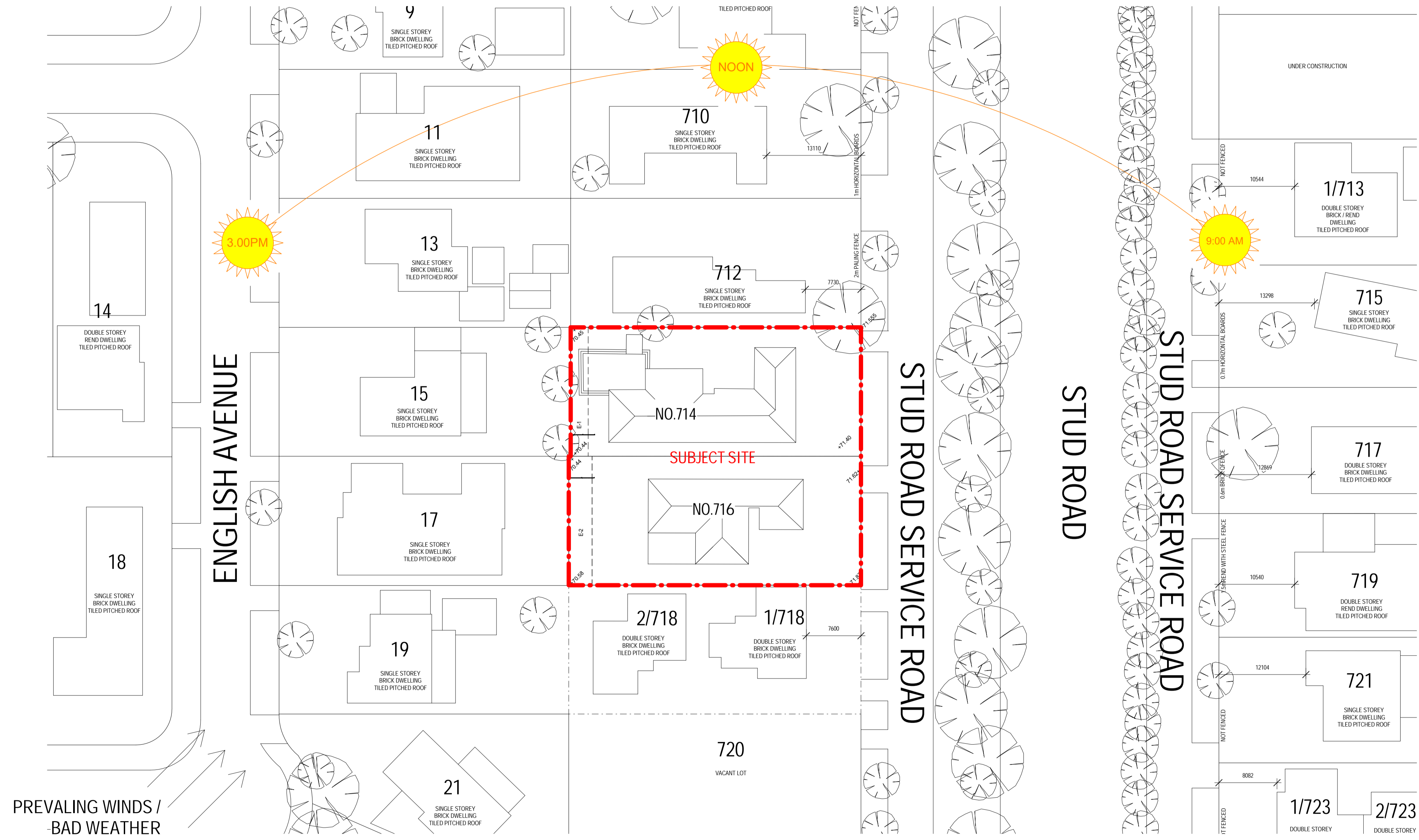


661-663 STUD ROAD, SCORESBY



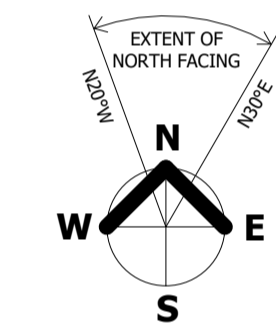
15m WALKING DISTANCE

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PREVAILING WINDS /
BAD WEATHER

Neighbourhood & Site Description Plan
1:300



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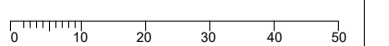
PROJECT NAME
714-716 Stud Road, Scoresby

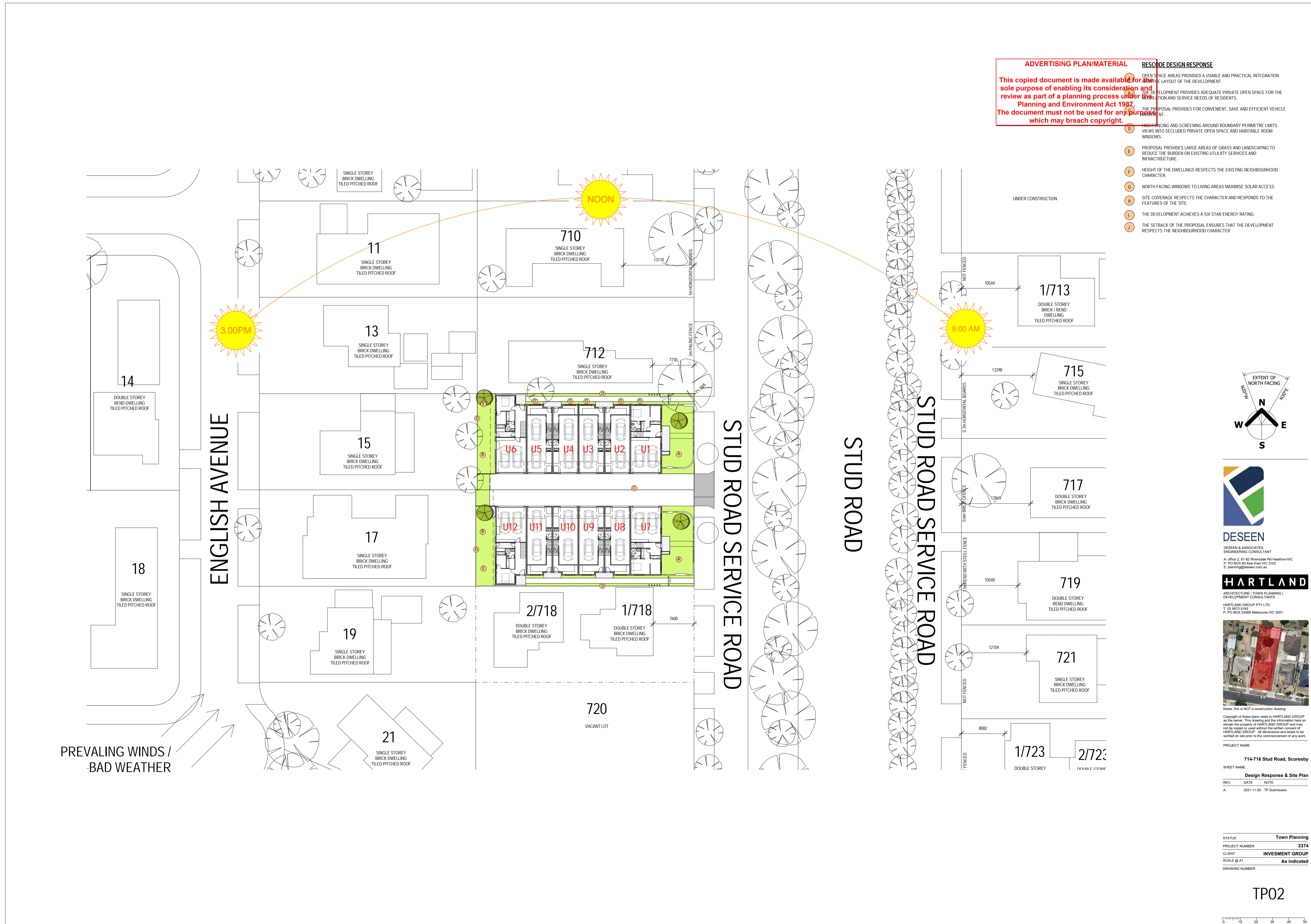
SHEET NAME
Neighbourhood & Site Description Plan

REV	DATE	NOTE
A.	2021/11/05	TP Submission

STATUS **Town Planning**
 PROJECT NUMBER **2374**
 CLIENT **INVESTMENT GROUP**
 SCALE @ A1 **1:300**
 DRAWING NUMBER

TP01

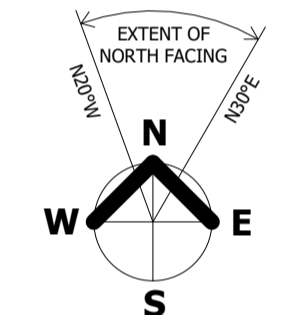




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RESPONSE DESIGN RESPONSE

- OPEN SPACE AREAS PROVIDED A USABLE AND PRACTICAL INTEGRATION WITH THE LAYOUT OF THE DEVELOPMENT.
- THE DEVELOPMENT PROVIDES ADEQUATE PRIVATE OPEN SPACE FOR THE RESIDENTS AND SERVICE NEEDS OF RESIDENTS.
- THE PROPOSAL PROVIDES FOR CONVENIENT, SAFE AND EFFICIENT VEHICLE ACCESS TO THE DEVELOPMENT.
- LANDSCAPING AND SCREENING AROUND BOUNDARY PERIMETER LIMITS VIEWS INTO SECLUDED PRIVATE OPEN SPACE AND HABITABLE ROOM WINDOWS.
- PROPOSAL PROVIDES LARGE AREAS OF GRASS AND LANDSCAPING TO REDUCE THE BURDEN ON EXISTING UTILITY SERVICES AND INFRASTRUCTURE.
- HEIGHT OF THE DWELLINGS RESPECTS THE EXISTING NEIGHBOURHOOD CHARACTER.
- NORTH FACING WINDOWS TO LIVING AREAS MAXIMISE SOLAR ACCESS.
- SITE COVERAGE RESPECTS THE CHARACTER AND RESPONDS TO THE FEATURES OF THE SITE.
- THE DEVELOPMENT ACHIEVES A SIX STAR ENERGY RATING.
- THE SETBACK OF THE PROPOSAL ENSURES THAT THE DEVELOPMENT RESPECTS THE NEIGHBOURHOOD CHARACTER.



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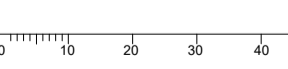
PROJECT NAME
714-716 Stud Road, Scoresby

SHEET NAME
Design Response & Site Plan

REV	DATE	NOTE
A	2021/11/05	TP Submission

STATUS	Town Planning
PROJECT NUMBER	2374
CLIENT	INVESTMENT GROUP
SCALE @ A1	As indicated
DRAWING NUMBER	

TP02





Unit 1

Ground Floor	36.3 m ²
Porch	4.6 m ²
Garage	39.5 m ²
First Floor	61.8 m ²
Second Floor	43.9 m ²
TOTAL POS	186.1 m²

BALCONY 15m²
TOTAL POS 85.8m²

Unit 2,3,4 & 5

Ground Floor	8.0 m ²
Porch	1.9 m ²
Garage	52.7 m ²
First Floor	48.3 m ²
Second Floor	47.1 m ²
TOTAL POS	157.6 m²

BALCONY 15m²
TOTAL POS 15m²

Unit 6

Ground Floor	44.1 m ²
Porch	4.8 m ²
Garage	39.5 m ²
First Floor	60.4 m ²
Second Floor	47.1 m ²
TOTAL POS	195.9 m²

SPOG 43m²
BALCONY 15m²
TOTAL POS 58m²

Unit 7

Ground Floor	36.3 m ²
Porch	4.6 m ²
Garage	39.5 m ²
First Floor	63.3 m ²
Second Floor	44.7 m ²
TOTAL POS	188.6 m²

BALCONY 15m²
TOTAL POS 85.8m²

Unit 8,9,10 & 11

Ground Floor	8.1 m ²
Porch	1.9 m ²
Garage	52.9 m ²
First Floor	53.7 m ²
Second Floor	45.9 m ²
TOTAL POS	159.1 m²

BALCONY 15m²
TOTAL POS 15m²

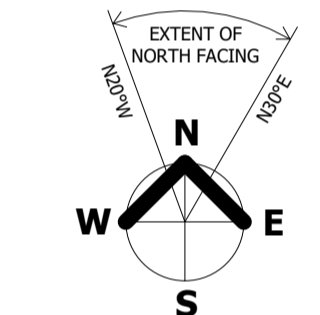
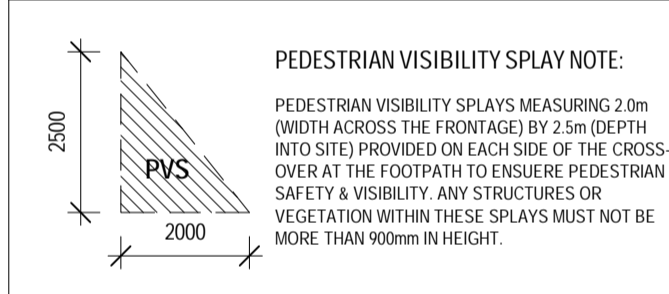
Unit 12

Ground Floor Level	37.4 m ²
Porch	2.0 m ²
Garage	40.3 m ²
First Floor Level	61.2 m ²
Second Floor Level	47.3 m ²
TOTAL POS	188.2 m²

SPOG 50m²
BALCONY 15m²
TOTAL POS 65m²

SITE ANALYSIS SUMMARY

SITE AREA	m ²	%
SITE COVERAGE	871	60
SITE PERMEABILITY	322	22



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PROJECT NAME

174-176 Stud Road, Scoresby

SHEET NAME

Proposed Ground Floor Plan

REV	DATE	NOTE
A	2021.11.09	TP Submission
B	2022.01.13	To Client
C	2022.03.03	RFI

STATUS **Town Planning**

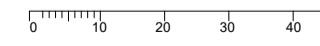
PROJECT NUMBER **2374**

CLIENT **INVESTMENT GROUP**

SCALE @ A1 **As Indicated**

DRAWING NUMBER

TP03





Unit 1		
Ground Floor	36.3 m ²	
Porch	4.6 m ²	
Garage	39.5 m ²	
First Floor	61.8 m ²	
Second Floor	43.9 m ²	
TOTAL POS	186.1 m²	
BALCONY	15m ²	

Unit 2,3,4 & 5		
Ground Floor	8.0 m ²	
Porch	1.9 m ²	
Garage	52.7 m ²	
First Floor	48.3 m ²	
Second Floor	48.8 m ²	
TOTAL POS	159.7 m²	
BALCONY	15m ²	

Unit 6		
Ground Floor	44.1 m ²	
Porch	2.7 m ²	
Garage	39.5 m ²	
First Floor	60.4 m ²	
Second Floor	47.1 m ²	
TOTAL POS	193.8 m²	
BALCONY	15m ²	

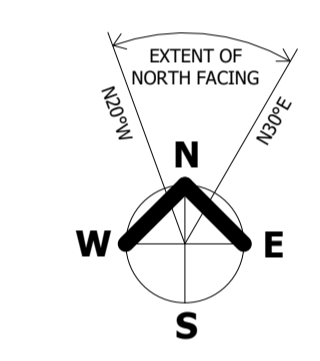
Unit 7		
Ground Floor	36.3 m ²	
Porch	4.6 m ²	
Garage	39.5 m ²	
First Floor	63.3 m ²	
Second Floor	44.7 m ²	
TOTAL POS	188.4 m²	
BALCONY	15m ²	

Unit 8,9,10 & 11		
Ground Floor	8.1 m ²	
Porch	1.9 m ²	
Garage	52.6 m ²	
First Floor	53.7 m ²	
Second Floor	45.9 m ²	
TOTAL POS	159.1 m²	
BALCONY	15m ²	

Unit 12		
Ground Floor Level	37.4 m ²	
Porch	2.0 m ²	
Garage	40.3 m ²	
First Floor Level	61.2 m ²	
Second Floor Level	47.3 m ²	
TOTAL POS	188.2 m²	
BALCONY	15m ²	

SITE ANALYSIS SUMMARY		
SITE AREA	m ²	%
SITE COVERAGE	1453	60
SITE PERMEABILITY	322	22

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PROJECT NAME
714-716 Stud Road, Scoresby

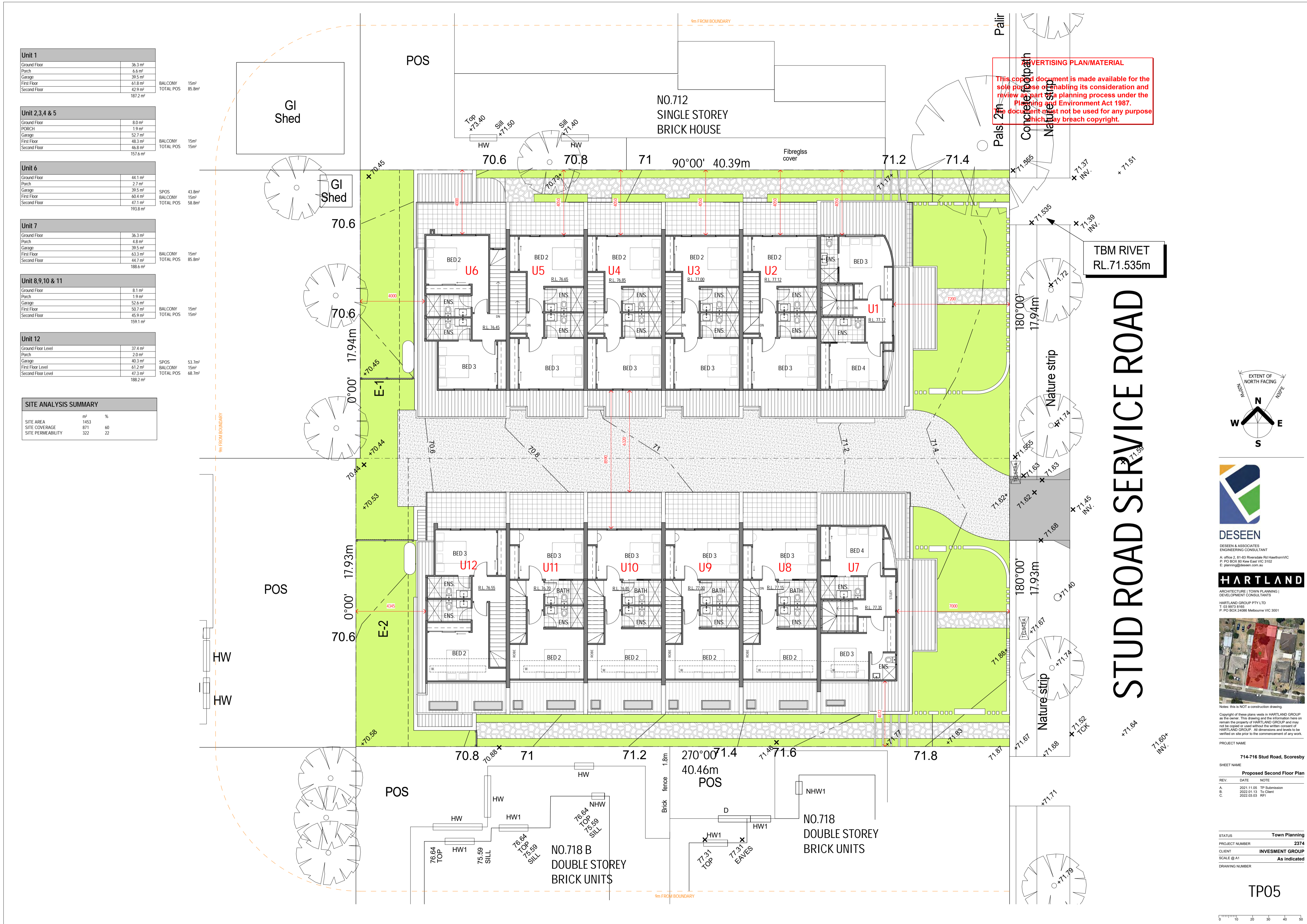
SHEET NAME
Proposed First Floor Plan

REV	DATE	NOTE
A	2021.11.09	1 st Release
B	2022.01.13	To Client
C	2022.03.03	RFI

STATUS	Town Planning
PROJECT NUMBER	2374
CLIENT	INVESTMENT GROUP
SCALE @ A1	As Indicated
DRAWING NUMBER	

TP04

0 15 30 45 60



Unit 1		
Ground Floor	36.3 m ²	
Porch	4.6 m ²	
Garage	39.5 m ²	
First Floor	61.8 m ²	
Second Floor	48.9 m ²	
TOTAL POS	191.2 m²	
BALCONY	15m ²	

Unit 2,3,4 & 5		
Ground Floor	8.0 m ²	
Porch	1.9 m ²	
Garage	52.7 m ²	
First Floor	48.3 m ²	
Second Floor	48.8 m ²	
TOTAL POS	157.6 m²	
BALCONY	15m ²	

Unit 6		
Ground Floor	44.1 m ²	
Porch	2.7 m ²	
Garage	39.5 m ²	
First Floor	60.4 m ²	
Second Floor	47.1 m ²	
TOTAL POS	193.8 m²	
BALCONY	15m ²	

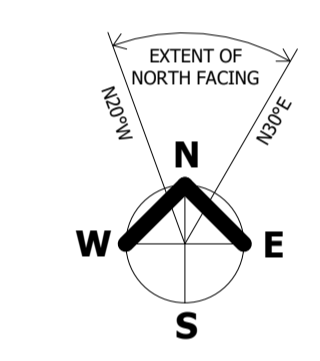
Unit 7		
Ground Floor	36.3 m ²	
Porch	4.6 m ²	
Garage	39.5 m ²	
First Floor	63.3 m ²	
Second Floor	44.7 m ²	
TOTAL POS	188.6 m²	
BALCONY	15m ²	

Unit 8,9,10 & 11		
Ground Floor	8.1 m ²	
Porch	1.9 m ²	
Garage	52.6 m ²	
First Floor	53.7 m ²	
Second Floor	45.9 m ²	
TOTAL POS	159.1 m²	
BALCONY	15m ²	

Unit 12		
Ground Floor Level	37.4 m ²	
Porch	2.0 m ²	
Garage	40.3 m ²	
First Floor Level	61.2 m ²	
Second Floor Level	47.3 m ²	
TOTAL POS	188.2 m²	
BALCONY	15m ²	

SITE ANALYSIS SUMMARY		
SITE AREA	m ²	%
SITE COVERAGE	1453	60
SITE PERMEABILITY	322	22

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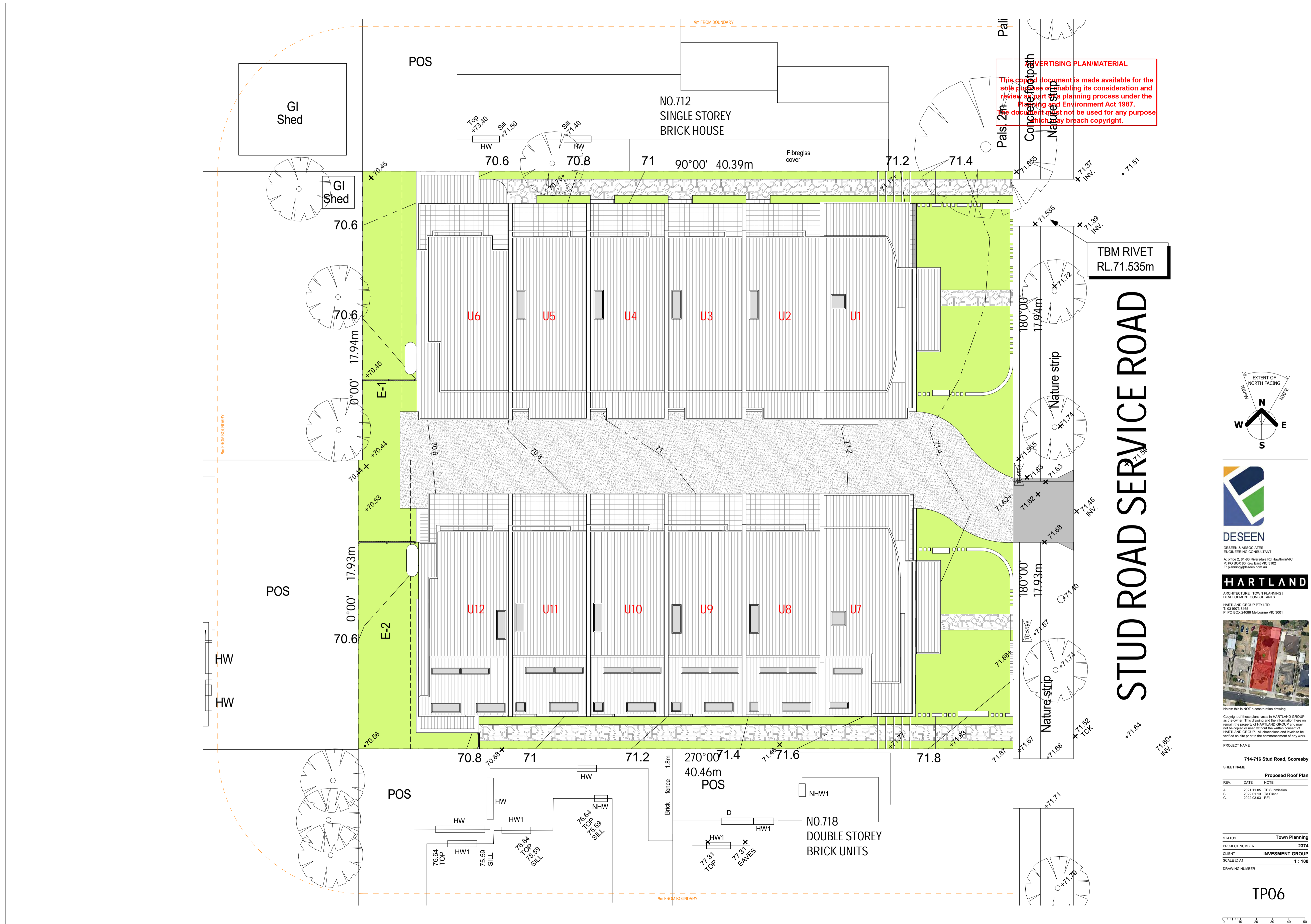


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Proposed Second Floor Plan	
REV	DATE
A	2021.11.09 - 1 st Release
B	2022.01.13 - To Client
C	2022.03.03 - RFI

STATUS	Town Planning
PROJECT NUMBER	2374
CLIENT	INVESTMENT GROUP
SCALE @ A1	As indicated
DRAWING NUMBER	

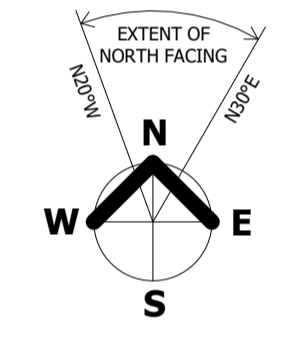
TP05
 0 10 20 30 40 50



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TBM RIVET
 RL.71.535m

STUD ROAD SERVICE ROAD



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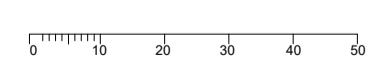
PROJECT NAME
 714-716 Stud Road, Scoresby

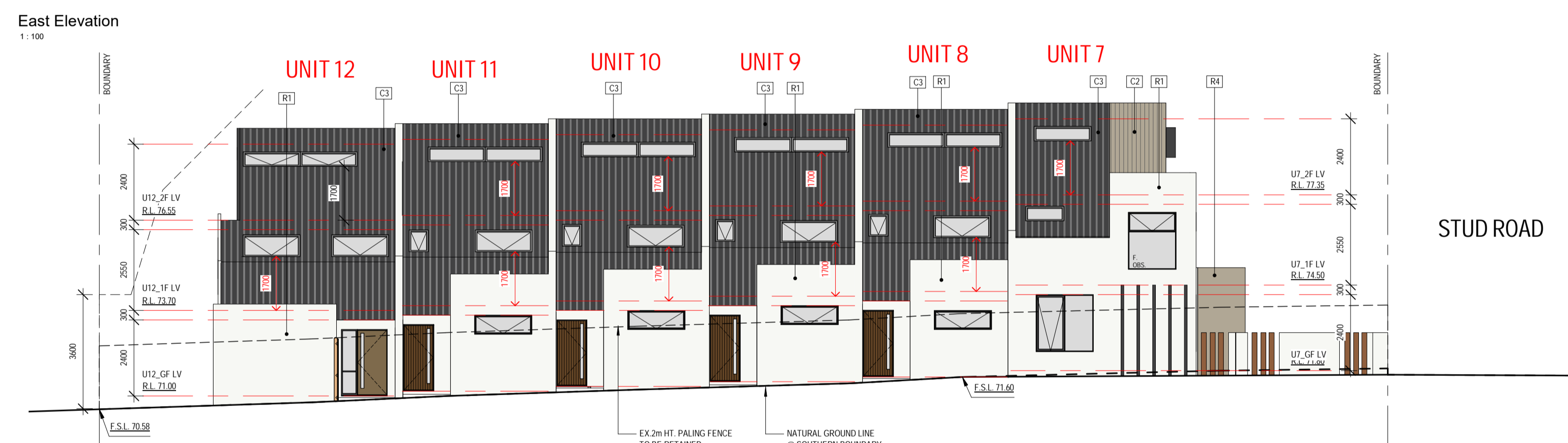
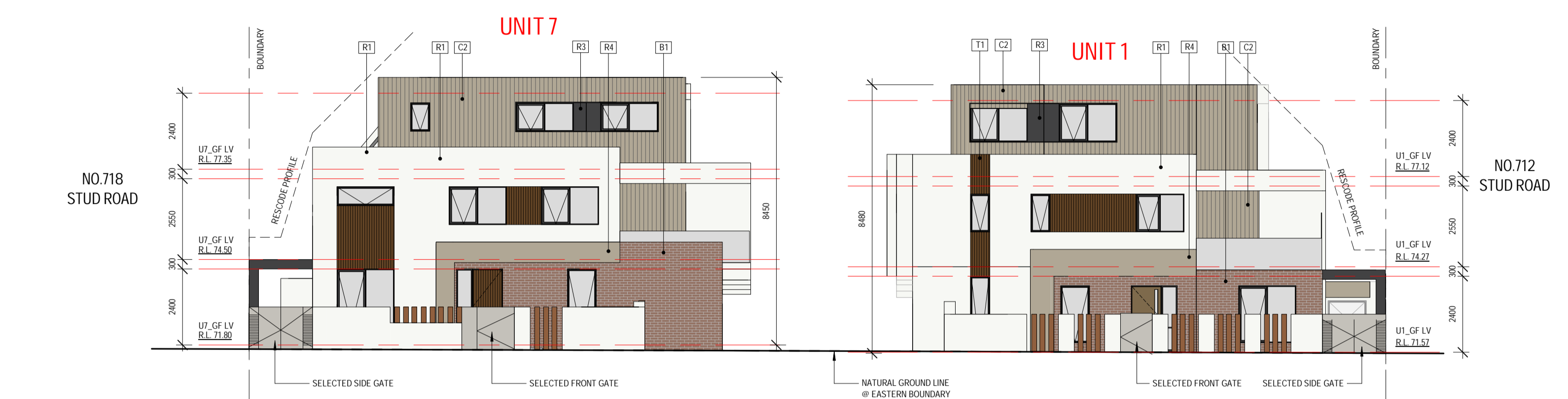
SHEET NAME
 Proposed Roof Plan

REV	DATE	NOTE
A	2021.11.09	Tp Re-submission
B	2022.01.13	Tp Client
C	2022.03.03	RF1

STATUS	Town Planning
PROJECT NUMBER	2374
CLIENT	INVESTMENT GROUP
SCALE @ A1	1 : 100
DRAWING NUMBER	

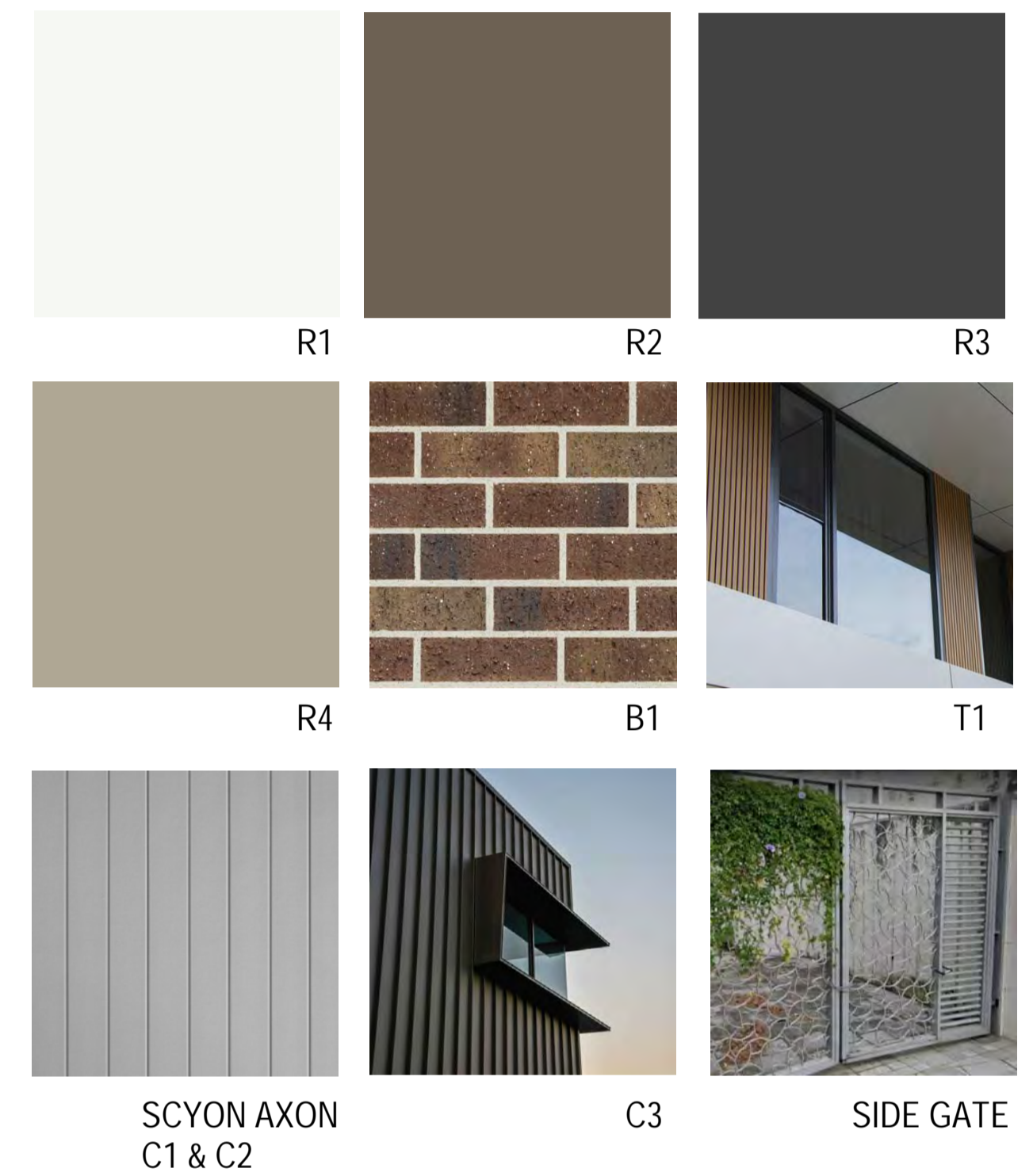
TP06





MATERIALS/COLOUR/FINISHES SCHEDULE

ITEM	CLOUR	DESCRIPTION
R1	WYDOWHITE	DULL OR SIMILAR
R2	WYDOWHITE	DULL OR SIMILAR
R3	WYDOWHITE	DULL OR SIMILAR
R4	WYDOWHITE	DULL OR SIMILAR
C1	UNSEED	JASPER
C2	UNSEED	JASPER
C3	UNSEED	JASPER
T1	PERMA TIMBER	(COLORBOND)
B1	PERMA TIMBER	(COLORBOND)
F	MONUMENT	BLACK
G	MONUMENT	BLACK
D	ALUMINIUM FRAME	(COLORBOND)
S	ALUMINIUM FRAME	(COLORBOND)



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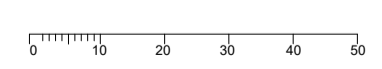
PROJECT NAME
714-716 Stud Road, Scoresby

SHEET NAME
Proposed Elevations

REV	DATE	NOTE
A	2021.11.09	Tp Re-submission
B	2022.01.13	To Client
C	2022.03.03	RF1

STATUS	Town Planning
PROJECT NUMBER	2374
CLIENT	INVESTMENT GROUP
SCALE @ A1	1 : 100
DRAWING NUMBER	

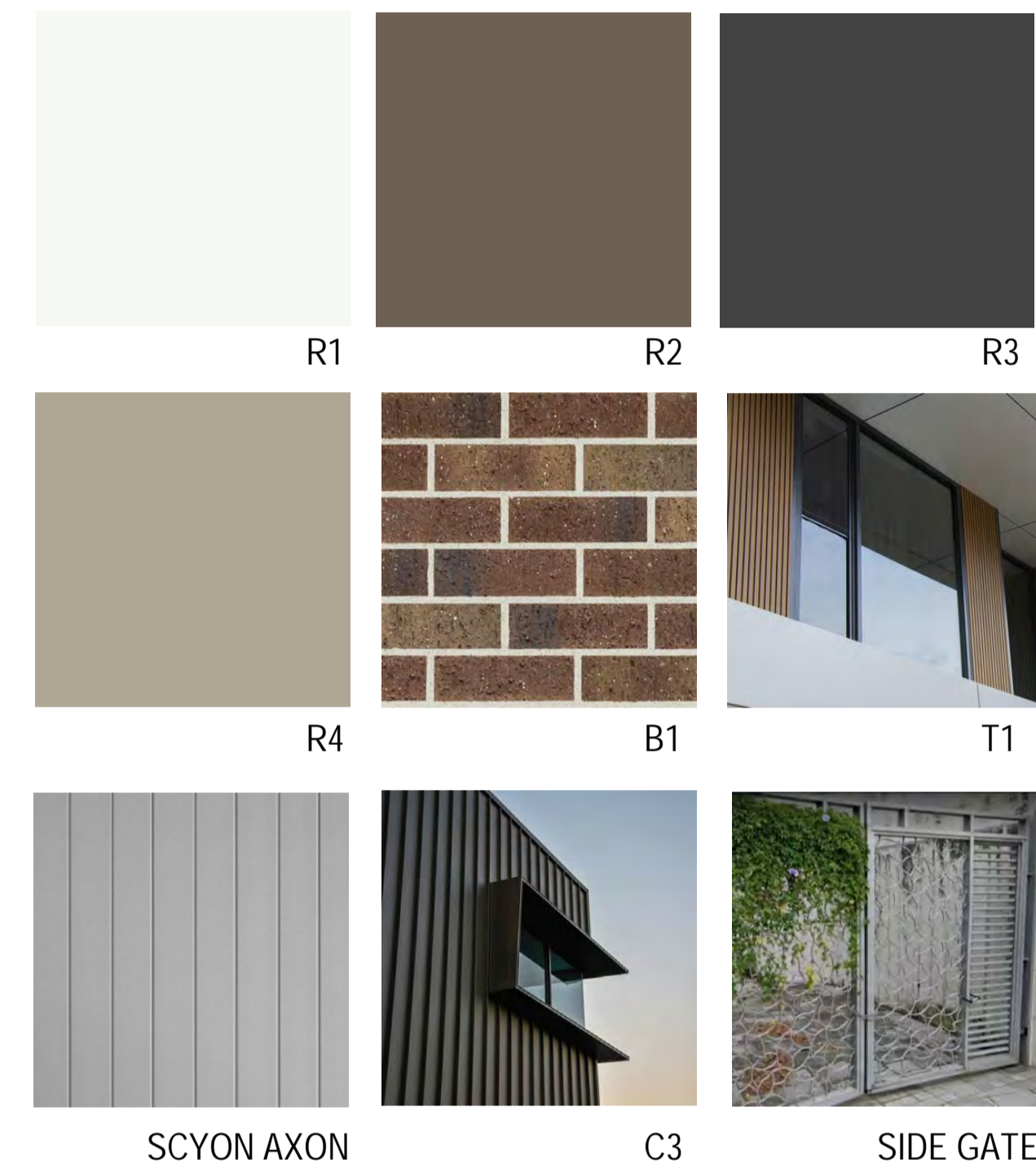
TP07





MATERIALS/COLOUR/FINISHES SCHEDULE

ITEM	CLOUR	DESCRIPTION
R1	WYDOWHITE	WYDOWHITE
R2	WYDOWHITE	WYDOWHITE
R3	WYDOWHITE	WYDOWHITE
R4	WYDOWHITE	WYDOWHITE
C1	WYDOWHITE	WYDOWHITE
C2	WYDOWHITE	WYDOWHITE
C3	WYDOWHITE	WYDOWHITE
T1	WYDOWHITE	WYDOWHITE
T2	WYDOWHITE	WYDOWHITE
T3	WYDOWHITE	WYDOWHITE
T4	WYDOWHITE	WYDOWHITE
T5	WYDOWHITE	WYDOWHITE
T6	WYDOWHITE	WYDOWHITE
T7	WYDOWHITE	WYDOWHITE
T8	WYDOWHITE	WYDOWHITE
T9	WYDOWHITE	WYDOWHITE
T10	WYDOWHITE	WYDOWHITE
T11	WYDOWHITE	WYDOWHITE
T12	WYDOWHITE	WYDOWHITE
T13	WYDOWHITE	WYDOWHITE
T14	WYDOWHITE	WYDOWHITE
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T95	WYDOWHITE	WYDOWHITE
T96	WYDOWHITE	WYDOWHITE
T97	WYDOWHITE	WYDOWHITE
T98	WYDOWHITE	WYDOWHITE
T99	WYDOWHITE	WYDOWHITE
T100	WYDOWHITE	WYDOWHITE



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verified on site prior to the commencement of any work.

PROJECT NAME
714-716 Stud Road, Scoresby

SHEET NAME
Internal Elevations

REV	DATE	NOTE
A	2021.11.09	TP Re-submission
B	2022.01.13	To Client
C	2022.03.03	RF1

STATUS: **Town Planning**

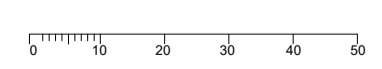
PROJECT NUMBER: **2374**

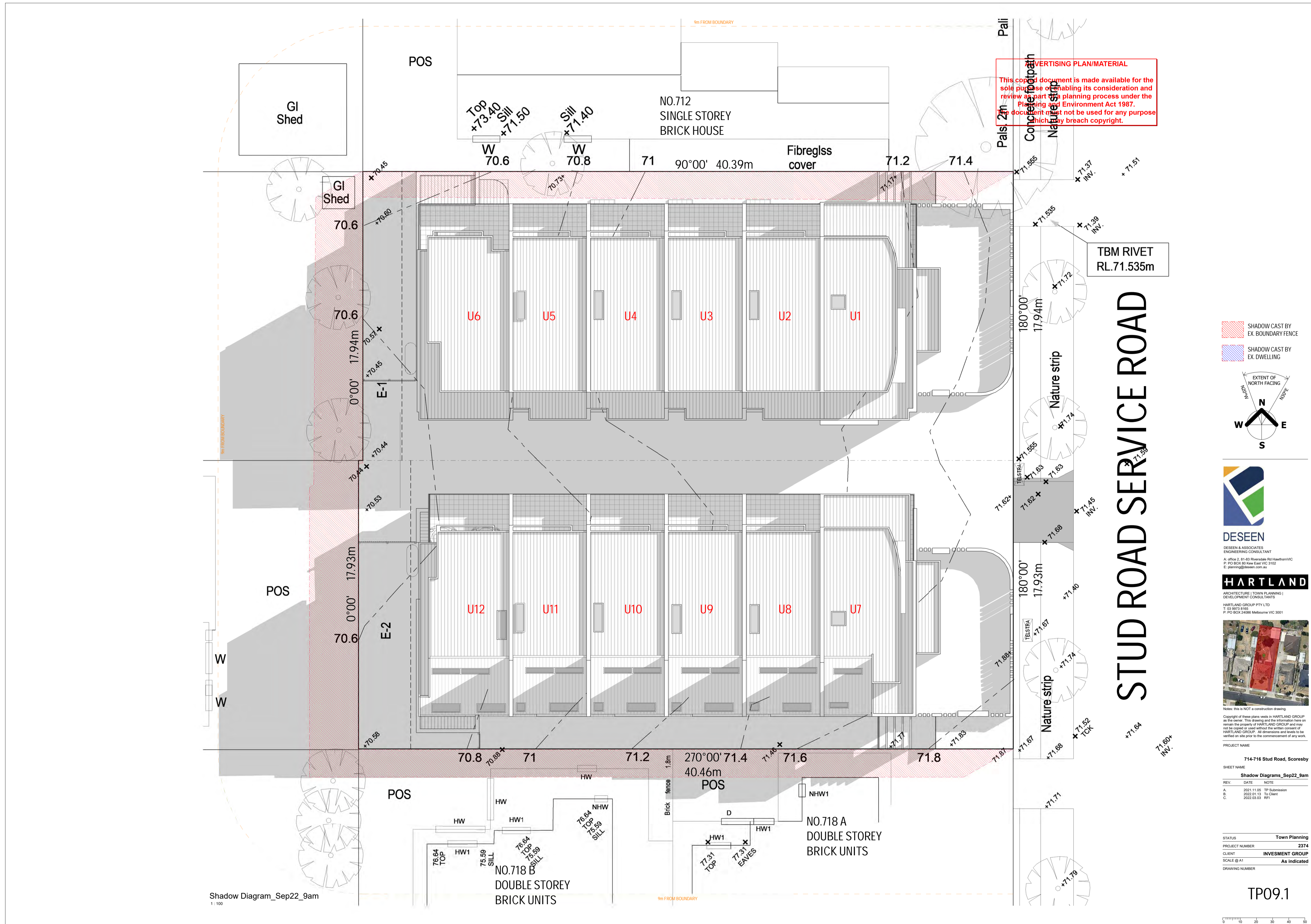
CLIENT: **INVESTMENT GROUP**

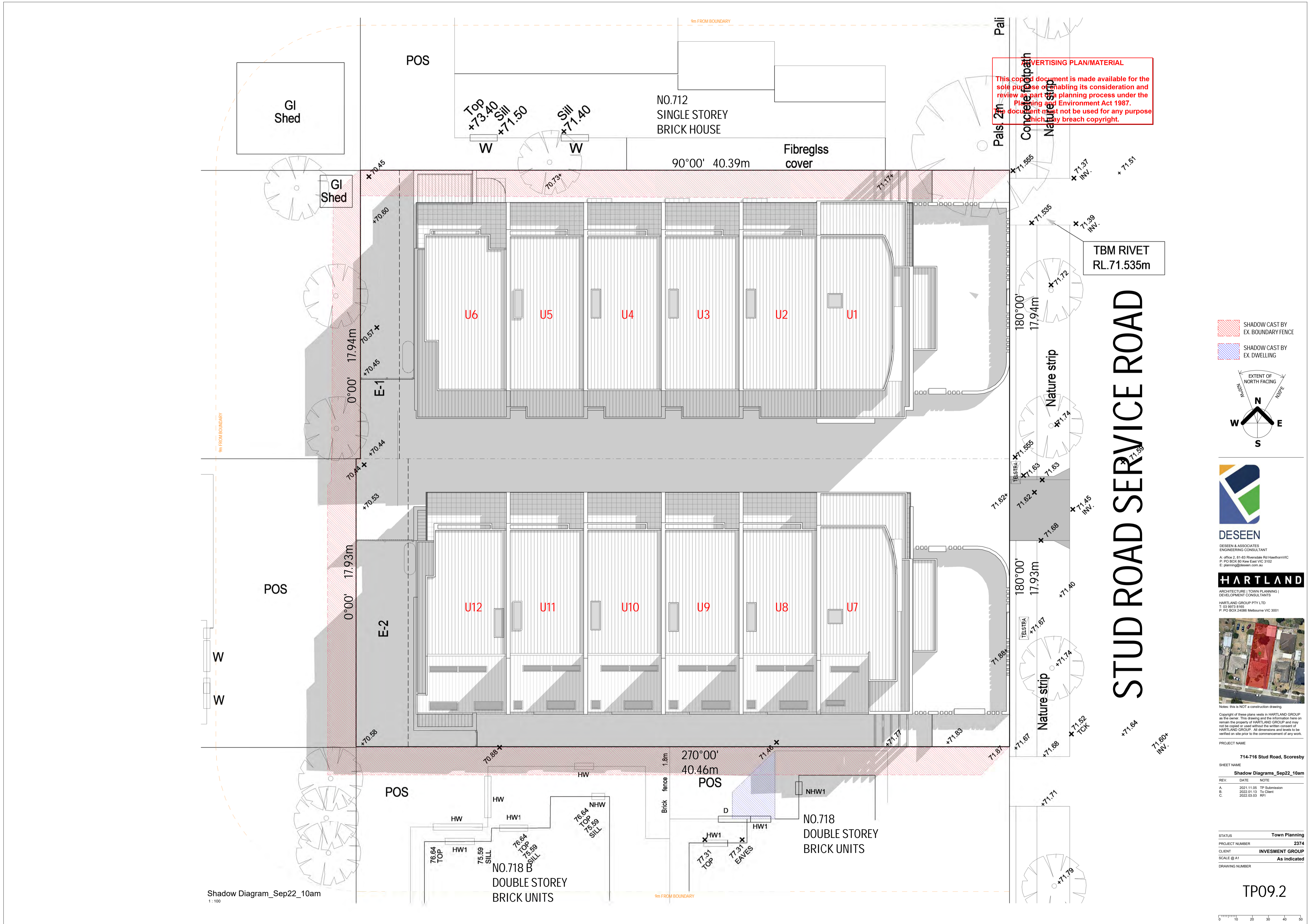
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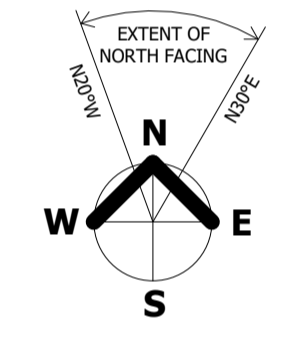


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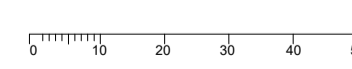
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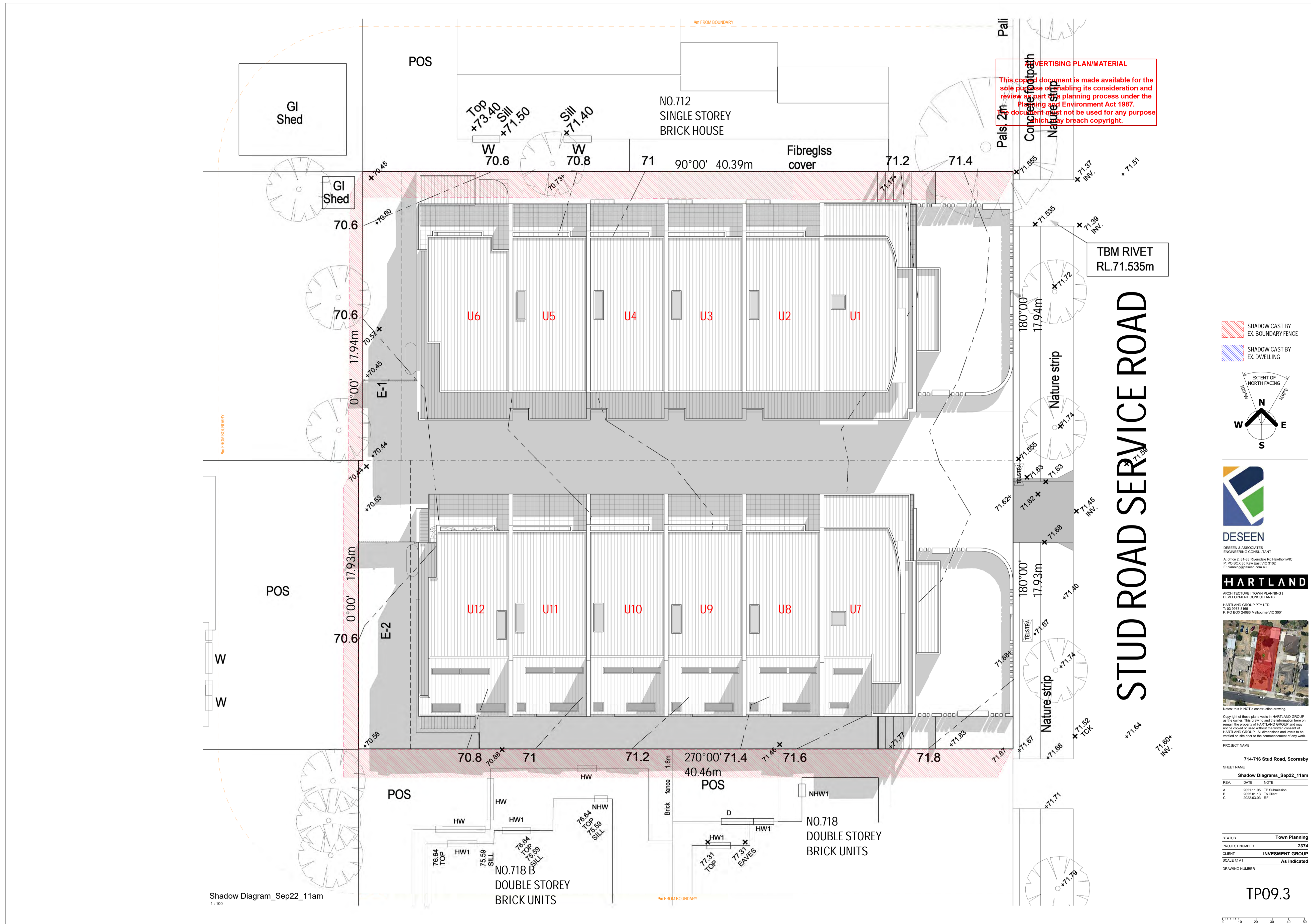
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C	2022.03.03	RF1

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CLIENT	INVESTMENT GROUP
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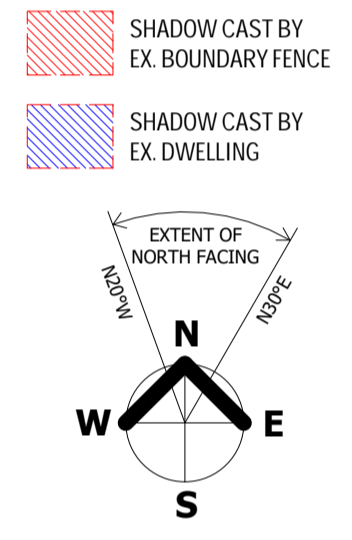


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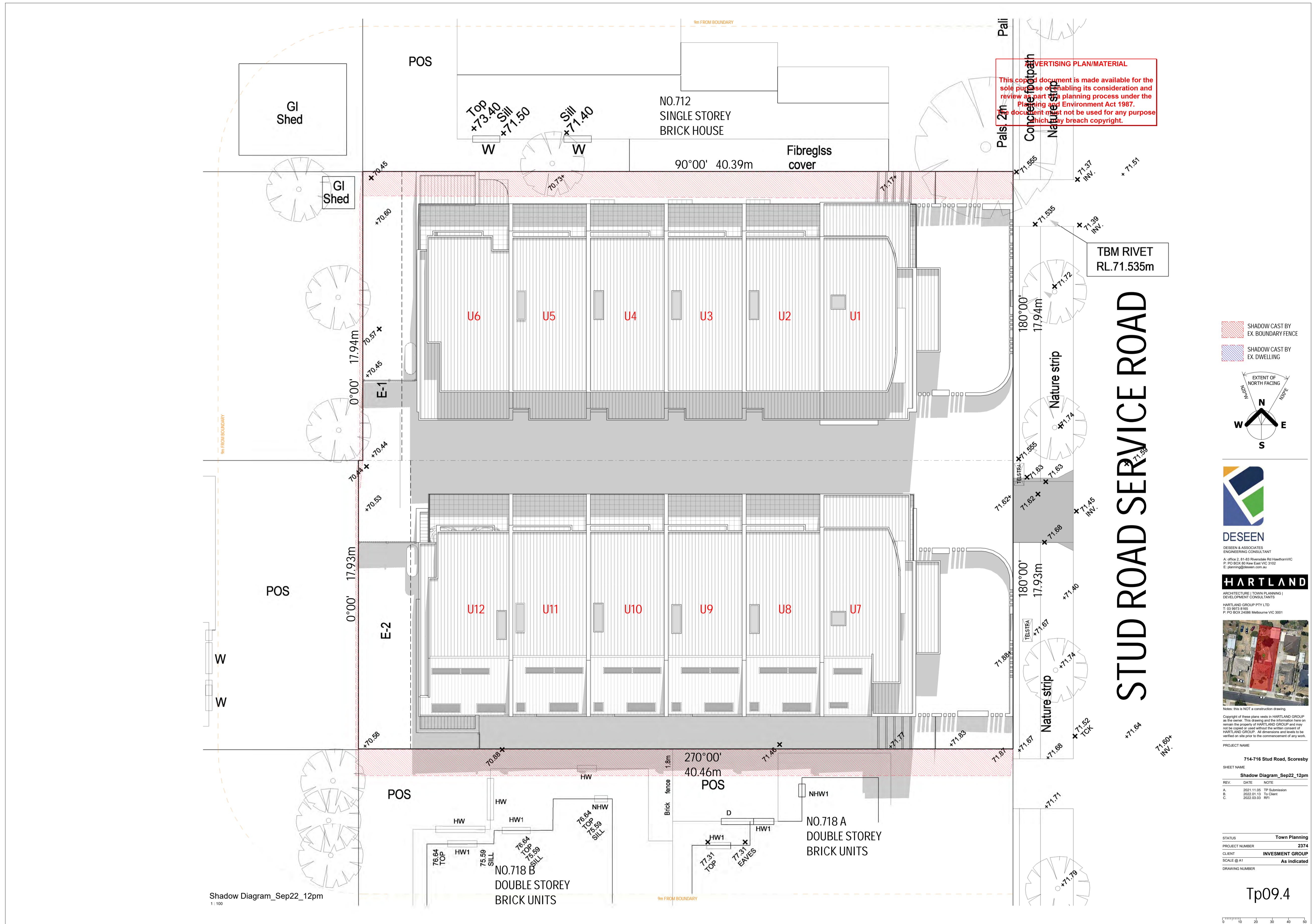
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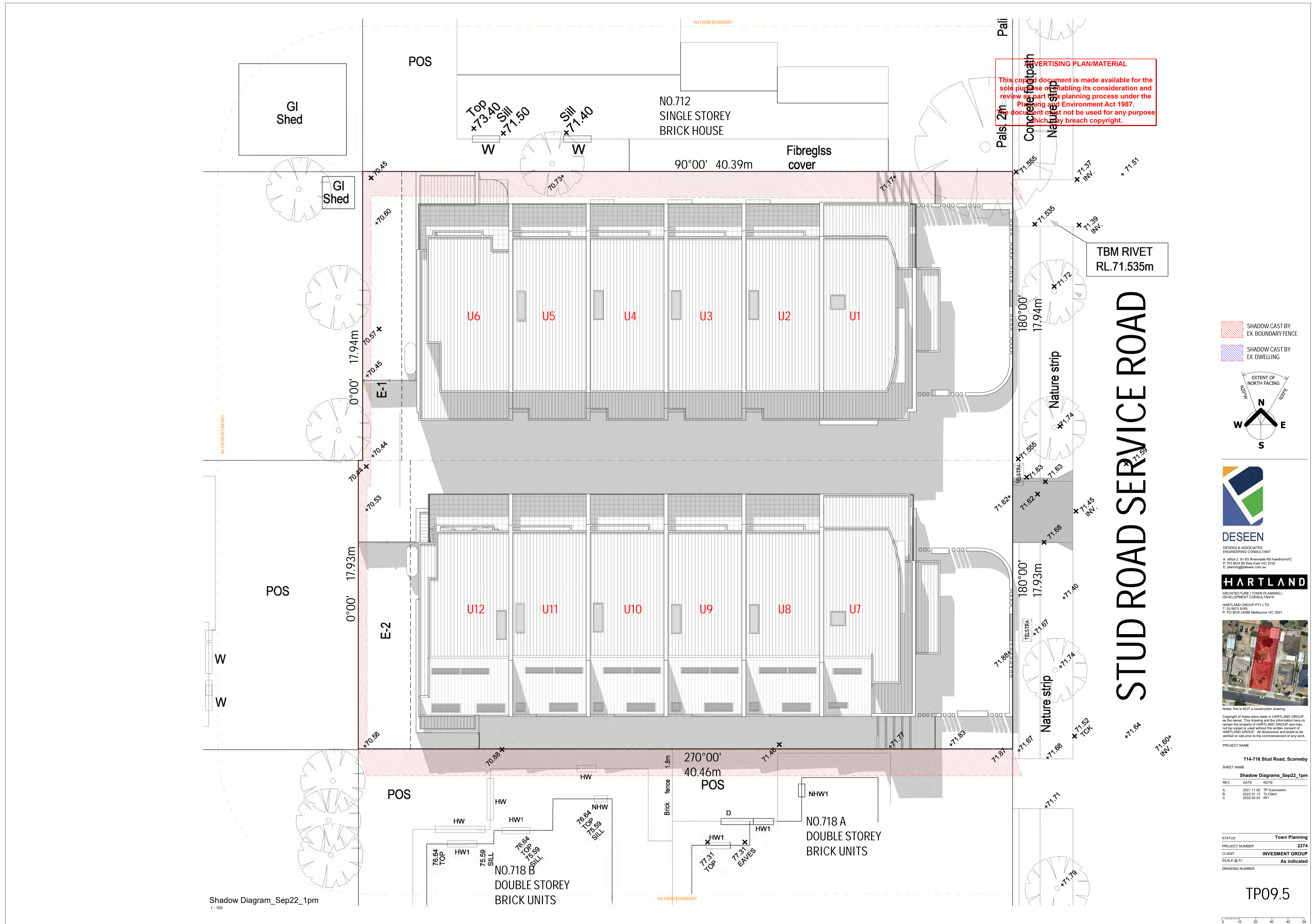
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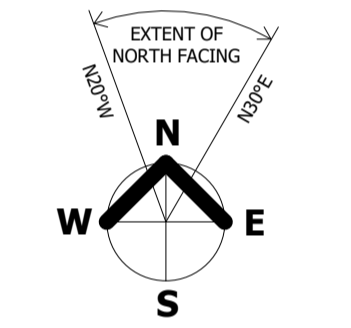




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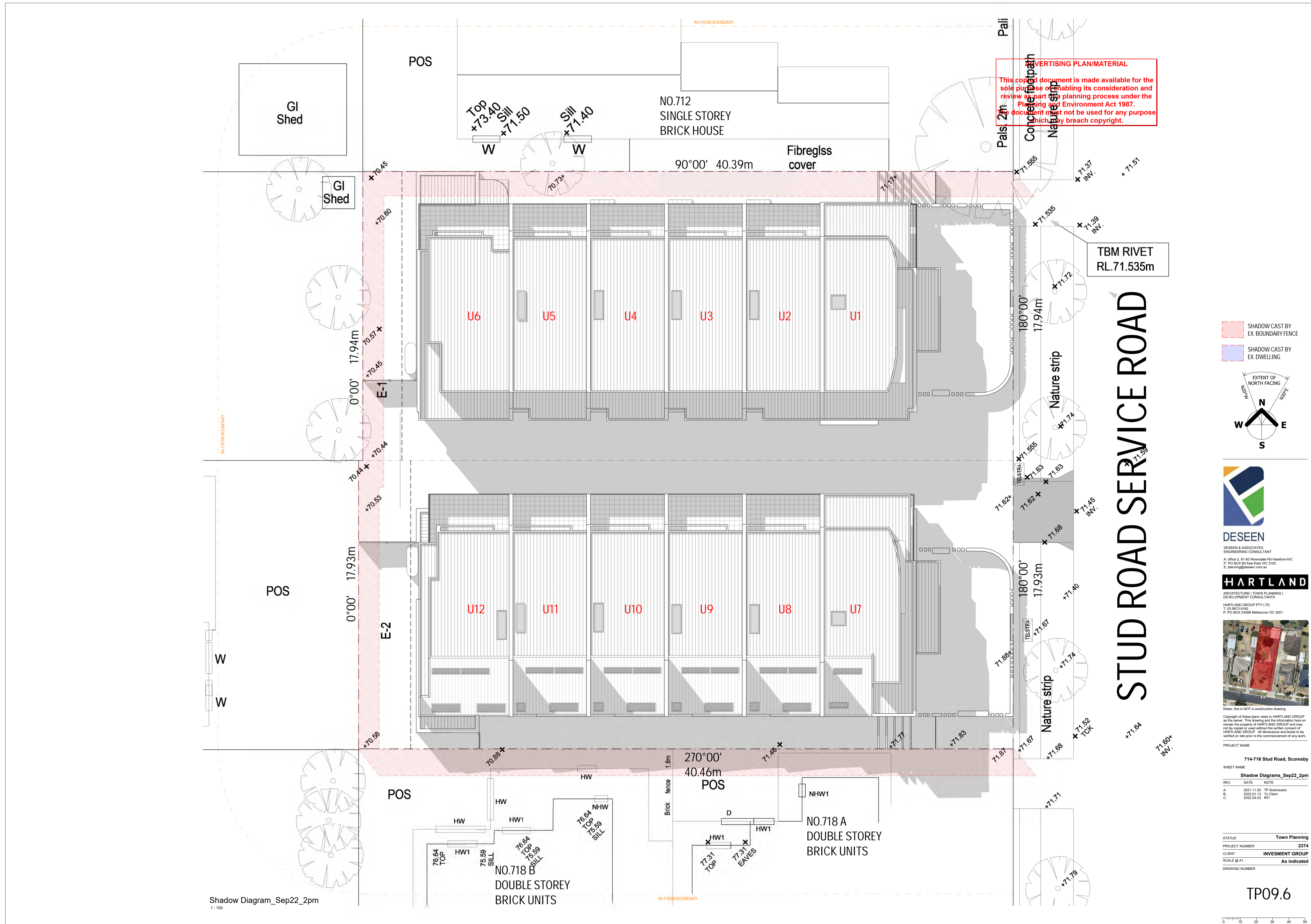
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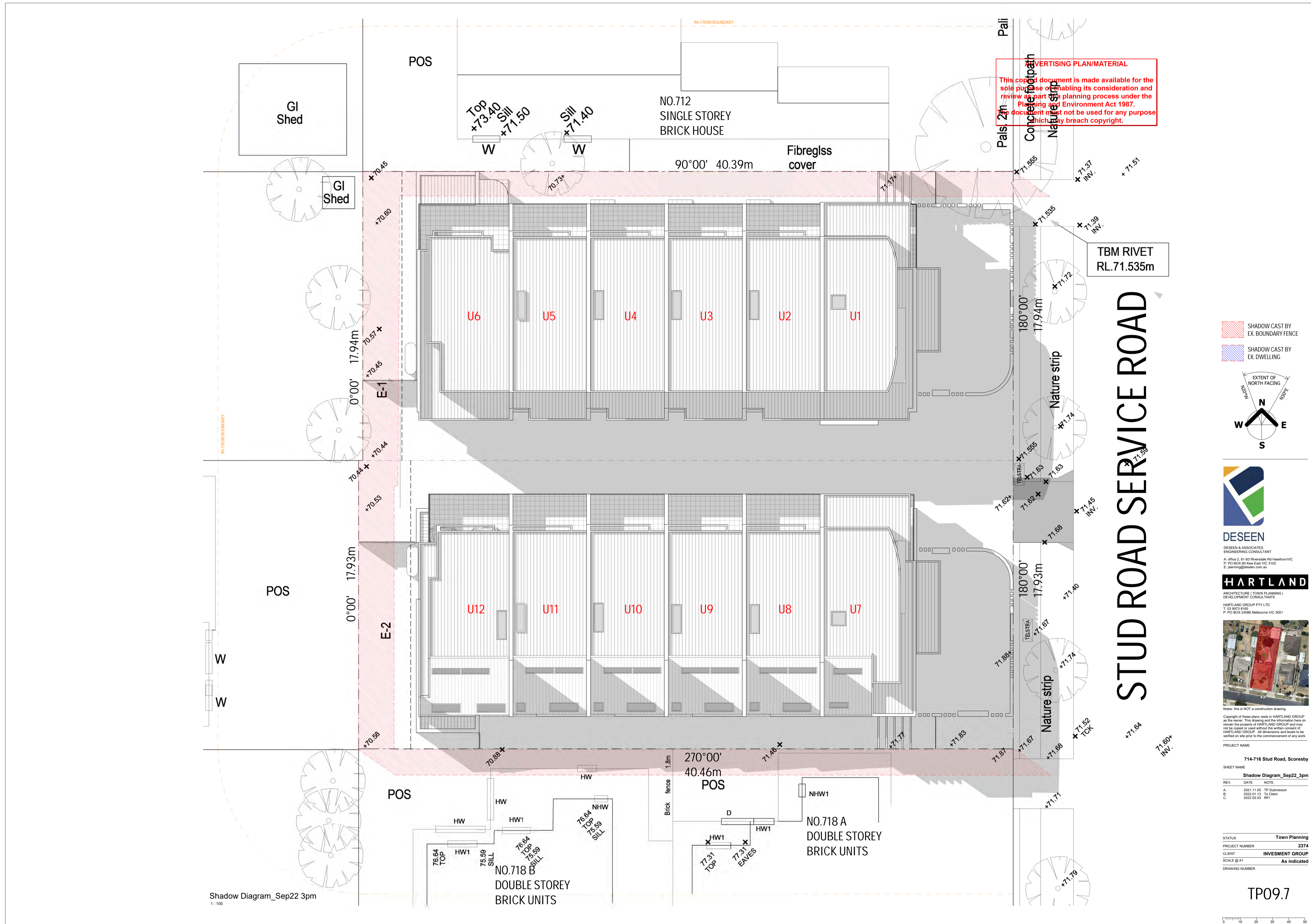
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PLAN OF SURVEY 714 & 716 STUD ROAD SCORESBY

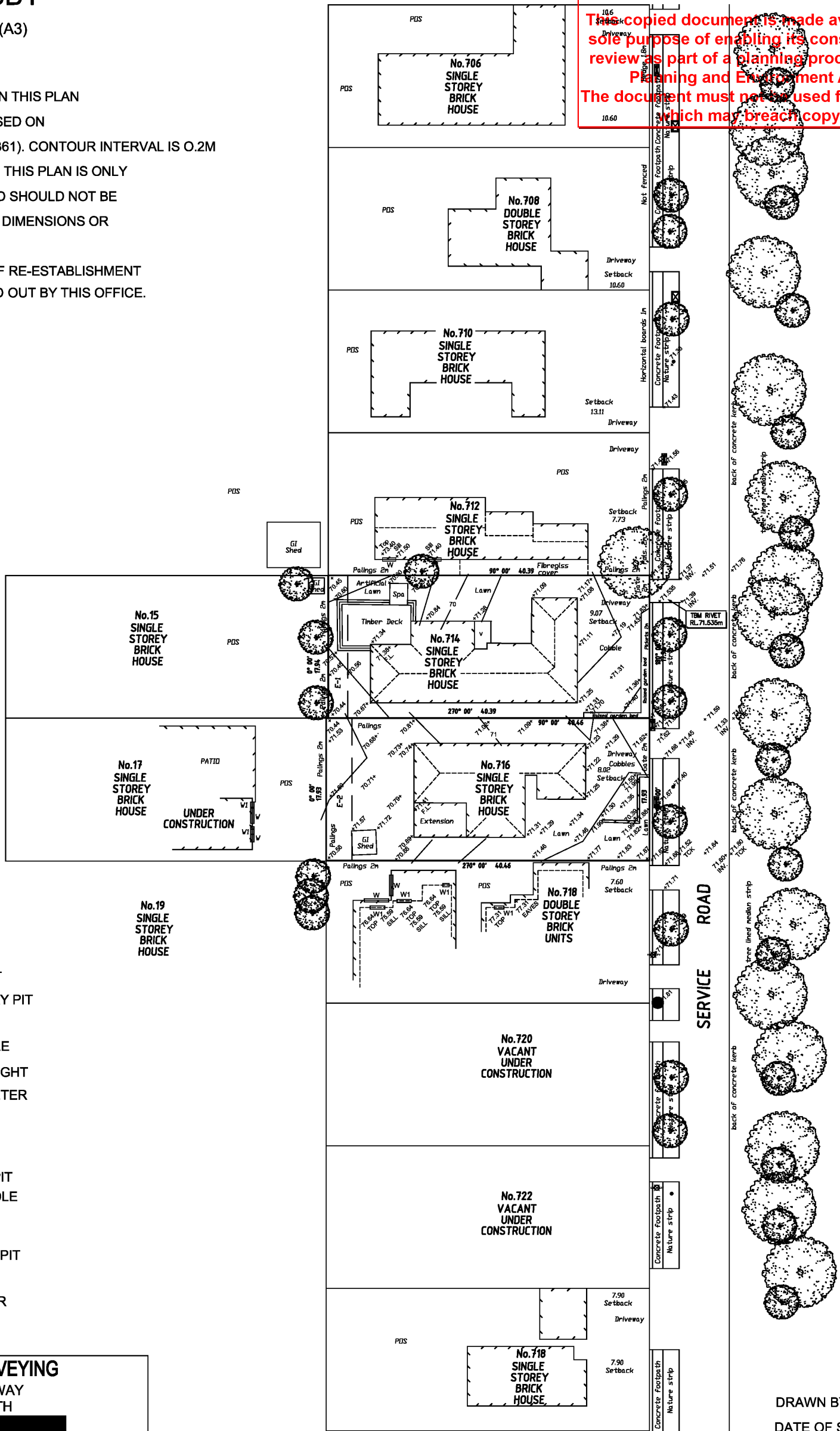
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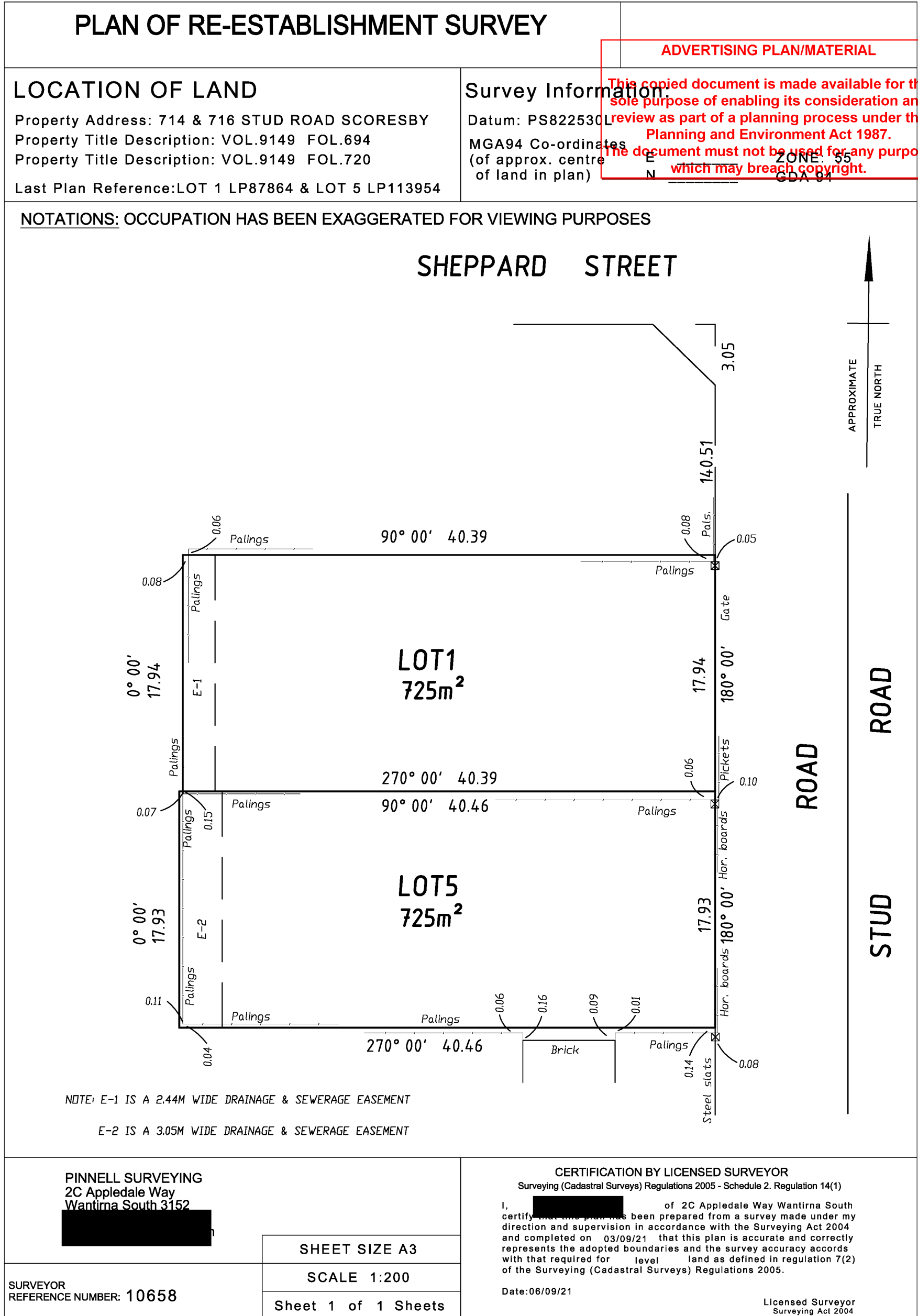
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- SEWER PIT
- SIDE ENTRY PIT
- VALVE
- LIGHT POLE
- TRAFFIC LIGHT
- WATER METER

- PIT
- TELSTRA PIT
- POWER POLE
- SIGN
- HYDRANT
- DRAINAGE PIT
- ELEC. PIT
- GAS METER

PINNELL SURVEYING
2C APPLDALE WAY
WANTIRNA SOUTH

DRAWN BY : [REDACTED]
DATE OF SURVEY : 27/08/202
SURV. REF. NO. 10658 A.3



6.6 Housing Monitoring Report 2021

SUMMARY: Coordinator City Research and Mapping, Jonathan Wright

This report summarises the findings of Council's annual Housing Monitoring Program for the 2021 calendar year. The Housing Monitoring Program is designed to assess Knox's alignment with the six objectives of the Knox Housing Strategy 2015.

The following 2021 results stood out from those of previous years:

- **Taking into account demolitions, the planning and subdivision permits approved in 2021 could result in a net yield of 334 additional dwellings in Knox. This is less than half the 2020 figure.**
- **The 2021 report is the first that captures the density (net new dwellings per hectare) of approved planning permits by Housing Strategy area, which shows change outcomes in line with the Knox Housing Strategy 2015.**
- **Only four apartment buildings were approved as part of planning permits.**
- **More building permits were issued in 2021 than in the previous two years, continuing an upswing that began after a 2019 low.**
- **New data published by DELWP suggests that Knox's Housing Strategy areas have around 16% canopy cover.**
- **VCAT decided 14 residential planning applications for Knox in 2021, fewer than any other year since at least 2012.**

RECOMMENDATION

That Council note the findings presented in the Knox Housing Monitoring Program - Annual Report 2021 (Attachment 1).

1. INTRODUCTION

The Housing Monitoring Program is designed to assess Knox's alignment with the six objectives of the Knox Housing Strategy 2015. Structured around these objectives, the Knox Housing Monitoring Program - Annual Report 2021 (Attachment 1) outlines the findings of an analysis of indicators of housing and residential development in Knox, including:

- approved planning permits
- housing affordability
- tree canopy in residential areas
- sustainability measures in proposed dwellings; and
- VCAT decisions.

The Housing Monitoring Program is designed to inform a range of policy responses by Council and this will include the scheduled review of the Knox Housing Strategy 2015. Councillors will have an opportunity to comment on the revised housing strategy.

2. DISCUSSION

Key findings

In 2021 Council approved 146 planning and subdivision permit applications that each would result in at least one additional dwelling in Knox. This is the lowest number of permits granted since the years following the global financial crisis (2009 and 2010). If enacted, these 146 approved permits would result in a net gain of 334 dwellings across Knox, less than half the 2020 figure.

Knox Housing Strategy Objective 1: A diversity of housing is provided in appropriate locations

To facilitate housing diversity and development that is appropriate for its location, the Knox Housing Strategy 2015 defines categories of residential land and provides guidance on the types of housing preferred in each.

Planning permits approved in 2021 would yield 54 fewer detached houses and 388 new dwelling of other types, which would result in a net gain of 334 dwellings across the city. Typology is a useful approximation of the appropriateness of proposed dwellings to their Housing Strategy area. Overall, 74% of permitted new dwellings were the preferred type for their area and 26% were of a type that is denser than preferred by the Housing Strategy. However, for each permit approved the unique features of the proposed development were deemed to be able to deliver an appropriate balance of built form and neighbourhood character outcomes for their specific site.

Objective 2: Residential development better responds to the community's current and future needs, and allows people to age-in-place

The number of small dwellings (less than three bedrooms) approved in 2021 fell short of forecast growth in small households once again, as it has in recent years. This may be restricting choice for ageing residents looking to downsize, first homebuyers, and anyone keen to reduce their living costs.

The lack of affordable¹ rental opportunities in Knox continued in 2020-21, and only 62 of the more than 2,500 dwellings sold were affordable to low-income households. The number of social housing dwellings grew slightly in 2021 (by six dwellings) but the gap between demand and supply of social and affordable housing in Knox continues to be significant and increasing.

Objective 3: Energy, water, and waste efficient design are increased in residential dwellings

The sustainability assessments that must accompany planning permit applications for two or more new additional dwellings indicated that all buildings assessed in 2020-21 met best practice in potable water consumption. Almost all (87%) met best practice in greenhouse gas emissions.

Objective 4: Housing design in Knox better responds to neighbourhood identity and creates a stronger sense of place

The walkability² of new dwellings in planning permits approved in 2021 returned to levels similar to recent years after a dip in 2020. This is despite the low number of apartments approved in 2021. Apartments tend to contribute high walkability scores since they tend to be built in denser, more walkable areas.

¹ Affordable is defined as costing up to 30% of gross household income.

² For the Housing Monitoring Report, walkability is measured using "Walk Score", an index that quantifies the walkability of a place based on its proximity to local shops, services, schools, entertainment, and jobs. Walk Score also takes into account indicators of pedestrian friendliness, like population density and intersection density.

Objective 5: Protect and enhance the landscape and environmental values of natural areas of significance

As Knox's population grows, it will be increasingly important to ensure that development does not erode the city's unique environmental values.

The density (net new dwellings per hectare) of approved planning permits by Housing Strategy area shows a level of change in line with the Knox Housing Strategy 2015, whereby higher levels of change are directed to Local Living and Activity Areas while Bush Suburban and Knox Neighbourhood areas experience lower levels of change from new development.

State Government data presented in previous Housing Monitoring Reports indicated that 79% of tree canopy cover in Knox's residential areas was over private land as opposed to road reserves and other public infrastructure, and that there was an overall loss of 115 hectares of canopy cover from Knox's urban areas between 2014 and 2018 (equivalent to a reduction of 6.5%).

It is hoped that future data releases will enable examination of tree canopy change over time across Knox at a more fine-grained geographical level than has been possible to date. This could include an exploration of change on private land where planning permits have been approved.

Objective 6: Development responds to neighbourhoods in an integrated and balanced manner

Consistency between Council policy, the Knox Planning Scheme, and Council decision-making processes is critical for the efficiency and quality of Council's planning decisions.

For the first time since 2015, VCAT upheld more Council decisions on planning permits that would yield new dwellings than it overturned. A total of 14 relevant cases were heard (down from previous years), and VCAT upheld Council's decision in nine of them. Each of the decisions that were overturned were Council refusals, though it is important to note that several of these were amended during the VCAT processes to reflect outcomes that were more in line with Council's policy priorities. VCAT considers each case brought before it on its individual merits.

Future Program Development

The Housing Monitoring Report will continue to be published annually and the indicators reported on will be refined and potentially expanded over time.

3. CONSULTATION

This report has been prepared by the City Research and Mapping team. The City Strategy and Planning team, and the City Planning and Building Department were consulted to collate the required information.

4. CLIMATE CHANGE CONSIDERATIONS

The subject of this report has been considered in the context of climate change and its relevance to the Knox Climate Response Plan 2021-2031.

The Housing Monitoring Report 2021 presents data on outcomes related to climate change. For example, showing that the best practice targets of a 25% reduction in potable water consumption and a 50% reduction in greenhouse gas emissions were met by a higher proportion of developments assessed during 2020-21 than during 2019-20. It also showed that the planning permits approved in 2021 would see around one in three resulting dwellings situated in highly

walkable locations, where residents will be less reliant on cars for undertaking day to day activities.

It is anticipated that this information will inform decisions that impact on Council's Net Zero 2030 target, the Community Net Zero 2040, and exposure to climate risks or climate change adaptation. In addition, findings related to tree canopy change are informing work that aim to reduce and mitigate urban heat island effects and increase the viability of Knox's tree canopy under a range of future climate scenarios. For example, Council already plants 60,000-100,000 plants and trees in streets and public reserves every year and is advocating for additional funding to double that number in the future. This includes identifying urban heat island challenges along priority walking and public transport corridors in local activity centres, where additional tree canopy could help to increase active transport mode share along these routes.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

The Knox Housing Strategy 2015 seeks in part to address residents' concerns about the impact of residential development on neighbourhood amenity and character. It aims to strengthen Council's approach to balancing residential development that meets community needs with protecting environmental values and neighbourhood character.

One of the key challenges highlighted by the Housing Monitoring Program is tree canopy loss, with earlier versions of the Housing Monitoring Report highlighting a 6.5% loss of tree canopy from Knox's urban areas between 2014 and 2018. Development is just one of several factors that can lead to changes in the amount of tree canopy, along with responses to bushfire regulations, regular pruning and maintenance, street tree planting and removal, and environmental factors affecting tree growth and health. The 2021 Housing Monitoring Report presents some high-level analysis of a new tree canopy dataset that should allow more in-depth exploration of the extend and drivers of change on residential land in future Housing Monitoring Reports.

Council continues to research and advocate for measures that can increase tree canopy across the city. This includes direct scaling up planting and maintenance programs on public land, such as street corridors, creeks, and reserves. It also includes policy to facilitate coverage on private residential land, which accounted for an estimated 80% of the decline in the 2014-2018 state government data.

Requiring minimum setbacks and tree planting provisions was a key feature of the Knox Housing Strategy 2015, and the findings of this and previous Housing Monitoring Reports suggests it should remain a priority when the strategy is reviewed in 2024-2025.

6. FINANCIAL & ECONOMIC IMPLICATIONS

This Housing Monitoring Report has revealed that 2021 saw an upswing in building permits for new dwellings after relatively low counts in 2019 and 2020. The observed upswing may have positive implications for Knox's construction industry, an important sector of the Knox economy that saw a decline of an estimated 2,159 full time equivalent jobs between 2017-18 and 2020-21 according to Knox Economy.id.

The Housing Monitoring Program - Annual Report for 2021 was completed within the existing City Futures 2021-22 budget. It is anticipated that the Housing Monitoring Program will continue to be completed within proposed annual budgets.

7. SOCIAL IMPLICATIONS

Housing affordability and liveability are key areas of strategic focus for Knox.

In the year to June 2021, only two sales and seven rentals were affordable to households on a very low-income and there is an estimated shortfall of 540 social and affordable dwellings in Knox in 2021. In addition, the number of small dwellings approved each year is not keeping pace with the growth in small households. This report has also highlighted that Knox appears to be providing enough aged care places for residents.

The findings in this report suggest areas of focus for the upcoming review of the Knox Housing Strategy in 2024-2025, as well as continued priority for active Council programs and policies related to these issues. For example, Council is developing a draft strategy and key recommendations for the Social & Affordable Housing Strategy and Action Plan and continues to work with local social and affordable housing agencies to facilitate opportunities for new social housing on specific sites across the city. As a member of the Eastern Affordable Housing Alliance (EAHA), Knox tracks and advocates for state government policy and supports programs such as the Everybody's Home campaign related to social housing. Another partnership program in the Eastern Metropolitan Region aims to improve outcomes related to housing and financial security specifically for women over the age of 55. In addition, Council continues to advance local area planning in its neighbourhoods and activity centres that seek to increase liveability in these areas.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Neighbourhoods, Housing & Infrastructure

Strategy 2.1 - Plan for and support diverse housing to meet changing community needs.

9. CONFLICT OF INTEREST

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

10. CONFIDENTIALITY

There is no content in this report that meets the definition of confidential information from the Local Government Act 2020.

Report Prepared By: Coordinator City Research and Mapping, Jonathan Wright

Report Authorised By: Director, City Strategy and Integrity, Matt Kelleher

Attachments

1. Attachment 1 - Housing Monitoring Report 2021 [6.6.1 - 29 pages]



Knox Housing Monitoring Program

Annual Report for 2021

Prepared: April 2022
Document Reference: D22-4294



Knox Housing Monitoring Program Annual Report for 2021

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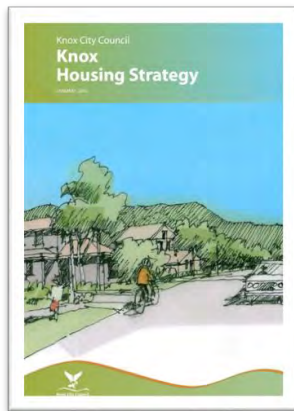
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Knox Housing Monitoring Program Annual Report for 2021

1. This document

This is the 14th annual Knox Housing Monitoring Program report. It presents measures of progress against the six objectives of the *Knox Housing Strategy 2015* for the 2021 calendar year:



Objective 1: A diversity of housing is provided in appropriate locations.

Objective 2: Residential development better responds to the community's current and future needs, and allows people to age-in-place.

Objective 3: Energy, water, and waste efficient design are increased in dwellings.

Objective 4: Housing design better responds to neighbourhood identity and creates a stronger sense of place.

Objective 5: Protect and enhance the landscape and environmental values of natural areas of significance.

Objective 6: Development responds to neighbourhoods in an integrated and balanced manner.

2. Net vs. total dwelling change

Approved planning permits for subdivisions and additional dwellings are used in this report as an indicator of what dwellings are likely¹ to be built, and where. Two approaches for counting the number of dwellings approved in planning permits are used in this report:

- **Total new dwellings** is all new dwellings possible from approved planning permits. This measure does not account for demolitions and provides the best information about the size and type of dwellings being approved. Total new dwellings is used to demonstrate how permit approvals align with the objectives of the *Knox Housing Strategy 2015*.
- **Net new dwellings** is the increase in dwellings possible from approved planning permits, beyond what exists in Knox already. It subtracts demolitions from total new dwellings. Net new dwellings is a measure of growth in Knox's housing supply.

To illustrate, an approved planning permit for replacing a detached house with four townhouses would be four total new dwellings and three net new dwellings.

3. Policy context

Plan Melbourne 2017-2050 is the Victorian Government's strategy for supporting jobs, housing and transport, while building on Melbourne's distinctiveness, liveability and sustainability. One of the underlying goals of *Plan Melbourne 2017-2050* is to direct new housing toward areas near existing services, jobs and public transport.

The *Knox Housing Strategy 2015* is consistent with *Plan Melbourne 2017-2050* in that it is designed to encourage more

¹ Approved planning permits are indicative of what may be built, but not all are planning permits are enacted. Planning permits typically expire after two years, although extensions can be granted for an additional two years.



Knox Housing Monitoring Program

Annual Report for 2021

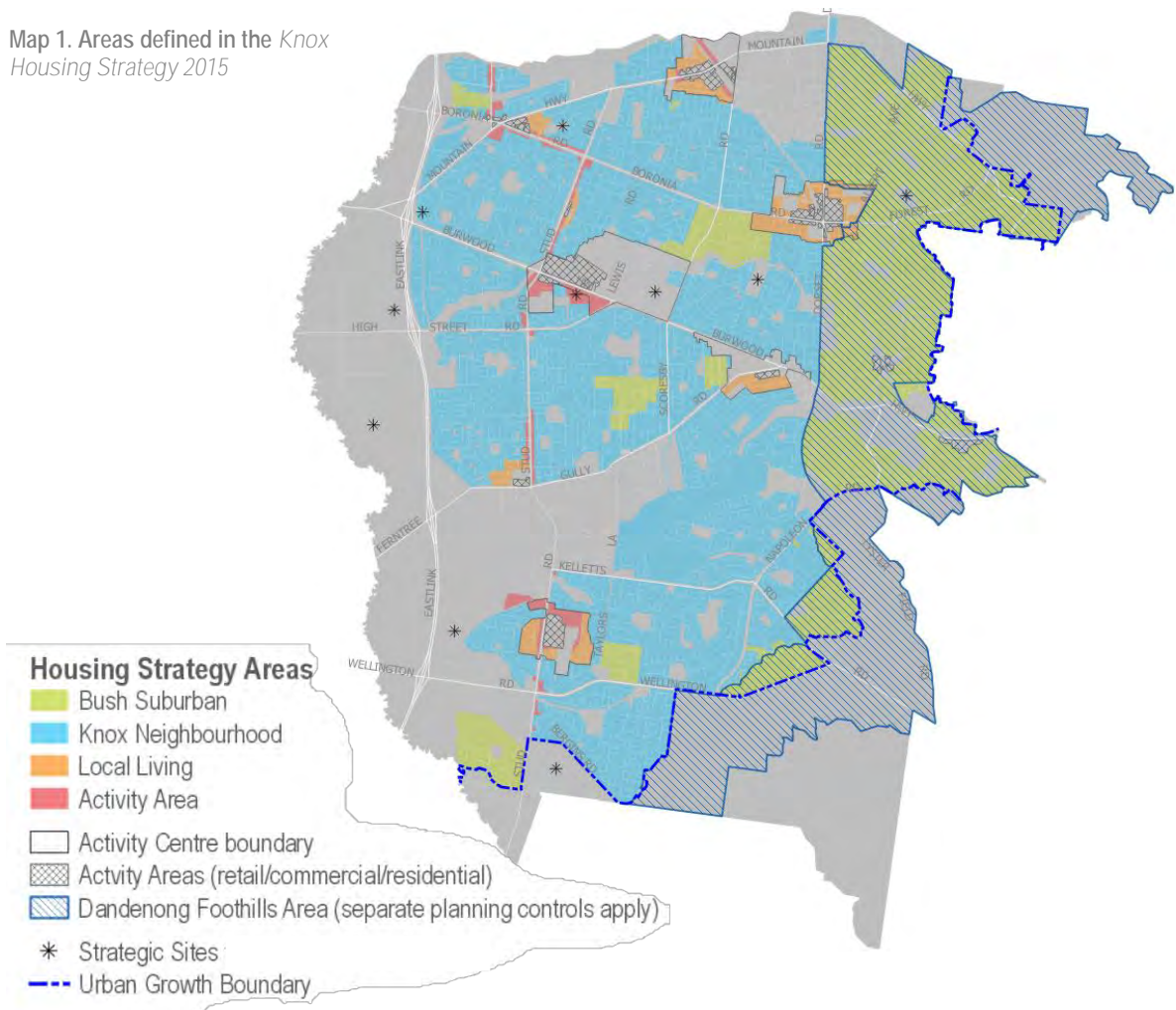
and different types of dwellings in areas closest to transport, shops and services. In doing so, it also aims to limit development in most neighbourhood streets, particularly those with significant environmental and landscape values.

The *Knox Housing Strategy 2015* divides Knox into four Housing Strategy areas (Map 1), each with different levels of change anticipated and different types of dwelling preferred:

- **Bush Suburban** and **Knox Neighbourhood** areas are expected to undergo less change, preserving areas of environmental significance (including native vegetation and wildlife habitat), landscape value and neighbourhood character.
- **Local Living** and **Activity Areas** are expected to see more change, accommodating medium and higher density development to provide additional housing capacity and choice to serve the city's changing needs.

In 2021, Council adopted a new Community Plan and a new Council Plan which both highlight the continuing importance of housing as a critical focus for Council. A key direction of the *Community Plan 2021-2031* is "Neighbourhoods, housing and infrastructure", which supports greater housing mix and better access to public transport as important outcomes. The *Council Plan 2021-25* commits Council to a number of actions to achieve positive housing outcomes for the community, including commencing a review of the *Knox Housing Strategy 2015*.

Map 1. Areas defined in the *Knox Housing Strategy 2015*





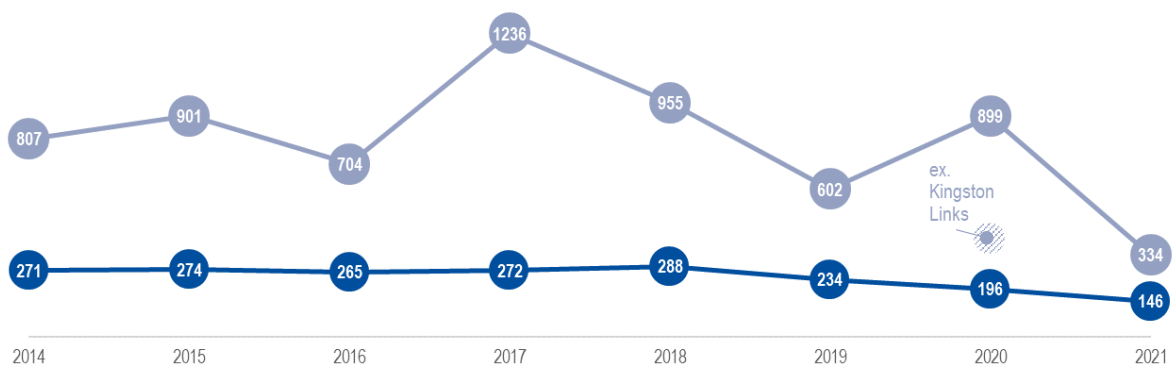
Knox Housing Monitoring Program
Annual Report for 2021

4. Overview: planning permits approved in 2021

146	planning permits resulting in at least one additional dwelling were approved in 2021. This is the lowest number since the years following the global financial crisis (2009 and 2010). This is likely due, at least in part, to the COVID-19 pandemic.
334	net new dwellings are possible from the planning permits approved in 2021, less than half the 2020 figure.
214	beds in a residential aged care facility were approved in a planning permit in 2021, as were two Specialist Disability Accommodation dwellings.
1	application for apartments was approved in 2021, which will yield four apartments. This is the lowest number of approved apartments recorded in the Housing Monitoring Program, which began in 2009.
37%	of net new dwellings possible from approved planning permits were in Ferntree Gully or Boronia.

Potential net growth in dwellings from planning permits approved² in 2021 was unusually low, in line with the low number of permits granted (Figure 1).

Figure 1. The number of approved planning permits resulting in at least one net new dwelling, and potential net growth in dwellings from these permits were low in 2021 compared to previous years.

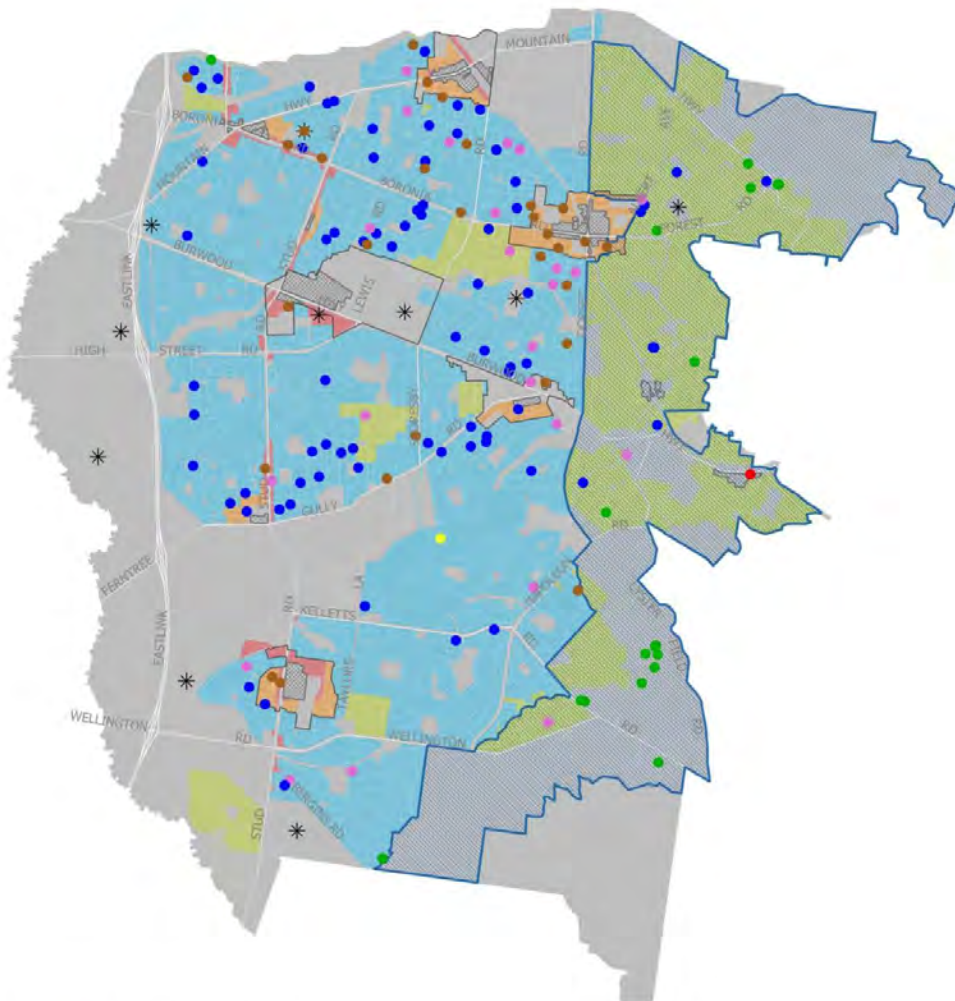


² This includes planning permits approved by Council at the direction of VCAT.



Knox Housing Monitoring Program Annual Report for 2021

Map 2. Planning permits approved in 2021 that will yield at least one net new dwelling if enacted



Housing Strategy Areas

- Bush Suburban
- Knox Neighbourhood
- Local Living
- Activity Area
- Activity Centre boundary
- ▒ Activity Areas (retail/commercial/residential)
- ▨ Dandenong Foothills Area (separate planning controls apply)
- * Strategic Sites for housing

Dwelling type

- Aged care
- Apartments
- Townhouse
- Villa Units
- Dual Occupancy
- Detached dwellings



Knox Housing Monitoring Program Annual Report for 2021

5. A diversity of housing is provided in appropriate locations (Objective 1)

5.1 Why is this important?

While demand for larger detached dwellings in Knox will continue, having a mix of housing options ensures the city caters to current and future residents at all stages of life and of diverse economic means. Council also seeks to protect and enhance the “green and leafy” character of Knox that the community values. This means encouraging diverse housing with increased densities in Activity Areas and Local Living areas (close to transport, shops and services) to provide more housing options, while discouraging intensive development in Bush Suburban and Knox Neighbourhood areas to preserve these neighbourhoods’ green and leafy character and areas of environmental significance.

5.2 How are we tracking?

About half of the total new dwellings approved in 2021 were townhouses³ (Figure 2). This is typical of most years. Of the 28 townhouse developments approved, 14 were of six or more dwellings and 14 were of three or four.

Table 1 shows the number of dwellings in approved planning permits, and the preferred dwelling type for each Housing Strategy area. A number of the townhouses and villa units approved in 2021 were in Bush Suburban or Knox Neighbourhood areas where they are not a preferred housing type. Section 5.3 outlines the factors that played a role in these approval decisions.

Figure 3 shows the proportion of total new dwellings that were the preferred dwelling type, Figure 4 shows the net number of new dwellings approved per hectare of each of the four Housing Strategy areas. See Attachment B for net growth in dwellings, by type, over the past six years.

In Knox in 2016:



84%
of dwellings were detached dwellings.



82%
of dwellings had three or more bedrooms.

(2016 Census)

³ See Attachment A for dwelling type definitions.



Knox Housing Monitoring Program Annual Report for 2021

Figure 2. In 2021, townhouses accounted for more **total new dwellings in approved planning permits** than any other type of dwelling. All but two demolitions in approved planning permits were detached dwellings.

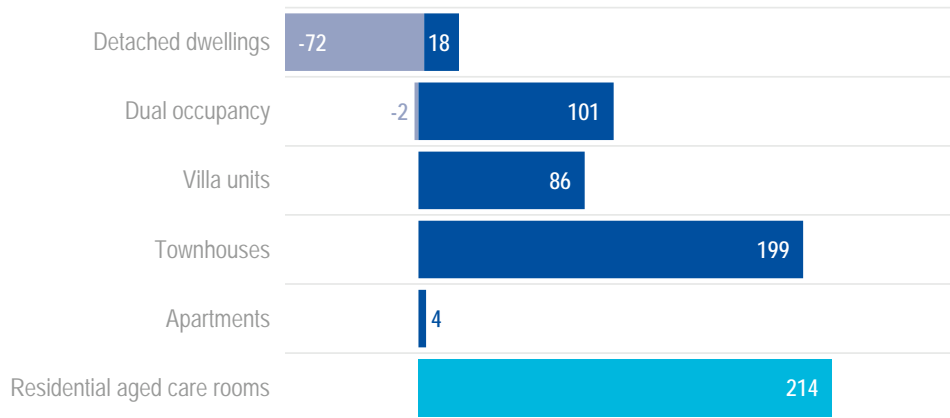


Table 1. Number of new dwellings by dwelling type and Housing Strategy area

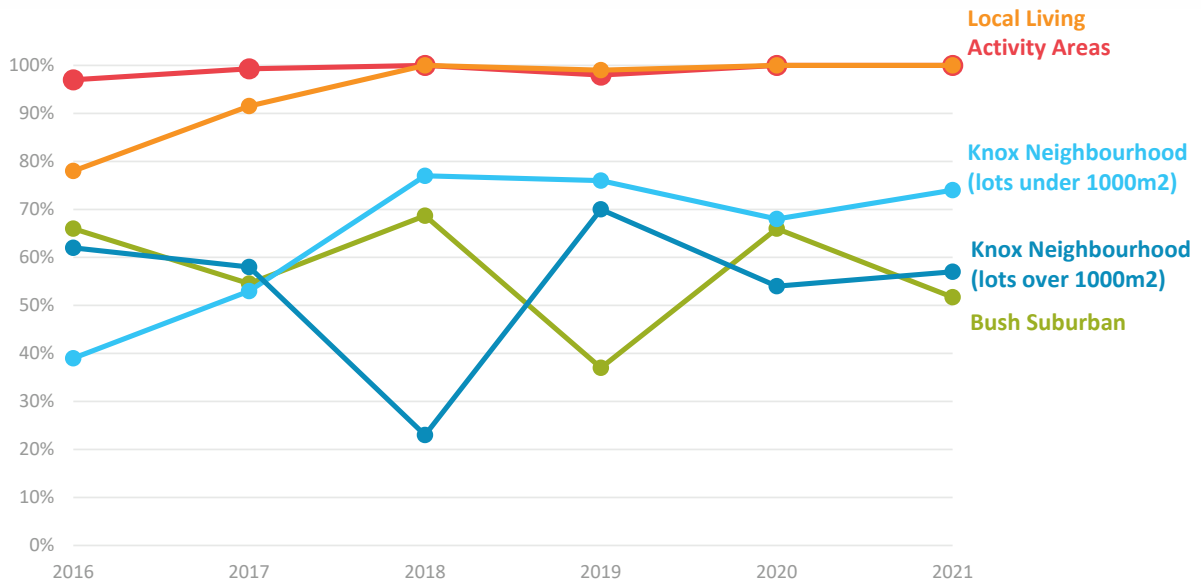
Area type		Net new dwellings	Total new dwellings	Detached dwellings	Dual occupancy	Villa units	Townhouses	Apartments / Mixed use
Outside the Urban Growth Boundary	All lots - includes rural and other non-residential zones	9	9	9	0	0	0	0
Bush Suburban	All lots - min. subdivision requirements apply	26	29	7	8	14	0	0
Knox Neighbourhood	Lots under 1000m ²	86	121	2	85	18	16	0
	Lots over 1000m ²	73	92	0	4	46	40	0
Local Living	All lots - additional controls from local plans may apply	36	43	0	3	3	37	0
Activity Areas	All lots - additional controls from local plans may apply	41	51	0	0	3	48	0
Commercial Areas	All lots - additional controls from local plans may apply	12	12	0	1	0	7	4
Strategic Sites (Wantirna Heights school site)	All lots - additional controls from local plans may apply	51	51	0	0	0	51	0

PREFERRED HOUSING TYPE



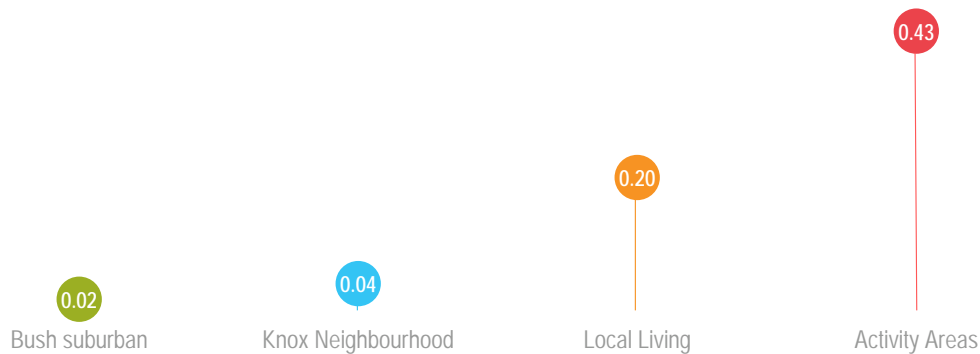
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Figure 3. Almost all new dwellings approved in **Local Living** and **Activity Areas** since 2017 have been the preferred type for the Housing Strategy area in which they are located. Areas where lower densities are preferred tend to perform less well.



Note: The unusually low 2018 figure for large Knox Neighbourhood lots was influenced by a single application for 294 townhouses at the site of the former Wantirna Caravan Park that was approved at VCAT after being refused by Council.

Figure 4. The net number of new dwellings per hectare approved in 2021 was much higher in **Local Living** and **Activity Areas** than **Bush Suburban** areas. This is in line with the approach to development described in the *Knox Housing Strategy 2015*.





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5.3 Analysis

- In a return to the pre-2020 pattern, townhouses were the most numerous approved dwelling type in 2021. The disruption to this pattern observed in 2020 was due to the approved subdivision of the former Kingston Links Golf Club site, which will yield a large number of detached dwellings.
- Approvals in 2021 suggest a net loss of detached dwellings. This is typical of most years (see Attachment B for a time series).
- There were 20 planning permits approved on Bush Suburban area sites in 2021. With a total count of only 20 approved planning permits, a few developments of non-preferred dwelling types have a relatively large impact on the proportions shown in Figure 3. Four developments in Bush Suburban areas were of a non-preferred dwelling type but likely still represent good development outcomes from perspectives other than typology. All were villa unit developments, three of which were on large lots (of greater than 1900m²) and all had building coverage of less than 39% of the site area.
- The number of approved dwellings per hectare by Housing Strategy area is a measure of change. In line with the direction set out in the *Knox Housing Strategy 2015*, more change occurred in places considered most appropriate for change, that is, Local Living and Activity Areas.
- In 2021, the proportion of dwellings approved for large Knox Neighbourhood lots that were of the preferred type remained at below 60% after a 2019 peak. In 2021, there were nine approved developments of non-preferred dwelling types on large Knox Neighbourhood lots:
 - Developments of more than two dwellings that include at least one pair of dwellings with shared living walls are classified as townhouses in this analysis, even if the other dwellings would otherwise be classified as villa units. In developments of only a few dwellings, this can actually result in better outcomes with respect to vegetation and open space than traditional villa units. Eight approvals on large Knox Neighbourhood lots fit into this category in 2021.
 - Three were for lots of more than 1,900m². These were the only approved developments in Knox Neighbourhood areas that allowed for more than four total new dwellings.
 - A three dwelling townhouse development on Cassia Court in Wantirna was approved by VCAT. The Tribunal did not agree with Council's concerns regarding the landscaping, tree protection or setbacks associated with this development.
- The proportion of dwellings approved on smaller (less than 1000m²) Knox Neighbourhood lots that were the preferred type was broadly in line with previous years. The non-preferred approvals were 11 villa unit and townhouse developments for 34 total new dwellings. These approvals included a range of factors that played an important role in these decisions by Council. For example:
 - Smaller developments of three to four dwellings have become more common over recent years. Ten of the eleven villa unit and townhouse developments approved in 2021 on smaller Knox Neighbourhood lots were of three dwellings, and the remaining one was of four dwellings.
 - Of the six approved villa unit developments on smaller Knox Neighbourhood lots, five were on lots of 970m² or greater, which puts them close to the threshold lot size for large Knox Neighbourhood lots (1000m²), where villa units are a preferred dwelling type.



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6. Residential development better responds to the community's needs, and allows people to age-in-place (Objective 2)

6.1 Why is this important?

The *Knox Housing Strategy 2015* seeks to bring the mix of available housing into alignment with the future needs of the community – specifically by encouraging more small dwellings that can cater for small households and improve affordability.

It is also important that Knox residents can remain part of their community as they age, rather than be forced to relocate to find suitable and affordable accommodation. Aged care places and smaller dwellings both help with this.



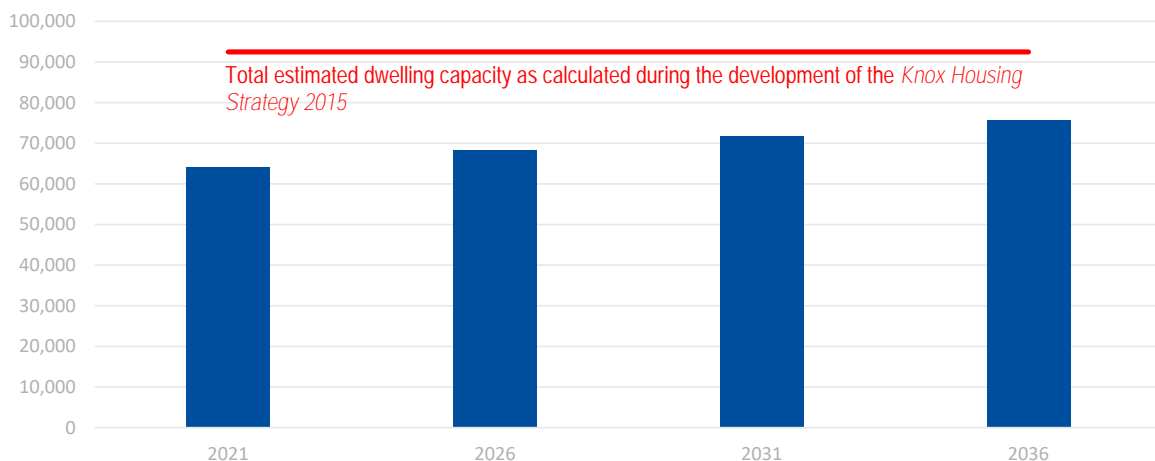
Average household size in Knox is declining. The number of couple and lone person households in Knox is forecast to surpass the number of families with children in 2024.

[\(Knox Profile .id, Knox Forecast .id\)](#)

6.2 How are we tracking?

The *Knox Housing Strategy 2015* estimated that Knox had capacity for 36,000 additional dwellings (approximately 92,500 dwellings in total) if each lot were developed to its full potential within the constraints of the planning provisions that applied at the time. Based on the Victorian government’s Victoria in Future projections (DELWP 2019a⁴), future growth can be accommodated within this estimated capacity until at least 2036 (Figure 5). These capacity estimates are based on broad assumptions made within the policy context of the *Knox Housing Strategy 2015* and will be revisited at the review of Knox’s Housing Strategy.

Figure 5. It appears that **forecast dwelling numbers in Knox** can be accommodated within applicable planning provisions (**estimated capacity**) until at least 2036.



⁴ DELWP’s Victoria in Future (VIF) dwelling projections are applied here as they are calculated using a top-down model. In contrast to the forecasting method employed by .id on behalf of Council, in which only local factors are taken into account, the VIF projections include assumptions about state level growth and allocate this to local government areas. VIF forecasts greater dwelling growth for Knox than is forecast by .id, and therefore the VIF forecasts are a more conservative benchmark for capacity assessment.



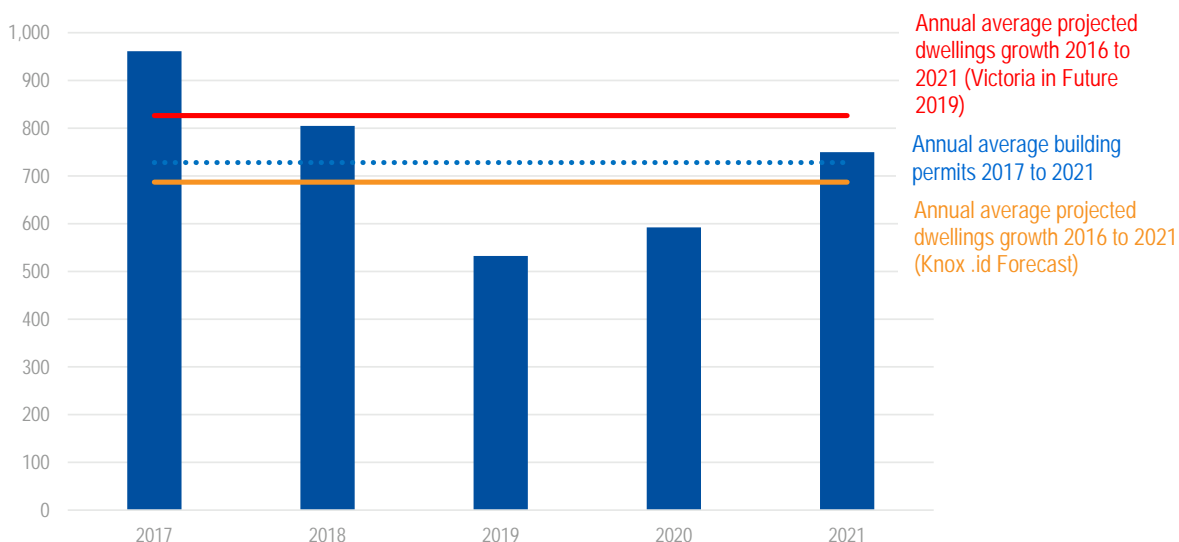
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One way to assess the actual number of new dwellings built against forecasts is to look at data on building permits. Building permits certify that plans and specifications comply with building regulations, and allow building work to commence. They are therefore a better indicator of actual dwelling growth than planning permits, which show what could be built in the next two to four years.

Building permits were granted for the construction of 4,302 dwellings in Knox during the five years 2017 to 2021 (ABS 2022), equivalent to an annual average of 860 dwellings. However, this overestimates the actual increase in dwellings because it does not take into account demolitions. To estimate the number of dwellings that were demolished to make way for new dwellings in building permits, the relationship between demolitions and new dwellings in planning permits has been used.

Between 2017 and 2021, there was one dwelling demolished for every 6.5 dwellings approved in *planning* permits. Applying that rate to *building* permits gives an annual average of 728 new dwellings built across Knox between 2017 and 2021. That figure is between the State Government’s Victoria in Future projection of 826 new dwellings per year and the forecast calculated by .id on behalf of Council of 687 new dwellings per year (Figure 6).⁵

Figure 6. The number of new dwellings in building permits (adjusted for assumptions about demolitions) in Knox remains broadly in line with dwelling growth projected by the Victorian Government and that forecast on behalf of Council.



⁵ Alignment between building permit data and the dwelling forecasts prepared by the Victorian Government and on behalf of Council is expected because building approvals are taken into account in calculating these forecasts.



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For the fourth year in a row, dwellings of four or more bedrooms were more prevalent in approved planning permits than other dwelling sizes in 2021 (Figure 7). A net total of 78 small dwellings⁶ (two bedrooms or fewer) were approved in Knox in 2021, lower than in previous years (Figure 8).

Figure 7. The planning permits approved in 2021 would see almost half of **net growth** being four bedroom dwellings.

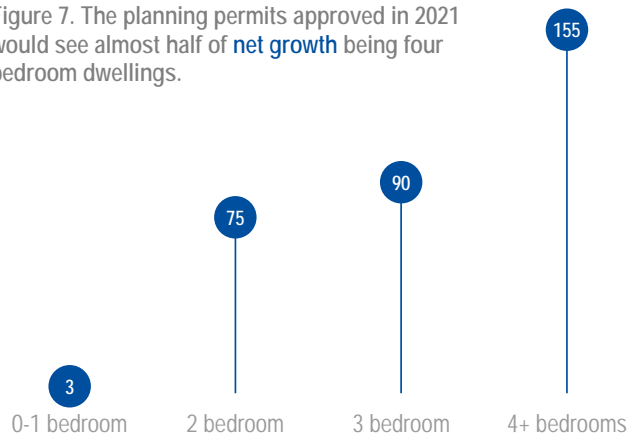
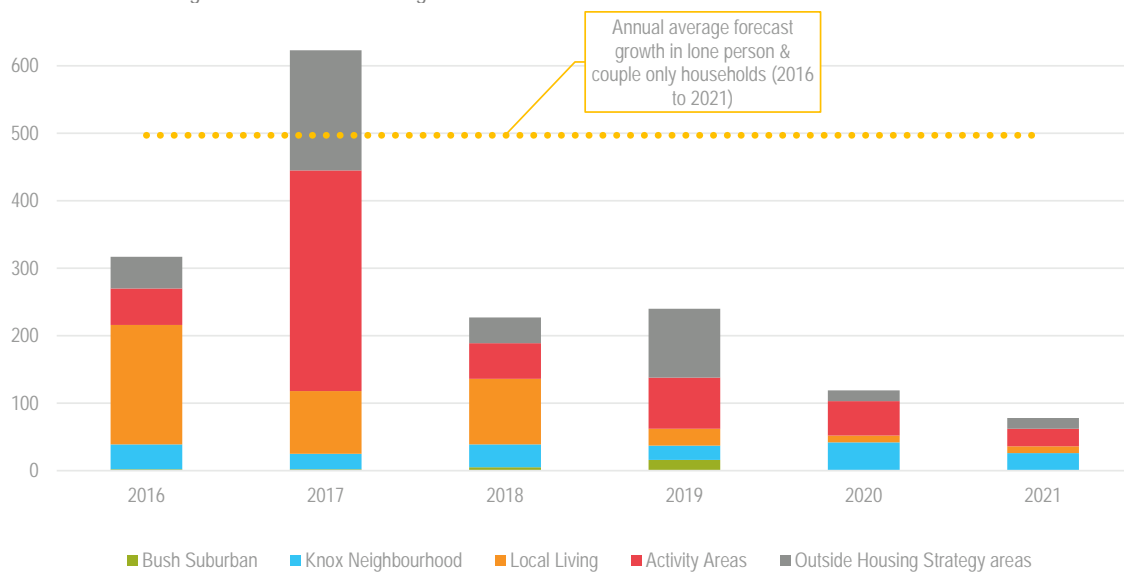


Figure 8. Relative to the previous five years, few net new small dwellings (two bedrooms or fewer) were approved in 2021. Growth in small dwellings is lower than forecast growth in small households.



Note: Residents of non-private dwellings, such as residential aged care facilities, are not included in household forecasts.

There were 1,606 places (typically a single room with en suite) in residential aged care facilities in Knox in June 2021 (AIHW 2021) and approximately 19,800 residents aged 70 years and over living in Knox at that time ([Knox Forecast .id](#)), which is equivalent to 81 places in residential aged care facilities per 1,000 residents aged 70+ (Figure 9). This ratio is down from previous years, since population has increased while the number of places in aged care has not. The Australian Government target provision for residential aged care places was⁷ 78 places per 1,000 residents over the age of 70 by 2021-22 (ACFA 2020), placing Knox above the target provision level.

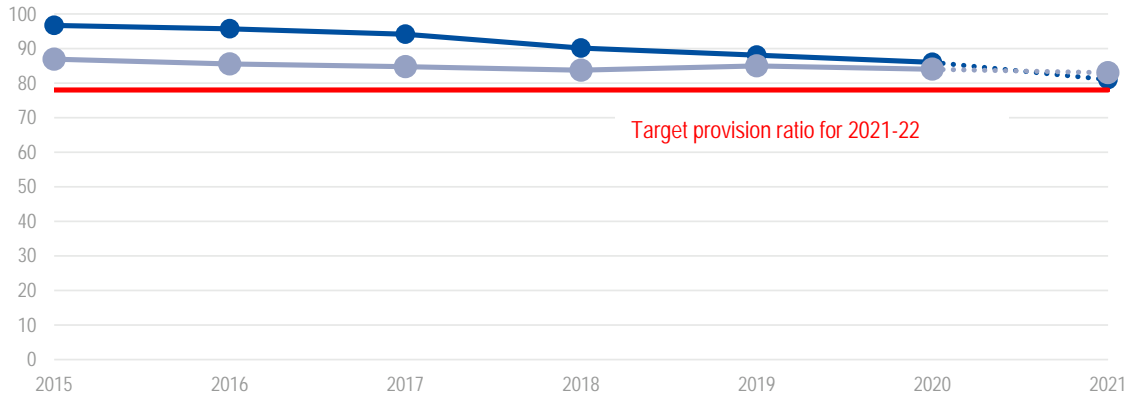
⁶ This figure excludes the 214 new rooms in an aged care facility approved in 2021.

⁷ Past tense is used because the separate target ratios for residential and home care places are likely to be replaced by a single “overall” ratio. This is to allow the Government flexibility to direct funding to home care or residential care in response to consumer preferences ([ACFA 2019](#)).



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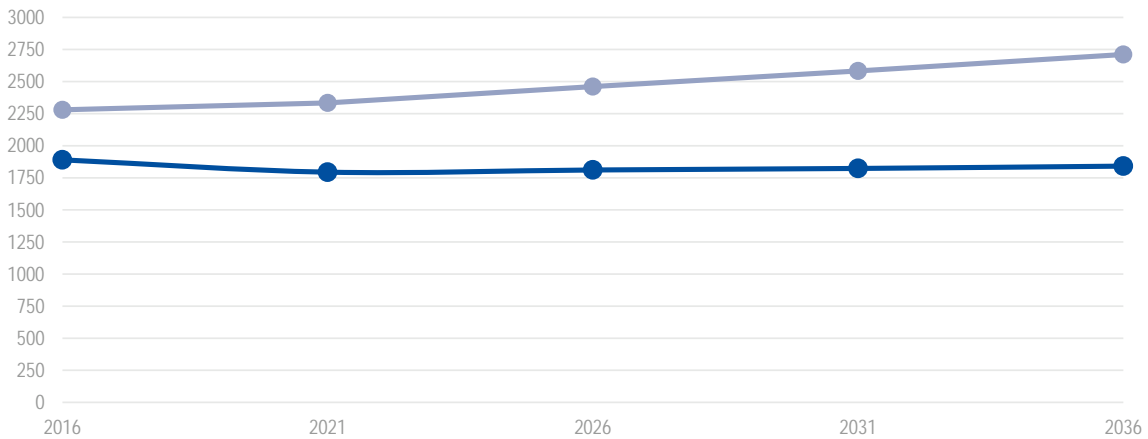
Figure 9. In 2021, there were approximately 81 residential aged care places in Knox per 1,000 residents aged 70+. This is similar to the ratio across the Eastern Metropolitan Region.



Note: 2021 results are presented as dashed because the ratio is based on population forecasts rather than population estimates.

There were 1,499 social housing dwellings in Knox at June 2021. This is up six dwellings from June 2020 (DHHS 2021). Based on the availability of social housing and affordable lettings, the shortfall of social and affordable dwellings in Knox was estimated to be 540 in 2021. Without intervention, this shortfall is projected to increase (Figure 10).

Figure 10. There is a persistent gap between supply and estimated need for social and affordable housing in Knox. If the number of affordable or social housing dwellings in Knox does not grow, this gap will increase.



The median house price in Knox was \$929K in June 2021. The median unit price was \$648K (Housing .id). Only 62 of the more than 2,500 dwellings sold in Knox during 2020-21 were affordable⁸ to low-income households (\$43,000 to \$69,000 per annum). Even fewer sales and rentals were affordable to households on a very low-income (less than \$43,000 per annum) (Figure 11).

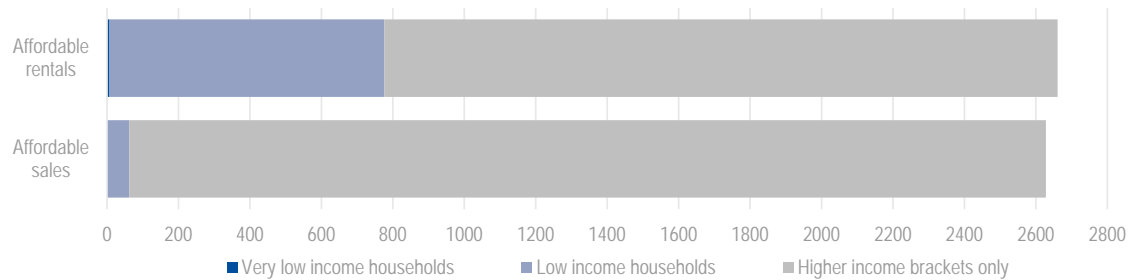
⁸ Affordable is defined as costing up to 30% of gross household income.



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Figure 11. In the year to June 2021, only two sales and seven rentals were affordable to households on a **very low-income**. Low-income households had more rental options, but still very few dwellings affordable for purchase.



6.3 Analysis

- Knox planning provisions are likely to accommodate population growth forecast by the Victorian Government at least until 2036. Indeed, the Victorian Government's population forecasts have not been updated since the COVID-19 pandemic, which has inhibited overseas and interstate immigration and may, over the longer term, result in lower than anticipated population growth in Knox (.id 2020a, .id 2020b).
- More building permits were issued in 2021 than in the previous two years. This pattern mirrors the national trend. The national downturn evident in 2018 and 2019 was attributed at the time to tighter curbs on lending and falling house prices (e.g. Bleby 2019), while the 2021 upturn has been attributed to strong buyer demand and a large pipeline of residential construction work which is now being delivered as COVID-19 restrictions ease (e.g. Felsman 2021). The results of the 2021 Census, to be released in stages commencing June 2022, will provide an updated count of the number of dwellings in Knox in 2021.
- Growth in small dwellings does not appear to be matching likely growth in small households. Of the net new dwellings approved in planning permits in 2021, 24% had two bedrooms or fewer. This was lower than is typical, especially for years where no large subdivisions are approved (e.g. 40% in 2019, 44% in 2017 and 37% in 2016). This is likely due in part to the low number of apartments, which tend to be smaller than other dwelling types, approved in 2021. The gap between growth in small dwellings and small households highlights a potentially increasing challenge for Knox in terms of providing sufficient options for those seeking smaller dwellings.
- In 2020 and 2019, apartments were the largest category of small dwelling, but in 2021 only one apartment development (of four apartments) was approved.
- In 2021, as is typically the case, few small dwellings are in Bush Suburban areas, and more than half are in Local Living or Activity Areas (with 2019 being the exception), which are close to shops and/or transport.
- Supply of residential aged care places in Knox meets the Australian Government target and will increase if the 214 bed residential aged care facility approved in 2021 (or any of the three residential aged care facilities approved during 2019 and 2020) are built.
- There are very few dwellings (including units) in Knox that a household on a very low-income (less than \$43,000 per annum) could afford to buy or rent. Low-income (\$43,000 to \$69,000 per annum) households have more rental options, but will still find very few dwellings affordable for purchase. Evidence of an affordability challenge is the 2,210 applicants on the waiting list for social (public and community) housing in Outer Eastern Melbourne (Knox, Maroondah and Yarra Ranges combined) in June 2021 ([DFFH 2022](#)), up from 1,919 in June 2020.
- According to the DHHS (2020 and 2021), the number of social housing dwellings in Knox increased slightly between July 2020 and June 2021, but not enough to meet projected growth in demand. The social housing



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dwellings at Stockland's Waterlea development in Rowville likely contributed to this increase, with HousingFirst reporting having taken delivery of four of the total nine social housing dwellings to be built as part of the project. Opportunities for further social housing growth include the former Kingston Links Golf Club site and the former Norvel Road Quarry site, the owners of which have agreements with Council that secures the provision of future social housing on those sites. Other Strategic Sites identified in the *Knox Housing Strategy 2015* that could incorporate new social housing include the former Boronia Heights School and the former Boral Quarry.



7. Energy, water, and waste efficient design are increased in dwellings (Objective 3)

7.1 Why is this important?

Extreme weather events like heatwaves, storms, and floods are becoming more frequent, and the impact of climate change on the Knox community and its infrastructure, economy, and natural systems is a key challenge for Council, as outlined in the *Climate Response Plan 2021-2031*.

Almost one quarter of the CO₂ equivalent emissions generated in Knox are from residential energy use ([Snapshot emissions report 2020](#)).

7.2 How are we tracking?

To help ensure new buildings meet appropriate environmental performance standards, Council requires that any planning permit application for two or more new dwellings be accompanied by an assessment of the sustainability of the development. Consideration of measures for reducing potable water consumption and greenhouse gas emissions must be included.

The best practice target of a 25% reduction in potable water consumption was met by all developments assessed during 2020-21. Most met the greenhouse gas emissions target of a 50% reduction (Figure 12).

7.3 Analysis

There are no set targets for the proportion of new buildings that must meet best practice in greenhouse gas emissions or potable water consumption, and the means through which each development achieves reductions varies. Things taken into account in assessing emissions include the energy efficiency star rating of the home and of the proposed heating, ventilation and air-conditioning products. Things taken into account in assessing potable water consumption include rainwater storage and the water efficiency of showerheads.

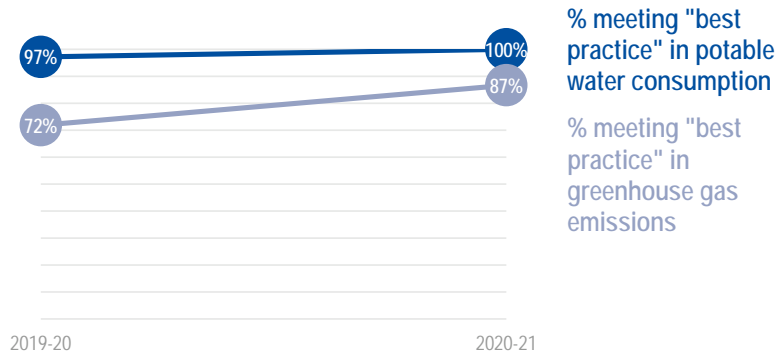
Council revised its approach to Environmentally Sustainable Design permit conditions and the endorsement of developments in 2019-20, to better ensure that Environmentally Sustainable Design commitments are reflected on development plans and actually delivered upon construction. Because of the change, data for 2020-21 offers the first look at change in this measure.



An estimated 2.3 million tonnes of CO₂ equivalent emissions were generated in Knox in the 12 months to June 2020 – 24% from residential energy use.

[\(Snapshot emissions report 2020\)](#)

Fig. 12 The proportion of applicable* new buildings assessed as meeting sustainability targets is increasing.



*includes permit applications for two or more new additional dwellings.



8. Housing design is improved to better respond to neighbourhood identity and create a stronger sense of place (Objective 4)

8.1 Why is this important?

Knox is known for its green and leafy neighbourhoods, quiet streets, and a mix of city and country feel. However, this form of development has also led to a dependence on cars, which in turn has resulted in reduced amenity for Knox residents.

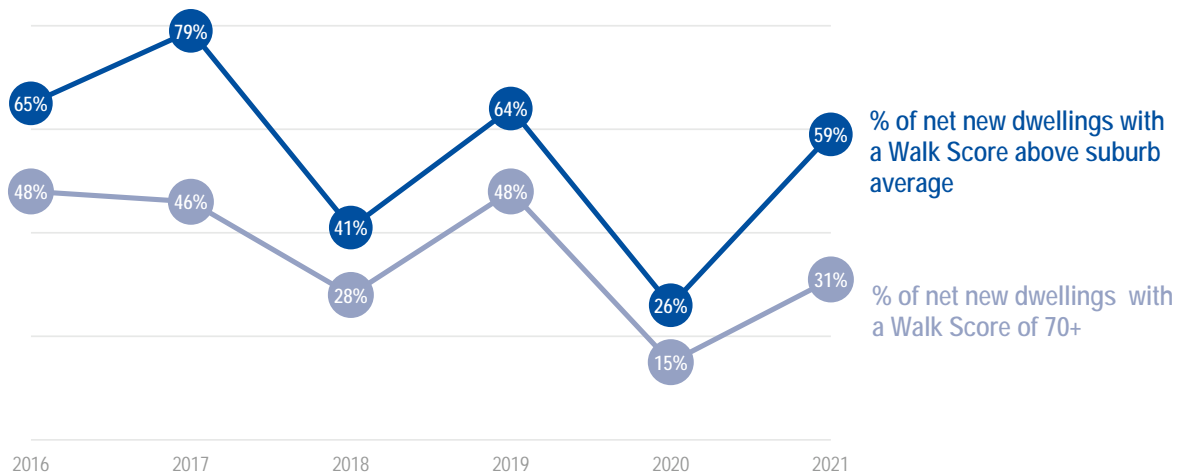
In addition, as land values in Knox have increased, redevelopment has introduced new types of housing that are changing the look and feel of Knox’s neighbourhoods.

8.2 How are we tracking?

Walk Score is an index that quantifies the walkability of a place based on its proximity to local shops, services, schools, entertainment, and jobs. Walk Score also takes into account indicators of pedestrian friendliness, like population density and intersection density. Walkability varies across Knox. The activity centres of Bayswater, Boronia and Ferntree Gully are near to train stations, have main streets lined with shops, and score higher on Walk Score as a result. In contrast, much of Rowville, Lysterfield, and the Dandenong Foothills are classed “car dependent.” Knox’s most walkable suburb (Wantirna) has an overall walkability score 63, which makes it “somewhat walkable” according to the Walk Score Index.

On a scale of 1 to 100, areas with a Walk Score greater than 70 are considered “very walkable” or “walkers’ paradise,” a rating which applies to the location of around one in three new dwellings approved in Knox in 2021 (Figure 14).

Figure 14. The proportion of net new dwellings approved in the more walkable areas of Knox increased in 2021.



One measure the *Knox Housing Strategy 2015* describes for the objective related to neighbourhood identity is loss of trees and backyard space in Bush Suburban and Knox Neighbourhood areas. The Research and Mapping team are



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examining various measures for this. Data recently published by DELWP (see DELWP 2022 for more detail) suggests that there were around⁹ 250,000 trees on residential zoned land in Bush Suburban and Knox Neighbourhood areas. It is anticipated that future releases of this data may provide an indicative measure of change over time.

In the meantime, the results presented in Figure 4, which show that few new dwellings per hectare were approved in Bush Suburban and Knox Neighbourhood areas relative to the Local Living areas and Activity Areas, are also relevant to the responsiveness of Council decision-making to neighbourhood identity.

8.3 Analysis

- More than half of the net new dwellings approved in planning permits in 2021 were located in the more walkable parts of their respective suburbs. Despite the low to moderate walkability of Knox's suburbs overall, the planning permits approved in 2021 would see around one in three resulting dwellings located in highly walkable locations.
- Despite the few apartments approved in 2021, walkability remained within the range observed over previous years. Apartment buildings typically accommodate a large number of dwellings relative to other types of development, and tend to be located in or near activity centres where walkability tends to be high. Each approved apartment development, therefore, often contributes substantially to the number of highly walkable dwellings approved. An unusually low number of apartments were approved in 2021, which means that the relative high walkability in 2021 was driven by other typologies.

⁹ DELWP (2022) report that their "Tree Urban" data, which is derived from high resolution aerial photography and machine learning, does not identify every tree, and is known to underestimate tree counts in areas of dense canopy where many trees overlap.



9. Protect and enhance the landscape and environmental value of natural areas of significance (Objective 5)

9.1 Why is this important?

Knox enjoys a spectacular natural setting, located at the foot of the Dandenong Ranges and crisscrossed by creeks and wetlands that provide habitat for native animals and peaceful respite to residents.

As the Knox population grows, it will be increasingly important to ensure that new development does not erode Knox's unique sources of environmental value.

Council has well-established policy and planning controls that aim to protect the landscape and environmental values of the area through constraints on residential design, including requirements for new open space and canopy trees. There are also 118 Sites of Biological Significance in Knox that include remnant and indigenous vegetation. These sites also have specific planning controls that restrict the removal of vegetation, and residential design guidelines that require greater provision of canopy trees.



Knox's 118 sites of biological significance cover approximately 4000 hectares, around one third of Knox's total land area.

9.2 How are we tracking?

Bush Suburban areas have significant flora and fauna that is important to both Knox and Greater Melbourne. In these areas, the *Knox Housing Strategy 2015* prioritises protection of the natural environment over urban development. As shown in Figure 4, around one net new dwelling per 50 hectares was approved in Bush Suburban areas in 2021.

The *Knox Housing Strategy 2015* also refers to the importance of maintaining a very low scale of change in the Dandenong Foothills (see Map 1), which overlaps much of the Bush Suburban area. In 2021, permits were approved for one net new dwelling per 83 hectares in the Dandenong Foothills area. This is a lower rate of change than all of the Housing Strategy areas.

Maintaining tree canopy is one challenge for urban areas experiencing redevelopment. Where large canopy trees are removed for multi-dwelling developments, the associated reduction in private open space may provide limited opportunity for tree planting and good tree health. There was an overall loss of 115 hectares of canopy cover from Knox's urban areas between 2014 and 2018, equivalent to a reduction of 6.5%. The urban areas of the Eastern Region saw a loss of 9.2% over the same period (DELWP 2020).

DELWP has recently published a first release of tree canopy data (captured mainly in early 2020) that was produced using machine learning. For this data set, a tree is defined as "woody vegetation over approximately two metres in height"¹⁰. According to this dataset, around 16% of Knox's Housing Strategy areas is covered by tree canopy (further detail is provided in Attachment C). Map 3 provides more detail of how this cover is distributed.

Time series analysis is not yet possible as the recent data release is the first of its kind, but this data set will be monitored for future releases.

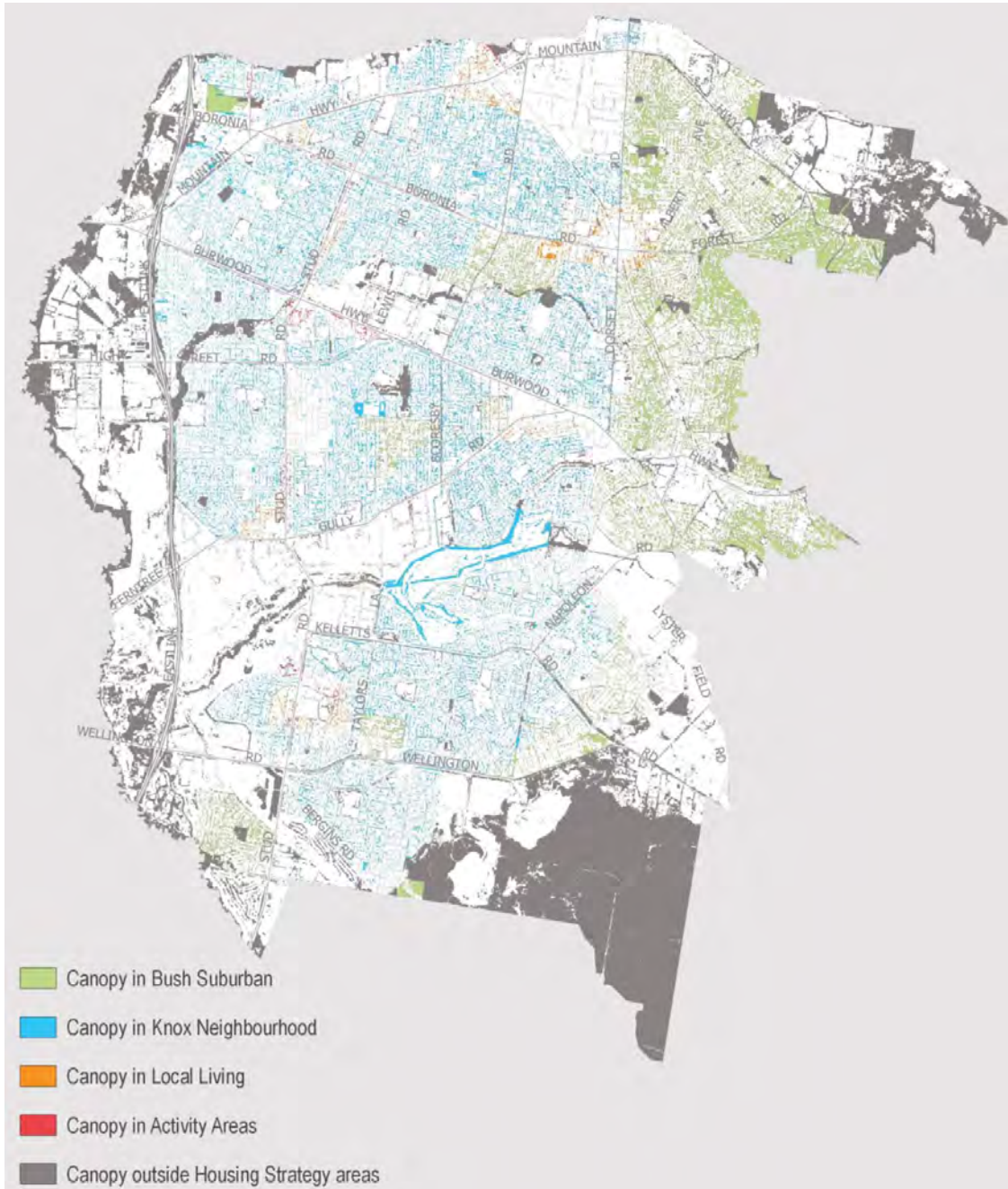
¹⁰ This data is not comparable to the tree canopy data that DELWP published in 2019 (DELWP 2019b) and which was reported on in previous Housing Monitoring Reports.



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Map 3. Although Bush Suburban and Knox Neighbourhood areas have a similar amount of tree canopy cover, the canopy in Knox Neighbourhood is dispersed over a greater area. Exceptions to this include sections of Corhanwarrabul and Monbulk creeks.



Source: This tree canopy data is part of the Vicmap Vegetation – Tree Extent dataset produced by the Victorian Department of Environment, Land, Water and Planning in 2021 (<https://www.land.vic.gov.au/maps-and-spatial/spatial-data/vicmap-catalogue/vicmap-vegetation>).



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9.3 Analysis

- In line with the *Knox Housing Strategy 2015*, very few net new dwellings per hectare were approved in Bush Suburban and Dandenong Foothills areas relative to other Housing Strategy areas.
- Much of Knox's densest canopy cover is outside of Knox Housing Strategy areas, along creek corridors, within Lysterfield Park and Dandenong Ranges National Park.
- Previous versions of this document have reported on an earlier tree canopy dataset published by DELWP. This dataset indicated that in 2018, 16.3% of Knox's urban area¹¹ was covered by tree canopy (DELWP 2019b). The DELWP dataset indicated that in 2018, 79% of tree canopy cover in Knox's residential areas was over private land as opposed to road reserves and other public infrastructure. Around three times more "private residential" partial mesh blocks in Knox saw tree canopy loss than saw tree canopy gain between 2014 and 2018. While Knox has implemented policies and plans to protect the green and leafy character of Knox's neighbourhoods (including the Knox Housing Strategy 2015, Vegetation Protection Overlays, the Dandenong Foothills Policy, and others), Council's ability to control canopy loss on private property is only indirect.
- The 2020 dataset presented in this report is not directly comparable with the 2018 result due to a range of factors including different data creation methods and different geographical aggregations. Indeed, one of the key benefits of the 2020 dataset is the ability to look at customised geographical areas, like Housing Strategy areas (see Attachment C).
- DELWP have reported that the 2020 tree canopy dataset is created using a method that will enable it to be regularly updated. Although no indication of future release dates has been provided, it is hoped that future data releases will enable examination of tree canopy change over time across Knox, at a very fine-grained geographical level.

¹¹ Excludes some of Rowville and Lysterfield, including Lysterfield Lake Park and the Green Wedge Zone along Lysterfield Road.



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10. Development responds to neighbourhoods in an integrated and balanced manner (Objective 6)

10.1 Why is this important?

The Knox Planning Scheme outlines Council’s goals and policies for the development of the city. It is the official reference for all decisions related to planning made by Council, planning officers, and VCAT. Consistency between Council policy, the Knox Planning Scheme, and Council decision-making processes is critical for the efficiency of Council’s planning decisions and the quality of the outcomes these decisions deliver.



VCAT decided 14 residential planning applications for Knox in 2021, down from 26 in 2020, 32 in 2019 and 42 in 2018.

10.2 How are we tracking?

Planning applications decided by Council can be appealed to VCAT, which hears the case and makes a final ruling on whether to issue a permit, based on the Knox Planning Scheme.

Figure 15. In 2021 VCAT upheld more Council decisions than it overturned. All overturned decisions had been Council refusals.

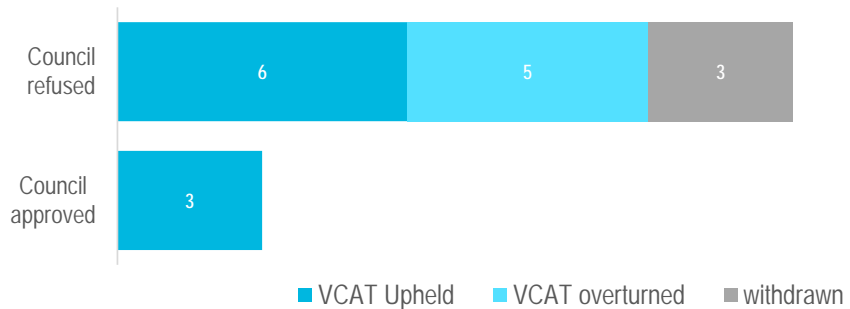
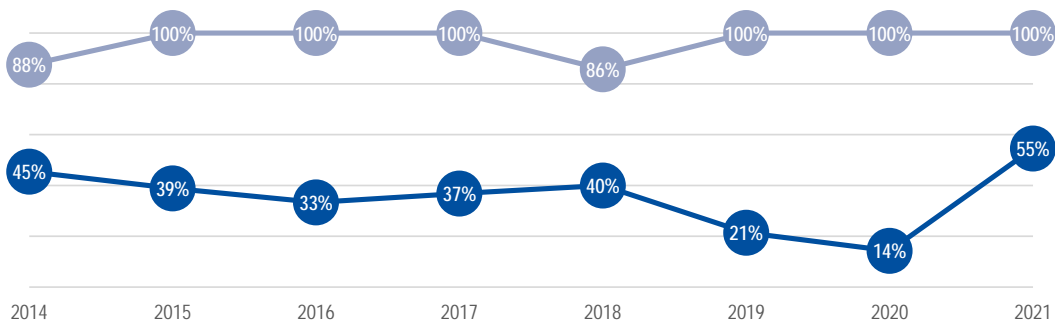


Figure 15 and Figure 16, which relate to VCAT decisions on planning permits that would yield at least one net new dwelling, show that VCAT upheld more Council decisions than it overturned in 2021, which is unusual for recent years.

Figure 16. VCAT upheld most Council approvals, and no more than 55% of Council refusals over recent years.



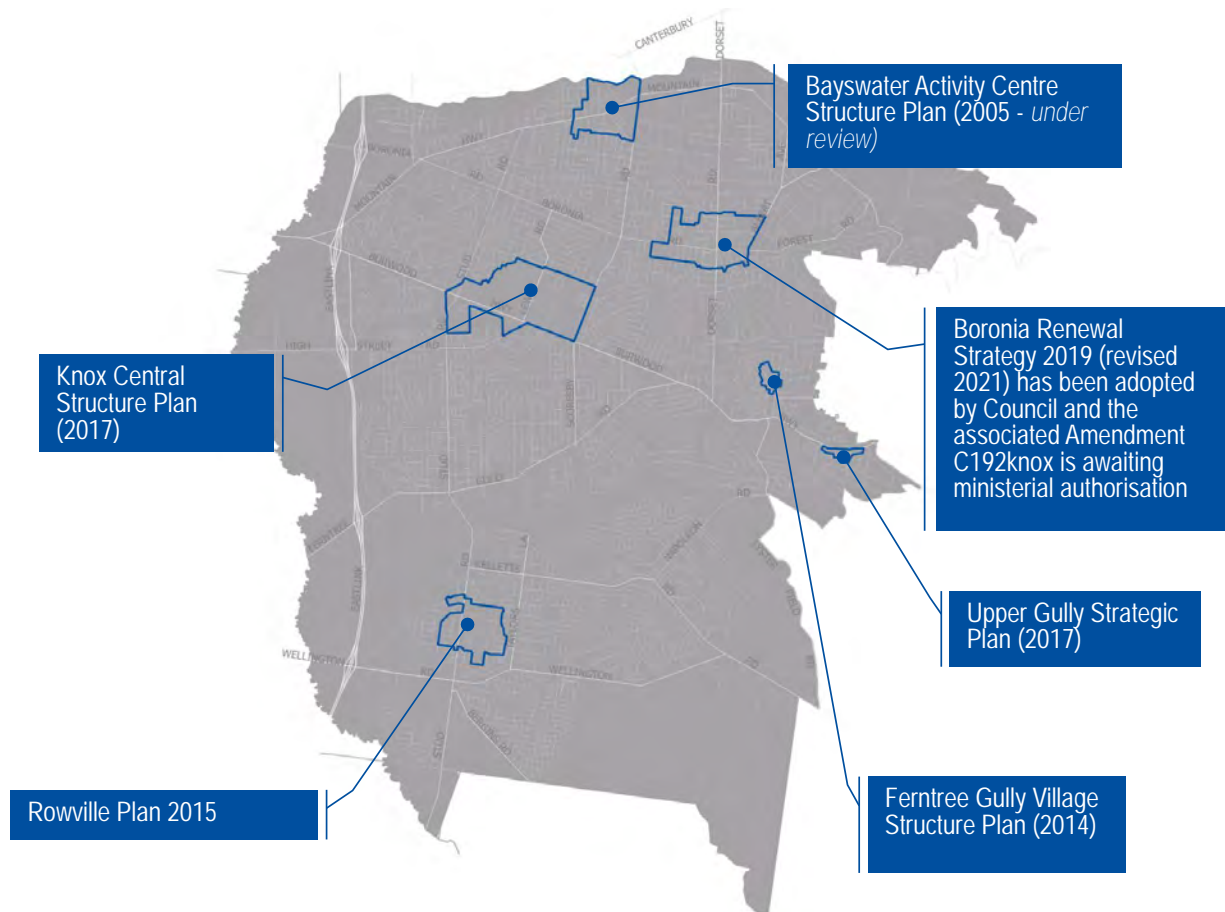


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In addition to the *Knox Housing Strategy 2015*, Council has developed structure plans and other local strategic plans that support place-specific planning controls and rezoning, and provide guidance for decisions on infrastructure and community services (Map 4).

Map 4. Plans and strategies that support place-specific planning controls.



10.3 Analysis

- In 2021, VCAT upheld more Council decisions than it overturned, representing a change from the previous five years.
- In 2021, VCAT decided 11 planning applications that were initially refused by Council. VCAT upheld Council's refusal in six of these cases and directed that permits be granted for the other five developments. For two of the five developments the plans taken to VCAT were varied sufficiently after Council's original refusal to address Council's concerns. Ultimately, VCAT directed Council to grant permits for three developments of a combined 16 net new dwellings to which Council remained opposed.
- There were three VCAT decisions in 2021 for applications that Council initially gave a Notice of Decision to issue a permit. Appeals against Notices of Decision are often lodged by neighbours opposing the development, but in 2021, all three appeals were by the developer against permit conditions imposed by Council. The applicant for the largest of these developments lodged amended plans with VCAT showing changes that



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resolved Council's concerns. Ultimately, VCAT approved two of these permits (for the development of three net new dwellings) in a form opposed by Council.

- Three cases were referred to VCAT but withdrawn by the applicant. All three had been permit refusals and therefore ultimately no permits were granted.

11. Next steps

The Housing Monitoring Report will be repeated in 2023, after 2022 data becomes available.

The Research and Mapping team are seeking a consistent, reliable data source for tree canopy measures. Some baseline statistics from a potential source of such data (DELWP) have been presented in this report. Although DELWP have made no specific commitment, it is anticipated that future tranches of tree canopy data will be published to enable an examination of tree canopy cover change that can be presented in future Housing Monitoring Reports. Ultimately, this might include examination of tree canopy cover over lots before and after planning permits have been granted.

The next Housing Monitoring Report will also reference 2021 Census data, which will be released from June 2022. The 2021 Census data will provide an updated count of the number of dwellings in Knox (by bedroom count and dwelling type) and also underpin revised population and household estimates and forecasts.

The release of 2021 Census data will present a unique opportunity for cross-validation of the combination of occupancy certificate and demolitions data to produce an intercensal indicator of housing stock within Knox. This would have the benefit over the building permit data produced by the ABS of being available to Council by street address, thereby enabling analyses by geographies of interest, including Housing Strategy areas.

Lastly, the Research and Mapping team will work to produce an interactive dashboard to support more efficient reporting on Annual Report KPIs related to dwellings growth in Knox.



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Attachment A – Dwelling type definitions

Housing types defined in the *Knox Housing Strategy 2015*:

- Detached dwelling: one dwelling on a lot.
- Dual occupancy: two dwellings on a lot (can include retention of an existing dwelling).
- Villa units: three or more dwellings on a lot with no shared walls.
- Townhouses: three or more dwellings on a lot sharing a wall or roof.
- Apartments: development of three or more stories in a single mass or multi-unit dwelling, usually with a common entrance.

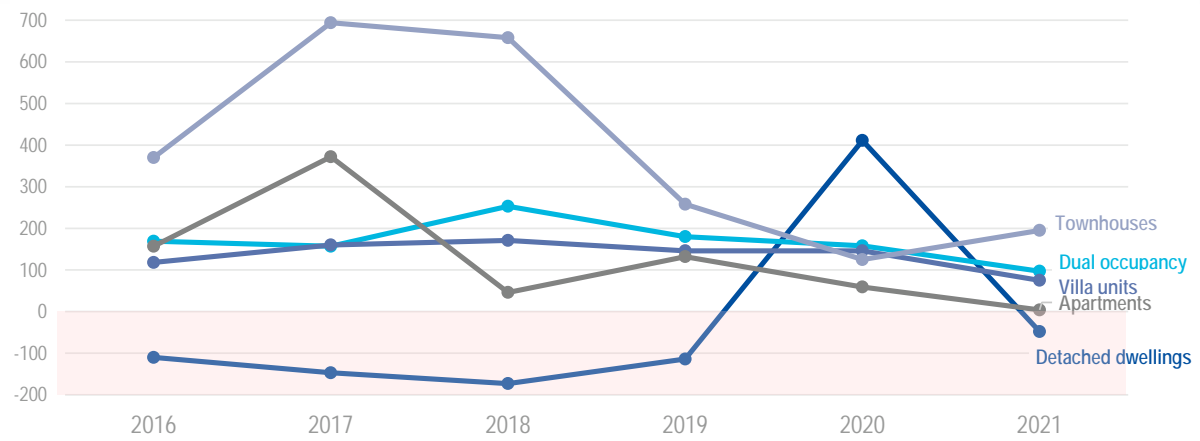
Further detail is available in the [Knox Residential Design Guidelines 2015 – revised 2019](#).



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Attachment B – Net growth in dwellings by type 2016 to 2021

Figure 17. **Townhouses** have been the predominant dwelling type in terms of net growth between 2016 and 2021.



Notes:

- Includes dwellings not in a Housing Strategy area (that is, outside the urban growth boundary and within Strategic Sites or Commercial Areas).
- For 2016 to 2018, calculations of net growth by type are based on an assumption that all demolished dwellings were detached dwellings. Analysis of demolitions information for 2019 to 2021 indicates that this was true of 97% of demolitions.



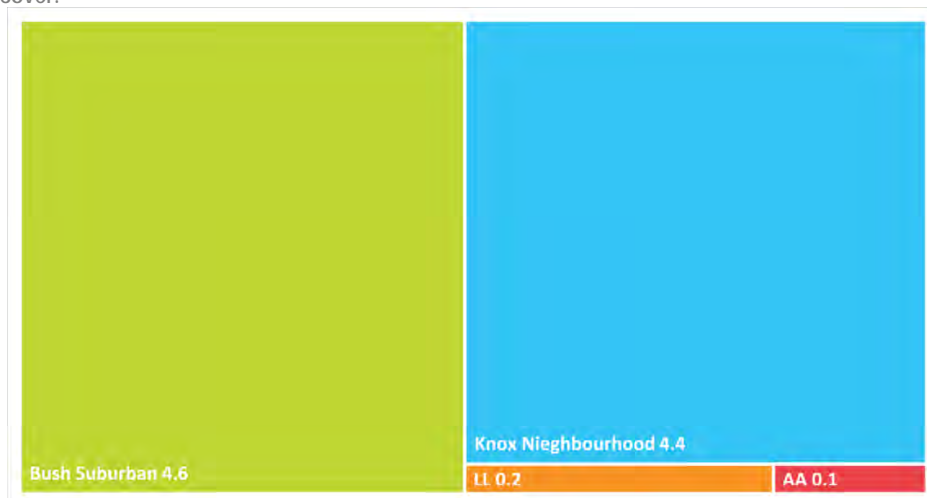
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Attachment C – Tree canopy cover in Housing Strategy areas in 2020

Figure 18. In early 2020, Knox’s Bush Suburban area was more densely covered by tree canopy than the other Housing Strategy areas, which all had a similar proportion of cover.



Figure 19. In early 2020, Knox’s Bush Suburban and Knox Neighbourhood areas each had around 4.5 square kilometres of tree canopy cover.



6.7 Procurement Policy

SUMMARY: Manager Strategic Procurement and Property, Shelley Starrenburg
A new Procurement Policy (2022) has been prepared for Council endorsement (Attachment 1).
The new Procurement Policy has been prepared in alignment with the new Local Government Act 2020 and Council's ongoing procurement reforms towards a centre-led, category management procurement model. The new policy advances Council's approach to economic, social, environmental and local procurement considerations under a new quadruple bottom line framework; along with how variations are managed and the approach to financial delegations.

RECOMMENDATION

That Council:

- 1. Adopts the Procurement Policy 2022 as provided at Attachment 1 of the Officer Report.**
- 2. Note that a consequential update to the Instrument of Delegation to the Chief Executive Officer is the subject of a separate report to Council.**
- 3. Notes that CEO instrument of sub-delegation (known as S7) will be revised following the adoption of the Procurement Policy to establish the financial delegation for all roles outside of the Chief Executive Officer role.**

1. INTRODUCTION

The *Local Government Act 2020* (LGA 2020) procurement principles (within sections 108 and 109 of the Act) came into effect on 1 January 2022. In December of 2021, an Interim Procurement Policy was adopted by Council, updating the previous Procurement Policy to align with the new LGA 2020 while a new Procurement Policy was developed. The new Procurement Policy put forward for endorsement is attached (Attachment 1).

2. DISCUSSION

Knox City Council Procurement has been undergoing preparation and development to move from a decentralised model to a centre-led, category management model. The timing of the work underway did not coincide with the LGA 2020 implementation of a new Procurement Policy, and an 'Interim Policy' was adopted to ensure compliance with the LGA 2020 while the procurement review progressed concurrently.

The proposed policy has been subject to internal consultation, collaborative discussions at a regional level and has been workshopped with EMT, along with feedback obtained from Councillors via Issues Briefing and presented to Council's Audit and Risk Committee. When reviewed at the Audit and Risk Committee, it was suggested that a further exemption for Traditional Owners would be appropriate, adopted by other like councils. This is supported and has been included in the policy proposed for adoption, shown in tracked changes, along with reference to the Aboriginal Heritage Act 2006.

The new Child Safe Standards are being updated and transitioned into the Child Safe Policy. The list of referenced policies has been updated to include the Child Safe Policy and the Strategic Procurement Framework will house the guidance and requirements to ensure organisational compliance.

Aspects of the new policy for noting include:

Quadruple Bottom Line

Quadruple bottom line is the consideration of economic, environmental and social procurement within a framework of good governance.

A procurement survey conducted last year amongst users of the policy showed that most Council officers, whilst keen to implement and purchase in these areas, needed more guidance on how to evaluate submissions and what to look for. For example, officers highlighted that they needed a definition of 'local' for consideration.

The State Government released guidance documentation on weightings and evaluation within its Social Procurement Framework, which suggested that social procurement should consider 7 main objectives:

- opportunities for Victorian Aboriginal people;
- opportunities for Victorians with disability;
- women's equality and safety;
- supporting safe and fair workplaces;
- opportunities for disadvantaged Victorians;
- sustainable Victorian regions; and
- environmentally sustainable business practices.

It further outlines additional complexities and considerations of the application of the weightings for the social procurement criterion. It is suggested that a guidance document should be developed to support officers when evaluating this criterion, separate to the procurement policy, and part of Council's Strategic Procurement Framework.

Variations

The variation table (under item 4.8 of the Proposed Procurement Policy) reflects a cumulative variation trigger of 20% for upline review. For contracts that are less than the tender threshold, it is proposed that the relevant manager will review the variations with a view to understanding if a material scope change has occurred. Cumulative variations of 20% for contracts over the tender threshold are to be reviewed by the Director.

Thresholds and Approvals

Under the LGA 2020, Procurement activity thresholds can be determined by each Council.

The draft procurement policy places procurement plan approvals with the department manager and the strategic procurement team. This task is not linked to financial delegation and therefore recommended to be removed from Director and CEO approval. Procurement reports will still go to the appropriate financial delegation.

The Eastern Regional Group of Councils (Boroondara, Knox, Manningham, Maroondah, Monash, Yarra Ranges and Whitehorse councils) agreed there was merit in having a consistent threshold of tender activity of \$250,000 (inc GST) for Goods, Services and Works. This was previously \$150,000 for Goods and Services, \$200,000 for Works. The procurement thresholds proposed for Knox are similar to the current activities for Whitehorse, Yarra Ranges and Monash councils. Whitehorse is the most similarly resourced to Knox, also currently operating a decentralised procurement model.

The draft Procurement Policy maintains a distinction between Goods/Services and Works – and now recognises ICT as a procurement category alongside Works. It is proposed that the Goods/Services threshold is moved to \$250,000 (inc GST) and the Works/ICT threshold is moved to \$500,000 (inc GST). These thresholds should be re-examined when the procurement policy is due for review, as well as when the procurement transformation to the centre-led, category management model is complete.

Raising the tender activity threshold creates increased quotation activity, which currently occurs out of direct sight of the strategic procurement team. This policy change requires detailed written quotes to be conducted through the procurement tendering portal. This approach establishes greater probity and transparency compliance at this activity level. Reporting and additional resources are being established to manage the processes at key check points, such as procurement plans, procurement reports and auditing. The documentation for each procurement activity is to be reviewed and adjusted as appropriate for the complexity of the procurement engagement i.e., scalability.

Financial Delegations

It is planned to remove the financial delegation decisions from the Procurement Policy and move them to a delegations document that is easier for the organisation to locate and use.

The new Procurement Policy establishes a financial delegation of \$3,000,000 for the CEO. This was previously a maximum \$1,000,000 for a single transaction or \$2,500,000 for a multi-year contract (\$500,000 over maximum 5 years). The revised financial delegation addresses single and multi-year transactions and will provide greater efficiency, reflective of current trends. Implementation of the revised financial delegation will require a consequential update to the Chief Executive Officer's Instrument of Delegation.

The financial delegation for the rest of the organisation will be captured in the CEO instrument of sub-delegation (known as S7) and will broadly reflect the following financial delegations, noting however that this is at CEO discretion. Various transaction limits have been adjusted according to the revised CEO financial delegation.

Limit of Delegation	Council Position
\$3,000,000	Chief Executive Officer
\$1,500,000	Directors
\$250,000 Goods & Services \$500,000 ICT & Works	Managers, Chief Information Officer and Chief Financial Officer
\$100,000	Coordinators, Principals
\$50,000	Team Leaders, Senior Team Leaders, Project Officers (Infrastructure Directorate)
\$10,000	Nominated Officers
<\$2,000	Requisitioners

3. CONSULTATION

An internal survey of Procurement practices was undertaken in December of 2021, and the drafted Procurement Policy has been circulated to key stakeholders across the organisation. Consultation has been undertaken with EMT, Council's Audit and Risk Committee and Councillors via Issues Briefing.

4. CLIMATE CHANGE CONSIDERATIONS

The subject of this report has been considered in the context of climate change and its relevance to the Knox Climate Response Plan 2021 – 2031. Implementation of the recommendation may impact opportunities for Council or the community to adapt to climate change positively, as the procurement policy and subsequent processes consider and gives preference to suppliers and goods with beneficial impacts, particularly as part of Quadruple Bottom Line considerations.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

The Procurement Policy considers environmental benefits through the evaluation and contracting processes.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The Procurement Policy considers financial and economic benefits through the evaluation and contracting processes.

7. SOCIAL IMPLICATIONS

The Procurement Policy supports inclusion and assessment of quadruple bottom line implications, including but not limited to indigenous, social, local, and environmental procurement.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Civic Engagement & Integrity

Strategy 5.3 - Ensure our processes are transparent and decisions are accountable.

9. CONFLICT OF INTEREST

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

10. CONFIDENTIALITY

There is no content in this report that meets the definition of confidential information from the Local Government Act 2020.

Report Prepared By: Manager Strategic Procurement and Property, Shelley Starrenburg
Report Authorised By: Director, City Strategy and Integrity, Matt Kelleher

Attachments

1. Attachment 1 Proposed Procurement Policy [6.7.1 - 16 pages]



Procurement Policy

Policy Number:	Issued by Governance	Directorate:	City Strategy & Integrity
Approval by:	Council	Responsible Officer:	Manager Strategic Procurement & Property
Approval Date:	Meeting Date	Version Number:	Version 1
Review Date:	<u>Every 4 years or once every Council term</u>		

1 Purpose

This Policy ensures that the procurement activity of Knox City Council is conducted in an honest, competitive, fair and transparent manner, delivering best value for money outcomes with consideration of Council's social, environmental, economic and governance objectives; the quadruple bottom line.

2 Scope

This Policy applies to all procurement and contracting activities for and on behalf of Council and is binding upon Councillors and Council staff, including temporary employees.

All values in this Policy are to be inclusive of GST.

ICT Workstation purchases (including PCs, laptops and related equipment, but not furniture) must be made through the IT Service Desk including copier, printer and scanner purchases, unless an exemption has been provided by the Chief Information Officer (CIO). All information technology software, hardware or services purchased for Council must comply with the ICT processes and be endorsed by the CIO prior to purchase.

This policy does not apply to:

- salaries, wages, direct payroll payments, superannuation and taxation;
- petty cash reimbursements;
- corporate card use;
- Travel related goods or services, (purchases must be made in accordance with the Staff Travel Policy)
- Novated contracts, where the initial contract was entered into in compliance with this policy and due diligence has been undertaken in respect to the new party;
- Leave balance transfers between councils; or
- The purchase of land and property.



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4 Council Policy

4.1 Procurement Principles

The procurement of goods and services is to occur in a planned and systematic manner and must:

- 4.1.1 deliver value for money taking into account life cycle cost, fitness for purpose, timely delivery, post-delivery support and effective warranty;
- 4.1.2 meet probity and ethical conduct requirements as specified in relevant Council policies;
- 4.1.3 promote the principles of continuous improvement in conjunction with sustainability values;
- 4.1.4 consider collaboration opportunities with other councils and/or public bodies;
- 4.1.5 embed risk management in the procurement process.

4.2 Non-allowable items

Council funds must not be used for:

- 4.2.1 travel, entertainment or goods and services for family members and personal associates of staff, unless approved in accordance with the Council Travel Policy.
- 4.2.2 personal expenses or purchases of a private nature, including the settlement of parking or traffic infringements.

4.3 Purchase Orders

Purchases paid for by corporate credit card must be undertaken in accordance with the Corporate Purchasing Card Policy.

A Purchase Order should be used as the method of payment for all purchases other than those exempted below. The purchase order must be raised and approved prior to receipt of any goods or services and invoices should state the purchase order number. All purchases must be raised on Council's finance system.

When Council staff are preparing a Purchase Order, unit price amounts must be exclusive of GST.

Purchase orders are not required for:

- Utilities – water, telephone, mobiles, gas, electricity, sewerage charges and Telstra Dial before you dig;
- Couriers;
- Australia Post;
- Medical accounts;
- Advertising;
- Ausdoc;
- Legal fees*
- Memberships;
- Subscriptions;
- Building Regulations Lodgement Fees;



- Temporary Labour Hire engaged through Comensura;

*Not all legal fees are able to be anticipated; where possible, a quote for legal fees should be sought prior to engagement to effectively manage spend.

4.4 Procurement Procedures

Strategic Procurement provides a Strategic Procurement Framework that sits beneath the policy and provides guidance with processes and templates for procurement processes. Procurement activities must be undertaken in accordance with the value and risk-based requirements provided in the Strategic Procurement Framework.

4.4.1 Planning

The expected life cycle cost of a procurement activity is required to be estimated before a decision on the procurement method is made (Whole of Life). The expected life cycle cost is the maximum value of the proposed contract, including options, extensions, renewals, licences or other mechanisms that may be executed over the life of the contract.

Procurement activity must consider the most appropriate manner to approach the potential supply market (market approach) in accordance with the guidance provided in the Strategic Procurement Framework and the thresholds listed in Item 5 of this Policy: 'Procurement Activity Thresholds'. A procurement activity must not be divided into separate parts or 'split' to avoid a market approach process or to reduce the level of delegation authorisation.

A procurement plan must be approved prior to commencing a market approach process, in accordance with the Strategic Procurement Framework. All procurement activity must be within the current/adopted budget. The plan must include the evaluation criteria, weighting, the evaluation panel, the anticipated value of the engagement, market engagement strategy and the procurement process. All procurement plans must state consideration to Quadruple Bottom Line (Item 4.7) as well as Collaboration (Item 4.6).

Procurement plans are to be approved by Strategic Procurement and the relevant department Manager unless the relevant Director elects to review and approve it.

4.4.2 Procurement Engagement

All purchases requiring a tender are to be facilitated in conjunction with the Strategic Procurement team.

Council's standard market approach documents must be used unless approval for the use of other documentation is granted by Strategic Procurement. Documents must be developed in accordance with the requirements of the Procurement Framework.



Any market approach request greater than \$50,000 must be released and managed through Council's e-tender portal.

All responses to a market approach received by Council must be:

1. uploaded to Council records management system;
2. evaluated in accordance with the pre-established evaluation criteria; and
3. evaluated according to methodology as per the Strategic Procurement Framework.

4.4.3 *Evaluation Criteria*

The evaluation criteria, weightings and the evaluation panel must be established prior to market engagement. The criteria must clearly set out the mandatory, commercial and non-mandatory evaluation criteria. Council is not obligated to consider submissions that do not meet the mandatory criteria.

The aim of the evaluation process is to select a tender and/or quotation that offers the 'best value for money' to Council while ensuring that all respondents are treated in a fair, equitable and impartial manner.

Council will ensure that the evaluation of tenders and quotations is undertaken on a systematic basis using evaluation criteria identified in the tender documentation.

Council can negotiate with a preferred respondent or bidder to achieve an acceptable outcome, provided it is reflective of the brief or scope advertised.

4.4.4 *Evaluation*

Where an evaluation panel is required, the panel must consist of a minimum of 3 council staff. The panel composition should reflect the scale, complexity and value of the procurement activity. Where the procurement is a tender, the evaluation panel must include a Council staff member from a department that is not responsible for the contract. All members of the evaluation panel must complete a 'Conflicts of Interest and Confidentiality Statement' in accordance with the Strategic Procurement Framework.

Where external technical expertise is required to assist with the evaluation, the expert is able to provide the evaluation panel with advice and input only as a non-voting panel member (Technical Advisor). Any Technical Advisor must sign a conflict of interest declaration and confidentiality agreement, prior to sighting any procurement response documentation.

Council may conduct a shortlisting process. Shortlisted respondents may be invited by the Council to submit a Best and Final Offer.



4.4.5 *Award*

An evaluation report is required at the completion of a procurement event (awarded or not) that explains the process undertaken and identifies the preferred respondent(s).

This report must be approved by the appropriate financial delegate and include:

- the scope of any procurement requirements;
- the internal and external stakeholders;
- the evaluation panel composition;
- declaration/disclosure of conflicts of interest of panel members;
- the procurement process undertaken (market approach);
- a summary of responses received;
- demonstrate diligence and completeness of evaluation against the evaluation criteria;
- assessment of commercial considerations;
- assessment of financial considerations, including budget impacts;
- commercial considerations including contract negotiations;
- any relevant transitional issues; and
- recommendation.

All respondents must have access to a debriefing at an appropriate point in the procurement process. Debriefings are the responsibility of the Council staff member leading and/or facilitating the procurement activity.

Council standard contract terms and conditions should be used wherever possible. Where standard terms and conditions are not suitable or possible, approval must be obtained from the appropriate financial delegate to proceed. The financial delegate should consider if legal advice is required.

All contract negotiations must be finalised prior to the acceptance of the works, goods or services being procured.

4.5 Procurement Governance

Impartiality must be maintained throughout the procurement process so it can withstand public scrutiny.

4.5.1 *Conflicts of Interest*

Conflicts of Interest are defined in sections 127, 128 and 129 of the Local Government Act 2020. All persons engaged in purchasing- including planning, market approach, evaluation of quotations or tenders and/or the management of contractors- must adhere to this policy and complete a Conflict of Interest and Confidentiality declaration in accordance with the Strategic Procurement Framework.



4.5.2 *Confidentiality*

Anyone involved in a procurement activity must maintain confidentiality of the Commercial in Confidence information. The commercial interests of existing and potential suppliers must be protected. Confidentiality of information provided by existing and prospective suppliers must be maintained at all times, particularly commercially sensitive material such as, but not limited to prices, discounts, rebates, profit, cost base, manufacturing and sensitive/proprietary product information.

4.5.3 *Probity*

Council's procurement activities are to be conducted with integrity and transparency and will:

- treat potential and existing suppliers with equality and fairness;
- use consistent and transparent processes;
- not seek or receive personal gain or advantage;
- maintain confidentiality of Commercial in Confidence information such as contract prices and other sensitive information;
- present the highest standards of professionalism and probity;
- deal with suppliers in an honest and impartial manner;
- provide all suppliers and prospective suppliers with the same information and equal opportunity;
- be able to account for all decisions and provide feedback on them so that all decisions are understood and can be subsequently justified;
- ensure their actions embody the principles of sound financial and risk management; and
- comply with all legal and policy requirements.

Council staff that are responsible for managing or supervising contracts are prohibited from performing any works under the contract they are supervising.

Consultants and contractors that are paid from Council's accounts payable system and not engaged through temporary labour hire or on payroll, are prohibited from undertaking procurement activity on behalf of Council.

Staff previously employed by Council are unable to be engaged as a Contractor for a minimum of 12 months after their last paid date, unless exempted by the CEO.

All staff must complete probity, procurement, contract management and system training prior to undertaking procurement activities, including contract management.

4.5.4 *Probity Advisor*

For tenders deemed to be of material significance or deemed to be of high risk, a Probity Advisor may be appointed by Strategic Procurement.



Where a requirement for Probity Advisor is nominated in the Procurement Plan, the Probity Advisor will be engaged prior to the commencement of the procurement process.

Where a requirement for Probity advice is nominated during the procurement process, the process will be put on hold and only recommence following the engagement and advice of the Probity Advisor.

4.5.5 *Probity Auditor*

Any procurement process may be nominated to be the subject of a Probity Audit by suitably qualified independent auditors at the discretion of the CEO or department Director.

The Probity Auditors will provide a full report to both the Director and Chief Executive Officer at the conclusion of the Audit, as appropriate.

4.6 Collaboration

In accordance with Section 108 (c) of the Act, the Council will give consideration to collaboration with other councils and public bodies or utilise Collaborative Procurement Arrangements when procuring goods, services and works to achieve such things as economies of scale, local, social and environmental outcomes and standardising the market approach. This is to be considered within the planning stages of the procurement activity. Collaboration opportunities may be identified by the Strategic Procurement team.

Collaborative procurement is the centralisation of the procurement of goods, services or works which are repetitive and common to multiple organisations, or that are highly complex and benefit from specialisation.

All procurement reports must include explanation if a collaboration activity was not undertaken.

4.7 Quadruple Bottom Line

Council is committed to environmental, local and social economic sustainability and will apply a mandatory minimum evaluation weighting of 10% to at least one of these criterion.

Council officers must consider how to apply the weighting to their purchase and are encouraged to apply as many of these considerations as possible.

Where appropriate, Council will target organisations to participate in selective quotation processes e.g. ensuring local, social, indigenous or green enterprises. Strategic Procurement will progressively develop these procurement channels for the organisation.



Council evaluation will give preference to:

- 4.7.1 purchase or use of recycled and environmentally preferable products;
- 4.7.2 goods with relevant ecolabels and certification.
- 4.7.3 purchase of goods, machinery or material manufactured in Australia and New Zealand;
- 4.7.4 purchases from social enterprises;
- 4.7.5 positive gender equality and diversity impacts;
- 4.7.6 indigenous suppliers; and
- 4.7.7 local suppliers.

For all procurement processes valued at less than \$50,000, Council purchasers are to endeavour to engage a local, social or indigenous supplier in the first instance.

4.8 [Contract Development, Execution and Management](#)

Contract periods for procurement activities of a long-term nature should generally be set at three years, with two further one-year extensions. Wherever possible, contract extensions defined in contracts must be set to occur at the sole discretion of Council.

Contracts must be managed in accordance with Council's OHS policies and procedures, the Council Contract Management Manual and this Policy.

All procurement contracts must have a Council staff member assigned as the contract manager.

All contract variations must be managed in Council's contract management system, against the original contract.

4.8.1 *Variations*

The financial delegations must be complied with when approving and executing a variation or amendment to a contract. Variations must not be deliberately split to avoid delegation approval. The Delegate must ensure that budget is available for the variation.

Variations to contracts are to be managed in Council's contract management system, following the appropriate internal processes.

Regular reporting on contract variation activity will be provided to the executive management team by Strategic Procurement.

Variations that change the scope of contract by $\geq 20\%$ may require a new contract to be established.



Activity	Action
The cumulative contract value (all variations + original contract sum) exceeds the original delegation approval authority	The next highest delegation authority must review the contract and approve the variation in order to proceed.
The cumulative contract value (all variations + contract sum) exceeds the threshold for the procurement process undertaken	The delegated authority must review and determine if the variation may proceed
The cumulative contract variations exceed 20% of the contract sum	Where the original contract value is <\$250,000, the department manager must review the variations in consultation with Strategic Procurement to determine if a scope change has occurred. Where the original contract value is >\$250,000, the Director must review the variations in consultation with Strategic Procurement to determine if a scope change has occurred.
The variation is unbudgeted	The delegated authority must determine if the variation may proceed; following appropriate internal consultation, including the CFO.

4.8.2 Panel Contracts

Council may use contracts established by other councils, government/public bodies, tender agents such as Procurement Australasia (PA) and Municipal Association of Victoria (MAV) and contracts established in-house. These are all collectively referred to as Panel Contracts.

When establishing a new panel contract, a procurement report is required, demonstrating value for money is achieved in the use of the panel and for how long the panel will be used.

Where Council has established access to a panel contract, staff must seek and obtain a minimum of three quotes within the panel and provide sufficient justification for the selection of the supplier – such as price and availability, within Council's finance system.



Where the panel consists of less than three suitable suppliers, a quote should be obtained from all suppliers on the panel. Sufficient justification for the selection of the supplier is required to be provided within Council's finance system.

4.9 Responsibilities

The Strategic Procurement team is responsible for oversight of procurement activity to ensure compliance with this Policy.

Staff undertaking purchasing must:

- 4.9.1 not authorise procurement activities in excess of their financial delegation;
- 4.9.2 not split or divide purchasing activity to avoid authorisation processes or financial delegation approvals;
- 4.9.3 not approve expenditure that relates to themselves (for example: training, professional development, etc). Expenditure of this nature must be referred to the next higher level of authority for approval;
- 4.9.4 ensure that any purchase orders are generated and approved at the point of commitment to purchase goods, services or building and construction – prior to invoice;
- 4.9.5 Expenditure must be recorded in a timely manner i.e. once the services or building and construction have been completed, or the goods have been received, the appropriate Council staff must ensure that the invoice is processed in a timely manner against the relevant purchase order in Council's Finance system; and
- 4.9.6 Ensure all records are stored appropriately in the relevant file in accordance with the Records Policy

All council staff are responsible for ensuring that they comply with this Policy.

4.10 Exemptions

A Director or CEO may grant exemptions to the procurement requirements, upon receipt of a completed Exemption Request, in the following circumstances:

- 4.10.1 there is only one available supplier in Australia, where specialist expertise is required, or where the goods or services can only be supplied by a particular supplier and no reasonable alternative or substitute goods or services exist;
- 4.10.2 engagement of Traditional Owners where the primary purpose of the procurement activity involves services or information relating to Aboriginal culturally sensitive issues, including land management considerations pursuant to the Aboriginal Heritage Act 2006 (Vic);
- 4.10.3 no responses from a market approach process are received from suppliers, or responses do not conform to the request documentation, or are deemed to be unsuitable;
- 4.10.4 the goods or services cannot be obtained in time under the required processes because they are urgently required ('urgent' applies to health, security or safety consequences or



critical incidents, unforeseen events or occurrences only);

- 4.10.5 software upgrades or licensing of proprietary IT software or products (i.e. where a change in supplier would necessitate the procurement of goods and services that do not meet current operability or changeability requirements) - provided a review of performance and suitability has been conducted by the IT department and is included with the exemption request;
- 4.10.6 a State Government purchasing contract, approved purchasing schemes, aggregated supplier or tender agent contracts, such as Procurement Australasia and Municipal Association Victoria. This includes Councils and public bodies, the Construction Supplier Register (CSR) and e-Services panel- provided that the market approach complies with The Act;
- 4.10.7 The procurement of goods or services from a particular supplier is specified as part of a government grant or similar arrangement;
- 4.10.8 Professional services unsuitable for tendering – e.g. legal services and insurances (excluding brokerage services); however, quotation engagement is still required; and
- 4.10.9 or other exceptional circumstances as determined by the Chief Executive Officer.

Exemption from the Procurement policy and procedure requirements only applies to the market approach process, and does not exempt the procurement activity from financial delegation, legal, commercial, risk management or approval processes.

A record of approved exemptions is to be maintained and regularly reported to the CEO.

4.11 Approval of Exemptions

To obtain an exemption, an Exemption Request must be submitted to the Strategic Procurement team in the appropriate format.

The Strategic Procurement team may seek further information from the person requesting the exemption.

Strategic Procurement must endorse the exemption prior to the appropriate delegate reviewing the exemption.

Where an exemption is sought, no commitment to a supplier may be made until the request is approved.

4.12 Record Keeping

All documents and records associated with the purchase of goods or services must be uploaded into Council document management system.

The appropriate detail of documentation should be commensurate with the scale, scope and risk of the procurement. Documentation should provide accurate and concise information on the following as a minimum:



- 4.12.1 the requirement for the procurement;
- 4.12.2 the process that was followed;
- 4.12.3 the market approach documents and any supplier responses to a market approach;
- 4.12.4 how value for money was considered and achieved;
- 4.12.5 reports containing relevant decisions and the basis of those decisions;
- 4.12.6 the contract;
- 4.12.7 all communications, including debriefings, with suppliers during the procurement activity;
and
- 4.12.8 all communication and decisions during the term of the contract.

Council must maintain appropriate documentation with the supplier, such as a written contract or purchase order.

5 Procurement Activity Thresholds

The following table sets out the minimum process(es) to be followed when making a purchase or entering into a contract. If a purchase is deemed as high risk, the goods or services are unknown or uncommon, or if a better procurement outcome can be achieved through a higher threshold process, it is recommended a higher threshold process be followed.

The purchase value must consider Whole of Life costs.

Value of Purchase (incl. GST)	Procurement Method Minimum requirement
\$0-\$10,000	Simple Quotation Process Minimum of 1 quote
\$10,001-\$50,000	Simple Written Quotation Process Minimum of 3 written quotes
\$50,001-tender threshold	Detailed written quote process Minimum of 3 detailed quotes conducted through the Council tender portal
>\$250,000 Goods and Services >\$500,000 ICT & Works	Public tender process

6 Delegation Limits

Council approves the delegations to the Chief Executive Officer (CEO). The CEO authorises delegations to Council officers, which are recorded in the delegation register, separate to this document.

The CEO has delegation of \$3,000,000.

Council maintains a framework of internal controls over procurement processes including regular internal audit review. Without exception, all transactions above \$2,000 must involve at least two council officers.



7 Definitions

For the purpose of this Policy:

Act	The <i>Local Government Act 2020</i> .
Best and Final Offer	A stage of a multi-stage procurement process where respondents submit their best and final offer. A Best and Final Offer can only occur once in a procurement process.
Collaborative Procurement	The procurement process involving other Councils or public bodies, conducted by or on behalf of Council.
Council	Means Knox City Council, whether constituted before or after the commencement of this Policy.
Community Group(s)	Means a legal entity who provide services, support or activities to the Knox community.
Goods and Services	The supply of equipment, consumables and like items, or the provision of services.
Director	A member of the Executive Management Team
ICT	Information and Communications Technology.
Indigenous Business	The Victorian Government defines an Indigenous business as a business that is “at least 50% owned by Aboriginal or Torres Strait Islands person(s), undertaking a commercial activity and the main business location is in Victoria.”
Individual(s)	Means a resident(s) of the Knox Municipality.
Local Business	A commercial business operating within the Knox municipality.
Market Approach	the process used to invite offers from suppliers, including a Request for Quotation, Expression of Interest, Request for Tender, Request for Information or similar process.
Probity	The integrity, completeness and honesty in the context of procurement process; ensuring transparency and accountability for the outcomes.
Probity Advisor	A suitably knowledgeable person or organisation that provides advice on probity considerations. The advisor may be an internal or external resource, depending on the skill and knowledge required.
Probity Auditor	A suitably qualified or experienced person or organisation that checks and confirms the procurement process has been managed in a transparent and fair manner. The auditor may be an internal or external resource, depending on the skill and knowledge required.
Procurement Plan	The written plan detailing the evaluation process, criteria, weightings and panel for the proposed procurement activity. A template is provided in the Strategic Procurement Framework.
Procurement Report	The written report detailing the consideration and evaluation of the procurement activity undertaken in accordance with the Procurement Plan and seeks approval of a panel recommendation. A template is provided in the Strategic Procurement Framework.
Respondent	An external individual, partnership or company submitting a response or quote for a Council procurement process.



Social Enterprise	The Victorian Government defines Social Enterprises as “businesses that trade to intentionally tackle social problems, improve communities, provide people access to employment and training, or help the environment. They derive most of their income from trade (not donations or grants) and use the majority of their profits (at least 50%) to contribute to their social mission.”
Strategic Procurement	The team/service area that coordinates the Councils strategic procurement activities and acts as an advisory body for procurement matters.
Strategic Procurement Framework	Strategic Procurement provides a Strategic Procurement Framework sits beneath the policy and provides guidance with processes and templates for procurement processes. Procurement activities must be undertaken in accordance with the value and risk-based requirements provided in the Strategic Procurement Framework.
Supplier	an external individual, partnership or company engaged to provide goods and services to Council.
Technical Advisor	Provides technical advice to the evaluation panel to consider as part of their evaluation. The technical advisor is non-voting.
Value for Money	a process for assessing the best outcome from a market approach activity that assesses the capabilities and competencies of each supplier against the price submitted by each supplier. It takes into account financial and non-financial factors including price, the total life cycle consideration, environmental, social and economic factors.
Works	Where the purchase relates to the construction of fixed assets and infrastructure, such as roads, gardens and
Whole of Life	the full cost of the goods or services purchased including but not limited to planning, development, implementation, ongoing management, maintenance, disposal, decommissioning and transition. The life cycle cost is the full cost across all of the years of a potential contract.

8 References

Community Plan 2021-2031 and Council Plan 2021-2025

- Strategy 5.3 – Ensure our processes are transparent and decisions are accountable

Relevant Legislation

- Local Government Act 2020
- Competition and Consumer Act 2010
- [Aboriginal Heritage Act 2006](#)
- Goods Act 1958

Charter of Human Rights

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

Related Council Policies

- Corporate Purchasing Card Policy
- [Child Safe Policy](#)
- Fraud Policy
- Gifts and Hospitality (Staff and Official Representatives of Council) Policy
- Protected Disclosure Policy



- Staff Travel Policy
- Funding Allocation Policy
- Staff Code of Conduct
- Disciplinary Policy
- Records Management Policy

Related Council Procedures

- Employment of Labour Hire Services Procedures
- Protected Disclosure Procedures
- Capital Works Program Authorisation Process

Other Documents

- Strategic Procurement Framework
- Authorisation Register
- Delegations Register
- Victorian Local Government Best Practice Procurement Guidelines
- Council Climate Response Plan 2021-2031

9 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.

6.8 Instrument of Delegation to Chief Executive Officer

SUMMARY: Acting Manager Governance, Andrew Dowling

A new Procurement Policy (2022) has been prepared for Council consideration separate to this report. A revised Instrument of Delegation has been prepared to align with that draft policy.

RECOMMENDATION

In the exercise of the power conferred by s 11(1)(b) of the Local Government Act 2020 (the Act), Knox City Council (Council) resolves that:

- 1. There be delegated to the person holding the position, or acting in or performing the duties, of Chief Executive Officer the powers, duties and functions set out in the attached Instrument of Delegation to the Chief Executive Officer (Attachment 1, subject to acceptance of tracked changes), subject to the conditions and limitations specified in that Instrument.**
- 2. The instrument comes into force immediately upon this resolution being made and is to be signed by the Council's Chief Executive Officer and the Mayor.**
- 3. On the coming into force of the instrument, the previous instrument of delegation to the Chief Executive Officer approved by Council on 26 July 2021 is revoked.**
- 4. Note the duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**

1. INTRODUCTION

Under the new draft Procurement Policy (considered separately by Council) financial delegations are proposed to be managed within formal Instruments of Delegation, rather than from within the Policy itself.

Consequently, a revised Instrument of Delegation for the Chief Executive Officer has been prepared for Council's consideration based on the framework proposed under the new draft Procurement Policy.

The Chief Executive Officer will be responsible for establishing financial delegations for the remainder of the organisation through the CEO instrument of sub-delegation.

2. DISCUSSION

The revised Instrument of Delegation to the Chief Executive Officer is based on the current instrument adopted by Council at its meeting on 26 July 2021.

Changes to the instrument are shown using tracked changes in Attachment 1 and are limited to:

- Amendments consequential to the adoption of the proposed Procurement Policy; and
- Removal of redundant references to "Special Committees".

It is noted that should Council make amendments to the proposed Procurement Policy, consequential amendments may be required to the proposed Instrument as part of Council's deliberations.

3. CONSULTATION

Extensive consultation was undertaken as part of the review of the Procurement Policy and consequently, consultation has not been specifically undertaken for the purposes of this revised Instrument of Delegation.

4. CLIMATE CHANGE CONSIDERATIONS

Implementation of the recommendation is considered to have no direct implications or has no direct impacts upon Council's Net Zero 2030 target, the Community Net Zero 2040, exposure to climate risks or climate change adaptation.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

Nil

6. FINANCIAL & ECONOMIC IMPLICATIONS

There are no financial or economic implications arising as a result of the revised Instrument of Delegation.

7. SOCIAL IMPLICATIONS

Nil

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Civic Engagement & Integrity

Strategy 5.3 - Ensure our processes are transparent and decisions are accountable.

9. CONFLICT OF INTEREST

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

10. CONFIDENTIALITY

There is no content in this report that meets the definition of confidential information from the Local Government Act 2020.

Report Prepared By: Acting Manager Governance, Andrew Dowling

Report Authorised By: Director, City Strategy and Integrity, Matt Kelleher

Attachments

1. Attachment 1 - s5 - Delegation from Council to CEO [6.8.1 - 4 pages]



Knox City Council

Instrument of Delegation

to

The Chief Executive Officer



Instrument of Delegation

In exercise of the power conferred by section 11(1) of the *Local Government Act 2020 (the Act)* and all other powers enabling it, the Knox City Council (**Council**) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on 27 June 2022.
2. the delegation
 - 2.1 comes into force immediately upon being signed by the Council's Acting Chief Executive Officer and the Mayor;
 - 2.2 is subject to any conditions and limitations set out in the Schedule;
 - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.4 remains in force until Council resolves to vary or revoke it.

Cr Susan Laukens - Mayor

Bruce Dobson – Chief Executive Officer

Date:



SCHEDULE

1. The power to
 - 1.1 determine any issue;
 - 1.2 take any action; or
 - 1.3 do any act or thing
 arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

CONDITIONS AND LIMITATIONS

The delegate must not determine the issue, take the action or do the act or thing:

1. if the issue, action, act or thing is an issue, action, act or thing which involves:
 - 1.1 Expenditure that is:
 - ~~1.1.1 a contract with a value exceeding \$1,000,000 (including GST) that is not a multi-year contract; or~~
 - ~~1.1.2 a multi-year contract with a value exceeding \$500,000 (including GST) per annum for each year of the contract, up to 5 consecutive years; or~~
 - ~~1.1.3 other expenditure exceeding \$1,000,000 (including GST).~~
 - 1.1.1 entering into a contract exceeding the value of \$3,000,000 (excluding GST);
 - 1.1.2 making any expenditure that exceeds \$3,000,000 excluding GST, unless it is expenditure made under a contract already entered into or is expenditure which Council is, by or under legislation, required to make in which case it must not exceed \$3,000,000)
 - 1.2 appointing an Acting Chief Executive Officer for a period exceeding 28 days;
 - 1.3 electing of a Mayor or Deputy Mayor;
 - 1.4 granting a reasonable request for leave under section 35 of the Act;
 - 1.5 making any decision in relation to employment, dismissal or removal of the Chief Executive Officer;
 - 1.6 making, amending or revoking a Local Law;
 - 1.7 approving or amending the Council Plan;
 - 1.8 adopting or amending any Policy that Council is required to adopt under the Act;
 - 1.9 adopting or amending the Governance Rules;
 - 1.10 appointing the chair or the members to a delegated committee;
 - 1.11 approving the Budget or Revised Budget;
 - 1.12 approving the borrowing of money;



- 1.13 subject to s181H(1)(b) of the Local Government Act 1989, declaring general rates, municipal charges, service rates and charges and specified rates and charges;
- 1.14 appointing Councillor or community delegates or representatives to external organisations;
- 1.15 the entering into of any contract for the sale, purchase or exchange of land, with or without consideration;
- 1.16 the disposal of any land for any unpaid rates or charges;
- 1.17 the exercise of the powers in relation to beneficial enterprises under Section 110(1) and 110(2) of the Local Government Act 2020;
- 1.18 the establishment of any regional Corporation of which Council is intending to become a member;
- 1.19 the waiving of a single debt above the value of \$10,000;
- 1.20 the imposition, reduction, alteration or waiver of any fee or charge, including interest which the Council may lawfully impose, above the value of \$5,000; or
- 2. If the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution at a Council Meeting;
- 3. If any issue, action, act or thing is an issue, action, act or thing which Council has previously designated as an issue, action, act or thing which must be subject to the Resolution of Council at a Council Meeting, ~~Special Committee Meeting~~ or a delegated Committee Meeting;
- 4. If the determining of the issue, the taking of the action or doing of the act or thing, would or would be likely to involve a decision which is inconsistent with a
 - 4.1 policy; or
 - 4.2 strategy
 adopted by Council;
- 5. if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of s 11(2)(a)-(n) (inclusive) of the Act or otherwise; or
- 6. the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff.

6.9 Climate Response Plan Annual Report

SUMMARY: Manager City Futures, Shiranthi Widan

Council Resolved at its September 2021 meeting to receive an annual report by 30 June each year that presents Council's progress in monitoring and implementing the Climate Response Plan (CRP) actions.

It is recommended that Council note the circumstances which have delayed the requested report for the 2021/22 period and the new timeline for presentation.

RECOMMENDATION

That Council resolve to note that the Climate Response Plan (CRP) Annual Report for 2021/22 regarding Council's progress in monitoring and implementing the CRP actions will be presented to Council no later than July 2022.

1. INTRODUCTION

At its meeting of 27 September 2021 Council considered an officers' report regarding the Climate Response Plan (2021-2031).

At that meeting, Council adopted the CRP and resolved to:

"Receive an annual report by 30 June each year that presents Council's progress in monitoring and implementing the CRP actions."

2. DISCUSSION

At the time of the September 2021 Council meeting, it was anticipated that officers would have sufficient time to finalise the CRP Annual Report within the specified timeline.

However in preparing the inaugural Annual Report, it was identified that timeframes for internal progress reporting on the CRP implementation actions for the end of the 2021/22 financial year would require a report to be presented in the first instance to Councillors via an Issue Briefing in June 2022 for Councillor feedback. Officers have scheduled a report for Council's endorsement of the inaugural CRP Annual Report for the Ordinary Meeting of Council in July 2022 to allow feedback on the format of the Annual Report to be incorporated.

3. CONSULTATION

Nil

4. CLIMATE CHANGE CONSIDERATIONS

The CRP Annual Report will provide a status update on the implementation of the Knox Climate Response Plan 2021 – 2031, of which all actions aim to positively impact on Council's net zero 2030 target, the community net zero 2040 target, Council's exposure to climate risks and create opportunities for climate change adaptation.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

The CRP provides the pathway for a net zero emissions Knox City Council by 2030 and actions to help our community reach net zero emissions by 2040. This pathway includes actions which focus on natural environments; transportation; buildings and infrastructure; and renewable energy.

6. FINANCIAL & ECONOMIC IMPLICATIONS

Nil

7. SOCIAL IMPLICATIONS

The CRP identifies many issues that have a direct impact on the community's health and resilience. Climate actions are primarily designed to reduce greenhouse gas emissions and climate risks, but they often bring other benefits to the public (e.g., health, air quality, employment, equity). The action plan of the CRP has been designed with this in mind, and the plan aims to achieve the fair and equitable distribution of benefits.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Natural Environment & Sustainability

Strategy 3.2 - Prepare for, mitigate, and adapt to the effects of climate change.

9. CONFLICT OF INTEREST

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

10. CONFIDENTIALITY

There is no content in this report that meets the definition of confidential information from the Local Government Act 2020.

Report Prepared By: Manager City Futures, Shiranthi Widan
Report Authorised By: Director, City Strategy and Integrity, Matt Kelleher

Attachments

Nil

7 Public Question Time

8 Infrastructure Officers' Reports for consideration

8.1 Asset Management Plan

SUMMARY: Manager – Sustainable Infrastructure, Matthew Hanrahan

The Asset Plan is one of Council's corporate Strategic Planning documents which shows how we plan to use assets to deliver services articulated in the Council's Community and Council Plan. Knox City Council's Asset Plan is targeted at helping our community understand the assets we use to provide services and our approach to managing the assets. The Asset Plan is a new requirement Local Government resulting from reforms Local Government Act 2020. As required by the Act, this 10-year plan articulates Council's investment in infrastructure assets. The Asset Plan has just completed a two-week community engagement period.

RECOMMENDATION

That Council adopt the Asset Plan 2022-2032 (Attachment 1) in accordance with section 92 of the Local Government Act 2020.

1. INTRODUCTION

The Draft Knox Asset Plan has been developed to guide and demonstrate Knox City Council's responsible and sustainable management of its infrastructure assets. A requirement of the Local Government Act 2020, the document identifies the level of asset funding provided to meet the future service needs of the community.

Section 92 of the Local Government Act 2020 requires Councils to develop, adopt and keep in force an Asset Plan in accordance with its deliberative engagement processes. The Act identifies that the Asset Plan must include the following:

- Include information about maintenance, renewal, acquisition, expansion, upgrade, disposal, and decommissioning in relation to each class of infrastructure asset under the control of the Council and any other matters prescribed by the regulations;
- Be developed, adopted and kept in force in accordance with the Council's deliberative engagement practices; and
- Councils are expected to complete their Asset Plans by 30 June 2022 although deliberative engagement is not required for the first iteration of the Asset Plan.

The delivery of an Asset Plan falls as a key Governance and Management requirement under Schedule 1—Annual report—Governance and management checklist in report of operations of the Local Government (Planning and Reporting) regulations 2020.

This checklist will continue to be published on the Know Your Council website and in the Council's Annual Report and will remain as the key instrument to display transparency and accountability to reassure the public that their assets are being responsibly managed.

The Act identifies that the scope of an Asset Plan must extend across a period of at least 10 financial years and be reviewed following the Local Government election cycle.

2. DISCUSSION

Background

The Act identifies some of the key components of an Asset Plan such as information about maintenance, renewal, acquisition (i.e. new, expansion, upgrade) and disposal (e.g. decommissioning) in relation to each class of infrastructure asset under the control of the Council.

According to guidance on Asset Plans, as provided by Local Government Victoria, “The Asset Plan is a document that communicates the importance and magnitude of the infrastructure assets for which Council is the custodian. This will result in more informed community engagement and a mutual understanding of the best use of council assets in the interest of the community.”

In preparing the Asset Plan, Council officers have used Council’s Corporate Planning processes to inform the development of the plan itself, noting that the Asset Expenditure profiles as provided in the report align with Council’s 10-year Long Term Financial Plan presented as part of the budget adoption process.

Community Engagement

In liaising with Council’s Strategy and Business Planning team, the Asset Strategy team sought guidance as to what level of engagement on the Asset Plan can reasonably meet the requirements under the Act, acknowledging for the need for a process which adheres with Council adopted Community Engagement policy.

The conversations acknowledged that the current timeline requiring adoption of an Asset Plan by 30 June 2022 makes it difficult for a new and specific community engagement process on the Asset Plan to be enacted to inform the first iteration of the plan. The team indicated that the scale and deliberative nature of engagement on the Community and Council Plan remains current and represents a strong basis for ensuring that Council’s engagement obligations have been met. Based on this they have provided a summary of key engagement processes from the development of Community and Council Plan and relevant to Council assets to support this position.

The ability of Council to engage more directly on Asset specific issues will be addressed through the second iteration of the Asset Plan, noting the need to continually maintain financial content contained in Council’s Asset Plan on an annual basis, aligning with Council’s annual budgeting process.

To validate its approach to consultation on its Asset Plan with the community, the Asset Strategy team sought detail of engagement approaches from comparable Councils within South-East Melbourne. The results indicate a mix of approaches, noting that some councils have taken a very specific engagement process on the development of their Asset Plan, utilising either community panels or targeted engagement portals, with varying degrees of success while others are relying on broader consultation processes used as part of the development of their Community and Council Plans.

Through discussion, many acknowledged the desire to enhance their engagement processes when producing future iterations of Asset Plans. Section 3 below provides a summary of Council’s own community engagement in developing the Knox Community and Council Plan.

Regardless of timeframe complicating direct engagement on this initial drafted iteration, the plan was released for public comment for a period of two weeks on Knox ‘Have Your Say’ portal, as well as Facebook, both of which had appreciable engagement.

Asset Investment

It is acknowledged that the recent budget processes have played a significant role in framing Council's 10-year asset investment plan, noting that the recent review of Council's financial position has resulted in an adjustment to both the short and medium term investment outlook in Council assets. At a practical level, this results in broadly maintaining previous levels of Asset Renewal investment, noting this investment in Asset Renewal sits as a priority within Council's Funding Policy. Council's financial position and the current backlog of capital works projects has resulted in a partial reduction in asset investment across discretionary programs (both new and upgrade and Major Projects programs) to align with Council's Long Term Financial Plan position.

The Asset Plan presents a 10-year investment outlook across key asset groupings broken down by key asset categories to align with Council's financial reporting obligations. The key asset categories include:

- Roads and car parks
- Facilities
- Pathways
- Open Space
- Stormwater
- Structures

The Knox Asset Plan

The document (Attachment 1) is being prepared as a public facing document and is intended to be presented in language suitable for public consumption.

3. CONSULTATION

Integrated Strategic Planning and Reporting Framework

Knox's integrated strategic planning and reporting framework illustrates the medium and long term plans that guide and manage our city. The Asset Plan 2022-2032 plays a key part in this framework.

The **Knox Community Plan 2021-2031** incorporates a Community Vision statement and describes our community's aspirations for the future. It sets out Key Directions which articulate what we, as a collective, need to focus on to achieve our vision.

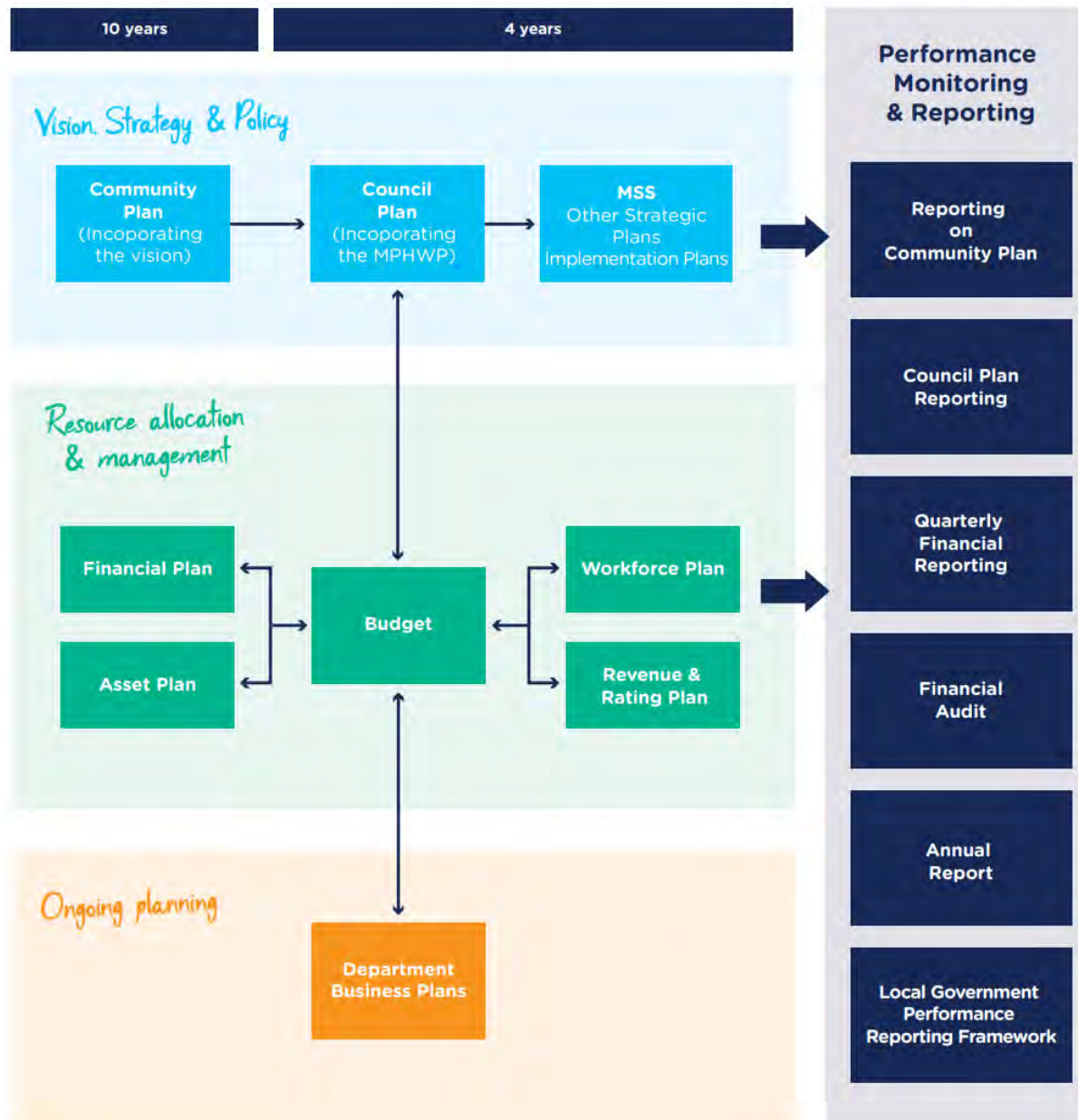
"Knox: where we connect with our people and our environment, ensuring they are safe, supported and have every opportunity to thrive"

Knox's **Council Plan 2021-2025** is our key strategic document. It describes how we're going to contribute to the achievement of the Community Vision and shows how we're going to measure our success. It also demonstrates our commitment to the health and wellbeing of our community by incorporating Knox's Municipal Public Health & Wellbeing Plan (MPHWP).

The **Asset Plan 2022-2032** (this document) outlines how we will responsibly maintain and manage our assets in a cost-effective way. It will ensure we deliver our Council Plan initiatives, the services we provide to the community, and ultimately help achieve our Community Vision.

There are a number of other plans that also guide our work and support the achievement of our Community Vision. They include plans about how we’re going to manage our financial resources (the Financial Plan, Budget and Revenue and Rating Plan) and how we can make sure we have the right staff to deliver our services and initiatives (the Workforce Plan).

The diagram below shows how our plans fit together, and how we track our progress against them, ensuring we remain open, transparent and accountable.



Community engagement

During 2020-21 Council undertook a large research and engagement project to shape the future of Knox and inform the development of its new plans.

The engagement activities were multi-layered to ensure broad, as well as in-depth, community input. Contributions from each step informed the next activity. The initial engagement was focused more on the community’s aspirations and vision, with later stages looking at priorities and Council’s role.

Almost 4,500 community members and organisations, businesses, stakeholders, partners and Council's Advisory Committees took part in forums, workshops, focus groups and surveys to:

- gain an understanding of the community's aspirations for the future of Knox;
- test the data gathered through research;
- gain feedback on the goals in the current plan; and
- identify priority areas for the community and Council.

Based on the information gathered through the engagement, five Key Directions were established to provide the framework for our plans and guide the work of Council.



Opportunity and Innovation - Knox strives to be a city of opportunity, embracing innovation and change, and providing local learning and employment opportunities. It's a place where people and business can thrive.



Neighbourhoods, Housing and Innovation - Building on what's great about our city, Knox's housing and infrastructure will meet the changing needs of our community.



Natural Environment and Sustainability - Knox's natural environment is protected and enhanced to ensure sustainability for future generations.



Connection, Resilience and Wellbeing - Knox is a place to call home. Our community is strong, healthy and we support and respect each other.



Civic Engagement and Integrity - Knox Council is a trusted and respected leader in our community, acting appropriately and ensuring all voices are heard.

In addition to the community engagement activities undertaken above, in early 2022, we asked our community to share their thoughts on the services and assets they think Council should prioritise. This information will help Council make important decisions about finances and assets, balance current and future community need, and ensure we achieve our Community Vision by delivering on our plans.

At an operational level, the Asset Strategy and Capital Works team have consulted widely across internal stakeholders involved in the lifecycle management of each Asset Class.

Asset Plan Engagement

The Asset Plan was uploaded to the Have Your Say website portal for a two-week period, through which the community sought clarity on key elements of the asset plan and provided feedback on both the general contents and projected asset investment profile across the ten-year horizon.

Council received a total of 35 responses on the *HaveYourSay* portal, with additional engagement received on Facebook. The common themes from the responses across all questions were:

- The importance of protecting indigenous vegetation and wildlife, planting local fauna and continuing to combat invasive plants and foliage.
- The importance of environmental design principles within building design. Specifically focusing on maximising natural canopy cover, green corridors, street trees as well as the preservation of open spaces, bushlands, and wetlands.
- The importance of public open spaces and their value into the future with an increasing urban development. More cleverly integrating infrastructure with its natural context to minimise visual impact.
- The needs for the environment, and the prevention of climate change, to be a primary consideration within design and construction.
- A necessity for a stronger focus on universal access within asset design for a more inclusive and equitable community which goes beyond disabled access compliance.
- The importance of environmentally friendly construction through an increased utilisation of recycled materials and repurposing disposed assets.
- The significance of 'Water Sensitive Urban Design' principles within stormwater management, decreasing runoff and simultaneously reducing the toll on the stormwater network.
- Greater transparency around Council's funding criteria and allocation, in regard to renewal, maintenance, capital funding.
- Continued understanding of the value that Council's Bicycle and Shared Pathway network provides to the community. Continued improvement of Knox's Strategic Cycling Corridors (SCC) will deliver safer, more direct cycling into and across Melbourne and Victoria.
- Required investigation of car parking issues at select region in Knox.

Minor changes have been made throughout the Asset Plan to reflect the relevant feedback received during the public engagement process.

4. CLIMATE CHANGE CONSIDERATIONS

The subject of this report has been considered in the context of climate change and its relevance to the Knox Climate Response Plan 2021 – 2031.

The need for investment in Council assets will be an ongoing component of service provision. Council's investment in its Capital Works programs can have direct impacts on achieving objectives outlined in the Climate Response Plan. Delivering outcomes, a range of programs can both directly align with climate response plan objectives (tree planting, stormwater management, sustainability initiatives, facilities enhancement) and potentially misalign with Council's climate aspirations (road surfacing, footpath and shared path construction). When delivering across all programs, Council officers are actively seeking to ensure circular economy principles through re-use of products, procurement of recycled materials and products and sustainable disposal techniques where possible.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

Issues regarding the environment and amenity have featured throughout the engagement and have been identified as priorities through the proposed strategies and initiatives in the new Community and Council Plans.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The development of the Asset Plan has been built into Knox's budget and aligns with Council's Financial Plan. Due to the high workload within the team and resources being limited, the development of the Asset Plan was completed externally. The contract authoring of the Knox Asset Plan was awarded to ANA infrastructure for a lump sum of \$7,740 excluding GST.

Council's Long Term Financial Plan frames both operational and Capital investment on behalf of the community. The 10-year horizon of the Long-Term Financial Plan aligns with that of the draft Asset Plan and has been framed by the recent budget setting process in preparing the draft 2022/23 Budget.

7. SOCIAL IMPLICATIONS

The new Asset Plan will complement and seek to enable through effective asset management to address many of the social issues that are currently impacting the Knox community, including the COVID-19 pandemic, and ensuring our community is healthy, resilient and connected, now and in the future.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Neighbourhoods, Housing & Infrastructure

Strategy 2.2 – Create, enhance and maintain places and spaces for people to live, work, play and connect.

Strategy 2.3 – Provide, maintain and advocate for accessible and sustainable ways to move around Knox.

Civic Engagement & Integrity

Strategy 5.3 - Ensure our processes are transparent and decisions are accountable.

9. CONFLICT OF INTEREST

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

10. CONFIDENTIALITY

There is no content in this report that meets the definition of confidential information from the Local Government Act 2020.

Report Prepared By: Manager, Sustainable Infrastructure, Matt Hanrahan

Report Authorised By: Director, Infrastructure, Grant Thorne

Attachments

- 1. Asset Plan 2022 - DRAFT Updated Version (D 22-102587) [8.1.1 - 39 pages]



Knox City Council



**ASSET PLAN
2022-2032**

DRAFT¹

Asset Plan 2022 - 2032

Document Control

Prepared by	ANA Infrastructure Pty Limited
Council Business Unit	Sustainable Infrastructure
Responsible Officer	Manager, Sustainable Infrastructure
Approval Authority	Executive Management Team
Date Approved	

This Asset Plan will be owned and managed by:

Knox City Council
511 Burwood Highway
Wantirna South
Melbourne Victoria 3152

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ACKNOWLEDGEMENT OF TRADITIONAL LAND OWNERS

Knox City Council acknowledges the Wurundjeri Woi-wurrung people and Bunurong people of the Kulin Nation as Traditional Custodians of the land. The Knox Aboriginal and Torres Strait Islander Community come from a variety of different Nations within Australia and Torres Strait, including the Traditional Custodians and Stolen Generation. As such we pay respect to all Aboriginal and Torres Strait Islander Elders, past and present, who have resided in the area and have been an integral part of the region's history.

Located at the foot of the Dandenong Ranges, Knox has many places of historic significance to the Kulin nation. Important cultural and historical sites within Knox hold both the traditional knowledge of the First Nations People and the traumatic stories of colonisation.

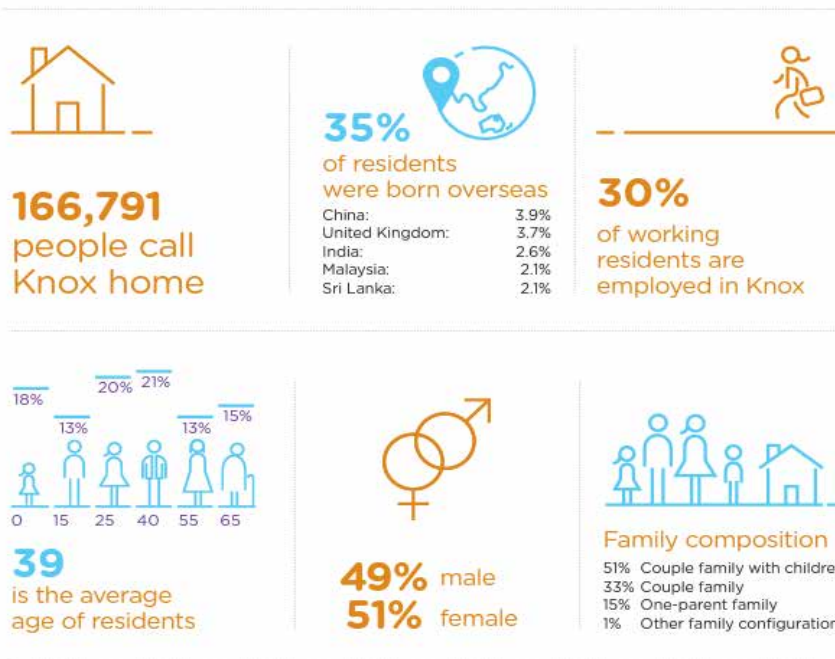
The journey ahead for Knox involves the land, the traditional custodians, the local Indigenous community, the wider community and the Council itself. Walking together and listening together to create a culturally safe and culturally rich community for all.



1 INTRODUCTION

1.1 Our City

Located approximately 25 kilometres from Melbourne’s central business district, the Knox municipality is a major hub of cultural, commercial, business and innovative activity in the eastern suburbs of Melbourne. It is a diverse municipality with residents from 130 different countries who speak 54 languages. The city of Knox has an estimated resident population of 166,791(as at 30 June 2021) and covers an area of 113.84 square kilometres. The area boasts a green, leafy image extending to the foothills of the picturesque Dandenong Ranges, Knox consists of the following suburbs Bayswater, Boronia, Ferntree Gully, Knoxfield, Lysterfield, Rowville, Scoresby, The Basin, Upper Ferntree Gully, Wantirna and Wantirna South.



Source: 2016 Census & I.d. Estimated Residential population

1.2 Our Assets

We manage approximately **\$1.237 billion** of infrastructure assets (*excludes land value*) on behalf of our community. These assets, which range from significant structures such as roads, bridges and buildings, through to park furniture and play equipment are fundamental to supporting services for the community. It is important that we care for this infrastructure appropriately to make sure that it is safe and functional.

This Asset Plan specifically covers our infrastructure assets, the majority of which falls into major asset classes, being:

- Facilities (buildings).
- Open Space (parks, reserves and playgrounds).
- Pathways (footpaths and shared Paths).
- Roads and Carparks.
- Stormwater (drainage network).
- Structures (Bridges, major culverts, and other infrastructure).

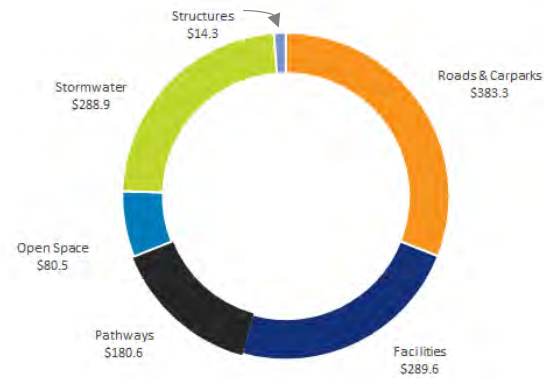


Figure 1 - Summary of Council Infrastructure Assets (\$1,237 millions)

1.3 What is Asset Management and why is it important?

Asset management represents our strategic approach which allows Council to most effectively and efficiently manage its assets across their life cycle, while meeting the service needs of the community. This requires balancing risk, cost, and performance criteria. Effective asset management answers the following fundamental questions:

- What assets does the community need now and in the future?
- How can we best manage our assets to serve the community?

Infrastructure enables the provision of services to the community over its life. The choices we make today can impact the quality of life for future generations. Sound asset management provides us with the ability to understand the immediate, medium, and long-term impacts of our asset lifecycle decisions and provide solutions on how to mitigate risk. The benefits of sound asset management include:

- Improved cost efficiency by looking at the costs of assets over their entire lifecycle.
- Being able to target critical assets to ensure performance is maintained and risks are managed.
- Aligning levels of service for assets to meet community needs.
- Making sure infrastructure assets are appropriately funded for the long term.

Over the next 10 years we are planning to budget a total of approximately **\$698.3 million** to renew, improve, and care for our infrastructure. Given this sizeable investment and the importance of these assets to achieving community outcomes, it is vital that we are good asset managers.

1.4 What is an Asset Plan

The Asset Plan outlines how we will acquire, build, look after, and use infrastructure assets over the next 10 years and beyond to ensure they meet our community's needs now and into the future. It is a new requirement under the Local Government Act 2020, and is an integral part of strategic planning to ensure we achieve our community vision.

The outcomes from the Asset Plan will demonstrate:

- Improved understanding of Council's capability to achieve Vision.
- Council as a trusted and responsible steward of its assets.
- How Council can meet current and future service needs of the community.
- The funding required to support management of our assets.



1.5 Scope of the Asset Plan

This Asset Plan covers each class of infrastructure assets council owns and manages, which represents the majority of our assets we use to support community services. Our infrastructure asset classes include:

Asset Class	Description	Quantity	Replacement Cost
Facilities	Buildings and associated assets supporting Council services such as civic facilities, community halls, sporting pavilions, public toilets, pre-schools, youth and aged care facilities, etc.	<u>Council owned Buildings:</u> •244 <u>Council maintained Buildings:</u> •249	\$289.6M
Pathways	All Footpaths and Shared Paths (pedestrian/cycling) to support accessibility and safe access for the community.	<u>Footpaths:</u> •1,241.49 km <u>Shared paths</u> •102.4 km	\$180.6M
Open Space	Open space assets allow us to enjoy many outdoor aspects of our community. This includes parks and reserves, playgrounds, sporting fields and sites of biological significance.	<u>Playgrounds</u> •289 <u>Sports courts</u> •141 <u>Sports fields</u> •65 <u>Areas of Biological Significance</u> •30.4 km ²	\$80.5M
Roads and Carparks	Our local roads and car parks enable movement of people, goods and services safely and efficiently within the Knox community.	<u>Roads</u> •724.7 km <u>Kerb and Channel</u> •1,318.6 km <u>Carparks</u> •244	\$383.3M
Stormwater	Stormwater assets help to manage piped and overland flow of water during rainfall events and includes drainage pits and pipes, water sensitive assets such as rain gardens and wetlands and pollutant traps to keep our waterways clean.	<u>Pipes</u> •1,176.6 km <u>Pits</u> •38,625	\$288.9M
Structures	Bridges and major culverts assist us in promoting connectivity across Knox for vehicles, cyclists and pedestrians.	<u>Pedestrian Bridges</u> •46 <u>Vehicle Bridges</u> •7 <u>Culverts</u> •38	\$14.3M
Total Value			\$1237.30M

Table 1 – Summary of Knox City Infrastructure Assets

2 Strategic Context

We are committed to planning for the future of Knox in a sustainable way. We do this by working with our community to understand their needs and aspirations identified in our Community Plan 2021-2031, delivering the initiatives set out in our Council Plan 2021-2025, and ensuring we have the right resources to do so (our Financial Plan, Asset Plan and Workforce Plan).

2.1 Integrated Strategic Planning and Reporting Framework

Knox's integrated strategic planning and reporting framework illustrates the medium and long term plans that guide and manage our city. The Asset Plan 2022-2032 plays a key part in this framework.

The ***Knox Community Plan 2021-2031*** incorporates a Community Vision statement and describes our community's aspirations for the future. It sets out Key Directions which articulate what we, as a collective, need to focus on to achieve our vision.

"Knox: where we connect with our people and our environment, ensuring they are safe, supported and have every opportunity to thrive"

Knox's ***Council Plan 2021-2025*** is our key strategic document. It describes how we're going to contribute to the achievement of the Community Vision and shows how we're going to measure our success. It also demonstrates our commitment to the health and wellbeing of our community by incorporating Knox's Municipal Public Health & Wellbeing Plan (MPHWP).

The ***Asset Plan 2022-2032*** (this document) outlines how we will responsibly maintain and manage our assets in a cost-effective way. It will ensure we deliver our Council Plan initiatives, the services we provide to the community, and ultimately help achieve our Community Vision.

There are a number of other plans that also guide our work and support the achievement of our Community Vision. They include plans about how we're going to manage our financial resources (the Financial Plan, Budget and Revenue and Rating Plan) and how we can make sure we have the right staff to deliver our services and initiatives (the Workforce Plan).

Figure 5 on the following page shows how our plans fit together, and how we track our progress against them, ensuring we remain open, transparent and accountable.

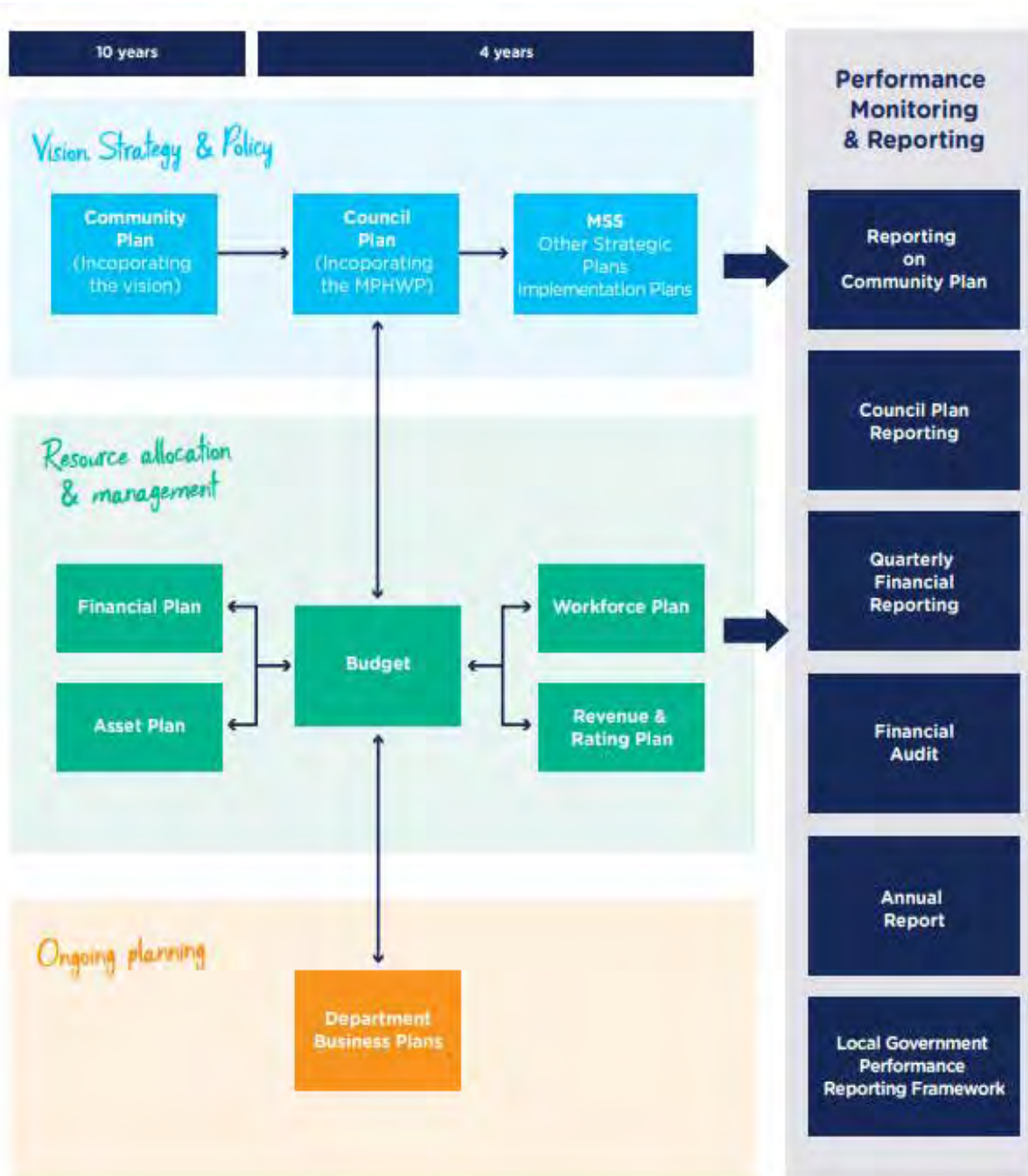


Figure 2 - Integrated Strategic Planning and Reporting Framework

2.2 How the Community Helps Inform our Decisions and Actions

Many people use and rely on our assets in their daily activities. These include people and groups who may not use our assets directly but have shared interests in how we manage them.

Our community plays an important role in helping us to determine the 'what, when, where, and how' of our assets and their sustainable asset management.

2.3 Community Engagement

During 2020-21 Council undertook a large research and engagement project to shape the future of Knox and inform the development of its new plan.

The engagement activities were multi-layered to ensure broad, as well as in-depth, community input. Contributions from each step informed the next activity. The initial engagement was focused more on the community's aspirations and vision, with later stages looking at priorities and Council's role.

Almost 4,500 community members and organisations, businesses, stakeholders, partners and members of Council's Advisory Committees took part in various engagement activities to:

- Gain and understanding on the community's aspirations for the future of Knox.
- Gain feedback on the goals in the current plan.
- Identify priority areas for the community and Council.
- Test the data gathered through research.

Based on the information gathered through the engagement, five Key Directions were established to provide the framework for our plans and guide the future direction of Council.

Through effective management of our assets, Council will work together, focusing on these Key Directions over the next 10 years to achieve our visions:



Opportunity and Innovation - Knox strives to be a city of opportunity, embracing innovation and change, and providing local learning and employment opportunities. It's a place where people and business can thrive.



Neighbourhoods, Housing and Innovation - Building on what's great about our city, Knox's housing and infrastructure will meet the changing needs of our community.



Natural Environment and Sustainability - Knox's natural environment is protected and enhanced to ensure sustainability for future generations.



Connection, Resilience and Wellbeing - Knox is a place to call home. Our community is strong, healthy and we support and respect each other.



Civic Engagement and Integrity - Knox Council is a trusted and respected leader in our community, acting appropriately and ensuring all voices are heard.

3 MANAGING OUR ASSETS

The long-term costs of owning and operating infrastructure assets represents a considerable financial challenge and requires us to take a whole of life approach to managing our infrastructure. We prioritise achieving the best outcomes for our community while promoting resilience and economic, social, and environmental sustainability.

3.1 Lifecycle Management

Our approach to asset management is centred on asset life-cycle management decision making processes that are used to manage our infrastructure.

Through careful and efficient lifecycle management, our goal is to meet our agreed levels of service in the most cost-effective manner over the life of assets.

The management strategies we follow in each asset lifecycle phase are (refer Figure below):

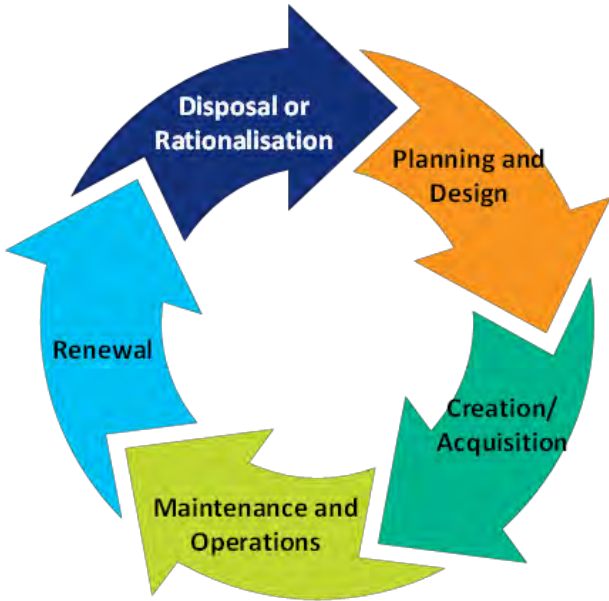


Figure 3 - Asset Lifecycle

Planning and Design

- Asset planning and analysis to meet long term service needs.
- Asset design balances affordability, equity, and environmental performance.
- Whole of life cost considerations

Creation/ Acquisition

- Before building or acquiring new assets non-asset service delivery solutions such as leasing, strategic partnerships, etc. are considered.
- Assets are constructed according to planning and design documentation.
- Efficient procurement strategies are utilised.
- Asset performance standards are met when Council assets are delivered by Knox or others.

Maintenance and Operations

- Systems and processes record information about assets.
- Cyclic condition assessments are undertaken.
- Assets are operated and maintained to reduce risk/failure.
- Assets are available to meet community needs
- Optimisation of works and intervention to minimise ongoing costs.

Renewal

- Optimisation of asset renewal to minimise cost and risk
- Maximise the use of our assets through reuse or co-location of services, where possible.

Disposal or Rationalisation

- Where assets do not directly support service objectives they are considered for decommissioning, disposal or rationalisation to reduce lifecycle costs and financial burden.

3.2 Lifecycle Costs

Life cycle costs are essentially how much money we will need to spend on an asset over the course of its useful life. This includes costs from the time an asset is acquired or built, while it is in use (e.g. maintenance) through to the time it is either replaced or disposed of.

The true cost to deliver, use, and maintain assets (including future costs) needs to be forecast over the long term so that we can budget appropriately.

There are a number of ways we determine when and how much we need to allocate to fund the lifecycle costs of our assets.

Operational	Operational or recurrent costs (i.e., asset maintenance and care) are determined according to our levels of service and the required frequency of operational activities (e.g., mowing, street sweeping, etc).
Renewal	Renewal costs are determined using our analysis/modelling tools that predict when an asset needs to be replaced based on its current condition and our understanding of how assets age and deteriorate over time.
Growth	The priority and amount we need to allocate to grow/expand our asset base are guided by our various strategies, plans and community expectations. The selection of discretionary projects such as these must pass through our investment evaluation processes before they are selected for inclusion on our capital works program.

Table 2 - Asset Lifecycle Cost Determination



3.2 Our Asset Management Framework

The key elements of Council’s *Asset Management Framework* are:

Asset Management Policy

This policy provides Council with a framework to administer and manage the asset network to ensure responsible and sustainable decisions are made now and into the future. The current policy is due for renewal and will be undertaken following adoption of the Asset Plan by Council.

Asset Plan

The Asset Plan outlines how we will acquire, build, look after, and use infrastructure assets over the next 10 years and beyond to ensure they meet our community’s needs now and into the future.

It is a new requirement under the Local Government Act 2020, and is an integral part of strategic planning to ensure we achieve our community vision. The Asset Plan aligns with Council’s Financial Plan and responds to the Community Plan.

Strategic Asset Management Plan

Outlines the need for a strategic approach to asset management across asset categories and aims to guide Council in:

- Supporting the implementation of Council’s Asset Management Policy.
- Supporting the integration of service planning and asset management.
 - Aligning with external guidelines

Asset Management Plans

Our Asset Management Plans provide information on how we intend to manage each of our asset classes to meet the demands of our community in the future. They provide the roadmap for achieving value from our assets by optimising cost, risk, and performance across the lifecycle of an asset. Council has developed and continually updates the suite of Asset Management Plans below.

MAJOR:

- Footpath & Shared Path AMP
- Road AMP
- Building AMP
- Stormwater AMP
- Open Space AMP

MINOR

- Bridge & Culvert AMP
- Carpark AMP
- Playground AMP
- Street Tree AMP

It’s also to be acknowledged that there exists a wider cluster of supporting assets across Knox that are not formally valued and financially accounted for that assist in provide service amenity to the wider Knox community



3.3 Our Asset Management Principles

We are committed to making all asset decisions in accordance with our asset management principles articulated in our Asset Management Policy. The policy, most recently updated in 2019, is shortly to be reviewed and for the purposes of this document we have reviewed the principles in the existing policy to strategically frame our Asset Management Principles.

These principles are:

- 1 **Strategic Planning for Assets** – Council will invest in its asset knowledge and strategically plan for future asset needs across the municipality
- 2 **Asset Stewardship** - Council will be a responsible steward of assets across their service life.
- 3 **Financial Responsibility** - Council will adhere to relevant financial standards and guidelines when accounting for its assets and will plan for asset investment needs when budgeting.
- 4 **Community Engagement** - Council will engage with the community to define service expectations and manage its asset base to best respond to community needs
- 5 **Resource and Funding Allocation** - Council will appropriately resource asset needs across their life and prioritise expenditure in line with its financial plan and funding policy
- 6 **Risk Management** - Council will manage its asset base within its financial capacities to mitigate risk to people and property.
- 7 **Legislative Compliance** - Council will manage its asset base to ensure compliance with relevant legislation and regulations.

3.4 Asset Investment Categories

For the purposes of this *Asset Plan*, our expenditures on infrastructure assets are categorised in the table below. Classifying our expenditure in this way helps us to plan our budgets and track how we spend our money on our assets and services.

Expenditure Category	Activity	Description
Operational	Maintenance	Ongoing work required to keep an asset performing at the required level of service.
	Operations	Recurrent expenditure that is continuously required to provide a service.
Renewal	Renewal	Returns the service potential or the life of the asset up to that which it had originally.
Growth	Upgrade	Enhancements to an existing asset to provide a higher level of service.
	Expansion	Extends or expands an existing asset at the same standard as is currently enjoyed by residents, to a new group of users.
	New	Creates a new asset that provides a service that does not currently exist.

Table 3 - Expenditure Categories



3.5 Levels of Service

Service levels define the standards to which we want our assets to perform. Depending on the asset, these may be defined, measured and evaluated using a technical definition (potholes no bigger than 10cm) or a more subjective measure (“I want to be safe”) in line with community expectations. The need for defining and measuring levels of service for all Council assets represents an advancement on traditional asset management practices, however it forces us to test our assumptions of what our community want.

When Council developed its Building Asset Management Plan (BAMP) in 2019, it recognised the need to both define and measure the Levels of Service provided by its facilities (buildings). This required the ability to understand the users of its facilities and identify their key needs from both the asset and the service it supported, prior to making a decision about asset investment.

In developing its BAMP there was recognition that levels of services came in many forms, which specifically for the buildings plan could be categorised by place, service and asset:



Figure 4 – Example Level of Service categories as prescribed in Council’s Building Asset Management Plan

These broad categories could then be broken down further into specific levels of service which may make for a better experience for the user. This included specific objectives which could be evaluated, measured and reported against.

Council still has an ongoing journey to ensure its assets are meeting the needs of its users and ongoing engagement with its community is critical to achieving success. Defining levels of service represents a unique challenge for the broad range of assets that we manage. Council needs to continue to engage with the community to ensure that Levels of Service are meeting community expectations.



Figure 5 – Example Level of Service categories as prescribed in Council’s Building Asset Management Plan

3.6 Council’s Financial Plan

Knox City Council’s Long Term Financial Plan (LTFP) is the key financial planning document that is governed by a series of financial strategies and accompanying performance indicators that Council considers and adopts. It establishes the financial framework upon which sound financial decisions are made. The LTFP covers a 10-year period from 2022-23 to 2031-32. The LTFP is a decision making tool and is not intended to be a document that specifically indicates what services/proposals or funds should be allocated; rather it identifies Council’s current and projected financial capacity to continue delivering quality services, facilities and infrastructure, whilst living within our means

Source Section Executive Summary - Knox Proposed Financial Plan (2022-2032) - Draft



3.7 Financial Planning Principles

Our Financial Plan demonstrates the following financial management principles:

- Revenue, expenses, assets, liabilities, investments, and financial transactions are managed in accordance with our financial policies and strategic plans.
- Management of the following financial risks:
 - The financial viability of the Council.
 - The management of current and future liabilities of the Council.
- Financial policies and strategic plans are designed to provide financial stability and predictability to the community.
- Council maintains accounts and records that explain its financial operations and financial position.

Source Section 2.2 Knox Proposed Financial Plan (2022-2032) - Draft

3.8 Service Performance Principles

Council services are designed to be purposeful, targeted to community needs and value for money.

The service performance principles are listed below:

- Services are provided in an equitable manner and are responsive to the diverse needs of the community. The Council Plan is designed to identify the key services and projects to be delivered to the community. The Financial Plan provides the mechanism to demonstrate how the service aspirations within the Council Plan may be funded.
- Services are accessible to the relevant users within the community.
- Council provides quality services that provide value for money to the community. The Local Government Performance Reporting Framework (LGPRF) is designed to communicate Council's performance regarding the provision of quality and efficient services.

Source Section 2.4 Knox Proposed Financial Plan (2022-2032) - Draft

3.9 Long Term Resource Planning

Our *Asset Plan* and *Financial Plan* along with the *Workforce Plan* and *Council's Revenue and Rating Plan* frame the budget setting process for Council and serve as foundation elements of our long term resource allocation and management process. These plans work together to ensure that community expectations are achievable and sustainable.

The development of our *Asset Plan* and *Financial Plan* requires an iterative approach whereby the asset needs of the community are framed by community expectations for both assets and services. The iterative relationship acknowledges that trade-offs need to be made (be they service, financial or asset quality) when delivering a wide variety of services to the community and managing the assets which support these services. Although this represents the first generation of Council's Asset Plans, it will likely grow and change as the community's needs grow and change and our financial capacities remain constrained.

Together the Financial Plan and Asset Plan seek to balance projected investment requirements against projected budgets.



3.10 Funding Allocation Policy

As part of our annual budget process, judgement is required to determine the allocation of our available funding. In making such decisions, we seek to deliver the best overall outcome for the community in line with the goals articulated in our Community Plan and Council Plan.

As part this process, available funding is allocated between capital and operating expenditure, and between discretionary and non-discretionary funding.

The diagram below (Figure 7) shows our framework for prioritising our available funding across both capital and operational programs, as articulated in Council's Funding Allocation Policy, adopted in July 2020.



Figure 6 - Funding Allocation Framework

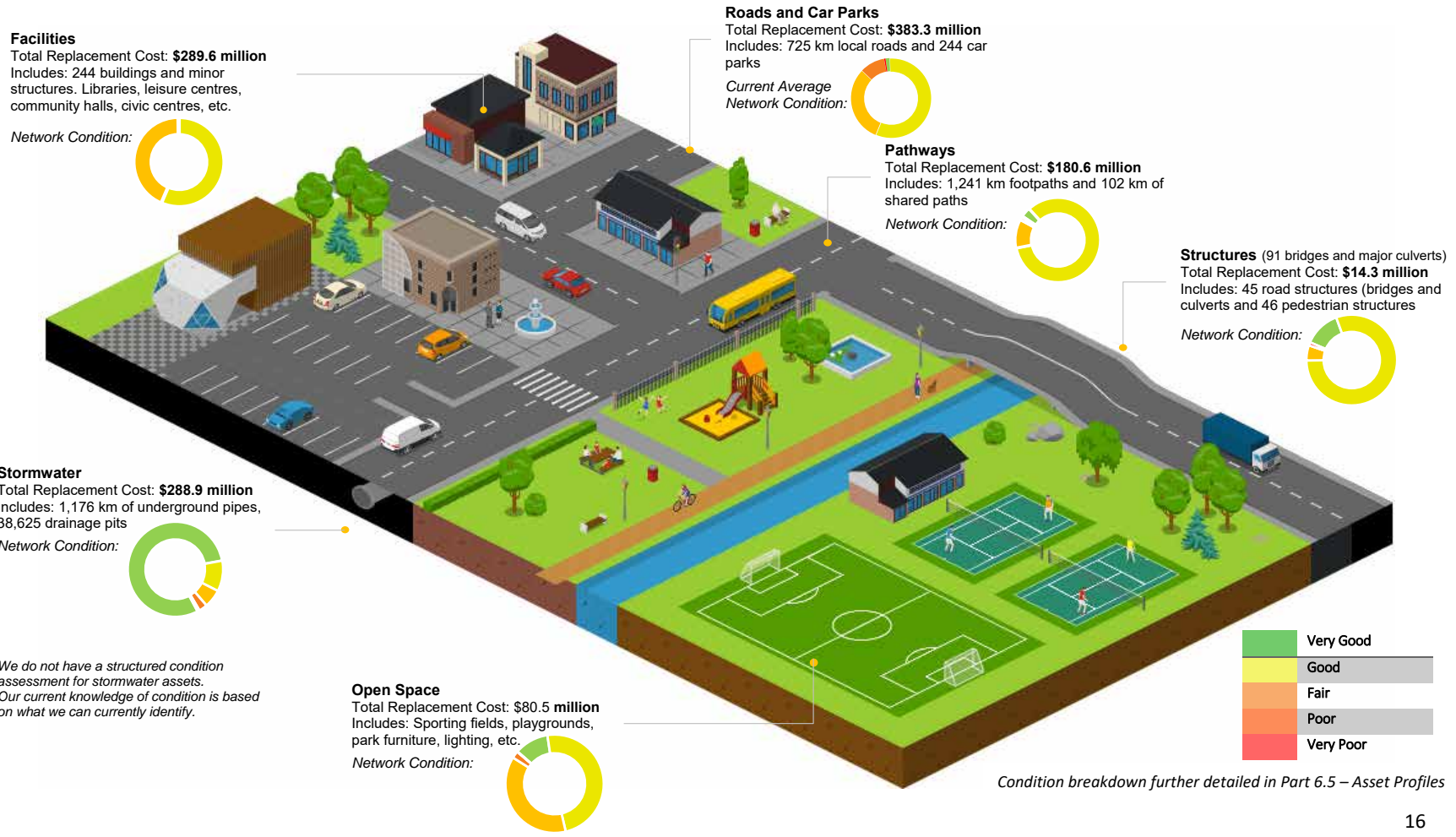
Our Funding Allocation Framework ensures that:

- Non-discretionary projects and programs are funded as a priority over discretionary items.
- Legislative and regulatory requirements for both our services and assets are prioritised over other programs.
- Business improvement initiatives, where approved inform both operational and capital requirements.
- Existing assets are managed as a priority over new, upgraded, or expanded assets.
- Operating funds are provided to maintain any additional asset stock managed by us.



4 State of Our Assets




Our infrastructure asset portfolio represents not only a significant community investment, but also it is a substantial financial asset for Council with an estimated replacement value of **\$1.237 billion** (as at 30 June 2021).





5 Our Changing City

Various external and internal factors such as local, national, and global trends all have the potential to impact the future outlook of our City. We need to understand these trends, harness their benefits, and adaptively respond to preserve the health, vibrancy, resiliency of Knox.

 Population Growth and Demographic Changes	 Aging Infrastructure	 Rising Cost of Services
<p>Current projections indicate that our population is estimated to increase by 14.6% people between now and 2041, from 167,975 to 192,407. Over the same period:</p> <ul style="list-style-type: none"> Pre-schoolers – Increase of 1,042 (10.4%). Working age population – Increase of 8,769 (11.2%). People aged 60 and over - Increase of 9,859 (25.1%). Community expects us to be able to quickly respond to their emerging needs, without understanding the implication. 	<p>One of the biggest financial challenges facing us is the cost of renewing and upgrading our ageing infrastructure.</p> <p>Our ageing assets have been built reflective of the standards of the time, which doesn't always align with current needs. As much of Knox was built in the 1960's/70's/80's a large peak in asset needs is looming.</p> <p>Lifestyle choices will influence the quality and standards of services and assets we provide. Taking a critical look at community needs, we are planning to cater for assets that are responsive and adaptable to meet shifting community needs (such as multipurpose facilities).</p>	<p>Cost increases to items such as electricity, petrol, and raw materials all impact on our ability provide value for money services.</p> <p>Recent investment in infrastructure assets by other levels of government is pushing up prices of projects and reducing the availability of contractors to deliver Council projects</p> <p>For us, this occurs within an expectation of doing more with less or improving our efficiency to ensure more can be achieved with less money.</p>
<p><i>What does this mean for asset management and service delivery?</i></p>		
<p>We strive to enhance/improve our services and assets to cater for the needs of our growing community. We will need to balance our financial investment in infrastructure so that our assets support capacity for growth without diminishing servicing provided by existing assets.</p> <p>Change in the age structure of the population will mean it is critical for us to plan age-based facilities and services. A changing demographic will mean that we will need to maintain a focus on providing assets that promote access and equity for community health & wellbeing and social outcomes.</p>	<p>As our assets continue to age/deteriorate, more investment in maintenance and operational expenditure may be required to ensure that the current levels of service enjoyed by the community continue to be supported.</p> <p>There is a critical need to introduce robust lifecycle asset management practices to ensure that our spending on our existing assets is optimised.</p>	<p>We will need to aim to continually balance the affordable provision of services against the needs of our community. This may at time results in us not meeting the service expectations of the community.</p> <p>There exists an ongoing requirement to ensure that the cost of delivering Council assets provides value for money to the Knox community.</p>



Political and Regulatory Influence

We operate in a complex legislative environment that directly influences the way we manage our assets. Cost shifting from other levels of government will continue to play a key role in Council’s ability to maintain service level provided to the community.

There is an expectation that Council will continue to deliver services, even when State and Federal government funding is withdrawn or reduced. This may result in Council consideration for reduced levels of service than may currently be provided or potentially consideration for not providing certain services.



Climate Change and Technology Changes

We are already experiencing the impacts of climate change. In the future, we can expect; storm damage to infrastructure; decreased water quality and security of water supply; reduced summer outdoor activities due to higher temperatures, and hotter urban spaces.

New technologies are emerging at an increasingly rapid rate and offer possibilities for our city that we may not have thought of yet. We are expected to make more use of available and emerging technology to make asset information and services more accessible. We have started to use emerging technologies such as Artificial Intelligence to optimise data collection, planning and decision-making spanning over large network of assets we are managing.



Meeting Current and Future Needs

The community expects us to be able to quickly respond to emerging needs which can be influenced by numerous drivers such as generational change, legislation, environmental standards, facilities experienced elsewhere, and new technology.

There is ongoing pressure from the community for higher quality assets and services to be provided for most of our activities. More advanced and functional buildings, enhanced open space areas, modern technology and convenience are some examples. The expectation is for a higher level of service for the same amount of money – in other words doing more with less.

What does this mean for asset management and service delivery?

We strive to meet our regulatory and statutory obligations while being conscious of maintaining affordability and financial sustainability. This requires good decisions to be made to manage competing funding demands across a broad range of projects, programs, and services.

We may also need to commit to key advocacy activities to identify our challenges and seek resolution on key issues, both through State and Federal Government channels.

We will need to recognise climate change risks and examine the vulnerability of our asset network.

If and when disasters occur, we will need to focus our energy and resources on supporting the recovery of our community.

Our assets will need to be rebuilt to a higher standard in the expectation that risks will only increase in the future.

There may also be increased expectation for leadership from Council to make use of sustainable energy sources and to provide assets that are environmentally efficient. COVID-19 has had effects on our City’s social, cultural, economic, and recreational fabric, as well as the local economy. This situation created significant impacts on our income and that of our community.

We will need to plan assets that are responsive and adaptable to meet shifting community needs. We will continue to strongly advocate to other levels of government for support in meeting the current and future needs of the community.

We will look to form service delivery partnerships with organisations where appropriate for non-asset service delivery solutions in turn optimising the use of Council’s asset portfolio.

Our assets must cater for the expectations of the community by remaining accessible, well maintained, and fit for purpose. This must be balanced and prioritised against investment in new and expanded assets to support the City’s future and the ability of the community to pay.

6 Funding Our Asset Plan

The main theme underpinning our *Asset Plan* and broader asset management planning principles is ensuring responsible management of our assets to meet the needs of our community and maintain affordability.

Providing services from our infrastructure assets in a sustainable manner requires managing service levels, risks, projected expenditures, and matching funding to achieve financial sustainability.

6.1 Our Strategic Lifecycle Approach

Looking ahead to the next 10 years, our approach is to be careful in our investment decisions using a holistic lifecycle approach to asset management. This means that we will aim to plan our infrastructure assets so that they will continue to support quality living, economic development, and the environmental integrity of our city in the long-term.

In planning and providing infrastructure requirements in the next 10 years, we will aim to:

<p>Continue to Maintain our infrastructure in efficient manner to provide sustainable service delivery</p>	<ul style="list-style-type: none"> ▪ We will continue to use a combination of operations and maintenance practices such as preventive maintenance, reactive maintenance, run-to-failure (breakdown maintenance), predictive maintenance, and risk-based maintenance for critical assets. ▪ We will continue to improve our current operations and maintenance practices through performance-based maintenance management and use of advanced systems and processes. ▪ We have enhanced the quality of our asset information and staff capabilities over recent years and are now taking steps to develop predictive models and identify optimum funding mix to sustain existing services. ▪ This covers holistic lifecycle approach to maintain current services, and evidence driven decisions to identify sustainable funding levels to continue current asset-based services.
<p>Optimise Asset Renewals to replace and/or upgrade our ageing infrastructure</p>	<ul style="list-style-type: none"> ▪ We will continue to improve asset renewal and upgrade decisions based on asset performance (condition, risk-criticality, utilisation, capacity and maintenance history) when better data becomes available. ▪ Through asset management improvement actions, we will progressively improve the selection and timing of renew and upgrade options of our assets as they reach the end of their useful lives. We will continue to improve decision making capability and transparency of decisions through use of tools and robust processes.
<p>Manage the impacts of growth and land use change</p>	<ul style="list-style-type: none"> ▪ Our strategic plans (Community Plan and Council Plan) along with Planning Controls will provide guidance on future asset needs by identifying location and scale of growth. Contributions from development will be taken either as directly contributed through assets or through part funding of essential infrastructure in line with Council's Special Rates and Charges Policy and Developer Contribution Plan (currently under development). These approaches will ensure costs are not unfairly borne by existing communities. ▪ We will continue further work to establish an affordable funding plan to cater new assets coming from growth and planning concepts.

Comply with legislative requirements	<ul style="list-style-type: none"> ▪ We acknowledge and will action legislated standards in infrastructure planning and development. We will maintain transparent communication with our community for decision making processes.
Provide sustainable and affordable services	<ul style="list-style-type: none"> ▪ We will continue to review the Financial Plan which defines our broad fiscal boundaries for the Council Plan, Asset Plan, other supporting policies and strategies and budget processes. ▪ The Financial Plan reflects how we are balancing planned investments with ratepayer affordability and community needs and aspirations.

Rate capping constrains our ability to control revenue. Under the rate capped environment, greater emphasis is required on the maintenance and renewal of existing assets as opposed to the improvements or development of new assets.

Our *Revenue and Rating Plan* identifies “that the introduction of rate capping under the Victorian Government’s Fair Go Rates System (FGRS) has brought a renewed focus to Council’s long-term financial sustainability. The FGRS continues to restrict Council’s ability to raise rate revenue above the rate cap unless application is made to the Essential Services Commission for a variation. Maintaining service delivery levels and investing in community assets remain key priorities for Council. This strategy will address Council’s reliance on rate income and provide options to actively reduce that reliance.

Source Section 2 Knox Revenue and Rating Plan (2021-2025)

Council Rate Cap

The Minister for Local Government sets local council rate caps. The cap is the maximum amount we can increase our general rates and municipal charges within a financial year. The rate cap set for 2022/23 is 1.75%. (Source: Victorian Government – Essential Services Commission)

6.2 Investment Evaluation- Decision Making

MAINTENANCE DECISION MAKING PLANNING

Planned maintenance work is identified either through routine and programmed inspections/investigations conducted by Council. Unplanned maintenance is reactive work resulting from customer requests and unscheduled inspections. All activities (whether planned or reactive) are managed via an asset management system, which captures both proactive and reactive inspections, the identification of the issue/defects, the need for intervention and/or make safe measures, prioritisation and scheduling of works, based on risk and completion of works to rectify the defect. The advantage of planned maintenance over reactive maintenance is that it lowers risk exposure by identifying and correcting defects before they reach an unacceptable level.

RENEWAL DECISION MAKING PLANNING

Condition inspection programs for major Council asset categories are proactively scheduled on a routine cycle to assess the current condition of asset. By adopting a whole of asset assessment, relative priorities for investment can be programmed and delivered on an annual basis through Council’s Capital Works program. Asset Renewals are prioritised over upgrades and expansion of assets and represents the backbone of Council’s Capital works program.

NEW AND UPGRADE DECISION MAKING PLANNING

New and upgraded assets are determined based on a priority ranking assessment across key infrastructure delivery programs. Council officers assign a ranking method to each of its New and Upgrade programs, which allows for transparency of decision making and consistency of assessment, should a new request come in from a customer/community group. The ranking criteria are reviewed and endorsed by Council on an annual basis.

6.3 Financial Plan Integration

The integration of the Asset Plan and the Financial Plan is critical so that the resources we need to manage our assets are provided in our financial planning instruments. The balance between maintaining and renewing our assets and accommodating funding for improvement and growth is a constant challenge. Underfunding renewal can lead to lower levels of service and deferring important asset upgrades, which can result in assets that are no longer fit for purpose. The forecasts included in this Asset Plan for the projected asset costs are consistent with our Financial Plan and cover the planned asset activities in the next 10 years.

Funding provision for assets represents a balance which acknowledges the current condition of assets, their service performance and asset provision in line with community expectation and the overall financial capacity of Council, as defined in Council’s Financial Plan. This will require future monitoring and further analysis as new asset information becomes available such a new asset condition data. This requires an ongoing commitment measuring and monitoring performance of assets in line with community expectations. There is a strong likelihood in the near future that trade-offs will need to be made between the community’s service expectations for assets and Council’s ability to fund these expectations.

Funding requirements may potentially change and require adjustment to both this Asset Plan and the Financial Plan.

6.4 Financial Projections

The spending we make on our assets represents a significant investment that is made on behalf of the community and is fundamental in enabling us to meet ever changing demands and to safeguard future use of our infrastructure. Our planned expenditure across our infrastructure assets included in this Asset Plan over the next 10 years is shown in Figure 7.

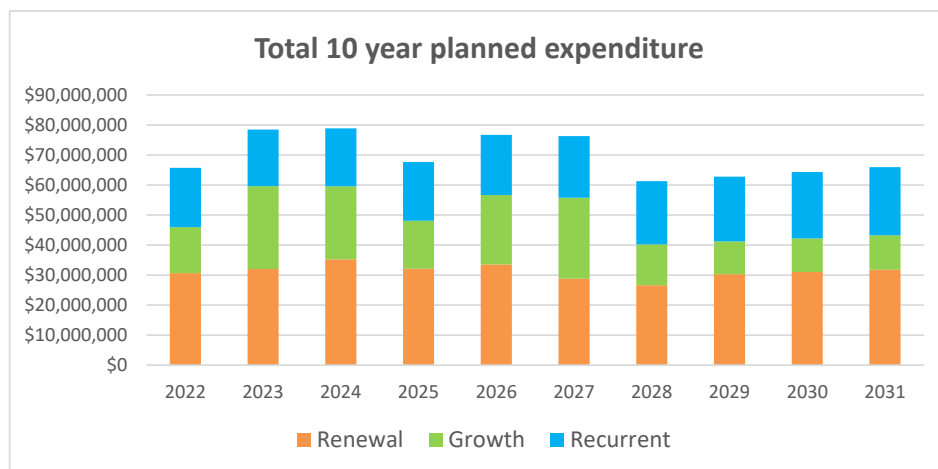


Figure 7 - Projected Total Asset Expenditure

This is further summarised in Table 4 which shows the total planned expenditure related to renewal, growth, and operating activities (i.e., operations and maintenance) over the next 10 years for each asset class.

Asset Class	Renewal (\$'000)	Growth (\$'000)	Operational (\$'000)	Total (\$'000)
Roads and Car Parks	109,620	19,614	44,412	173,646
Facilities	54,547	60,741	9,948	125,236
Pathways	44,473	24,198	5,284	73,955
Open Space	62,431	65,668	127,369	255,468
Stormwater	28,218	9,249	18,473	55,940
Bridges and Major Culverts	7,912	6,025	131	14,068
Total	307,201	185,495	205,617	698,313

Table 4 - Planned Expenditure by Asset Class



Figure 8 - 10 years Expenditure by Expenditure Category

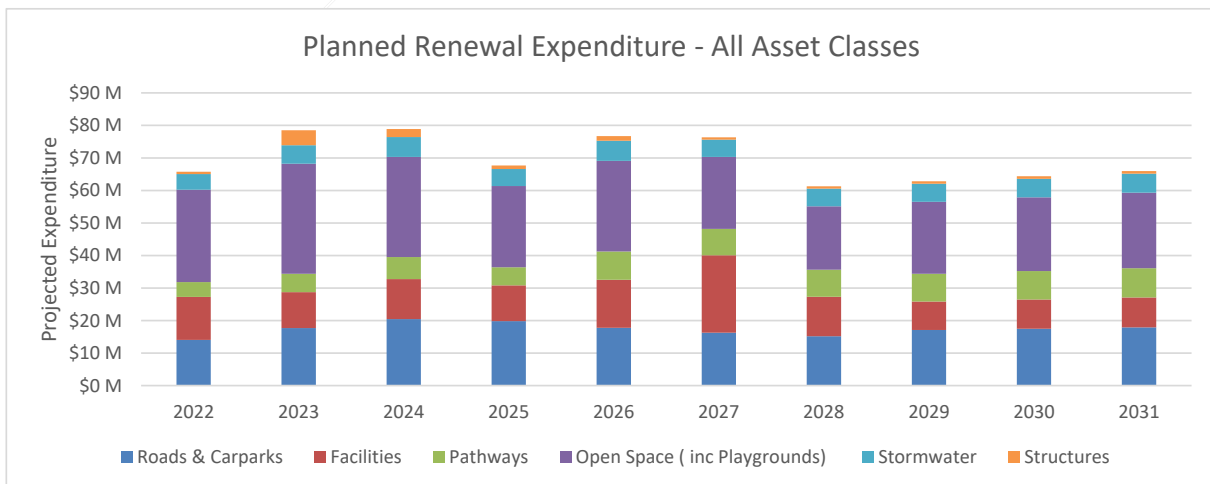
Over the next 10 years we expect to budget a total of **\$307.2 million** for renewing our assets and **\$185.5 million** improving existing and creating new assets.

We are also projected to allocate around **\$205.6 million** over the same period to operate and maintain our assets.

Combined, it is an investment of **\$698.3 million** in our assets over the next 10 years which represents on average **34.21%** of our total annual expenditure.

This investment is made so that our assets remain fit-for-purpose, are safe, and support the delivery of services to our community.

Our forecast spending is based on the best available information we have about our assets and the planning we have done to formulate our capital works program. As our data and processes improve, the financial forecasts to renew, improve, and maintain our infrastructure will be refined and will be used to inform future versions of this *Asset Plan* and the *Financial Plan*.



6.5 Asset Profiles

Roads and Car Parks

Why do we have these assets? Our local roads are the assets that enable people, vehicle and goods to move safely and efficiently around our city.

How we manage our assets?

Renewal	Growth	Operational
<ul style="list-style-type: none"> > Resurfacing of existing roads > Road reconstruction or major patching of road failures > Replacement of sections of kerb and channel in poor condition 	<ul style="list-style-type: none"> > Road safety improvements > Widening or duplication of existing roads > Installing traffic calming treatments 	<ul style="list-style-type: none"> > Maintenance and repairs to roads such as patching potholes, crack sealing etc. > Line marking > Street sweeping > Inspections of the road network.

How much do we plan to spend?

10 year Planned Spending: Roads and Car Parks

Period	Renewal (\$'000)	Growth (\$'000)	Operational (\$'000)	Total (\$'000)
2023	8,500	1,000	3,500	13,000
2024	8,500	5,000	4,000	17,500
2025	10,500	5,500	4,000	20,000
2026	11,000	4,500	4,000	19,500
2027	12,500	500	4,500	17,500
2028	11,000	500	4,500	16,000
2029	9,500	500	5,000	15,000
2030	11,500	500	5,000	17,000
2031	11,500	500	5,000	17,000
2032	12,000	500	5,000	17,500

What do our projections tell us?

Over the next ten (10) years, we forecast to spend around \$173 million maintaining, renewing, and improving the City's road system. We will receive new roads assets contributed through major developments.

We allocate renewal and maintenance funding at a level that aims to keep pace with the deterioration of our road network with the aim of retaining an average condition index 'Good'.

Replacement Value	Asset Age / Life
\$383.3 M 30.9% of total \$1.24 B	Link Road 90 years
	Collector Road 130 years
	Industrial Road 90 years
	Access Road 185 years
	Unsealed Road 30 years
	Kerb & Channel 70 years
	Carpark 185 years



	Planned Expenditure (\$'000)										
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
Renewal	8,899	8,776	11,039	11,226	12,789	11,108	9,887	11,671	11,963	12,262	109,620
Growth	1,040	4,795	5,230	4,345	625	695	712	730	712	730	19,614
Operational	4,103	4,108	4,180	4,243	4,349	4,457	4,569	4,683	4,800	4,920	44,412
Total	14,042	17,679	20,449	19,814	17,763	16,260	15,168	17,084	17,475	17,912	173,646

What are the future challenges and opportunities?

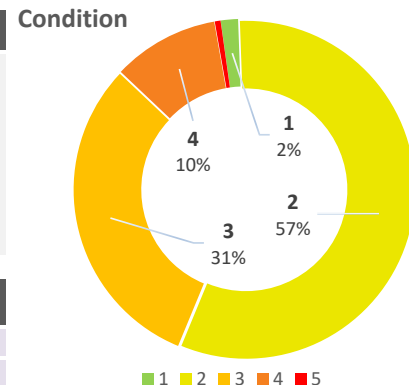
<p>Changing Population</p> <ul style="list-style-type: none"> > Projected increases in vehicle ownership. > Increases in number of people driving to work. 	<p>Sustainable Transport</p> <ul style="list-style-type: none"> > Community demand for more accessible public transport > The need to accommodate electric vehicles (including charging station infrastructure) and driverless vehicles on the existing road network 	<p>Increased Freight Task</p> <ul style="list-style-type: none"> > Increases in number of heavy vehicles and increased gross loadings leading to deterioration of the road network. 	<p>Climate Change</p> <ul style="list-style-type: none"> > Increased risk to damage to assets through more intense and frequent storms. > Resiliency to be considered in the design and construction of assets.
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Improvement actions and significant projects

- An ongoing annual program of road reconstruction projects and road resealing projects
- A review of Council’s Road Management Plan, which defines maintenance service levels and response times when managing Council’s road network.
- Continued expansion of Council’s road asset base over the next 10 years resulting from receipt of contributed road assets via major private residential subdivisions across Knox, including Jenkins Orchards, Boral Quarry and Kingston Links estate.
- Accelerated rollout of electric vehicle charging infrastructure and the need to manage these assets.

Funding Sources - Expenditure is funded through the following mechanisms

General Rates	✓	Grants and subsidies	✓	Dividends from Investments		Other Sources	
User fees and Charges		Special Rates of Charges	✓	Developed Contributions	✓		





Facilities

Why do we have these assets?

Buildings assets facilitate the provision of services within our city. This includes community buildings, libraries, civic facilities, early years services, sports pavilions, and shelters.

How we manage our assets?

Renewal	Growth	Operational
<ul style="list-style-type: none"> > Major structural repairs > Replacement of building components such as roof or wall cladding > Replacement of heating and cooling systems 	<ul style="list-style-type: none"> > Construction of a new building to cater for increased or changing demand. > Building expansions. > Sustainability improvements (e.g., Solar panels, water harvesting and reuse systems, etc.) 	<ul style="list-style-type: none"> > Minor repairs to building components due to failure, vandalism, etc. > Unblocking drains, service checks, carpet repairs > Painting > Safety, compliance, and condition inspections > Cleaning and pest control

How much do we plan to spend?



What do our projections tell us?

Our projections indicate that we will spend approximately \$125 million on our buildings over the next ten (10) years.

Along with maintaining the condition of our buildings as they age and deteriorate; we will also need to provide facilities that are of a contemporary standard, making sure that they are accessible, environmentally sustainable, and also meet the service needs of our growing and changing population.

Replacement Value Asset Age / Life

\$289.6 M

23.4 % of total \$1.24 B

The age distribution of Council's buildings varies from 1 - 138 years with the median age being 42 years.

Building Components expected lifetime range from 20-60 years



	Planned Expenditure (\$'000)										
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
Renewal	4,918	4,933	6,144	5,856	6,224	6,257	5,585	6,573	6,737	6,905	54,547
Growth	6,874	5,247	5,281	4,264	7,617	16,593	5,586	1,201	1,231	1,262	60,741
Operational	1,450	875	884	893	915	938	962	986	1,010	1,035	9,948
Total	13,242	11,055	12,309	11,013	14,756	23,788	12,133	8,760	8,978	9,202	125,236

What are the future challenges and opportunities?

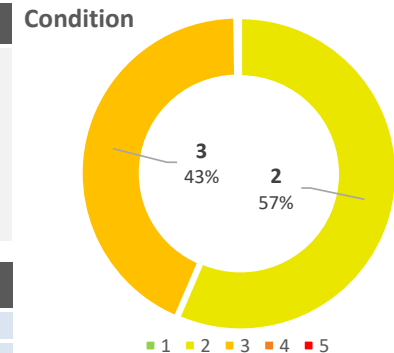
 <p>Changing Population</p> <ul style="list-style-type: none"> > Facilities will need to be adaptable to meet the evolving needs all users. > Demand for accessible facilities can be expected to increase. 	 <p>Changing Needs</p> <ul style="list-style-type: none"> > Increasing female participation in sports and the need to provide equitable services for all users > Co-location of services within facilities > Higher quality service provision within facilities. 	 <p>Technology</p> <ul style="list-style-type: none"> > Increased demand for technology-enabled buildings is anticipated supporting access, security and services provided within facilities. > Demand for on-line and other innovative service delivery > Greater knowledge of asset utilisation 	 <p>Climate Change</p> <ul style="list-style-type: none"> > Risks due to more frequent and intense weather events and location of existing facilities > Increased demand for Council to minimise its environmental impact. > Demand for smart, energy efficient buildings is anticipated.
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Improvement actions and significant projects

- Ongoing program to support rollout of recreational facility upgrades
- Delivery of the Knox Central Library
- Planning for future community hubs within Bayswater and Boronia.
- Completion of major building upgrades at Knox Regional Netball Centre and Fairpark Reserve.
- Exploring alternate and innovative models for supporting provision of Council services (leasing, co-location, partnerships, etc.).

Funding Sources - Expenditure is funded through the following mechanisms

General Rates	✓	Grants and subsidies	✓	Dividends from Investments		Other Sources	
User fees and Charges	✓	Special Rates of Charges		Developed Contributions	✓		





Pathways

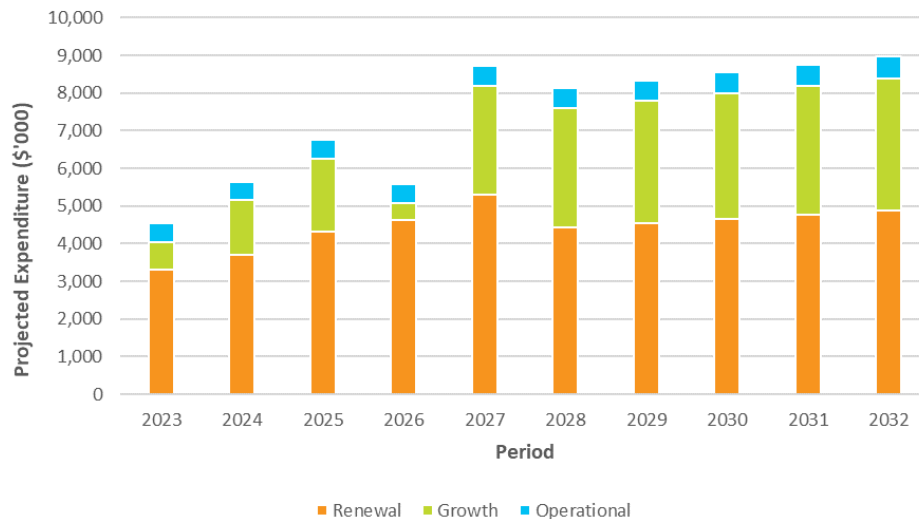
Why do we have these assets? Our paths and shared trails provide a connected network that allows for the safe movement of pedestrians, cyclists, and other users around the city.

How we manage our assets?

Renewal	Growth	Operational
<ul style="list-style-type: none"> > Replacement of sections of existing pathways to an equivalent standard 	<ul style="list-style-type: none"> > Accessibility improvements (e.g., accessible PRAM ramps, installation of tactiles at intersections) > Widening and increased accessibility on existing pathways. > New paths to enhance connectivity. 	<ul style="list-style-type: none"> > Pathway repairs such as pothole patching, joint grinding, relaying of pavers > Inspections > Weed and vegetation control > Sweeping and pathway cleansing

How much do we plan to spend?

10 year Planned Spending: Pathways



What do our projections tell us?

We plan on spending approximately \$74 million over the next ten (10) years on our vast network of pathways and shared trails.

Over the next number of years, we will have a strong focus on replacing parts of our pathway network that are in poor condition., with a commitment to cover the whole of the municipality within a reasonable timeframe.

<p>Replacement Value</p> <p>\$180.6 M</p> <p>14.6 % of total \$1.24 B</p>	<p>Asset Life</p> <table> <tr><td>Asphalt</td><td>20 years</td></tr> <tr><td>Concrete</td><td>50 years</td></tr> <tr><td>Gravel</td><td>2 years</td></tr> <tr><td>Paved</td><td>50 years</td></tr> </table>	Asphalt	20 years	Concrete	50 years	Gravel	2 years	Paved	50 years
Asphalt	20 years								
Concrete	50 years								
Gravel	2 years								
Paved	50 years								



	Planned Expenditure (\$'000)										
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
Renewal	3,319	3,689	4,323	4,620	5,288	4,420	4,531	4,644	4,760	4,879	44,473
Growth	730	1,462	1,935	444	2,904	3,182	3,261	3,342	3,426	3,512	24,198
Operational	494	496	499	503	515	528	541	555	569	583	5,284
Total	4,543	5,647	6,757	5,567	8,707	8,130	8,333	8,541	8,755	8,974	73,955

What are the future challenges and opportunities?

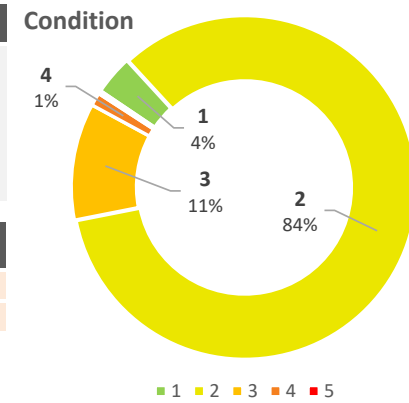
<p>Changing Population</p> <ul style="list-style-type: none"> > Population growth and increasing dwelling density. > Ageing population and associated increase in mobility needs. 	<p>Sustainable Transport</p> <ul style="list-style-type: none"> > Supporting uptake of active transport modes - walking, cycling, scooters. > Managing conflict between key path users > Designing for all modes, all users 	<p>City Redevelopment</p> <ul style="list-style-type: none"> > Managing development works during construction) > Maintaining connectivity of path networks 	<p>Climate Change</p> <ul style="list-style-type: none"> > Achieving circular economy outcomes when procuring construction materials. > Supporting access to public transport > Managing interface between hard and soft asset (trees/vegetation)
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Improvement actions and significant projects

- Ongoing program of new and renewed footpath and shared path assets
- Completing missing links in our path network
- Developing and promoting path user protocols
- Continuing to trial and analyse use of recycled materials in constructed paths

Funding Sources - Expenditure is funded through the following mechanisms

General Rates	✓	Grants and subsidies	✓	Dividends from Investments		Other Sources	
User fees and Charges		Special Rates of Charges	✓	Developed Contributions	✓		





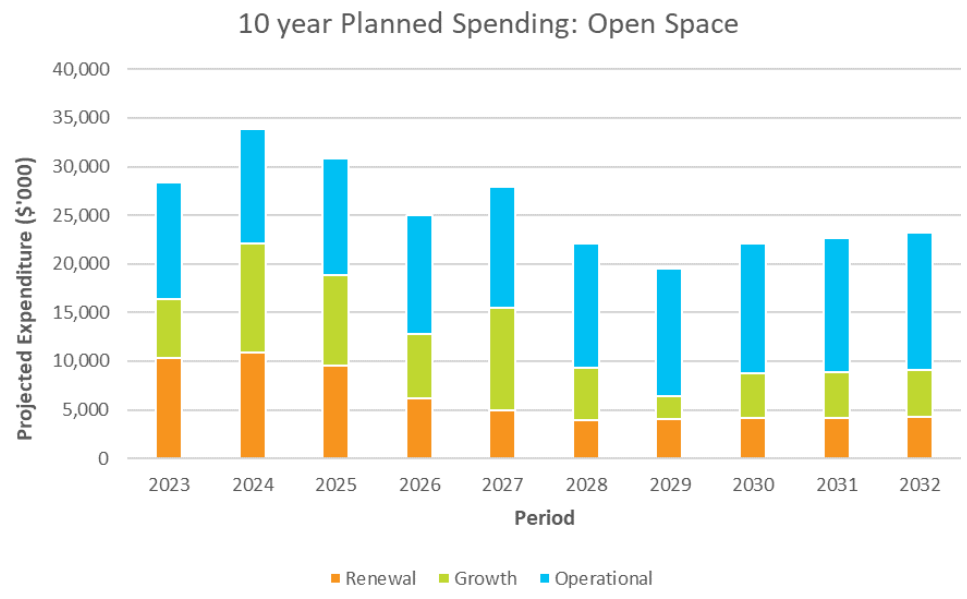
Open Space

Why do we have these assets? Open space assets allow us to enjoy many outdoor activities, both passive and active in nature. This includes our parks, creek corridors, sensitive vegetation areas, reserves, playgrounds, and sporting fields.

How we manage our assets?

Renewal	Growth	Operational
<ul style="list-style-type: none"> > Replacement of playground equipment > Replacement of park furniture > Renewal/replacement of playing courts or sportsfields to an suitable standard > Trees/sensitive vegetation 	<ul style="list-style-type: none"> > Playing court extension > New/Expanded playground asset > Development of new park or reserve > Expanded path connections within reserves 	<ul style="list-style-type: none"> > Hazard/defect inspections and repairs > Mowing, pruning, vegetation/weed control > Garden bed maintenance > Litter collection and facility cleaning > Management of sensitive vegetation sites

How much do we plan to spend?



What do our projections tell us?

Approximately \$255 million will be allocated to our open space assets. A significant proportion of this (\$127 million) is planned to be spent on the day-to-day activities that we undertake to maintain and care for our parks, playgrounds, sportsgrounds, gardens, and streetscapes.

Our community place high importance on protecting and improving the green spaces available within Knox.





Lockdowns and other restrictions put in place during the COVID-19 pandemic also highlighted the value that quality open space brings to our city and lifestyles.

<p>Replacement Value</p> <p>\$80.5 M</p> <p>6.51 % of total \$1.24 B</p>	<p>Asset Life</p> <table> <tr><td>Skate Park</td><td>80 years</td></tr> <tr><td>Netball Crt</td><td>10-50 yrs</td></tr> <tr><td>Tennis Crt</td><td>50 years</td></tr> <tr><td>Athletics Track</td><td>15 years</td></tr> </table>	Skate Park	80 years	Netball Crt	10-50 yrs	Tennis Crt	50 years	Athletics Track	15 years
Skate Park	80 years								
Netball Crt	10-50 yrs								
Tennis Crt	50 years								
Athletics Track	15 years								



	Planned Expenditure (\$'000)										
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
Renewal	10,299	10,924	9,538	6,197	4,910	3,912	4,010	4,110	4,213	4,318	62,431
Growth	6,060	11,228	9,275	6,620	10,520	5,445	2,394	4,593	4,708	4,825	65,668
Operational	12,046	11,668	11,982	12,146	12,450	12,761	13,080	13,407	13,742	14,086	127,369
Total	28,405	33,820	30,795	24,963	27,880	22,118	19,484	22,110	22,663	23,229	255,468

What are the future challenges and opportunities?

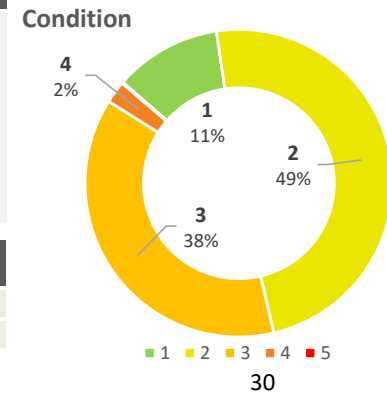
 <p>Changing Population</p> <ul style="list-style-type: none"> > Increased demand for both passive and active recreation activities across Knox City Council > Supporting services within our open space facilities, pathways, accessibility, furniture 	 <p>Open Space Provision</p> <ul style="list-style-type: none"> > There will be an increased expectation that we will work towards preserving and increasing the current amount and quality of green space within the city. > Daylighting of currently channelled creek corridors within Knox 	 <p>Participation Patterns</p> <ul style="list-style-type: none"> > Participation and leisure trends have a greater focus on health and enhanced social connectivity. > A diverse range of high quality facilities will be needed to meet community demand and all user types. 	 <p>Environmental Sustainability</p> <ul style="list-style-type: none"> > Impacts on parks, gardens and local flora and fauna due to prolonged drought conditions increasing the need for planting of drought tolerant plants and grasses. > Potential for higher levels of water consumption to maintain the presentation of open spaces and the safe function of sporting ovals.
---	---	--	--

Improvement actions and significant projects

- Delivery of open space enhancements at major sites including Stamford Park and Lewis Park in line with site masterplans
- Continued investment in masterplans to improve open space amenity across Knox
- Management of sensitive vegetation sites and protection of habitat corridors within Knox
- Floodlighting projects to support expanding use of our recreational facilities
- Ongoing investment in Council's playgrounds
- Expansion of the Knox Regional Sports Park by the State Government with contributions from Knox.
- Continued advocacy to support the daylighting of major creeks within Knox

Funding Sources - Expenditure is funded through the following mechanisms

General Rates	✓	Grants and subsidies	✓	Dividends from Investments		Other Sources	
User fees and Charges	✓	Special Rates of Charges		Developed Contributions	✓		





Stormwater

Why do we have these assets?

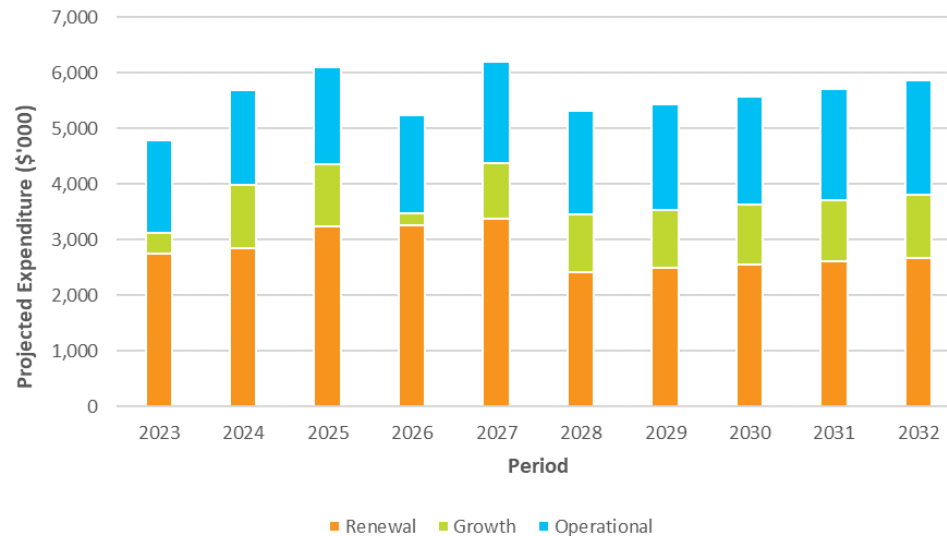
Stormwater assets help to manage the rainfall runoff across our City. This includes not only our drainage pits and pipes, but also our water sensitive assets, such as rain gardens, wetlands, that help to keep our waterways clean.

How we manage our assets?

Renewal	Growth	Operational
<ul style="list-style-type: none"> > Replacement of drainage pits and pipes > Renewal of water sensitive urban design (WSUD) assets/sites 	<ul style="list-style-type: none"> > Replacement of pipes to a higher hydraulic capacity > Extension of the stormwater drainage network > Installation of stormwater quality improvement devices (e.g., raingardens, litter traps, etc.) > Stormwater harvesting initiatives 	<ul style="list-style-type: none"> > Pit cleaning > Pipe cleansing and removal of debris, sediment, etc. > Removal of litter from Gross Pollutant Traps > Programmed inspections

How much do we plan to spend?

10 year Planned Spending: Stormwater



What do our projections tell us?

We have recently completed a study of the capacity of the network in order to identify areas that need improvement to control flooding. The costs of these upgrades still need to be quantified. These costs will be assessed over time and will be reflected in future revisions of our Asset Plan and Financial Plan.





Our financial projections will also be further refined as our knowledge of the condition of the drainage network improves through the various inspections and planned improvements. This will aid in optimising the replacement of parts of the network that are in most need.

Replacement Value	Asset Life
<p>\$288.9 M</p> <p><i>23.4 % of total \$1.24 B</i></p>	<p>Pits & pipes: 80 years</p> <p>Table drain Concrete: 80 years</p> <p>Box drains: 80 years</p> <p>Earthen open drain: indefinite</p>



	Planned Expenditure (\$'000)										
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
Renewal	2,755	2,839	3,239	3,258	3,384	2,424	2,485	2,547	2,611	2,676	28,218
Growth	375	1,155	1,120	210	1,000	1,025	1,051	1,077	1,104	1,132	9,249
Operational	1,665	1,706	1,738	1,771	1,815	1,860	1,907	1,954	2,003	2,053	18,473
Total	4,795	5,700	6,097	5,239	6,199	5,309	5,443	5,578	5,718	5,861	55,940

What are the future challenges and opportunities?

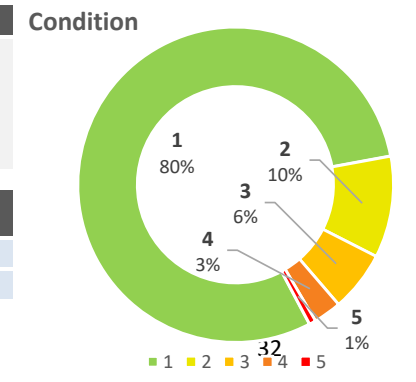
 <p>Development Density</p> <ul style="list-style-type: none"> > Continued urban consolidation increases impermeable areas, resulting in increased stormwater runoff . > Strained capacity of the existing drainage network > Strategic approach required to mitigate flooding and stormwater quality improvement initiatives 	 <p>Ageing Infrastructure</p> <ul style="list-style-type: none"> > Lack of knowledge of condition of drainage network due to expense of analyse underground assets > Older stormwater assets are under capacity and require upgrade to improve flood protection. > Impacts of tree roots on drainage infrastructure > Under-investment in drainage capacity results in increased maintenance costs. 	 <p>Climate Change</p> <ul style="list-style-type: none"> > Increase in both scale and frequency of extreme weather events leading to flooding. > Reduced capacity of existing current system to provide flood protection > Desire to slow/detain stormwater through water sensitive design to enhance local amenity and reduce stormwater flow 	 <p>Environmental Sustainability</p> <ul style="list-style-type: none"> > Increasing need to make use of stormwater runoff as a sustainable resource. This will mean that we will need to provide infrastructure to capture, treat and reuse collected stormwater and wastewater. > Ongoing maintenance costs associated with Water Sensitive Urban Design solutions.
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Improvement actions and significant projects

- Continue to invest in upgrades of asset infrastructure in line with Council’s Flood Mapping and Modelling output
- Enhance performance and asset management practices to inform management of Water Sensitive Urban design assets
- Increased use of CCTV data to analyse asset condition
- Ongoing program to upgrade undersized sullage pipes.

Funding Sources - Expenditure is funded through the following mechanisms

General Rates	✓	Grants and subsidies	✓	Dividends from Investments		Other Sources	
User fees and Charges		Special Rates of Charges	✓	Developed Contributions	✓		





Structures (Bridges, Culverts, other Infrastructure including street furniture, bus stops, fire hydrants)

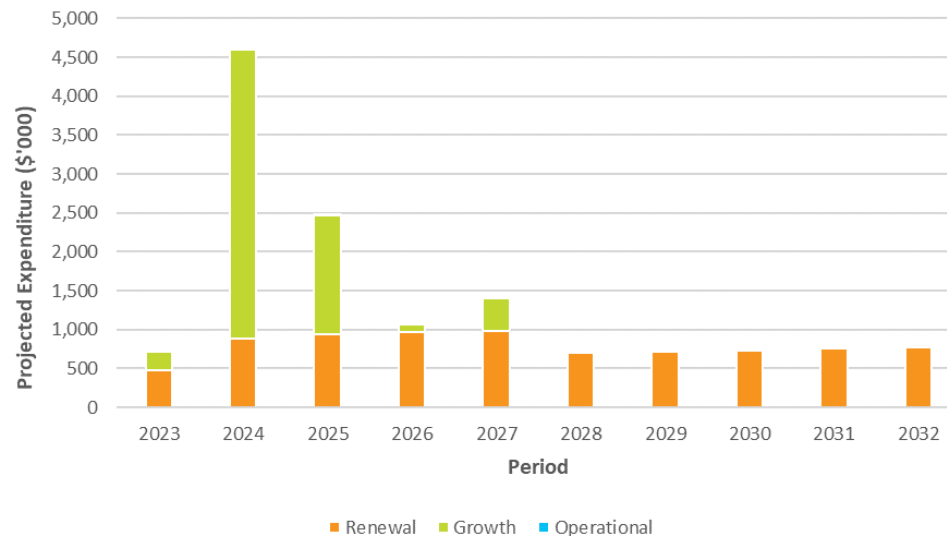
Why do we have these assets? Bridges and major culverts assist us in promoting connectivity across the City for vehicles, cyclists and pedestrians.

How we manage our assets?

Renewal	Growth	Operational
<ul style="list-style-type: none"> > Replacement of bridges or major components > Renewal of existing major culverts 	<ul style="list-style-type: none"> > Strengthening or widening of an existing bridge > Works to meet current accessibility requirements 	<ul style="list-style-type: none"> > Deck and handrail repairs > Weed and vegetation control > Maintaining waterways free of debris > Programmed inspections

How much do we plan to spend?

10 year Planned Spending: Structures



What do our projections tell us?

While our bridges and major culverts are a relatively small asset class based on total value, they are often critical features within the public realm and carry significant risk should they fail.

Over the next ten (10) years we are projected to spend around \$14 million towards our efforts making sure that such elements are safe, compliant, and well maintained.

<p>Replacement Value</p> <p>\$14.3 M</p> <p><i>1.16 % of total \$1.24 B</i></p>	<p>Asset Life</p> <p>Bridge concrete 100 years</p> <p>Bridge timber 30 years</p> <p>Major Culvert 100 years</p>
---	--



	Planned Expenditure (\$'000)										Total
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	
Renewal	474	879	936	965	987	699	716	734	752	770	7,912
Growth	247	3,712	1,537	107	422	-	-	-	-	-	6,025
Operational	12	12	12	13	13	13	14	14	14	15	131
Total	733	4,603	2,485	1,085	1,422	712	730	748	766	785	14,068

What are the future challenges and opportunities?

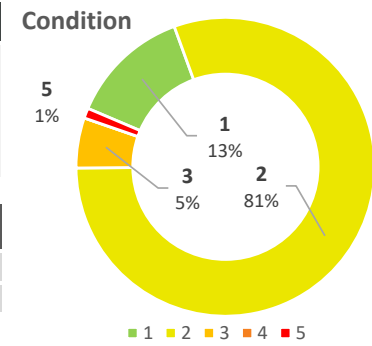
<p>Increased Freight Task</p> <ul style="list-style-type: none"> > Increased traffic and number of heavy vehicles on roads putting pressure on bridge assets. > Unauthorised loading of road bridges and major culverts can result in increased deterioration and risk. 	<p>Ageing Assets</p> <ul style="list-style-type: none"> > Increased demand for timely asset renewal and upgrade as ageing assets begin to show increasing signs of deterioration, or non-compliance with newer design standards. 	<p>Climate Change</p> <ul style="list-style-type: none"> > More frequent and intense storm events will pose an increased risk of damage to assets through: <ul style="list-style-type: none"> - Falling trees - Erosion and scouring around the foundations and approaches - Cracking caused by ground movement > Changes to flood levels resulting in increased risk 	<p>Environmental Sustainability</p> <ul style="list-style-type: none"> > Use of more sustainable materials in reconstruction of assets
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Significant future projects

- Program of bridge renewal works as identified in latest Vicroads level II bridge condition audit
- \$100k/yr. Roadside furniture renewal/replacement. Entrance signs, bus stops, retaining walls, etc.
- Likelihood of increase in contributed assets due to new developments

Funding Sources - Expenditure is funded through the following mechanisms

General Rates	✓	Grants and subsidies	✓	Dividends from Investments		Other Sources	
User fees and Charges		Special Rates of Charges		Developed Contributions	✓		



7 Monitoring and Review

A full review of the *Asset Plan* will be undertaken every 4 years following Council elections in accordance with the *Local Government Act 2020*.

As the funding requirements for asset investment are reviewed annually as part of the Council budget process, it follows that the data within the Asset Plan working tools will also be updated annually to align with most recently available data. Council's Asset Strategy team continue to undertake ongoing condition audits of Council assets, analyse performance of assets and modelling key asset requirements to maintain requisite asset performance and inform budget setting process. This work is all undertaken to ensure that annual budgeting decisions are informed by the best available data and reflect:

- Our available financial resources.
- The best available data to inform asset condition and performance
- Asset needs identified in long term capital works programs that are reviewed annually.
- Any external factors that are likely to influence the *Asset Plan*.

The assumptions in this document have been derived using the best data and information we currently have available to us.

We are committed to managing our assets in accordance with recognised best practice and are continuously working to improve what we know about our assets and enhance the tools we use to manage them.

Future versions of this *Asset Plan* will build on the work we have done and will reflect our improved knowledge base, deliberative engagement with the Knox community and technical analysis which reflects changes in asset knowledge, revenue, demands, financial sustainability, and external drivers.



9 Connected Communities Officers' Reports for consideration

9.1 Minor Grants Program 2021-22 Monthly Report - 27 June 2022

SUMMARY: Acting Coordinator, Community Partnerships, Deb Robert

This report summarises the grant applications recommended for approval in June 2022 for the 2021-2022 Minor Grants Program. All applications have been assessed against the criteria set out in the Minor Grants Program Policy.

Applications under the Minor Grants Policy are limited to a maximum of \$3,000 within the current financial year.

RECOMMENDATION

That Council:

1. Approve eleven applications for a total of \$28,918.34 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Cooinda Playgroup	Cooinda Playgroup - Indoor Playspace Update	\$2,950.34	\$2,950.34
Relationships Australia Victoria	Wellbeing for YANA Participants (Knox FV Women's Group)	\$1,000.00	\$1,000.00
Park Ridge Playgroup	Parkridge Playgroup - Indoor Playspace Update	\$3,000.00	\$3,000.00
Taylor's Lane Playgroup	Taylor's Lane Playgroup - Outdoor Playspace Update	\$3,000.00	\$3,000.00
The Basin Playgroup	The Basin Playgroup - Outdoor Playspace Update	\$3,000.00	\$3,000.00
YMCA Victoria	Coffee Machine Installation	\$3,000.00	\$3,000.00
Flamingo Kindergarten Parent Group Inc.	Kindergarten Learning Tools and Toys	\$2,890.00	\$2,890.00
Knox Boat Fishing Club Inc.	Replacement Defibrillators	\$3,000.00	\$3,000.00
Australian Breastfeeding Association Victoria	ABA Equipment	\$3,000.00	\$3,000.00
Wantirna South Probus Club Inc.	Purchase of Public Address System for Use at Club Meetings and Club Events	\$1,078.00	\$1,078.00
St Simons We Care Group	We Care Group Establishment (dementia carers support)	\$3,000.00	\$3,000.00
TOTAL		\$28,918.34	\$28,918.34

2. Refuse one application requesting \$3,000.00 as detailed below:

Applicant Name	Project Title	Amount Requested	Reason for Refusal
Australian Society of Graduate Tamils Inc.	The Tamil Forum and Competition	\$3,000.00	The request is for the same or substantially same project, activity or equipment purchase by the same applicant approved for previous two consecutive financial years. (CI 6.25 Minor Grants Policy)

3. Note that inclusive of the above recommended grants, totalling \$28,918.34, a total of \$162,491.84 has been awarded to date under the 2021-2022 Minor Grants Program supporting 74 community-based organisations and their programs.

1. INTRODUCTION

The Minor Grants Program provides a pool of grant funding that can respond on a monthly basis to requests for small amounts of funding to assist with short term, one-off projects or initiatives that are relatively minor in nature.

The objective of the Minor Grants Program is to be an accessible and responsive funding source to assist a wide range of community led activities across the municipality and support volunteer effort and civic participation.

It operates under the principles of other Knox Council grants programs to ensure:

- Funded projects will provide benefit to the Knox community and help meet Council objectives;
- Co-operation and collaboration between groups will be encouraged;
- The grant process will be consistent, equitable and transparent; and
- The grant process will support and strengthen community groups in developing local solutions to local needs.

Applications are assessed against criteria specified in the Minor Grants Program Policy (updated and approved in April 2020) to determine the eligibility of the applicant organisation and the eligibility of the grant application.

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 2020.

In accordance with the Policy, applications for funding have been assessed by the Chief Executive Officer, or delegate, for Council's approval.

2. DISCUSSION

This report presents to Council the recommendations for recent Minor Grant applications in accordance with the Policy.

Twelve complete grant applications were received since the Council meeting on 30 May 2022 requesting grants totalling \$28,918.34. Eleven of the applicant groups are eligible for the grant amounts requested, including:

- Four playgroups (Park Ridge, The Basin, Coinda and Taylors Lane), the Flamingo 4-Year-Old Kindergarten and the Australian Breastfeeding Association Victoria (based at Flamingo), are seeking grants to upgrade various indoor and outdoor play equipment. The Knox branch of the Breastfeeding Association is also requesting assistance to purchase a vacuum cleaner.
- The Knox Boat Fishing Club requests a grant to replace two old defibrillators to support their club members and other groups using their clubroom.
- Wantirna South Probus Club seeks a grant for a public address system for their meetings and events, often held outdoors.
- The YMCA Victoria, which manages the Knox skate park facility in Scoresby, is seeking a grant to install a coffee machine to provide a service and the opportunity for young people to learn barista skills.
- Relationships Australia Victoria has applied for funds to provide personal care packs for women participating in their family violence support group.
- The We Care support group based at St Simons, Rowville for carers' of people with dementia, cancer and MND is seeking assistance to purchase equipment for the meeting space including a tv, coffee machine and sound system.

One project is not recommended for funding. The Australian Society of Graduate Tamils Inc. are seeking funding for an annual event held at the Knox School which has been funded for the past two years and is not eligible for this current year.

Application details are provided in Attachment 1.

3. CONSULTATION

Consultation is undertaken with organisations in relation to their grant applications whenever possible and if necessary, to clarify details regarding their applications prior to Council's consideration.

Advice or information may be sought from officers across Council in relation to either the applying organisation or the proposed project, or both, if considered necessary.

The Policy specifies assessment can occur by the Chief Executive Officer, or delegate, and make recommendation for Council's determination.

4. CLIMATE CHANGE CONSIDERATIONS

Implementation of the recommendation is considered to have no direct implications or has no direct impacts upon Council's Net Zero 2030 target, the Community Net Zero 2040, exposure to climate risks or climate change adaptation.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

There are no environmental or amenity issues associated with this report.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The approval of Minor Grants is managed within Council's adopted budget. The 2021-22 budget provides \$193,729 for the Minor Grants Program (comprising the annual allocation of \$150,582 plus an additional \$43,147 carried forward from the 2020-21 Minor Grants Program, as per the Minor Grants Policy).

Recommended applications for the June period total \$28,918.34. If approved as recommended, the remaining Minor Grants budget for 2021-22 will total \$38,792.83, before GST adjustments.

The unallocated funds, to be adjusted for GST, will be carried forward and allocated to the 2022-2023 Minor Grants Program, in accordance with Cl 6.42 of the Minor Grants Program Policy

7. SOCIAL IMPLICATIONS

The Minor Grants Program allows Council to respond promptly to requests from Knox- based community groups for small amounts of funding to assist a variety of community-based programs, projects or activities. Council's Minor Grants are a simple and streamlined source of funding that can make a significant difference for local community organisations in need of short-term, specific purpose assistance.

8. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Opportunity & Innovation

Strategy 1.2 - Encourage and support opportunities for skills development and lifelong learning for all people in Knox.

Strategy 1.3 - Support organisations in Knox to navigate recovery and new ways of working.

Neighbourhoods, Housing & Infrastructure

Strategy 2.2 - Create, enhance and maintain places and spaces for people to live, work, play and connect.

Connection, Resilience & Wellbeing

Strategy 4.1 - Support our community to improve their physical, mental and social health and wellbeing.

Strategy 4.2 - Foster inclusivity, equality, belonging and safety within the community.

Strategy 4.4 - Support the community to identify and lead community strengthening initiatives.

Civic Engagement & Integrity

Strategy 5.1 - Provide opportunities for all people in Knox to have their say.

Strategy 5.2 - Manage our resources effectively to ensure financial sustainability and improved customer experience.

Strategy 5.3 - Ensure our processes are transparent and decisions are accountable.

9. CONFLICT OF INTEREST

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

10. CONFIDENTIALITY

There is no content in this report that meets the definition of confidential information from the Local Government Act 2020.

Report Prepared By: **Acting Coordinator, Community Partnerships, Deb Robert**

Report Authorised By: **Director Connected Communities, Tanya Scicluna**

Attachments

1. **ATTACHMENT 1 - Minor Grants Applications - Redacted - June - 2022-06-27 [9.1.1 - 83 pages]**

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 3 of 3)
Application 67- MGP - 2021-22 From Coinda Playgroup
 Form Submitted 12 Jun 2022, 3:03pm AEST

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken. This means the project start date must be *after* the Council meeting date at which the application is being considered. Please see our [website](#) for more details on submission deadlines and Council meeting dates for guidance.

Please see the [policy](#) for further information

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

Application Category

Application Amount

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Coinda Playgroup

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 3 of 3)
Application 67- MGP - 2021-22 From Cooinda Playgroup
 Form Submitted 12 Jun 2022, 3:03pm AEST

Organisation Address *

[Redacted]

State/Province, Postcode, and Country are required.

Contact Name

[Redacted]

Project Contact Address *

[Redacted]

Province, Postcode, and Country are required.

Mobile Phone Number *

[Redacted]

Australian phone number.

Phone Number

Must be an Australian phone number.

Email *

[Redacted]

Committee Secretary (Second Contact Person)

[Redacted]

Secretary Mobile Phone Number *

[Redacted]

Australian phone number.

Secretary Email *

[Redacted]

Please provide your ABN

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	
ACNC Registration	No
Tax Concessions	

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 3 of 3)
Application 67- MGP - 2021-22 From Cooinda Playgroup
 Form Submitted 12 Jun 2022, 3:03pm AEST

Main business location

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? *

Yes No

If No please provide details of Auspice below

Is your organisation a registered not-for-profit legal entity? *

Yes No

If your organisation isn't incorporated and not registered as a not-for-profit legal entity, you will require an auspice who is one or both of these things.

Auspice Details

Auspice Organisation Name *

Knox Community Playgroups Inc

Auspice ABN

73 406 770 872

Information from the Australian Business Register	
ABN	73 406 770 872
Entity name	Knox Community Playgroups Inc
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3180 VIC

Information retrieved at 6:44am today

Must be an ABN.

Auspice Project Contact *

[REDACTED]

Auspice Position *

[REDACTED]

Auspice Phone Number *

[REDACTED]

tralian phone number.

Auspice Email *

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 3 of 3)
Application 67- MGP - 2021-22 From Coinda Playgroup
 Form Submitted 12 Jun 2022, 3:03pm AEST

The auspice organisation must complete an [Auspice Declaration Form](#) and attach below

Signature of auspice representative - permission required *

Filename: Auspice Form.pdf

File size: 260.3 kB

Please upload signed declaration from auspice representative

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Coinda Playgroup - Indoor Playspace Update

Project Start Date *

11/07/2022

Must be a date.

Project End Date *

29/07/2022

Must be a date.

(a) Briefly describe details of the request: *

To purchase quality resources to update the Playroom at Coinda Playgroup

(b) What community benefit is gained from this project / activity? *

Community Playgroup is all about building relationships between parents, grandparents, carers, and their children aged 0-6. Coinda Playgroup currently runs sessions 5 days a week and we anticipate a further expansion in the session times we offer as the year progresses.

These resources are chosen with care and consideration of the space available to us. They will assist the children come together in role play, which aids in their social and emotional development. Listening to others, negotiation and co-operation all result from authentic dramatic play. It also encourages language development, teaches daily routines, sharing and a sense of belonging and identity.

The beautiful rug by a Bundjalung artist will generate conversations around other culture and the history of Australia's first peoples. It will aid in the promotion of understanding and acceptance of different cultures, beliefs, languages, families, appearances and lifestyles. As children gain an understanding of their community, they also gain an understanding of themselves. This develops confidence and a sense of identity.

We want playgroup to be as accessible and inclusive to all families as it possibly can be. We anticipate these items will be highly beneficial and used for many years to come.

We thank Knox City Council for the consideration of our application.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 3 of 3)
Application 67- MGP - 2021-22 From Cooinda Playgroup
 Form Submitted 12 Jun 2022, 3:03pm AEST

How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?

4

Must be a number

How many people will directly benefit from or participate in your project / activity? *

80

Must be a number

How many of the above are Knox residents? *

80

Must be a number

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$2,950.34

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$2,950.34

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Toddler - Home Corner Set	\$915.15
Djurebil' Sacred Place Rug 2m D	\$447.65
Doll Cradle	\$103.35
Height Adjustable Table x2	\$246.00
Playstand Value Pack	\$468.59
Doll House	\$228.75
Book Display	\$69.00
Educational 3 shelf	\$99.00
12 Piece Soft Blocks	\$372.85
	Must be a dollar amount.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 3 of 3)
Application 67- MGP - 2021-22 From Coinda Playgroup
Form Submitted 12 Jun 2022, 3:03pm AEST

Minor Grant Budget Total

Total Expenditure Amount

\$2,950.34

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Coinda - Educating Kids.pdf
File size: 220.9 kB

Filename: Coinda - Officeworks.pdf
File size: 273.2 kB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

Other Fund Details

Year of Application:

2021

Grant Program:

Boronia Revitalisation Board

Amount:

\$1,292.43

Must be a dollar amount.

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: 2021-2022 Certificate of Currency for summary of Insurance cover for Registered Playgroups Latest (3).pdf
File size: 510.1 kB

Public Liability Expiry Date *

30/06/2021

Must be a date.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 3 of 3)
Application 67- MGP - 2021-22 From Cooinda Playgroup
 Form Submitted 12 Jun 2022, 3:03pm AEST

Please attach relevant supporting documentation, including:

- **A project plan**
- **Evidence of Incorporation**

Attach relevant documentation:

Filename: CAV Incorporation - Knox Community Playgroups Inc.pdf
 File size: 75.2 kB

Would you like to receive our bulletin containing information on community training? *

Yes No

There is the option to unsubscribe later if you choose to.

DECLARATION

*** indicates a required field**

Conflict of Interest

Do you or a family member have a relationship with a Council staff member or Councillor?

Yes No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

I declare that all information within this application is true and correct.
If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

[REDACTED]

Position (if organisation) *

[REDACTED]

Declaration Date *

[REDACTED]

Must be a date.

Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 3 of 3)
Application 67- MGP - 2021-22 From Coinda Playgroup
Form Submitted 12 Jun 2022, 3:03pm AEST

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 116- MGP - 2021-22 From Relationships Australia Victoria
 Form Submitted 10 Jun 2022, 3:42pm AEST

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken. This means the project start date must be *after* the Council meeting date at which the application is being considered. Please see our [website](#) for more details on submission deadlines and Council meeting dates for guidance.

Please see the [policy](#) for further information

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

Application Category

Application Amount

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Relationships Australia Victoria

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 116- MGP - 2021-22 From Relationships Australia Victoria
 Form Submitted 10 Jun 2022, 3:42pm AEST

Organisation Address *

[REDACTED]

Province, Postcode, and Country are required.

Contact Name

[REDACTED]

Project Contact Address *

[REDACTED]

State/Province, Postcode, and Country are required.

Mobile Phone Number *

[REDACTED]

Australian phone number.

Phone Number

[REDACTED]

Australian phone number.

Email *

[REDACTED]

Address.

Committee Secretary (Second Contact Person)**Secretary Mobile Phone Number ***

[REDACTED]

Australian phone number.

Secretary Email *

[REDACTED]

Address.

Please provide your ABN

51 263 215 677

Information from the Australian Business Register	
ABN	51 263 215 677
Entity name	RELATIONSHIPS AUSTRALIA (VICTORIA) LIMITED
ABN status	Active
Entity type	Australian Public Company
Goods & Services Tax (GST)	Yes
DGR Endorsed	Yes (Item 1)
ATO Charity Type	Public Benevolent Institution More information
ACNC Registration	Registered
Tax Concessions	FBT Exemption, GST Concession, Income Tax Exemption
Main business location	3124 VIC

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 116- MGP - 2021-22 From Relationships Australia Victoria
 Form Submitted 10 Jun 2022, 3:42pm AEST

Information retrieved at 3:42am today

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? *

Yes No

If No please provide details of Auspice below

Incorporation Details

Please provide your Incorporated number

N/A

PROJECT DETAILS

* indicates a required field

Request Details

Project Title *

Well-being for YANA participants (Knox FV women's group)

Project Start Date *

01/09/2022

Must be a date.

Project End Date *

20/12/2022

Must be a date.

(a) Briefly describe details of the request: *

City of Knox, Community Development Fund has financially supported RAV to run a Family Violence group for women who have a connection to Knox. You Are Not Alone (YANA). In previous groups the women identified that self-care has not been a priority for them and we would like to support women to take some time to care for themselves. We had identified an organisation 'Mettle' Women Inc. (Mettle) is a national gift delivery service employing women who are experiencing homelessness due to domestic and family violence. We equip survivors of domestic and family violence with the skills, confidence, and financial security required to secure and maintain employment and in turn, safe and stable housing. Mettle put together a range of gift boxes for women with lovely products centred around self care. Gift cards can also be purchased.

(b) What community benefit is gained from this project / activity? *

The women who attend YANA often put themselves last when they are caring for their children having left family violence. Many of the women report that they don't have the financial capacity or time for their own self-care. We know that mothers need to care for themselves to be the best parents to their children. The next group will commence in September 2022 with up to 10 women attending.

Minor Grants Program - 2021 - 2022
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How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?

0
 Must be a number

How many people will directly benefit from or participate in your project / activity? *

10
 Must be a number

How many of the above are Knox residents? *

10
 Must be a number

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$1,000.00
 Must be a dollar amount.
 What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$1,000.00
 Must be a dollar amount.
 What is the total financial support you are requesting in this application?

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Gift vouchers x 10	\$1,000.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$1,000.00
 This number/amount is calculated.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 116- MGP - 2021-22 From Relationships Australia Victoria
Form Submitted 10 Jun 2022, 3:42pm AEST

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Mettle Voucher.pdf
File size: 131.5 kB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: RELATIONSHIPS AUST (VIC) LIMITED- Certificate of Currency.pdf
File size: 82.7 kB

Public Liability Expiry Date *

01/01/2023
Must be a date.

Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

Attach relevant documentation:

Filename: Project Plan - YANA well-being for women.docx
File size: 50.4 kB

Filename: RAV LTD.pdf
File size: 356.6 kB

Would you like to receive our bulletin containing information on community training? *

Yes No

There is the option to unsubscribe later if you choose to.

Please provide an email address where you would like this sent.

Must be an email address.

Minor Grants Program - 2021 - 2022
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Form Submitted 10 Jun 2022, 3:42pm AEST

DECLARATION

*** indicates a required field**

Conflict of Interest

Do you or a family member have a relationship with a Council staff member or Councillor?

Yes No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

I declare that all information within this application is true and correct.
If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

Position (if organisation) *

[REDACTED]

on Date *

[REDACTED]

Must be a date.

Privacy Statement

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EFT PAYMENT CONSENT

*** indicates a required field**

Payment of Grant

Payments will be made by electronic funds transfer into the Organisation's bank account. Please provide details of the Organisation's bank account below.

Bank Account *

Account Name:

[REDACTED]

BSB Number:

Account Number:

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 116- MGP - 2021-22 From Relationships Australia Victoria
Form Submitted 10 Jun 2022, 3:42pm AEST

Must be a valid Australian bank account format.

Contact Name *

[REDACTED]

Position *

[REDACTED]

[REDACTED]

Email Address *

[REDACTED]

Must be an email address.

Contact Phone Number *

[REDACTED]

Must be an Australian phone number.

Date *

[REDACTED]

Must be a date.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 3 of 3)
Application 121- MGP - 2021-22 From Park Ridge Playgroup
 Form Submitted 12 Jun 2022, 2:53pm AEST

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
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Please see the [policy](#) for further information

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

Application Category

Application Amount

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Park Ridge Playgroup

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 3 of 3)
Application 121- MGP - 2021-22 From Park Ridge Playgroup
 Form Submitted 12 Jun 2022, 2:53pm AEST

Organisation Address *

[Redacted]

ate/Province, Postcode, and Country are required.

Contact Name

[Redacted]

Project Contact Address *

[Redacted]

e/Province, Postcode, and Country are required.

Mobile Phone Number *

[Redacted]

tralian phone number.

Phone Number

Must be an Australian phone number.

Email *

[Redacted]

ss.

Committee Secretary (Second Contact Person)

[Redacted]

Secretary Mobile Phone Number *

[Redacted]

tralian phone number.

Secretary Email *

[Redacted]

Please provide your ABN

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	
ACNC Registration	No
Tax Concessions	

Minor Grants Program - 2021 - 2022
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Application 121- MGP - 2021-22 From Park Ridge Playgroup
 Form Submitted 12 Jun 2022, 2:53pm AEST

Main business location

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? *

Yes No

If No please provide details of Auspice below

Is your organisation a registered not-for-profit legal entity? *

Yes No

If your organisation isn't incorporated and not registered as a not-for-profit legal entity, you will require an auspice who is one or both of these things.

Auspice Details

Auspice Organisation Name *

Knox Community Playgroups Inc

Auspice ABN

73 406 770 872

Information from the Australian Business Register	
ABN	73 406 770 872
Entity name	Knox Community Playgroups Inc
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3180 VIC

Information retrieved at 6:44am today

Must be an ABN.

Auspice Project Contact *

[REDACTED]

Auspice Position *

[REDACTED]

Auspice Phone Number *

[REDACTED]

Australian phone number.

Auspice Email *

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 3 of 3)
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 Form Submitted 12 Jun 2022, 2:53pm AEST

knox.playgroups@gmail.com
 Must be an email address.

The auspice organisation must complete an [Auspice Declaration Form](#) and attach below

Signature of auspice representative - permission required *

Filename: 11073.pdf
 File size: 260.3 kB
 Please upload signed declaration from auspice representative

PROJECT DETAILS

* indicates a required field

Request Details

Project Title *
 Parkridge Playgroup - Indoor Playspace update

Project Start Date *
 12/07/2022
 Must be a date.

Project End Date *
 29/07/2022
 Must be a date.

(a) Briefly describe details of the request: *
 To update the indoor play resources and furniture at Park Ridge Playgroup.

(b) What community benefit is gained from this project / activity? *
 Community Playgroup connects parents, carers, grandparents and their children in a safe environment. To form meaningful connections and learn through play at a crucial time in their child's development.

Park Ridge gives the opportunity for parents in the local area to do this. And it is so much more important now given what had occurred in the last 2 years, than before.

The items in our application will assist children to develop language and communication skills, creativity, and imagination. When children come together in role-play, it aids in their social and emotional development; listening to others, negotiation, and co-operation. All are highly important in early childhood development.

All of the items in our application are chosen with care and thought to complement the existing space and to engage the children. We want Playgroup to be as accessible and inclusive as possible, and a magical wonder to children. We anticipate these items will be highly beneficial and used for many years to come by babies, toddlers and preschoolers alike and love the opportunity to introduce aboriginal artists and culture into our space.

We thank council for their consideration in our application.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 3 of 3)
Application 121- MGP - 2021-22 From Park Ridge Playgroup
 Form Submitted 12 Jun 2022, 2:53pm AEST

How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?

4

Must be a number

How many people will directly benefit from or participate in your project / activity? *

45

Must be a number

How many of the above are Knox residents? *

45

Must be a number

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$3,045.29

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$3,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Kid's Height Adjustable Table x3	\$369.00
Educational 8 Shelf Unit	\$119.00
Educational 3 Shelf Unit	\$99.00
Toddler - Home Corner Set	\$915.15
A2 Light Panel Silver	\$324.45
Drying Rack	\$302.45
Small Playstand & Arch Value Pack	\$468.59
2m D Rug - Place of Saltwater	\$447.65
	Must be a dollar amount.

Minor Grant Budget Total

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 3 of 3)
Application 121- MGP - 2021-22 From Park Ridge Playgroup
 Form Submitted 12 Jun 2022, 2:53pm AEST

Total Expenditure Amount

\$3,045.29

This number/amount is calculated.

Quotes For Planned Expenses**Attach quotes for expenses here. ***

 Filename: Educating Kids.pdf
 File size: 248.9 kB

 Filename: Officeworks.pdf
 File size: 277.8 kB
Other Grant Funding**(e) Have funds been sought / provided from other Council grants? ***
 Yes No
ADDITIONAL SUPPORTING INFORMATION*** indicates a required field****Evidence of Public Liability****Evidence of current Public Liability Insurance must be supplied ***

 Filename: 2021-2022 Certificate of Currency for summary of Insurance cover for Registered Playgroups.pdf
 File size: 510.1 kB
Public Liability Expiry Date *

30/06/2022

Must be a date.

Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

Attach relevant documentation:

 Filename: CAV Incorporation - Knox Community Playgroups Inc.pdf
 File size: 75.2 kB
Would you like to receive our bulletin containing information on community training? *
 Yes No

There is the option to unsubscribe later if you choose to.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 3 of 3)
Application 121- MGP - 2021-22 From Park Ridge Playgroup
Form Submitted 12 Jun 2022, 2:53pm AEST

DECLARATION

*** indicates a required field**

Conflict of Interest

Do you or a family member have a relationship with a Council staff member or Councillor?

Yes No

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I declare that all information within this application is true and correct.

If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

Position (if organisation) *

[REDACTED]

on Date *

[REDACTED]

Must be a date.

Privacy Statement

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Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 3 of 3)
Application 122- MGP - 2021-22 From Taylors Lane Playgroup
 Form Submitted 12 Jun 2022, 2:56pm AEST

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

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Please see the [policy](#) for further information

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

Application Category

Application Amount

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Taylors Lane Playgroup

Minor Grants Program - 2021 - 2022
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Application 122- MGP - 2021-22 From Taylors Lane Playgroup
 Form Submitted 12 Jun 2022, 2:56pm AEST

Organisation Address *

[Redacted]

ate/Province, Postcode, and Country are required.

Contact Name

[Redacted]

Project Contact Address *

[Redacted]

ate/Province, Postcode, and Country are required.

Mobile Phone Number *

[Redacted]

tralian phone number.

Phone Number

Must be an Australian phone number.

Email *

[Redacted]

Committee Secretary (Second Contact Person)

[Redacted]

Secretary Mobile Phone Number *

[Redacted]

tralian phone number.

Secretary Email *

[Redacted]

Please provide your ABN

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	
ACNC Registration	No
Tax Concessions	

Minor Grants Program - 2021 - 2022
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 Form Submitted 12 Jun 2022, 2:56pm AEST

Main business location

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? *

Yes No

If No please provide details of Auspice below

Is your organisation a registered not-for-profit legal entity? *

Yes No

If your organisation isn't incorporated and not registered as a not-for-profit legal entity, you will require an auspice who is one or both of these things.

Auspice Details

Auspice Organisation Name *

Knox Community Playgroups Inc

Auspice ABN

73 406 770 872

Information from the Australian Business Register	
ABN	73 406 770 872
Entity name	Knox Community Playgroups Inc
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3180 VIC

Information retrieved at 6:44am today

Must be an ABN.

Auspice Project Contact *

■■■■■■■■■■

Auspice Position *

■■■■■■■■■■

Auspice Phone Number *

■■■■■■■■■■

tralian phone number.

Auspice Email *

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 3 of 3)
Application 122- MGP - 2021-22 From Taylors Lane Playgroup
 Form Submitted 12 Jun 2022, 2:56pm AEST

██████████@██████████.██████████
 b add

The auspice organisation must complete an [Auspice Declaration Form](#) and attach below

Signature of auspice representative - permission required *

Filename: Auspice Form.pdf

File size: 260.3 kB

Please upload signed declaration from auspice representative

PROJECT DETAILS

* indicates a required field

Request Details

Project Title *

Taylor's Lane Playgroup - Outdoor Playspace Update

Project Start Date *

12/07/2022

Must be a date.

Project End Date *

29/07/2022

Must be a date.

(a) Briefly describe details of the request: *

To purchase appropriate, quality outdoor climbing equipment for children to use at Taylors Lane Playgroup.

(b) What community benefit is gained from this project / activity? *

Community Playgroup is all about building friendships between parents, grandparents, carers and their children aged 0-6. Taylors Lane Playgroup provides an engaging space for children to learn and play at a crucial time in their early childhood development.

Climbing increases muscle tone and strength in both fine and gross motor movements which is greatly important in early childhood development and provides the foundation for letter formation in primary school. It helps hone spatial and directional awareness, and boosts the development of physical skills such as balance, hand and foot coordination, and agility.

The purchase of new outdoor climbing equipment will create an opportunity for children to develop these skills in a safe environment and give parents the confidence to let them do so.

This climbing equipment was selected to compliment the space, existing equipment, and ensuring the safety of the children who use it.

We thank Knox City Council for their consideration of our application and supporting the development of our children who use Taylors Lane Playgroup.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 3 of 3)
Application 122- MGP - 2021-22 From Taylors Lane Playgroup
 Form Submitted 12 Jun 2022, 2:56pm AEST

How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?

4

Must be a number

How many people will directly benefit from or participate in your project / activity? *

53

Must be a number

How many of the above are Knox residents? *

53

Must be a number

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$3,670.33

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$3,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Rectangular Trestle 40cm high x4	\$439.80
Trestle Evergreen A-frame 30cm High x2	\$199.90
Trestle Wide 40cm High x2	\$251.90
Aussie Play Walkboard - 180 x 19 x 5cmH	\$334.95
Aussie Play Walkboard - 120 x 19 x 5cmH	\$284.95
Aussie Play Walkboard - 240 x 19 x 5cmH	\$374.95
Aussie Play Ladder Aluminium - 130 x 40 x 5cmH	\$294.95
Aussie Play Ladder Aluminium - 90 x 40 x 5cmH	\$229.95
Aussie Play Speed Boat	\$629.95

Minor Grants Program - 2021 - 2022
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 Form Submitted 12 Jun 2022, 2:56pm AEST

Mushroom Stones Balance Bar 82cm Long	\$229.95
Freight	\$65.41
GST	\$333.67
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$3,670.33

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Bellbird.PDF

File size: 170.1 kB

Filename: Roo Education.pdf

File size: 25.9 kB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: 2021-2022 Certificate of Currency for summary of Insurance cover for Registered Playgroups.pdf

File size: 510.1 kB

Public Liability Expiry Date *

30/06/2022

Must be a date.

Please attach relevant supporting documentation, including:

- **A project plan**
- **Evidence of Incorporation**

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 3 of 3)
Application 122- MGP - 2021-22 From Taylors Lane Playgroup
Form Submitted 12 Jun 2022, 2:56pm AEST

Attach relevant documentation:

Filename: Evidence of Incorporation.pdf
File size: 75.2 kB

Would you like to receive our bulletin containing information on community training? *

Yes No

There is the option to unsubscribe later if you choose to.

Please provide an email address where you would like this sent.

[Redacted]
Must be an email address.

DECLARATION

*** indicates a required field**

Conflict of Interest

Do you or a family member have a relationship with a Council staff member or Councillor?

Yes No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

I declare that all information within this application is true and correct.

If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Name *

[Redacted]

Position (if organisation) *

[Redacted]

Declaration Date *

[Redacted]
ate.

Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 3 of 3)
Application 122- MGP - 2021-22 From Taylors Lane Playgroup
Form Submitted 12 Jun 2022, 2:56pm AEST

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 135- MGP - 2021-22 From YMCA Victoria
 Form Submitted 13 Jun 2022, 2:42pm AEST

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken. This means the project start date must be *after* the Council meeting date at which the application is being considered. Please see our [website](#) for more details on submission deadlines and Council meeting dates for guidance.

Please see the [policy](#) for further information

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

Application Category

Application Amount

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

YMCA Victoria

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 135- MGP - 2021-22 From YMCA Victoria
 Form Submitted 13 Jun 2022, 2:42pm AEST

Organisation Address *

[REDACTED]

State/Province, Postcode, and Country are required.

Contact Name

[REDACTED]

Project Contact Address *

[REDACTED]

State/Province, Postcode, and Country are required.

Mobile Phone Number *

[REDACTED]

Australian phone number.

Phone Number

[REDACTED]

Australian phone number.

Email *

[REDACTED]

Committee Secretary (Second Contact Person)

[REDACTED]

Secretary Mobile Phone Number *

[REDACTED]

Australian phone number.

Secretary Email *

[REDACTED]

Please provide your ABN

75 092 818 445

Information from the Australian Business Register	
ABN	75 092 818 445
Entity name	VICTORIAN YMCA COMMUNITY PROGRAMMING PTY LTD
ABN status	Active
Entity type	Australian Private Company
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Charity More information
ACNC Registration	Registered
Tax Concessions	FBT Rebate, GST Concession, Income Tax Exemption

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 135- MGP - 2021-22 From YMCA Victoria
 Form Submitted 13 Jun 2022, 2:42pm AEST

Main business location 3128 VIC

Information retrieved at 6:06am today

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? *

Yes No

If No please provide details of Auspice below

Incorporation Details

Please provide your Incorporated number

A00446043N

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Coffee Machine Installation

Project Start Date *

01/09/2022

Must be a date.

Project End Date *

31/10/2022

Must be a date.

(a) Briefly describe details of the request: *

Seeking support to install a coffee machine in the youth pavilion at Knox Skate and BMX Park, Gilbert Park Reserve.

(b) What community benefit is gained from this project / activity? *

The installation of the machine will increase the services provided to the community at the facility, not only providing coffee for parents, but helping to build a customer base for further kiosk sales to generate income and more importantly providing an opportunity for local young people to gain valuable skills that can increase employment opportunities.

How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?

2

Must be a number

How many people will directly benefit from or participate in your project / activity? *

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 135- MGP - 2021-22 From YMCA Victoria
 Form Submitted 13 Jun 2022, 2:42pm AEST

50
 Must be a number

How many of the above are Knox residents? *
 40
 Must be a number

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *
 \$5,329.00
 Must be a dollar amount.
 What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *
 \$3,000.00
 Must be a dollar amount.
 What is the total financial support you are requesting in this application?

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Plumbing and Electrical works	\$5,329.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount
 \$5,329.00
 This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: quote_548586_Coffee Machine.pdf
 File size: 106.8 kB

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 135- MGP - 2021-22 From YMCA Victoria
Form Submitted 13 Jun 2022, 2:42pm AEST

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: YMCA_CoC_\$20M_Public Liability_PI_2021-2022.pdf
File size: 44.5 kB

Public Liability Expiry Date *

30/06/2022
Must be a date.

Please attach relevant supporting documentation, including:

- **A project plan**
- **Evidence of Incorporation**

Attach relevant documentation:

Filename: New YCS Incorp Certificate 3-8-06.pdf
File size: 395.1 kB

Would you like to receive our bulletin containing information on community training? *

Yes No

There is the option to unsubscribe later if you choose to.

Please provide an email address where you would like this sent.

[REDACTED]

DECLARATION

*** indicates a required field**

Conflict of Interest

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 135- MGP - 2021-22 From YMCA Victoria
Form Submitted 13 Jun 2022, 2:42pm AEST

Do you or a family member have a relationship with a Council staff member or Councillor?

Yes No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

I declare that all information within this application is true and correct.
If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Name *

[Redacted]

sation) *

[Redacted]

Declaration Date *

[Redacted]

Must be a date.

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Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 3 of 3)
Application 123- MGP - 2021-22 From The Basin Playgroup
 Form Submitted 12 Jun 2022, 2:59pm AEST

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

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< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
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Application Category

Application Amount

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

The Basin Playgroup

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 3 of 3)
Application 123- MGP - 2021-22 From The Basin Playgroup
 Form Submitted 12 Jun 2022, 2:59pm AEST

Organisation Address *

[Redacted]

te/Province, Postcode, and Country are required.

Contact Name

[Redacted]

Project Contact Address *

[Redacted]

Postcode, and Country are required.

Mobile Phone Number *

[Redacted]

tralian phone number.

Phone Number

Must be an Australian phone number.

Email *

[Redacted]

Committee Secretary (Second Contact Person)

[Redacted]

Secretary Mobile Phone Number *

[Redacted]

tralian phone number.

Secretary Email *

[Redacted]

Please provide your ABN

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	
ACNC Registration	No
Tax Concessions	

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 3 of 3)
Application 123- MGP - 2021-22 From The Basin Playgroup
 Form Submitted 12 Jun 2022, 2:59pm AEST

Main business location

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? *

Yes No

If No please provide details of Auspice below

Is your organisation a registered not-for-profit legal entity? *

Yes No

If your organisation isn't incorporated and not registered as a not-for-profit legal entity, you will require an auspice who is one or both of these things.

Auspice Details

Auspice Organisation Name *

Knox Community Playgroups Inc

Auspice ABN

73 406 770 872

Information from the Australian Business Register	
ABN	73 406 770 872
Entity name	Knox Community Playgroups Inc
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3180 VIC

Information retrieved at 6:44am today

Must be an ABN.

Auspice Project Contact *

[REDACTED]

Auspice Position *

[REDACTED]

Auspice Phone Number *

[REDACTED]

Australian phone number.

Auspice Email *

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 3 of 3)
Application 123- MGP - 2021-22 From The Basin Playgroup
 Form Submitted 12 Jun 2022, 2:59pm AEST

The auspice organisation must complete an [Auspice Declaration Form](#) and attach below

Signature of auspice representative - permission required *

Filename: 11073.pdf

File size: 260.3 kB

Please upload signed declaration from auspice representative

PROJECT DETAILS

* indicates a required field

Request Details

Project Title *

The Basin Playgroup - Outdoor Playspace Update

Project Start Date *

12/07/2022

Must be a date.

Project End Date *

29/07/2022

Must be a date.

(a) Briefly describe details of the request: *

To purchase replacement outdoor climbing equipment at The Basin Playgroup.

(b) What community benefit is gained from this project / activity? *

The Basin Playgroup is about bringing children aged 0-6 and their adult person together in a safe environment to build friendships, community connection and play.

Our goal is to bring these people together and work towards no one being isolated or left behind. We are very proud of the opportunities Community Playgroup gives to these members of our community.

During our covid closure our outdoor climbing equipment degraded heavily and upon our recent return, had to be disposed of.

We are asking council to assist us in the replacement of this equipment. The Basin Playgroup is very fortunate to have a large outdoor space where the children can explore and go on an adventure. However without this equipment we lack the opportunity for children to develop their gross and fine motor skills. The act of climbing also develops the vestibular system, which takes in information and sends it to the brain, which in turn sends out a signal to help with balance.

Climbing develops motor fitness like agility, speed, coordination, and balance.

Problem-solving and decision-making skills are also enhanced through climbing.

Replacing this equipment gives children the opportunity to grow and develop at a crucial

Minor Grants Program - 2021 - 2022
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Application 123- MGP - 2021-22 From The Basin Playgroup
 Form Submitted 12 Jun 2022, 2:59pm AEST

time in their lives. This is particularly important in situations where they do not have access to equipment at home.

We thank Knox City Council for the consideration of our application and supporting children in The Basin community.

How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?

5

Must be a number

How many people will directly benefit from or participate in your project / activity? *

97

Must be a number

How many of the above are Knox residents? *

97

Must be a number

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$3,653.42

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$3,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Mushroom Stones Balance Bar 82cm Long	\$229.95
Rectangular Trestle 40cm high x2	\$219.90
Trestle Wide 40cm High x2	\$251.90
Rectangular Trestle 60cm high x2	\$299.90
Rectangular Trestle 90cm high x2	\$499.90
Technicolour Walk Board 90cm Long	\$199.95

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 3 of 3)
Application 123- MGP - 2021-22 From The Basin Playgroup
 Form Submitted 12 Jun 2022, 2:59pm AEST

Arch Walkway 89cm Long with Cleats	\$189.95
Wonky Walker Balance Bar 121cm with Cleats	\$349.95
Ladder Walkway 120cm Long with Cleats	\$199.95
Walk board 240cm	\$259.95
Trestle Evergreen A-frame 90cm High	\$269.95
Walk Board 180cm	\$249.95
GST	\$332.17
Temporary freight surcharge	\$53.15
Freight	\$46.90
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$3,653.42

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: RooEducation.pdf

File size: 56.4 kB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: 2021-2022 Certificate of Currency for summary of Insurance cover for Registered Playgroups.pdf

File size: 510.1 kB

Public Liability Expiry Date *

30/06/2022

Must be a date.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 3 of 3)
Application 123- MGP - 2021-22 From The Basin Playgroup
 Form Submitted 12 Jun 2022, 2:59pm AEST

Please attach relevant supporting documentation, including:

- **A project plan**
- **Evidence of Incorporation**

Attach relevant documentation:

Filename: Evidence of Incorporation.pdf
 File size: 75.2 kB

Would you like to receive our bulletin containing information on community training? *

Yes No

There is the option to unsubscribe later if you choose to.

DECLARATION

*** indicates a required field**

Conflict of Interest

Do you or a family member have a relationship with a Council staff member or Councillor?

Yes No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

I declare that all information within this application is true and correct.

If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

Position (if organisation) *

[REDACTED]

Declaration Date *

[REDACTED] ate.

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Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 3 of 3)
Application 123- MGP - 2021-22 From The Basin Playgroup
Form Submitted 12 Jun 2022, 2:59pm AEST

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 138- MGP - 2021-22 From Flamingo Kindergarten Parent Group Inc
 Form Submitted 2 Jun 2022, 7:20pm AEST

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:

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Please see the [policy](#) for further information

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

Application Category

Application Amount

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Flamingo Kindergarten Parent Group Inc

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 138- MGP - 2021-22 From Flamingo Kindergarten Parent Group Inc
 Form Submitted 2 Jun 2022, 7:20pm AEST

Organisation Address *

[REDACTED]

Address, Postcode, and Country are required.

Contact Name

[REDACTED]

Project Contact Address *

[REDACTED]

Address, Postcode, and Country are required.

Mobile Phone Number *

[REDACTED]

Australian phone number.

Phone Number

Must be an Australian phone number.

Email *

[REDACTED]

Committee Secretary (Second Contact Person)

[REDACTED]

Secretary Mobile Phone Number *

[REDACTED]

Australian phone number.

Secretary Email *

[REDACTED]

Please provide your ABN

84 771 395 516

Information from the Australian Business Register	
ABN	84 771 395 516
Entity name	FLAMINGO PRE SCHOOL INCORPORATED
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 138- MGP - 2021-22 From Flamingo Kindergarten Parent Group Inc
 Form Submitted 2 Jun 2022, 7:20pm AEST

Main business location 3152 VIC

Information retrieved at 2:31am today

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? *

Yes No

If No please provide details of Auspice below

Incorporation Details

Please provide your Incorporated number

A0039573L

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Kindergarten Learning tools and toys

Project Start Date *

01/07/2022

Must be a date.

Project End Date *

31/12/2026

Must be a date.

(a) Briefly describe details of the request: *

Our educators have identified that the kindergarten lacks resources that support the intentional teaching of science, technology, engineering and mathematics skills. They would like to upgrade the learning tools and quality wooden toys that are educational, durable and safe for 4 year old kindergarten students.

STEM Wall and accessories are a relatively new system of focus in early childhood education.

The educators will use these innovative, open-ended and challenging tools and toys to deliver a high-quality educational program or activities daily.

(b) What community benefit is gained from this project / activity? *

Science, technology, engineering and mathematics are essential lifelong skills for this generation and future generations of children, therefore to deliver a high quality educational program that will equip children with these necessary skills we require innovative, open-ended and challenging resources such as the STEM wall and accessories.

It will benefit the current and future (at least for the next 5 years) 4 year old kindergarten

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 138- MGP - 2021-22 From Flamingo Kindergarten Parent Group Inc
 Form Submitted 2 Jun 2022, 7:20pm AEST

students. This project could benefit up to 284 children over a 5-year period. The STEM wall has been made from a durable UV and water-resistant material making it resistant to fading and cracking in the sun therefore we anticipate this resource will last a long time.

The free-standing STEM wall is a flexible teaching tool. It can be moved around both indoors and outdoors. Educators can use the wall and additional accessories to help children to develop their communication, problem solving and building skills.

Children can use the STEM wall to create sequences and colourful patterns using compatible coloured pegs, shapes, cogs, wheels and pipes. There are also opportunities for tinkering using hand tools to screw and unscrew these items from the wall.

How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?

5

Must be a number

How many people will directly benefit from or participate in your project / activity? *

284

Must be a number

How many of the above are Knox residents? *

284

Must be a number

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$2,890.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$2,890.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Masterkidz STEM Wall Set	\$1,543.00
Masterkidz STEM Wall Gem Stones	\$240.00
Masterkidz STEM Wall Pastel Geometric Shapes	\$170.00

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 138- MGP - 2021-22 From Flamingo Kindergarten Parent Group Inc
 Form Submitted 2 Jun 2022, 7:20pm AEST

Masterkidz STEM Wall Geometric Shapes	\$170.00
Masterkidz STEM Wall Power Tools	\$90.00
Masterkidz STEM Wall Pegs	\$240.00
Masterkidz STEM Wall Hand Pump	\$150.00
Masterkidz STEM Wall Pastel Pegs	\$240.00
Freight	\$47.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$2,890.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Flamingo STEM learning resources.pdf
 File size: 51.9 kB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Flamingo Preschool Inc Certificate of Currency.pdf
 File size: 273.3 kB

Public Liability Expiry Date *

30/06/2022

Must be a date.

Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 138- MGP - 2021-22 From Flamingo Kindergarten Parent Group Inc
 Form Submitted 2 Jun 2022, 7:20pm AEST

Attach relevant documentation:

Filename: Flamingo STEM learning resources.pdf
 File size: 51.9 kB

Filename: FY2022 Minor Grant Budget - Flamingo 4 year old kindergarden.pdf
 File size: 128.2 kB

Filename: Name change CERT-A0039573L.pdf
 File size: 115.9 kB

Filename: Project Plan for Flamingo Kinder Minor Grant Application.pdf
 File size: 224.0 kB

Would you like to receive our bulletin containing information on community training? *

Yes No

There is the option to unsubscribe later if you choose to.

Please provide an email address where you would like this sent.

[Redacted]

Must be an email address.

DECLARATION

*** indicates a required field**

Conflict of Interest

Do you or a family member have a relationship with a Council staff member or Councillor?

Yes No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

I declare that all information within this application is true and correct.

If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Name *

[Redacted]

Position (if organisation) *

[Redacted]

Declaration Date *

[Redacted]

ate.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 138- MGP - 2021-22 From Flamingo Kindergarten Parent Group Inc
Form Submitted 2 Jun 2022, 7:20pm AEST

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Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 139- MGP - 2021-22 From Knox Boat Fishing Club Inc.
 Form Submitted 20 May 2022, 2:01pm AEST

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

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2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken. This means the project start date must be *after* the Council meeting date at which the application is being considered. Please see our [website](#) for more details on submission deadlines and Council meeting dates for guidance.

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< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Incorporated	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

Application Category

Application Amount

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Knox Boat Fishing Club Inc.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 139- MGP - 2021-22 From Knox Boat Fishing Club Inc.
 Form Submitted 20 May 2022, 2:01pm AEST

Organisation Address *

[Redacted]

te/Province, Postcode, and Country are required.

Contact Name

[Redacted]

Project Contact Address *

[Redacted]

e/Province, Postcode, and Country are required.

Mobile Phone Number *

[Redacted]

tralian phone number.

Phone Number

[Redacted]

alian phone number.

Email *

[Redacted]

Committee Secretary (Second Contact Person)

[Redacted]

Secretary Mobile Phone Number *

[Redacted]

tralian phone number.

Secretary Email *

[Redacted]

Please provide your ABN

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	
ACNC Registration	No
Tax Concessions	

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 139- MGP - 2021-22 From Knox Boat Fishing Club Inc.
 Form Submitted 20 May 2022, 2:01pm AEST

Main business location

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? *

Yes No

If No please provide details of Auspice below

Incorporation Details

Please provide your Incorporated number

A0003167N

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Replacement Defibrillators

Project Start Date *

30/06/2022

Must be a date.

Project End Date *

30/06/2022

Must be a date.

(a) Briefly describe details of the request: *

To enable us to purchase two replacement defibrillators for our existing Phillips units, aged 14 years and 7 years respectively. Both units are due for replacement pads and one unit is also due for a replacement battery. Whilst the manufacturers warranty on these old units is only 8 years, we have been quoted \$490.00 for the necessary replacement equipment. We have also been advised that there is currently a world wide shortage of replacement pads for Phillips defibrillators, due to faulty pads being produced.

(b) What community benefit is gained from this project / activity? *

Replacement units could ultimately save the life of one or more of our Club Members attending either Club Meetings or fishing events. They may also save the life of one of the many Probus Club members that sub-let our Clubrooms to hold there monthly meetings.

How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?

152 plus families

Must be a number

Minor Grants Program - 2021 - 2022
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 Form Submitted 20 May 2022, 2:01pm AEST

How many people will directly benefit from or participate in your project / activity? *

227 plus
 Must be a number

How many of the above are Knox residents? *

202
 Must be a number

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$3,200.00
 Must be a dollar amount.
 What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$3,000.00
 Must be a dollar amount.
 What is the total financial support you are requesting in this application?

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Heartsine Defibrillator Model 360P	\$1,600.00
Heartsine Defibrillator Model 360P	\$1,600.00
	\$
	\$
	\$
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$3,200.00
 This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Sales Quotation - 3267.pdf

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 139- MGP - 2021-22 From Knox Boat Fishing Club Inc.
Form Submitted 20 May 2022, 2:01pm AEST

File size: 163.0 kB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

Other Fund Details

Year of Application:

2019

Grant Program:

CDF 039 Rowville Lakes Family Fishing Day. We presently have a CDF Grant for \$4,696.00. approved in 2019 to conduct a Kid's Fishing Day in 2020 which was deferred to 2021 and then again deferred to 2022 due to Covid-19 restrictions. the date for this Event has now been scheduled for 10/07/2022.

Amount:

\$4,696.00

Must be a dollar amount.

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Knox Boat Fishing Club - Public Liability Insurance Exp 02 2023 - 2022 07 10.PDF

File size: 234.6 kB

Filename: Knox Boat Fishing Club - Public Liability Insurance Exp 02 2023 - 2022 07 10.PDF

File size: 234.6 kB

Public Liability Expiry Date *

15/02/2023

Must be a date.

Please attach relevant supporting documentation, including:

- **A project plan**
- **Evidence of Incorporation**

Attach relevant documentation:

Filename: KBFC Incorporation Details.docx

File size: 37.6 kB

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 139- MGP - 2021-22 From Knox Boat Fishing Club Inc.
 Form Submitted 20 May 2022, 2:01pm AEST

Would you like to receive our bulletin containing information on community training? *

Yes No

There is the option to unsubscribe later if you choose to.

DECLARATION

*** indicates a required field**

Conflict of Interest

Do you or a family member have a relationship with a Council staff member or Councillor?

Yes No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

I declare that all information within this application is true and correct.

If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Name *

[Redacted Name]

[Redacted Signature] n) *

Declaration Date *

[Redacted Date]

Must be a date.

Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 140- MGP - 2021-22 From Australian Society of Graduate Tamils Inc
 Form Submitted 25 May 2022, 1:06am AEST

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken. This means the project start date must be *after* the Council meeting date at which the application is being considered. Please see our [website](#) for more details on submission deadlines and Council meeting dates for guidance.

Please see the [policy](#) for further information

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

Application Category

Application Amount

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Australian Society of Graduate Tamils Inc

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 140- MGP - 2021-22 From Australian Society of Graduate Tamils Inc
 Form Submitted 25 May 2022, 1:06am AEST

Organisation Address *

[REDACTED]

State/Province, Postcode, and Country are required.

Contact Name

[REDACTED]

Project Contact Address *

[REDACTED]

State/Province, Postcode, and Country are required.

Mobile Phone Number *

[REDACTED]

Australian phone number.

Phone Number

Must be an Australian phone number.

Email *

[REDACTED]

Committee Secretary (Second Contact Person)

[REDACTED]

Secretary Mobile Phone Number *

[REDACTED]

Australian phone number.

Secretary Email *

[REDACTED]

Please provide your ABN

42 682 673 894

Information from the Australian Business Register	
ABN	42 682 673 894
Entity name	AUSTRALIAN SOCIETY OF GRADUATE TAMILS
ABN status	Active
Entity type	Other Unincorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 140- MGP - 2021-22 From Australian Society of Graduate Tamils Inc
 Form Submitted 25 May 2022, 1:06am AEST

Main business location 2135 NSW

Information retrieved at 5:00am today

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? *

Yes No

If No please provide details of Auspice below

Incorporation Details

Please provide your Incorporated number

INC1500947

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

The Tamil Forum and Competition

Project Start Date *

09/07/2022

Must be a date.

Project End Date *

10/07/2022

Must be a date.

(a) Briefly describe details of the request: *

Australian Society of Graduate Tamils (ASoGT) has been conducting 'The Tamil Forum and Competition' annually since 1994 in the all states of Australia and New Zealand. This project has become a major platform for Victorian Tamil youths for acquiring the Tamil Language and Culture and developing their interpersonal skills to positively contribute to the multi-cultural Victoria. In Victoria, around 600 students enrolled in the last year

competition. This event has been conducted at The Knox School, Wantirna South since 2016 and this year event will be held in the same school in the Knox City on the 9th and 10th of July, 2022. Considerable number of students from The Knox City takes part in the event. Further details would be obtained at our website www.tamilcompetition.org.au

(b) What community benefit is gained from this project / activity? *

The objectives of the event are encouraging the younger generation to preserve the Tamil language, understand the richness and values of the Tamil language and the culture

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develop their interpersonal and artistic skills in order to make them feel proud about their cultural identity in a constructive sense while contributing to the multicultural Victoria positively.

The whole competition effort and this event brings Tamil youths from all-walks of life and all parts of Victoria together and develop the sense of belonging among them. Tamils of Sri Lanka, India, Singapore, Malaysia and other country origin scattered throughout Victoria. Our initiative provide them an opportunity to meet, mingle and develop strong bonds.

This initiative provides a platform for youths to think and discuss about their identity, develop their skills in Tamil language and celebrate their traditions and arts forms.

The Knox city is a home for considerable number of Tamils and this project helps the formation younger generation contributing to the multiculturalism positively with great leadership. Also it will showcase the multiculturalism of the Knox City.

How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?

40

Must be a number

How many people will directly benefit from or participate in your project / activity? *

600

Must be a number

How many of the above are Knox residents? *

300

Must be a number

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$12,981.20

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$3,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure

\$

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Venue Hire	\$4,281.20
Volunteer Refreshments	\$2,200.00
Material, Promotion, etc	\$1,500.00
	\$
	\$
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$7,981.20

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: AGREEMENT for Occasional Hire of Space - 2022.pdf

File size: 171.9 kB

Filename: Schedule B - 2022 Costs.pdf

File size: 15.7 kB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: PLI2021.pdf

File size: 49.0 kB

Public Liability Expiry Date *

01/07/2022

Must be a date.

Please attach relevant supporting documentation, including:

- A project plan

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
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Form Submitted 25 May 2022, 1:06am AEST

• **Evidence of Incorporation**

Attach relevant documentation:

Filename: ASOGT_Incorporation.pdf
File size: 21.9 kB

Filename: Brief Project Plan.docx
File size: 19.7 kB

Would you like to receive our bulletin containing information on community training? *

Yes No

There is the option to unsubscribe later if you choose to.

Please provide an email address where you would like this sent.

[REDACTED]

DECLARATION

* indicates a required field

Conflict of Interest

Do you or a family member have a relationship with a Council staff member or Councillor?

Yes No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

I declare that all information within this application is true and correct.

If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Name *

[REDACTED]

P (Postcode) of organisation) *

[REDACTED]

Declaration Date *

[REDACTED]

Must be a date.

Privacy Statement

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 140- MGP - 2021-22 From Australian Society of Graduate Tamils Inc
Form Submitted 25 May 2022, 1:06am AEST

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 143- MGP - 2021-22 From Wantirna South Probus Club Inc.
 Form Submitted 1 Jun 2022, 12:05pm AEST

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken. This means the project start date must be *after* the Council meeting date at which the application is being considered. Please see our [website](#) for more details on submission deadlines and Council meeting dates for guidance.

Please see the [policy](#) for further information

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

Application Category

Application Amount

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Wantirna South Probus Club Inc.

Minor Grants Program - 2021 - 2022
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Application 143- MGP - 2021-22 From Wantirna South Probus Club Inc.
 Form Submitted 1 Jun 2022, 12:05pm AEST

Organisation Address *

[Redacted]

Province, Postcode, and Country are required.

Contact Name

[Redacted]

Project Contact Address *

[Redacted]

Province, Postcode, and Country are required.

Mobile Phone Number *

[Redacted]

Australian phone number.

Phone Number

Must be an Australian phone number.

Email *

[Redacted]

s.

Committee Secretary (Second Contact Person)

[Redacted]

Secretary Mobile Phone Number *

[Redacted]

Australian phone number.

Secretary Email *

[Redacted]

Please provide your ABN

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	
ACNC Registration	No

Minor Grants Program - 2021 - 2022
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Application 143- MGP - 2021-22 From Wantirna South Probus Club Inc.
 Form Submitted 1 Jun 2022, 12:05pm AEST

Tax Concessions

Main business location

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? *

Yes No

If No please provide details of Auspice below

Incorporation Details

Please provide your Incorporated number

A0107381X

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

Purchase of Public Address System for use at club meetings and club events

Project Start Date *

01/07/2022

Must be a date.

Project End Date *

31/08/2022

Must be a date.

(a) Briefly describe details of the request: *

Funding for a Public Address speaker, microphone, stand and cover for use at Probus Wantirna South monthly meetings and other events.

(b) What community benefit is gained from this project / activity? *

Probus Wantirna South is a relatively new Probus club (4years old). It provides monthly general meetings for club members. Each meeting has a guest speaker and seeks active participation and engagement with members at the meeting. The club is continually seeking ways to offer a range of activities to members which provide variety, fun and friendship to all members. Since its inception the club has nurtured groups such as walking, dinning, book readers, monthly day trips, swimming, mystery day tours, Cansata card players. It has a welfare officer who liaises with members who need support. In May 2022 it did three days away in Yea which included group outings, walking, dinning and evening social events. Over a third of the membership stayed for the entire event. The level of activity and engagement shows itself in the monthly newsletter which has reached 20 pages (A5) with submissions by members. The PA system will allow the club a better means of ensuring all members can hear and engage during monthly meetings and other events. Many of which will be held in

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 Form Submitted 1 Jun 2022, 12:05pm AEST

the open air during summer months and when weather permits at other times of the year.

How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?

41

Must be a number

How many people will directly benefit from or participate in your project / activity? *

75

Must be a number

How many of the above are Knox residents? *

74

Must be a number

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$1,078.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$1,078.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Samson XP310W Speaker and microphone	\$899.00
Samson Dustcover for XP310W	\$80.00
Speaker Stand	\$99.00
	\$
	\$
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

Minor Grants Program - 2021 - 2022
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 Form Submitted 1 Jun 2022, 12:05pm AEST

\$1,078.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: KC Keyboard Quote.pdf

File size: 10.0 kB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: 2022 Probus Pub Liab Cert of Currency .pdf

File size: 169.8 kB

Public Liability Expiry Date *

30/06/2022

Must be a date.

Please attach relevant supporting documentation, including:

- **A project plan**
- **Evidence of Incorporation**

Attach relevant documentation:

Filename: PA Document 220522 PWS Prop.docx

File size: 2.4 MB

Filename: PWS Cert of Incorporation.pdf

File size: 213.1 kB

Filename: PWS Committee Minutes 25th May 2022 extract.docx

File size: 18.4 kB

Filename: PWS Statement of Supply 310522.pdf

File size: 402.3 kB

Filename: Supporting notes.docx

File size: 14.2 kB

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 143- MGP - 2021-22 From Wantirna South Probus Club Inc.
Form Submitted 1 Jun 2022, 12:05pm AEST

Would you like to receive our bulletin containing information on community training? *

Yes No

There is the option to unsubscribe later if you choose to.

mail address where you would like this sent.

[Redacted]
s.

DECLARATION

*** indicates a required field**

Conflict of Interest

Do you or a family member have a relationship with a Council staff member or Councillor?

Yes No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

I declare that all information within this application is true and correct.

If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Name *

[Redacted]

Position (if organisation) *

[Redacted]

Declaration Date *

[Redacted]
ate.

Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 142- MGP - 2021-22 From Australian Breastfeeding Association Victoria
 Form Submitted 9 Jun 2022, 9:16pm AEST

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken. This means the project start date must be *after* the Council meeting date at which the application is being considered. Please see our [website](#) for more details on submission deadlines and Council meeting dates for guidance.

Please see the [policy](#) for further information

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

Application Category

Application Amount

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Australian Breastfeeding Association Victoria

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 142- MGP - 2021-22 From Australian Breastfeeding Association Victoria
 Form Submitted 9 Jun 2022, 9:16pm AEST

Organisation Address *

[Redacted]

/Province, Postcode, and Country are required.

Contact Name

[Redacted]

Project Contact Address *

[Redacted]

ce, Postcode, and Country are required.

Mobile Phone Number *

[Redacted]

tralian phone number.

Phone Number

Must be an Australian phone number.

Email *

[Redacted]

Committee Secretary (Second Contact Person)

[Redacted]

Secretary Mobile Phone Number *

[Redacted]

tralian phone number.

Secretary Email *

[Redacted]

S.

Please provide your ABN

64 005 081 523

Information from the Australian Business Register	
ABN	64 005 081 523
Entity name	AUSTRALIAN BREASTFEEDING ASSOCIATION
ABN status	Active
Entity type	Australian Public Company
Goods & Services Tax (GST)	Yes
DGR Endorsed	Yes (Item 1)
ATO Charity Type	Health Promotion Charity More information
ACNC Registration	Registered
Tax Concessions	FBT Exemption, GST Concession, Income Tax Exemption

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 142- MGP - 2021-22 From Australian Breastfeeding Association Victoria
 Form Submitted 9 Jun 2022, 9:16pm AEST

Main business location 3205 VIC

Information retrieved at 3:20am today

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? *

Yes No

If No please provide details of Auspice below

Is your organisation a registered not-for-profit legal entity? *

Yes No

If your organisation isn't incorporated and not registered as a not-for-profit legal entity, you will require an auspice who is one or both of these things.

Auspice Details

Auspice Organisation Name *

Australian Breastfeeding Association Victoria

Auspice ABN

64 005 081 523

Information from the Australian Business Register

ABN	64 005 081 523
Entity name	AUSTRALIAN BREASTFEEDING ASSOCIATION
ABN status	Active
Entity type	Australian Public Company
Goods & Services Tax (GST)	Yes
DGR Endorsed	Yes (Item 1)
ATO Charity Type	Health Promotion Charity More information
ACNC Registration	Registered
Tax Concessions	FBT Exemption, GST Concession, Income Tax Exemption
Main business location	3205 VIC

Information retrieved at 3:20am today

Must be an ABN.

Auspice Project Contact *

[REDACTED]

Auspice Position *

[REDACTED]

e Number *

[REDACTED]

alian phone number.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 142- MGP - 2021-22 From Australian Breastfeeding Association Victoria
Form Submitted 9 Jun 2022, 9:16pm AEST

Auspice Email *

[REDACTED]

The auspice organisation must complete an [Auspice Declaration Form](#) and attach below

Signature of auspice representative - permission required *

Filename: auspice-declaration-form-complete.pdf

File size: 564.5 kB

Please upload signed declaration from auspice representative

PROJECT DETAILS

* indicates a required field

Request Details

Project Title *

ABA Equipment

Project Start Date *

28/06/2022

Must be a date.

Project End Date *

31/12/2022

Must be a date.

(a) Briefly describe details of the request: *

We wish to purchase equipment to restock the Knox branch of the Australian Breastfeeding Association that runs at Flamingo Kindergarten in the City of Knox - due to kinder funding changes we can no longer share toys with the kinder groups. This includes toys for children to play with such as play food, dolls, clothing, blocks, indoor play equipment and books, a cordless vacuum for cleaning and boxes for storage.

(b) What community benefit is gained from this project / activity? *

The Australian Breastfeeding Association services the local community to provide support and information to families that wish to breastfeed. Local meets provide a space for parents to come and ask questions, listen to information sessions and build a local support network in order to accomplish their goals in a safe and welcoming environment; this in turn benefits the mental and physical health of both mothers and children (lower risk of postnatal depression, breast cancer, diabetes and childhood obesity amongst other things) and fosters a connection between local parents and their children. We equip our environment with toys for older children as well as babies because it's very common for people to continue to attend well into toddlerhood and to bring older children that need a safe and fun environment to play in so that their parents can focus on their new babies. A cordless vacuum will allow us to keep the space clean and tidy easily without the OHSE risk that comes from using a corded vacuum with babies, toddlers and young children about.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 142- MGP - 2021-22 From Australian Breastfeeding Association Victoria
 Form Submitted 9 Jun 2022, 9:16pm AEST

How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?

7

Must be a number

How many people will directly benefit from or participate in your project / activity? *

61

Must be a number

How many of the above are Knox residents? *

61

Must be a number

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$3,088.67

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$3,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Replacement toys	\$2,454.82
Storage boxes	\$134.85
Cordless vacuum	\$499.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$3,088.67

This number/amount is calculated.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 142- MGP - 2021-22 From Australian Breastfeeding Association Victoria
 Form Submitted 9 Jun 2022, 9:16pm AEST

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Screenshot 2022-06-02 215616.png
 File size: 54.6 kB

Filename: Screenshot 2022-06-02 215634.png
 File size: 240.5 kB

Filename: Screenshot 2022-06-07 143008.png
 File size: 342.8 kB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: aba-public-liability.pdf
 File size: 816.9 kB

Public Liability Expiry Date *

30/06/2022
 Must be a date.

Please attach relevant supporting documentation, including:

- **A project plan**
- **Evidence of Incorporation**

Attach relevant documentation:

Filename: aba-coi.pdf
 File size: 69.3 kB

Would you like to receive our bulletin containing information on community training? *

Yes No

There is the option to unsubscribe later if you choose to.

DECLARATION

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022 (Version 2 of 2)
Application 142- MGP - 2021-22 From Australian Breastfeeding Association Victoria
Form Submitted 9 Jun 2022, 9:16pm AEST

*** indicates a required field**

Conflict of Interest

Do you or a family member have a relationship with a Council staff member or Councillor?

Yes No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

I declare that all information within this application is true and correct.

If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Name *

[Redacted]

Position (if organisation) *

[Redacted]

on Date *

[Redacted]

Must be a date.

Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 144- MGP - 2021-22 From St Simons We Care Group
 Form Submitted 17 Jun 2022, 11:15am AEST

MINOR GRANTS PROGRAM APPLICATION FORM

Minor Grants Information

To meet the policy requirements for funding applications under the Minor Grants Program, requests must meet the following criteria:

1. Applications must be from individuals who reside in Knox or community groups that provide services to the Knox community.
2. Applications for funding cannot be made retrospectively and must be received before the event or activity to which the funding relates is undertaken. This means the project start date must be *after* the Council meeting date at which the application is being considered. Please see our [website](#) for more details on submission deadlines and Council meeting dates for guidance.

Please see the [policy](#) for further information

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	No	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

Application Category

Application Amount

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

St Simons We Care Group

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 Form Submitted 17 Jun 2022, 11:15am AEST

Organisation Address *

[REDACTED]

Contact Name

[REDACTED]

Project Contact Address *

[REDACTED]

Mobile Phone Number *

[REDACTED]

Phone Number

Must be an Australian phone number.

Email *

[REDACTED]

Committee Secretary (Second Contact Person)

[REDACTED]

Secretary Mobile Phone Number *

[REDACTED]

Secretary Email *

[REDACTED]

Please provide your ABN

54 220 917 291

Information from the Australian Business Register	
ABN	54 220 917 291
Entity name	ST SIMONS CATHOLIC CHURCH ROWVILLE
ABN status	Active
Entity type	Other Unincorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Charity More information
ACNC Registration	Registered
Tax Concessions	FBT Rebate, GST Concession, Income Tax Exemption

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 144- MGP - 2021-22 From St Simons We Care Group
 Form Submitted 17 Jun 2022, 11:15am AEST

Main business location 3178 VIC

Information retrieved at 11:11am today

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? *

Yes No

If No please provide details of Auspice below

Is your organisation a registered not-for-profit legal entity? *

Yes No

If your organisation isn't incorporated and not registered as a not-for-profit legal entity, you will require an auspice who is one or both of these things.

PROJECT DETAILS

*** indicates a required field**

Request Details

Project Title *

St Simon's We Care Group Establishment

Project Start Date *

01/07/2022

Must be a date.

Project End Date *

31/12/2022

Must be a date.

(a) Briefly describe details of the request: *

The St Simon's We Care group was established in April 2022 as part of an outreach and community service portfolio based at the Catholic Parish of St Simon the Apostle in Rowville. The targets for this initiative extend beyond the parish community to the broader Knox community.

The group aims to provide support for carers of people who are living with dementia, cancer, MND and other debilitating conditions. These carers - often unsung and unseen heroes - need a safe non-judgmental environment to come and just 'be', to share their experiences, stresses, concerns and emotions and have an opportunity to relax in a safe, supportive environment.

The specific request is for capital assets to be bought on behalf of the group to enable it to be set up to provide this welcoming, safe and hospitable environment to the carers.

(b) What community benefit is gained from this project / activity? *

Carers of people with serious, debilitating illnesses such as dementia, cancer and MND, can live a very challenging, physically and emotionally draining and isolated life as they care

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 Form Submitted 17 Jun 2022, 11:15am AEST

for their loved family member or friend. This isolation has been exacerbated significantly over the last two years due to the COVID pandemic and associated lockdowns. While many people are returning to the post-COVID 'normal' life, many carers are still having to be extremely cautious due to the risk to the person in their care.

The benefit gained from this project will be to set up a sustainable support group for these carers. This will allow them to come to a safe non-judgmental environment to come and just 'be', to share their experiences, stresses, concerns and emotions, and hopefully to have a little fun and relax.

How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?

5

Must be a number

How many people will directly benefit from or participate in your project / activity? *

20+

Must be a number

How many of the above are Knox residents? *

20+

Must be a number

BUDGET

*** indicates a required field**

(d) What is the total cost of the project / activity? *

\$3,000.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

(c) What amount is being requested? *

\$3,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
55" Hi Sense TV A7 Series UHD 4k Smart TV	\$895.00
Breville Coffee machine	\$599.00
Breville Sandwich maker	\$89.00
Breville Pizza Oven	\$999.00

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 Form Submitted 17 Jun 2022, 11:15am AEST

Nutribullet Juicer / Blender	\$99.00
Karaoke Trolley + CD	\$319.00
	Must be a dollar amount.

Minor Grant Budget Total

Total Expenditure Amount

\$3,000.00

This number/amount is calculated.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Shopping Cart Checkout - The Good Guys.pdf
 File size: 1.2 MB

Filename: Your Shopping Cart - JB HiFi.pdf
 File size: 113.7 kB

Other Grant Funding

(e) Have funds been sought / provided from other Council grants? *

Yes No

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: 03_PLG_0069929_Certificate_2021_22_20220614_112718.pdf
 File size: 126.5 kB

Public Liability Expiry Date *

31/10/2022

Must be a date.

Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

Attach relevant documentation:

Filename: Archdiocesan Trust Details.pdf

Minor Grants Program - 2021 - 2022
Minor Grants Program Application Form 2021 - 2022
Application 144- MGP - 2021-22 From St Simons We Care Group
Form Submitted 17 Jun 2022, 11:15am AEST

File size: 36.6 kB

Filename: auspice-declaration-form.pdf

File size: 359.0 kB

Would you like to receive our bulletin containing information on community training? *

Yes No

There is the option to unsubscribe later if you choose to.

DECLARATION

*** indicates a required field**

Conflict of Interest

Do you or a family member have a relationship with a Council staff member or Councillor?

Yes No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

I declare that all information within this application is true and correct.

If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.

Position (if organisation) *

Declaration Date *

17/06/2022

Must be a date.

Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

9.2 Draft Council Grant Framework

SUMMARY: Coordinator Community Partnerships, Saskia Weerheim

This report presents a new draft Council Grant Framework Policy as a central point of governance for all current and ongoing Council grants, as well as for future new and one-off Council-administered grant programs.

The draft Policy contains high level statements regarding Council’s commitment to access and equity, sustainability and climate response and the social harms of electronic gaming machines to the community. The Policy also provides clear administrative direction for all Council grant programs to ensure consistency of processes for applicants, assessors and the officers who administer grants.

The draft Policy provides a robust framework for Council grant administration, ensuring transparency in decision-making processes. The draft Policy brings together a number grant governance matters into one central document, including the recommendation that Council consider separating its grant assessment role from its decision-making role to ensure transparency and to avoid perceptions of conflict of interest.

The draft Policy, once endorsed, will prevail over all Council grant policies and provide ultimate guidance where there are inconsistencies. This arrangement will continue for several months until such a time as the individual grant policies can be modified into grant procedures.

RECOMMENDATION

That Council:

- 1. Approve the Grant Framework Policy as provided in Attachment 1;**
- 2. Note there is a current vacancy for a community representative on the Community Development Fund Evaluation Panel and:
 - a. Note the timeliness of this vacancy in relation to the current Community Development Fund grant round; and**
 - b. Authorise the Chief Executive Officer (or such person nominated by the Chief Executive Officer) to appoint a community member to fill the vacancy for the 2022/2023 grant round generally in accordance with the casual vacancy provisions outlined in Section 3.1 of the Community Development Fund Evaluation Panel Terms of Reference; or otherwise at their discretion.****

1. INTRODUCTION

Knox City Council has sustained a long-term commitment to partnering with and supporting the community through its substantial ongoing grant programs including the following grants:

- Individual Excellence Grants;
- Biodiversity Buddies Grants;
- Minor Grants Program;
- Leisure Minor Capital Works Program;

- Community Development Fund Program; and
- Community Partnership Fund Program.

In more recent times, and in response to community need, Council has committed further funding through its COVID-19 Pandemic response grants targeted to both businesses and community organisations in Knox, as well as administering grants on behalf of State Government through the Boronia Suburban Revitalisation Program.

The administration of these grants has been managed by different departments within Council through individual policies, procedures and guidelines and whilst the grant programs are successful and fully subscribed, some inconsistencies in the governance of these programs has emerged.

The new draft Council Grant Framework Policy (refer to Attachment 1) aims to ensure administrative consistency and good governance practices across all of Council's grant programs as well as addressing feedback raised by grant applicants, assessors (including Councillors), officers and more recently, auditors.

2. DISCUSSION

The draft Council Grant Framework Policy ('the Policy') provides guidance to the community about Council's position on several important issues for the community including:

- Our climate response;
- Access and equity;
- The social harms to the community caused by electronic gaming machines; and
- Alcohol misuse.

As well as providing guidance and information to the community on these issues, the Policy also streamlines a number of Council's administrative processes for grant management and provides a consistent and best-practice approach to grant management.

This new approach for grant management via the Policy aims to provide clarity and consistency to grant applicants, grant assessors and officers who administer the grants on behalf of Council.

A number of the governance issues that are covered in the Policy are currently contained in individual grant policies, Council policies and Council-issued funding agreements but until now, there has been no central point of administration or consistency across grants. This Policy aims to provide a central reference point for all current and future ongoing and one-off Council grant programs.

As well as addressing feedback from grant applicants, community and Councillor grant assessors and Council officers, this Policy also incorporates the recommendations of a recent internal audit of Council's COVID-19 Pandemic relief package as well as recommendations for all Victorian Councils from the Victorian Auditor-General's Office (VAGO) Audit - Fraud Control over Local Government Grants (refer to Attachment 2).

2.1 Transparency in Roles – Assessment Panels

Councillors have historically been involved in two Knox grant assessment processes through Special Purpose Committees, for both Leisure Minor Grant Capital Works grants and Community

Development Fund grants. Over this period, it has been acknowledged by officers that Councillor involvement has added value and strengthened working relationships. However, contemporary governance practices have evolved and advice from recent audits into Council's grant programs, and those across the sector, is that Council should consider segregating Councillors' role in decision-making from the grant assessment process to ensure transparency and robust management of public funds.

Findings of a recent investigation into governance arrangements at Yarriambiack Shire Council by the Local Government Inspectorate focused on the assessment arrangements for grant making within that Council. As part of this investigation, the Chief Municipal Inspector found that there was no separation of duties in the grant evaluation and decision-making processes. One of the recommendations from this investigation was that Councillors should not be involved in the grant assessment process.

This has since been supported by a recommendation in the recent 2022 VAGO Audit - Fraud Control over Local Government Grants (refer to Attachment 2), that all Victorian Councils should exclude Councillors from assessing and making recommendations on grant applications.

Recent benchmarking of 31 other Victorian municipalities suggests that Councillor involvement in grant assessment has declined with approximately two thirds of Councils surveyed advising that Councillors are not involved in any aspect of the grant assessment process. Of this portion, two had recently changed their policy to protect Council from the potential risk of non-segregation of roles. These Councils reported a mixture of community representatives and officer assessment. The vast majority of surveyed Councils advised that Council continue to make the final decision on grant allocation. Of the portion of Councils who still had Councillor involvement in assessment, two were considering changing the process to segregate the duties of Councillors on the basis of audit recommendations and best practice.

Officers have long played a role in assessing Council grant applications. Practices used to ensure a high level of due diligence include the use of eligibility criteria, aligned to grant policies, to rigorously assess the information presented to Council as well as the use of cross-Council officer panels for assessment. Recent officer-based grant assessment panels have included subject matter experts as well as at least one officer representative from an unrelated department, ensuring probity of the grant assessment process.

Whilst Councillor involvement has historically added value to grant assessment, it is now recommended that Council consider segregating its duties to lower its exposure to risk by ensuring transparency and avoiding perceptions of conflict of interest in the allocation of public funds through grants.

Under this proposed new governance arrangement, officers would continue due diligence in grant assessment, using internal multi-disciplinary panels, to assess grants. The assistance of independent community representatives would continue to add value for assessment of Leisure Minor Grant Capital Works grants and Community Development Fund grants. Council would continue to have the decision-making authority as all recommendations of grant Assessment Panels would go to Council for approval, except those made under delegation of the CEO.

2.2 Grant Procedures

At the time of writing, several grant programs are open for application or in the assessment/recommendation stage including the Leisure Minor Capital Works Program, Minor Grants and Community Development Fund. To aid with administration as well as providing consistency and transparency for applicants, assessors, officers and ultimately Council, it is

proposed that the draft Council Grant Framework Policy (once approved) will become the primary grant policy and will prevail over all other grant policies where there are inconsistencies until they can be updated to individual grant procedures. Once the draft Council Grant Framework Policy is approved, existing grant policies will be converted to grant procedures. This process will be an administrative process that will utilise existing policy content and convert it to procedural content (except where it does not align with the new Council Grant Framework Policy). This process is not intended to change the nature of existing grant programs or the procedures that assist with the operation and governance of Council grant programs.

The CEO will approve all grant procedures and once approved, the procedures for each grant program will provide clear and transparent direction to applicants, assessors, officers and Council on the operation of each individual Council grant program and sit under the Council Grant Framework Policy.

2.3 Promotion

The Policy provides clear guidance to officers on the promotion of grant opportunities to the community to ensure transparent and equitable access to Council's grant programs.

2.4 Application and Assessment Process

The Policy provides clear directions to all parties on how Council will administer the grant application and assessment process. It provides a consistent and transparent approach for the community on how to apply for a Council grant, how we keep records and how we assess grants and make decisions about who will receive grants.

The policy articulates Council's conflict of interest rules and procedures for the grant process for applicants, assessors and decision-makers. It also provides clear guidance on the separation of roles for Council officers who administer grant programs or support grant applicants, and their participation on grant assessment panels.

2.5 Grant Recipients

The Policy provides clear information to successful grant recipients around what happens once an application is approved by Council. The Policy includes information and direction for the provision of a funding agreement, payment arrangements and Council's treatment of GST.

The Policy also provides clear and consistent guidance to funding recipients and officers who administer Council grant programs on Council's expectations on:

- Performance where there are variation or extension requests;
- Financial acquittal; and
- Outcome reporting.

Importantly, the Policy provides clear and consistent information to all Council grant recipients about the consequences of not meeting Council's expectations, particularly around providing comprehensive acquittal of Council grant funds.

2.6 Community Development Fund Evaluation Panel Terms of Reference

The Community Development Fund grant round is currently open. Applications will be assessed following the closure of the grant round after eligibility checks have been undertaken. A vacancy for a community representative requires filling and given the timeframes with the current grant round, it is recommended that Council authorises the Chief Executive Officer, or authorised delegate, to appoint a community representative as a casual member of the Community

Development Fund Evaluation Panel for the 2022/2023 grant round, in accordance with Section 3.1 of the Community Development Fund Evaluation Panel Terms of Reference; or otherwise at their discretion.

The Terms of Reference for this Panel will be reviewed, pending the adoption of the draft Policy, after the completion of the current Community Development Fund grant round.

3. CONSULTATION

Consultation has been undertaken with Council officers from the following areas:

- Community Wellbeing;
- Active and Creative Communities;
- Biodiversity;
- Governance; and
- Climate Response.

Feedback has also been recorded over a period of time from applicants and grant assessment panel representatives who have highlighted inconsistencies in policies and processes in grant application and assessment process.

A desktop review was also undertaken of other Council practices around central grant frameworks. It was found that grant governance practices vary widely across local government, depending on the type of grant programs offered. The Policy responds to the needs and challenges of our particular circumstances.

4. CLIMATE CHANGE CONSIDERATIONS

The subject of this report has been considered in the context of climate change and its relevance to the Knox Climate Response Plan 2021-2031. Implementation of the recommendations may provide a positive impact and provide opportunities for Council or the community to adapt to climate change through education via the grant application process.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

There are no environmental or amenity issues arising from this report.

6. FINANCIAL & ECONOMIC IMPLICATIONS

There are no financial or economic implications arising from the Policy. The budget for Council's grant programs is considered through Council's annual budget process. There are no proposed changes to the existing annual budget allocation for Council's grant programs.

7. SOCIAL IMPLICATIONS

Council's grant programs facilitate engagement between Council and a diverse range of community groups, businesses and individuals: strengthening existing relationships and creating new ones; broadening understanding; and initiating new collaborations in the Knox community.

Council grant programs enable the delivery of projects, programs and services that address existing, emerging and urgent community need whilst contributing to the implementation of the Knox Council Plan 2021-2025.

Council grants are a means by which Council supports the Knox community to be active, connected, sustainable and resilient. The grant programs also provide a valuable connection point for Council to gauge community activity and identify new and emerging issues and initiatives, whilst facilitating and fostering partnerships.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Opportunity & Innovation

Strategy 1.1 - Maximise the local economy by supporting existing businesses and attracting new investment.

Strategy 1.2 - Encourage and support opportunities for skills development and lifelong learning for all people in Knox.

Strategy 1.3 - Support organisations in Knox to navigate recovery and new ways of working.

Neighbourhoods, Housing & Infrastructure

Strategy 2.2 - Create, enhance and maintain places and spaces for people to live, work, play and connect.

Natural Environment & Sustainability

Strategy 3.1 - Preserve our biodiversity and waterways, and enhance our urban landscape.

Strategy 3.2 - Prepare for, mitigate and adapt to the effects of climate change.

Connection, Resilience & Wellbeing

Strategy 4.1 - Support our community to improve their physical, mental and social health and wellbeing.

Strategy 4.2 - Foster inclusivity, equality, belonging and safety within the community.

Strategy 4.3 - Honour and integrate First Nations Culture into actions and environments.

Strategy 4.4 - Support the community to identify and lead community strengthening initiatives.

Civic Engagement & Integrity

Strategy 5.1 - Provide opportunities for all people in Knox to have their say.

Strategy 5.2 - Manage our resources effectively to ensure financial sustainability and improved customer experience.

Strategy 5.3 - Ensure our processes are transparent and decisions are accountable.

9. CONFLICT OF INTEREST

The officers contributing to and responsible for this report have no conflict of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

10. CONFIDENTIALITY

There is no content in this report that meets the definition of confidential information from the Local Government Act 2020.

Report Prepared By: Coordinator Community Partnerships, Saskia Weerheim

Report Authorised By: Director Connected Communities, Tanya Scicluna

Attachments

1. Attachment 1 Draft Council Grant Framework Policy 2022 03 28 [9.2.1 - 9 pages]
2. Attachment 2 - VAGO Report - Fraud Control Over Local Government Grants - May 2022 [9.2.2 - 82 pages]



Council Grant Framework

Policy Number:	Issued by Governance	Directorate:	Connected Communities
Approval by:	Council	Responsible Officer:	Manager Community Wellbeing
Approval Date:	Meeting Date	Version Number:	01
Review Date:	3 Years from Meeting Date		

1. Purpose

The purpose of this Policy is to provide a consistent guide for the allocation, management and review of all of Council's grant programs to the Knox community.

2. Context

Council provides an annual budget for a suite of grants which support and encourage community, business and individual activity and service delivery in Knox, for the benefit of the Knox community. Council will also, from time to time, allocate budget for special or specific purpose grants to respond to emerging community need.

All of Council's grant programs are underpinned by the following principles:

- Funded projects will provide benefit to the Knox community and help meet Council objectives;
- Responsiveness to current and changing needs;
- Encouragement of collaboration and partnerships;
- Consistency, equity and transparency; and
- Accountability for public funds.

Council is also committed to addressing the following:

Best-practice grant-making

Council is committed to best practices and continuous improvement in its grant programs. Council will monitor the grant-making environment, as well as respond to feedback about its grant making processes to improve programs and procedures on an ongoing basis.

Access and Equity

Council is committed to access and equity through all facets of its operations including through its grant programs. To identify people from diverse backgrounds, staff will ensure they collect all relevant data. Wherever possible, sex-disaggregated data will be collected to inform planning, monitoring and evaluation of projects, programs and services in order to support Council's gender and equity goals.

Climate and Sustainability

Council is committed to tackling climate change and to support the community to adapt to climate change impacts. Council adopted the Climate Response Plan in 2021, which identifies actions to achieve zero greenhouse emissions for Council by 2030 and for the community by 2040. Council grants programs will provide opportunities to increase



community impact and improve understanding of how climate change intersects with Council-funded program and service outcomes.

Electronic Gaming Machines

Council recognises that electronic gaming machines can pose a threat to public health and wellbeing due to the harm this activity can cause for individuals, families and the community. Council is committed to mitigating the negative impacts of electronic gaming in the municipality by adopting a harm minimisation approach in relation to the use of electronic gaming machines. As such, Council grant funds cannot be used to support applications from electronic gaming machine operators or for events that rely on venues with electronic gaming machines.

Alcohol

Council recognises that alcohol misuse can result in harmful impacts to our local community and as such, Council grant funds cannot be used for the purchase of alcohol in any circumstances.

3. Scope

This Policy applies to all grants allocated via the following ongoing Council grant programs including:

- Individual Excellence Grants;
- Biodiversity Buddies Grants;
- Minor Grants Program;
- Leisure Minor Capital Works Program;
- Community Development Fund Program; and
- Community Partnership Fund Program.

The Policy also applies to any one-off or ongoing grants that Council creates to respond to community need at the time.

This Policy will prevail over all other policies relevant to the above Council grant programs where inconsistencies are found.

4. References

4.1 Community Plan 2021-2031

4.2 Council Plan 2021-2025

- **Key Direction 1: Opportunity and innovation** - Knox strives to be a city of opportunity, embracing innovation and change, and providing local learning and employment opportunities for all. It's a place where people and business can thrive. We value our natural and built environment.
- **Key Direction 2: Neighbourhoods, housing and infrastructure** - Building on what's great about our city, Knox's housing and infrastructure will meet the changing needs of our community.
- **Key Direction 3: Natural environment and sustainability** - Knox's natural environment is protected and enhanced to ensure sustainability for future generations.
- **Key Direction 4: Connection, resilience and wellbeing** - Knox is a place to call home. Our community is strong, healthy and we support and respect each other.
- **Key Direction 5: Civic engagement and integrity** - Knox Council is a trusted and respected leader in our community, acting appropriately and ensuring all voices are heard.



4.3 Relevant Legislation

- Local Government Act 2020 (Vic)

4.4 Charter of Human Rights

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

4.5 Related Council Policies

- Election Period Policy.
- Electronic Gaming Machines Policy.
- Complaint Handling Policy and Procedure.
- Knox City Council Governance Rules (Chapter 5 – Conflicts of Interest).
- Fraud and Corruption Control Framework.

4.6 Related Council Procedures

- Individual Excellence Grants Procedure.
- Biodiversity Buddies Grants Procedure.
- Minor Grants Program Procedure.
- Community Development Fund Program Procedure.
- Community Partnership Fund Program Procedure.
- Community Development Fund Evaluation Panel Terms of Reference.
- Leisure Minor Capital Works Grant Scheme Procedure.
- Leisure Minor Capital Works Grant Scheme Assessment Panel Terms of Reference.
- Knox Council Integrated Risk Management Process.
- Knox City Council Fraud & Corruption Control Procedure.

5. Definitions

Auspice	An established not-for-profit legal entity that agrees to take responsibility for the grant obligations of an unincorporated or informal or newly established group with no legal status.
CEO	Means the Chief Executive Officer of Knox City Council.
Community Group(s)	A legal entity who provide services, support or activities to the Knox community.
Council	Knox City Council, whether constituted before or after the commencement of this Policy.
Delegate	Means a Council officer(s) designated by the CEO to administer a grant process.
Funding agreement	An agreement between the grant recipient and Council that documents the agreed objectives of the funded project/activity and the reporting and accountability requirements of the grant.
GST	Goods and Services Tax.
Individual(s)	Means a resident(s) of the Knox Municipality.
Legal Entity	Can include an incorporated association, a co-operative, a company limited by guarantee, share or a trust or other organisation established under an Act passed by the State or Commonwealth.



Not-for-profit	Means a group or organisation that is not operating for the profit or gain of its individual members; and any profit or surplus is directed back into the operation of the organisation to carry out its purpose.
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6. Council Policy

6.1 Grant Procedures

All Council grant programs will have accompanying procedures (with some to be developed or updated after the commencement of this Policy) that outline the eligibility and other specific information for each Council grant. Any amendments that materially change the intent of each procedure, must be considered and approved by the CEO.

From time to time, circumstances may change, leading to the need for minor administrative changes to grant procedures. Where an update does not materially alter procedures, such a change may be made administratively. Examples of minor administrative changes include changes to names of Council departments or positions, the grant management software that Council uses, changes to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact.

6.2 Promotion

All Council grant programs will be promoted widely within Knox to the targeted audience using the following approaches, where appropriate:

- Council's website and social media channels; and/or
- Media release; and/or
- Paid advertisement in community newspapers; and/or
- Opt-in email subscription lists via Smarty Grants; and/or
- Council newsletters and other Council publications; and/or
- Community information sessions; and/or
- Phone contact.

Additional assistance such as interpreters will be provided where required to ensure an equitable process for all applicants

6.3 Applications

- All applicants must be able to demonstrate a positive benefit to the Knox community.
- Each individual Council grant procedure will specify the application process.

6.4 Record keeping

All Council grant program records will be managed through Council's Smarty Grants portal. This system aims to track interactions between Council and each unique grant applicant.

Applications and funding agreements will also be stored in Council's central record keeping system, Knox Explorer.

6.5 Assessment Process

Assessment will be carried out in the following manner:

- Applications will first be assessed for eligibility (outlined in this Policy and the relevant grant procedure). Applications that are deemed ineligible at this first point will not be included in the following parts of the assessment process.



- All grant procedures will clearly articulate the assessment weighting criteria. These weighting criteria will be made available to all applicants and assessors. Applications will be assessed against the program's weighting criteria.
- Where practicable, an assessment report summarising all relevant assessor comments, will be developed for presentation to the Assessment Panel as a tool to assist with assessment. The Community Partnerships Team will develop an assessment report template for use by all officers responsible for grant administration.
- The assessment report will include details of the application and the assessors will be given access to Smarty Grants (where applicable) to view the full application and supporting documents where possible.
- Where possible, each assessor will undertake an individual assessment of each application prior to the Assessment Panel process.

6.6 Assessment Panels

- Where practicable and subject to the individual grant program procedure, an Assessment Panel will be appointed and may comprise a mix of community representatives and council officers, or an Assessment Panel made up of council officers only.
- Assessment Panels that comprise council officers only should include officers who are subject matter experts as well as at least one officer representative from an unrelated department.
- Council officers that assist applicants with information or support to complete their applications, or with the administration of a particular grant program, will not become members of relevant grant assessment panel they help to administer or support as part of their role.
- Community representatives can only be appointed to one grant Assessment Panel at any time.
- The Assessment Panel will be led by a Chair (a Council officer) and the Chair will be supported by an officer responsible for administrative oversight of the particular program. This officer will provide the Chair with the following support:
 - Confirmation that the grant application and evaluation process were completed in accordance with the Grant Framework Policy and individual grant procedure.
 - Confirmation that all queries were resolved, to the extent possible, before initial assessments were made.
 - That no conflicts of interest were identified among assessment panel members or applicants (or if identified, were managed in accordance with Council's Governance Rules).
 - A panel assessment report that outlines all matters relevant to the application and the assessor's initial assessment.
 - Any other issues of relevance to the individual grant.
 - The Chair will then lead the Assessment Panel through a consensus decision making process.
 - Where the collective Assessment Panel decision differs from any prior individual assessment, a collective agreement will be reached. These recommendations will be noted in the Minutes.
 - Written assessment will be recorded for each application including the reason for approval or decline and where relevant, the reason why an application did not receive the full allocation.



- Panel assessment meetings will be minuted and saved in Council's central record system, Knox Explorer.
- A report containing the Assessment Panel's recommendations will be prepared by the Council officer responsible for administrative oversight of the particular grant program. All recommendations of Grant Assessment Panels will go to Council for approval, except those made under delegation of the CEO.

6.7 Decision-making

The final decision regarding successful applications will be made by Council or by CEO delegation. The decision will be recorded in Smarty Grants and reasons for the decision will be given to applicants.

6.8 Conflicts of Interest

- All members of assessment panels and council officers must identify any conflicts of interest they may have in relation to grant programs they are involved in as assessors or administrators, declare all conflicts of interest and exclude themselves from any decision making processes in relation to a matter in which they have a conflict of interest; this includes any discussions that occur as a precursor to the decision being made.
- Council officers who are involved in the administration or support of a particular grant program will not become a member of a related grant assessment panel. This does not preclude council officers from participating in other grant assessment panels for other grant programs. They must still declare any conflicts of interest.
- Council's Governance Rules (Chapter 5) will be followed in relation to conflict of interest procedures and a Conflict of Interest Disclosure form must be completed for members of grant assessment panels (including community / industry / business representatives; Council officers; and by the officers involved in grant administration of that particular program).
- Grant applicants must disclose conflicts of interest at the time of application, particularly where they work or volunteer for Knox City Council. Disclosures will be managed in accordance with Council's Governance Rules (Chapter 5).
- All members of grant assessment panels and Council officers, including those involved in the administration of grants, must not make improper use of information acquired because of their position, or release information that they know of, or should reasonably know, is confidential information.

6.9 Notification process

Notification of successful and unsuccessful applications will take place as soon as practicable after the decision is made.

Successful applicants will be informed by:

- Email; and
- An announcement on Council's website.

Unsuccessful applicant will be informed via email with an offer of feedback and contact details of the officer to provide feedback.

Council's decision in relation to funding applications is final.



6.10 Funding Agreement

All successful grant recipients will be required to enter into a funding agreement with Council. The funding agreement will set out the terms of the grant based on the applicant's application. Council will use a standard funding agreement relevant to each grant program. Any contract negotiations, within the ambit of the approved grant, will be carried out between the relevant Council representative and the successful recipient's appointed representative.

The funding agreement must be signed and returned to Council prior to the grant payment being released.

For community groups and not-for-profit organisations, a copy of the signed funding agreement will also be forwarded to the Committee of Management to ensure transparency and to provide more information on acquittal requirements and outcome reporting.

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6.11 Payment arrangements

Payment will be made by Knox City Council to the nominated bank account by electronic funds transfer. The bank account must be in the name of the successful applicant entity or nominated auspice (except in the case of the Individual Excellence Grants). The individual grant procedures will provide more information about grant payment arrangements.

6.12 GST Treatment

- Where an applicant is registered for GST, GST will not be paid for any part of a grant for salary or project management costs.
- Where an applicant is registered for GST, GST will be paid for grants for equipment and other items that attract GST.
- GST will not be included as part of a grant to entities not registered for GST (though non-GST registered entities may still apply for Council grants depending on the individual grant guidelines).

6.13 Reporting and Monitoring

The reporting arrangements for each individual grant program are specified in each individual grant procedure and within the standard funding agreement. Any project specific items or conditions to be reported on will be identified in the contract.

All reporting is to be completed via Council's Smarty Grants portal. Monitoring may be undertaken via telephone, meeting or network meeting.

6.14 Performance

Whilst every effort is made to ensure that projects go smoothly, grant recipients may fail to deliver on aspects of their contract for a range of reasons. For applicants with the following:

- 6.14.1 **Variation requests** – any requests for variation to the approved project must be made in writing. A written response to such requests will be provided by Council. Variations to project details are expected to deliver similar outcomes as initially approved by Council.
- 6.14.2 **Extension requests** - any requests for an extension of a funding agreement must be made in writing. A written response to such requests will be provided by Council. Extensions will not be accepted beyond a twelve month period from the original acquittal date in the Funding Agreement, unless extenuating circumstances can be demonstrated.
- 6.14.3 In the event that an applicant can no longer complete any or all of the approved project, unspent grant funds will be returned to Council and any partial expenditure must be acquitted on the relevant forms.

6.15 Financial acquittal

Financial acquittal is required for all Council grants. A financial acquittal report must be submitted:

- Via Council's Smarty Grants portal on the form provided by Council;
- By the date agreed in the funding agreement;
- With supporting documents include receipts or other supporting documentation that shows expenditure of Council grant funds. Further information about the types of supporting documentation will be outlined in the individual grant procedures.

Any unspent Council grant money must be returned to Council.



Failure to meet the above criteria may result in an applicant being:

- Required to return allocated funding to Council ; and/or
- Becoming ineligible for future Council grants.

Applicants who have not provided adequate grant acquittal documentation within two (2) years of the original grant approval date will be referred to Council's Finance Department for debt retrieval.

6.16 Project Outcomes

The success of the funded activity will be assessed through a final report via Council's Smarty Grants portal (along with the financial acquittal). The specific grant procedures and/or funding agreement will outline Council's expectations around outcome reporting.

As with the financial acquittal, failure to meet the requirement to report on project outcomes may result in an applicant being:

- Required to return allocated funding to Council ; and/or
- Becoming ineligible for future Council grants.

6.17 Complaints and dispute resolution

Council is committed to sound decision-making processes to ensure fair and reasonable outcomes for the Knox community. Council values complaints and encourages people to contact us when they have a problem with our services, actions, decisions, and policies. If a complaint or dispute arises through Council's grant making processes, Council's Complaint Handling Policy and Procedure will be followed.

Where there is a complaint or dispute between assessment panel members, the Terms of Reference for that Panel will provide guidance.

6.18 Fraud and corruption control

Council recognises that there are specific fraud and corruption risks related to the administration of public funds through grant making. Council maintains a Fraud and Corruption Control Framework and Risk Register which provides guidance to all parties around fraud or corruption risk in the grant making process.

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.



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Fraud Control Over Local Government Grants

Independent reasonable assurance report to Parliament

Ordered to be published

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PP 316, Session 2018–22



The Hon Nazih Elasmr MLC
President
Legislative Council
Parliament House
Melbourne

The Hon Colin Brooks MP
Speaker
Legislative Assembly
Parliament House
Melbourne

Dear Presiding Officers

Under the provisions of the *Audit Act 1994*, I transmit my report *Fraud Control Over Local Government Grants*.

Yours faithfully

A handwritten signature in black ink that reads "Dave Barry". The signature is written in a cursive, flowing style.

Dave Barry
Acting Auditor-General
11 May 2022

The Victorian Auditor-General's Office acknowledges the Wurundjeri Woi Wurrung People as the traditional custodians of the land on which our office is located. We pay our respects to their Elders past and present.

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Audit snapshot

Are fraud controls over local government grants well-designed and operating as intended?

Why this audit is important

In 2020–21, Victorian councils distributed more than \$45 million in grants to individuals, businesses and community groups.

It is important that councils have effective controls for their grant programs to prevent fraud and give their communities confidence that public money is spent as intended.

Who and what we examined

We examined Hume City Council, Knox City Council, Loddon Shire Council, Southern Grampians Shire Council, Warrnambool City Council and West Wimmera Shire Council.

We looked at a selection of their grant programs from the last 5 years to see if their fraud controls are well-designed and consistently applied.

What we concluded

Councils' fraud controls for their grant programs are not always well-designed and operating as intended. In some cases, they are missing.

Councils are not consistently identifying conflicts of interest, assessing applications against criteria, documenting their decisions, checking how funds are used or evaluating their grant programs' outcomes.

This unnecessarily increases the risk of fraud and makes it harder for the audited councils to show that their grant programs are transparent, equitable and benefit the community.

What we recommended

We made 9 recommendations to all Victorian councils about strengthening their fraud controls and improving their guidance and training for grant-related fraud.

We also made one recommendation to Loddon Shire Council about reviewing its community planning grant process.

Key facts



46 Victorian councils spent more than **\$45m** on grants in 2020–21*



5/6 audited councils do not have an overarching grant policy



50% of audited councils do not deliver fraud training for their councillors even though councillors approve grants

Note: *33 of 79 councils did not report their total grant spending in their 2020–21 annual reports. Source: VAGO, based on information from councils.

What we found and recommend

We consulted with the audited councils and considered their views when reaching our conclusions. The councils' full responses are in Appendix A. We have included a summary of each audited council's performance in Appendix D.

Unless otherwise indicated, any individuals referred to in this report by name or position are not the subject of adverse comment or opinion.

Importance of fraud controls

None of the audited councils have consistently applied fraud controls across all their grant programs. We found that these inconsistencies have unnecessarily exposed councils to a higher risk of fraud.

Figure A shows an example from Loddon Shire Council (Loddon) of how a lack of fraud controls over the life cycle of a grant program increased the risk of fraud.

Figure A: **Lack of fraud controls for Loddon's community planning grant program**

Under Loddon's community planning grant program, a councillor applied for \$150,000 on behalf of a community asset committee in 2019. The grant was to upgrade a kitchen at a council facility to commercial standards.

The councillor chaired a community asset committee that manages a council facility on behalf of the council. The councillor, on behalf of the committee, estimated that the kitchen upgrade would cost \$233,000 and requested \$150,000 to complete the project.

The council staff member who assessed the application estimated that it would cost \$20,000 to complete the project. Loddon advised us that it sought quotes during project planning, but the staff member who assessed the application did not attach or reference them.

The councillors, including the councillor that made the application, approved \$20,000 for the project. But Loddon did not:

- exclude the councillor from the decision-making process
- review or comment on why the applicant requested \$150,000 when the assessors estimated that \$20,000 was an appropriate amount
- note that the requested amount was excessive in its report to the councillors.

Loddon's community planning grant program requires applicants to inform the local ward councillor of their application before they submit it. Otherwise, the council will consider it ineligible.

In this case, the local ward councillor and the applicant were the same person. While Loddon staff were aware of this, they did not consider how it could lead to a conflict of interest. For example, a local ward councillor could discourage other potential applicants from applying for a grant to reduce competition for their own application.

This process lacks transparency because Loddon does not require councillors to keep records of potential applicants that have approached them. Directly engaging with a potential applicant could also influence a councillor's decision to approve their application or not.

In this example ...	Which means ...
the council allowed the councillor to approve their own application without declaring or managing the conflict of interest	the councillor could be voting to approve funding for a project that may personally benefit them.
there were no assessment criteria to assess the applications	<ul style="list-style-type: none"> there is no transparency on why the councillors approved the application the council cannot be sure that the councillor's application will benefit the community the most.
the council did not clearly document how it determined the grant amount	there is no transparency on why the council chose this amount.
2 of 5 councillors at Loddon, including the councillor who applied for the grant, had not completed fraud training	they might lack an understanding of how to prevent, detect and respond to fraud risks.

As this case study shows, the following controls are important to help councils reduce the risk of fraud and ensure their grant programs are transparent, fair and benefit the community:

- declaring and managing conflicts of interest
- assessing applications against eligibility and assessment criteria
- not having councillors on assessment panels
- documenting funding decisions
- acquitting spending
- evaluating their overall benefits.

Inconsistently declaring conflicts of interest

All of the audited councils require their staff to declare conflicts of interest. However, none of them have an overarching grant policy that outlines how staff and councillors should declare them for all their grant programs.

Hume City Council (Hume) has a process for relevant staff to declare conflicts of interest for one program that delivers individual grants up to \$2,000. However, it did not apply this process to another program that provided grants up to \$250,000 between 2014 and 2020.

Only Loddon and Southern Grampians Shire Council (Southern Grampians), which has only one grant program, have processes for all their staff who assess applications to declare conflicts of interest within their grant management systems.

Lack of eligibility and assessment criteria

Loddon and West Wimmera Shire Council (West Wimmera) do not use eligibility or assessment criteria to assess applications for all their grant programs. This makes it unclear how these councils decide who is eligible for their programs or why they approve some applications over others.

Two of West Wimmera's 4 grant programs do not have eligibility criteria. These programs, which provide sponsorships and donations, require applicants to approach the council directly to request funding instead of making a formal application. In 2020–21, West Wimmera spent \$51,559, or 58 per cent of the \$89,409 it spent on grants, on sponsorships and donations with no eligibility criteria.

For Loddon's community planning grant program, assessors only record brief overall comments for each application and there is no evidence that they use assessment criteria. This makes it unclear if they assess all applicants against the same standard.

Loddon also distributes unallocated funds from one of its grant programs without assessing applicants against criteria. This reduces transparency over how it selects recipients and creates a risk that it is not maximising community benefits.

Assessors are council staff members who assess grant applications.

An **assessment panel** typically has multiple assessors and a chairperson. A panel assesses grant applications and makes recommendations to the council about which applications should receive funding.

Councillors assessing grant applications

Councillors at Hume and Knox City Council (Knox) sit on assessment panels for some grant programs. This is an issue because these councillors are involved in both assessing and approving grant applications. For example, at Knox, a councillor assessed a grant application and later voted to approve it.

Both councils told us they will recommend that councillors do not form part of assessment panels. Knox advised us that its newly developed overarching grant policy will address this, which it will present to councillors in mid-2022.

Not documenting funding decisions

Assessors at Hume, Knox and Loddon changed their initial recommendations without documenting any reasons in their grant management systems. From these councils' records, it is not clear why they awarded:

- grants to some applicants who assessors did not initially recommend for funding
- a higher grant amount than assessors initially recommended.

For example, at Hume, the assessment panel chair changed an applicant's score and increased the grant amount from \$8,750 to \$10,000, but there are no records to explain this change.

At Knox, one applicant received \$20,000 in 2017 even though Knox's records show that none of the 4 assessors recommended awarding them the grant when they individually assessed applications. Knox advised us that after completing individual assessments, assessors met as an assessment panel and decided to recommend the application. However, Knox did not document reasons for changing its recommendation.

Knox advised us that it has recently changed its process to better document these types of changes. It also plans to include these notes in its grant management system.

Not communicating outcomes to applicants

Only Loddon, Warrnambool City Council (Warrnambool) and West Wimmera consistently tell unsuccessful applicants why they have rejected their applications.

The other 3 audited councils do not consistently do this, which reduces the transparency of their grant programs.

Inconsistently applying acquittal processes

Councils can check if recipients have used grant funds as intended by asking them to provide evidence of their spending, such as receipts or photos of a completed project. This is called an acquittal process.

Without an acquittal process, councils cannot be sure that recipients have met a program's conditions and used the funding to benefit the community. It also may be difficult for councils to identify any unspent funding to recover.

While all audited councils use an acquittal process in some of their grant programs, only Knox acquits all of them. Southern Grampians uses an acquittal process for the only grant program it has. In line with better practice, Knox also monitors recipients' spending throughout the funding period for its largest grant program.

Inconsistently documenting acquittal processes

In addition, only Knox could give us complete documentation to show that it acquits grants consistently. This is because the other councils do not follow a consistent process or always keep supporting documentation.

Unlike the other audited councils, West Wimmera does not have a grant management system. Instead, it stores documentation in its records management system. As this system is not designed for managing grants, the council could not confirm if the gaps we found were due to the system's poor search functionality or missing records.

Not regularly evaluating grant programs

Councils cannot make informed decisions on how to best allocate their funding if they do not regularly evaluate their grant programs. None of the audited councils have a standard practice or requirement to assess if their programs benefit the community.

For example, Loddon annually allocates \$50,000 to each of its wards for its community planning grant program. It also rotates \$500,000 a year across its wards for significant community projects. However, it has not evaluated if dividing funding between wards maximises community benefits.

We also found examples at Warrnambool where the council has paid recurring grants for over 15 years without reviewing them. However, it stopped paying 3 non-competitive recurring grants after finding out that they were not benefitting the community or lacked relevant approvals.

Recommendations about improving fraud controls

We recommend that:	Response
<p>All Victorian councils</p> <p>1. improve their conflict-of-interest processes by:</p> <ul style="list-style-type: none"> • requiring staff and councillors to declare conflicts of interest for each grant application they assess or approve • documenting how the council manages declared conflicts of interest (see Section 2.1) 	<p>Accepted by: Knox City Council, Southern Grampians Shire Council, Warrnambool City Council, West Wimmera Shire Council</p> <p>Partially accepted by: Hume City Council, Loddon Shire Council</p>
<p>2. develop eligibility and assessment criteria for all their grant programs and:</p> <ul style="list-style-type: none"> • assess and document each application against them • communicate assessment outcomes and reasons to unsuccessful applicants (see Section 2.2) 	<p>Accepted by: Knox City Council, Southern Grampians Shire Council, Warrnambool City Council</p> <p>Partially accepted by: Hume City Council, Loddon Shire Council, West Wimmera Shire Council</p>
<p>3. exclude councillors from assessing and making recommendations on grant applications (see Section 2.2)</p>	<p>Accepted by: Hume City Council, Southern Grampians Shire Council, Warrnambool City Council, West Wimmera Shire Council</p> <p>Partially accepted by: Knox City Council, Loddon Shire Council</p>
<p>4. verify that all grant recipients use grant funds for their intended purpose (see Section 2.3)</p>	<p>Accepted by: Hume City Council, Knox City Council, Southern Grampians Shire Council, Warrnambool City Council, West Wimmera Shire Council</p> <p>Partially accepted by: Loddon Shire Council</p>
<p>5. evaluate the benefits of:</p> <ul style="list-style-type: none"> • recurring grants and require recipients to seek future funding through existing competitive grant programs • non-recurring grants (if appropriate) and consider their risks and value (see Section 2.2) 	<p>Accepted by: Hume City Council, Knox City Council, Warrnambool City Council</p> <p>Partially accepted by: Loddon Shire Council, Southern Grampians Shire Council, West Wimmera Shire Council</p>
<p>6. document all funding decisions in a consistent and structured way within a centralised system to ensure their decision-making is transparent, including by recording:</p> <ul style="list-style-type: none"> • the names of individuals involved in assessing or approving grant applications • if applicants met the eligibility criteria • how assessors and approvers scored applicants against the assessment criteria • what assessors and approvers considered to determine funding amounts • reasons why any funding decisions do not align with assessments (see sections 2.2 and 2.3) 	<p>Accepted by: Hume City Council, Knox City Council, Southern Grampians Shire Council, Warrnambool City Council, West Wimmera Shire Council</p> <p>Partially accepted by: Loddon Shire Council</p>
<p>Loddon Shire Council</p> <p>7. assesses the benefits of its ward-based approach to allocating grants and how this aligns with the council's strategy (see Section 2.2).</p>	<p>Partially accepted by: Loddon Shire Council</p>

Internal guidance and training

Councils should provide guidance to staff and councillors who administer grants, including:

- an overarching grant policy
- fraud control frameworks
- fraud training.

Lack of overarching grant policies

Only West Wimmera has an overarching grant policy that documents how its staff and councillors should run grant programs.

This means that at other councils, staff and councillors do not have centralised guidance on which fraud controls they need to implement and when. Due to this, these councils have applied fraud controls in some grant programs but not others.

Hume, Knox and Loddon are currently developing draft overarching grant policies. They intend to adopt their policies in mid-2022.

Gaps in fraud control frameworks

All audited councils have risk management plans and fraud and corruption policies. However, councils do not prioritise grant-related fraud as a key risk. For example:

- none of the audited councils' risk management plans and fraud and corruption policies cover fraud controls for grant programs
- Loddon's fraud control framework does not clearly define roles and responsibilities for managing and reporting fraud
- of the 4 councils that have risk registers (Hume, Knox, Loddon and West Wimmera), none list grant-related fraud as a risk.

Gaps in fraud training

While all audited councils provide fraud training, none ensure that all staff and councillors involved in administering grants have completed it. In addition, only Knox, Loddon and Southern Grampians provide this training to councillors.

We assessed what the audited councils' fraud training covers and found that:

- none cover fraud risks that are specific to grants
- Southern Grampians refers to a superseded version of the *Local Government Act 2020*.

Without adequate training, councils are not proactively ensuring that staff and councillors understand their responsibilities in managing fraud risks.

Recommendations about improving guidance and training

We recommend that:	Response
<p>All Victorian councils</p> <p>8. develop their own overarching grant policy that details:</p> <ul style="list-style-type: none"> • when and why the council uses grants to achieve its strategy • how the council will administer grant programs across their life cycle • the risk-based approach the council uses to determine if it will evaluate each grant program • staff and councillors' roles in managing grants • relevant council policies and procedures, including policies and procedures for declaring conflicts of interest (see Section 2.4) 	<p>Accepted by: Hume City Council, Knox City Council, Loddon Shire Council, Southern Grampians Shire Council, Warrnambool City Council, West Wimmera Shire Council</p>
<p>9. include grant-related fraud risks in their risk management and fraud and corruption plans and assign responsibility for managing these risks (see Section 2.4)</p>	<p>Accepted by: Hume City Council, Knox City Council, Loddon Shire Council, Southern Grampians Shire Council, Warrnambool City Council, West Wimmera Shire Council</p>
<p>10. develop mandatory training for staff and councillors that covers:</p> <ul style="list-style-type: none"> • declaring and managing conflicts of interest • fraud risks specific to grant programs • the council's relevant policies and procedures (see Section 2.4). 	<p>Accepted by: Hume City Council, Knox City Council, Southern Grampians Shire Council, Warrnambool City Council, West Wimmera Shire Council</p> <p>Partially accepted by: Loddon Shire Council</p>

1.

Audit context

The law requires, and communities expect, councils to deliver grant programs with integrity and accountability.

A person or entity that fraudulently gets an unjust advantage over other applicants undermines the fairness of a grant program. Fraud controls help councils prevent, detect and respond to fraud-related risks.

This chapter provides essential background information about:

- What is fraud?
 - Local government grants
 - Fraud and local government grants
-

1.1 What is fraud?

Fraud occurs when a person or entity uses dishonest or deceitful means to get an unjust advantage over another person or entity. Within the public sector, fraud can also involve corruption.

Victoria's *Independent Broad-based Anti-corruption Commission Act 2011* defines corrupt conduct:

Of a public officer or public body as ...	For any person as ...
<ul style="list-style-type: none"> performing their public sector role dishonestly knowingly or recklessly breaching public trust, or misusing information or material gained through their public sector role. 	<ul style="list-style-type: none"> conduct that adversely affects the honest performance of a public officer or public body conduct that adversely affects the effective performance of a public officer or public body, or dishonestly obtaining: <ul style="list-style-type: none"> a licence a permit approval or authority an appointment to a statutory office or member of a board a financial benefit.

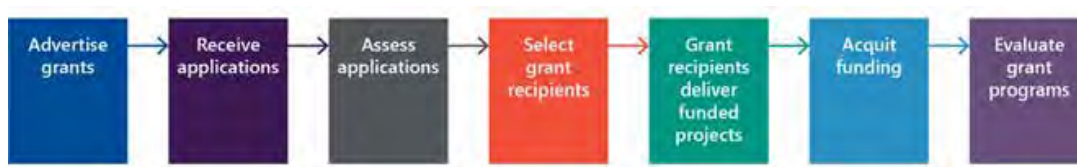
1.2 Local government grants

Councils can use grant programs to help them:

- meet an existing community need
- provide a service that aligns with the council's goals
- stimulate the local economy.

To do this, they distribute grants to individuals, community groups and businesses. Figure 1A shows the stages that should be involved in council grant programs.

FIGURE 1A: Stages that should be involved in council grant programs



Source: VAGO.

In 2020–21, 46 Victorian councils spent more than \$45 million on grants. The remaining 33 councils did not report their total grant spending in their annual reports. Figure 1B shows that the audited councils spent around \$4.11 billion in grants in 2020–21.

FIGURE 1B: **Audited councils' grant spending in 2020–21**

Council	Grant spending per capita	Total grant spending
Hume	\$7.70	\$1,902,285
Knox	\$6.10	\$1,017,141
Loddon	\$75.11	\$560,756
Southern Grampians	\$9.62	\$154,640
Warrnambool	\$10.84	\$388,237
West Wimmera	\$23.47	\$89,409
Total		\$4,112,468

Source: VAGO, based on information from the audited councils, the Australian Bureau of Statistics, and the Department of Environment, Land, Water and Planning's projected population growth rates.

1.3 Fraud and local government grants

To award a grant, a council needs to transfer funding to a third party. This carries a number of fraud risks, including the risk of:

- staff or councillors selecting recipients unfairly based on personal interests
- an applicant giving staff or councillors benefits for awarding them a grant
- a recipient using funding for purposes outside the grant's objective.

Fraud controls

Victorian state departments are bound by the 2018 Better Grants by Design guide for administering grants.

Better Grants by Design recommends...	To ensure that...
having processes for staff to declare conflicts of interest	conflicts are identified, managed and do not influence decision-making.
using clear and easy to understand eligibility criteria to select and assess applications	they fairly assess every application the same way.
documenting and communicating their decisions	their decision-making is transparent.
acquitting spending	<ul style="list-style-type: none"> • they know if grant recipients have used the funding as intended • they can recover any unspent funds.

However, there is no official guidance or better-practice document for Victorian councils on what fraud controls they should use in their grant programs, such as managing conflicts of interest, using assessment criteria and documenting decision-making.

Managing conflicts of interest

In the public sector, a conflict of interest occurs when an employee has private interests that could influence, or be seen to influence, their decisions or how they perform their public duties. A conflict of interest can be actual, potential or perceived.

For example, in its 2018 investigation *Protecting Integrity: West Wimmera Shire Council examination*, the Local Government Inspectorate found that West Wimmera's communications officer engaged with prospective applicants and assisted them with their applications. As the officer was also involved in assessing applications, this created a conflict of interest.

In 2019, the Independent Broad-based Anti-corruption Commission's *Managing corruption risks associated with conflicts of interest in the Victorian public sector* report described good-practice examples of some councils managing conflicts of interest. This included having a standalone conflict-of-interest policy and maintaining registers for declarations.

However, the report found that other councils it reviewed relied on general guidance provided by Local Government Victoria or codes of conduct that did not clearly outline how staff should declare and manage conflicts of interest.

If a council does not identify or manage conflicts of interest between grant applicants and assessors, it increases the risk of fraud.

Using assessment criteria and documenting decision-making

Councils must assess grant applications against eligibility and assessment criteria and record their decision-making process to make sure their funding decisions are transparent.

For example, the Local Government Inspectorate's 2019 *Protecting integrity: Yarriambiack Shire Council Investigation* report highlighted that the council's lack of record keeping and separation of duties in its decision-making process undermined the transparency around its community grants.

In particular, the investigation found that the council:

- did not have criteria to decide who would be on the assessment panel
- could not explain why councillors were on the assessment panel, which are operational roles within the council
- did not document why assessors approved or declined applications.

Similarly, in 2014, the Local Government Inspectorate found that councillor-discretionary funding programs at the City of Greater Geelong had limited oversight and accountability. This was because councillors could allocate funding to projects within their own wards without:

- formally advertising or publicly promoting funding programs
- a formal process for prospective applicants to apply
- documenting how they selected projects and against what criteria
- requiring any feasibility studies or business cases for proposed projects
- considering how the council would pay to maintain new assets.

2.

Implementing fraud controls

Conclusion

Councils do not always follow processes for staff or councillors to declare conflicts of interest, use eligibility criteria to select recipients, document decision-making or evaluate the outcomes of their grant programs. This means that they are not consistently using fraud controls when delivering grants, which undermines the transparency and fairness of their programs.

Councils' guidance to staff and councillors who administer grants is insufficient.

This chapter discusses:

- Conflicts of interest
 - Distributing grants fairly
 - Checking how funds are used
 - Frameworks to manage fraud risks
-

2.1 Conflicts of interest

If a councillor or staff member with a conflict of interest is involved in assessing or approving a grant application, they could use their position to benefit themselves or someone they know, such as a family member or friend.

Not identifying potential conflicts of interest

None of the audited councils have reviewed their grant records to detect potential fraud. Analysing grant records to see if staff or councillors have connections to past recipients can also help councils identify present conflicts of interest.

While connections do not always indicate fraudulent behaviour, councils should oversee these relationships.

Figures 2A and 2B present examples of councils approving applications made by staff or councillors without acknowledging potential conflicts of interest.

FIGURE 2A: **Loddon: family members applying for grants**

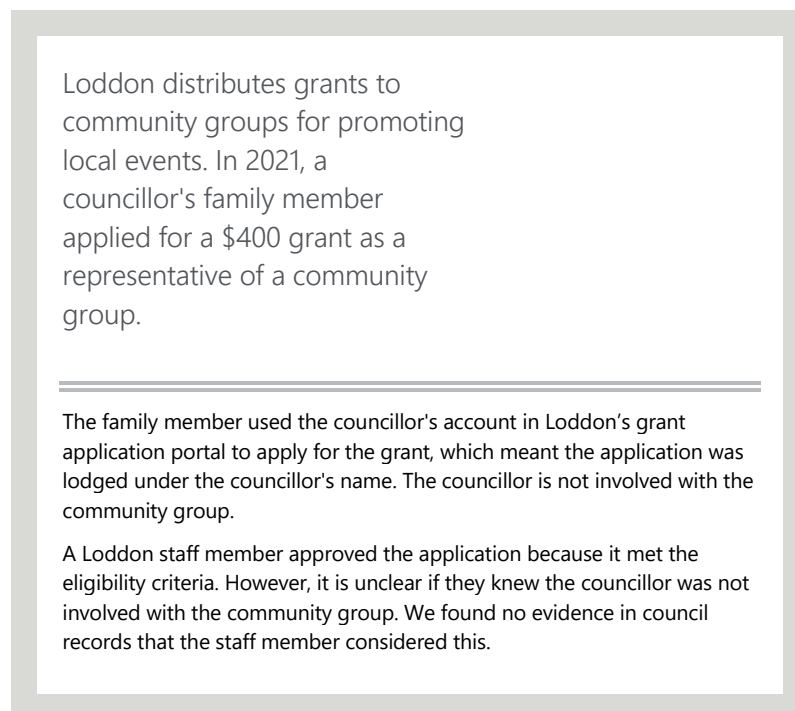
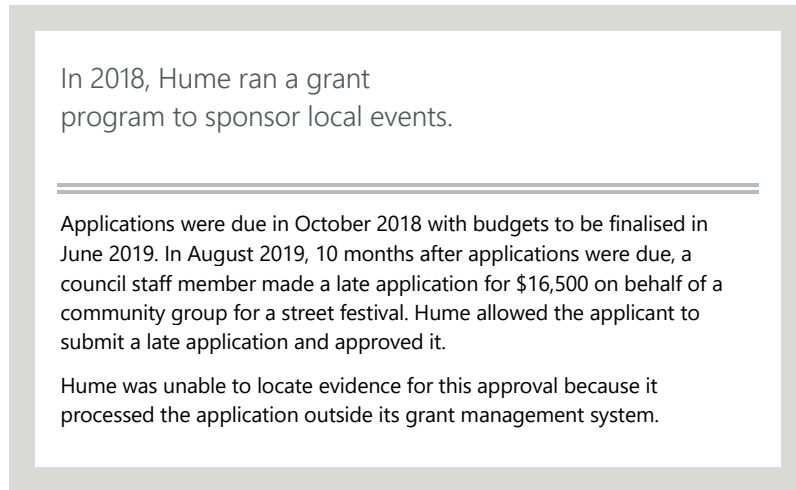


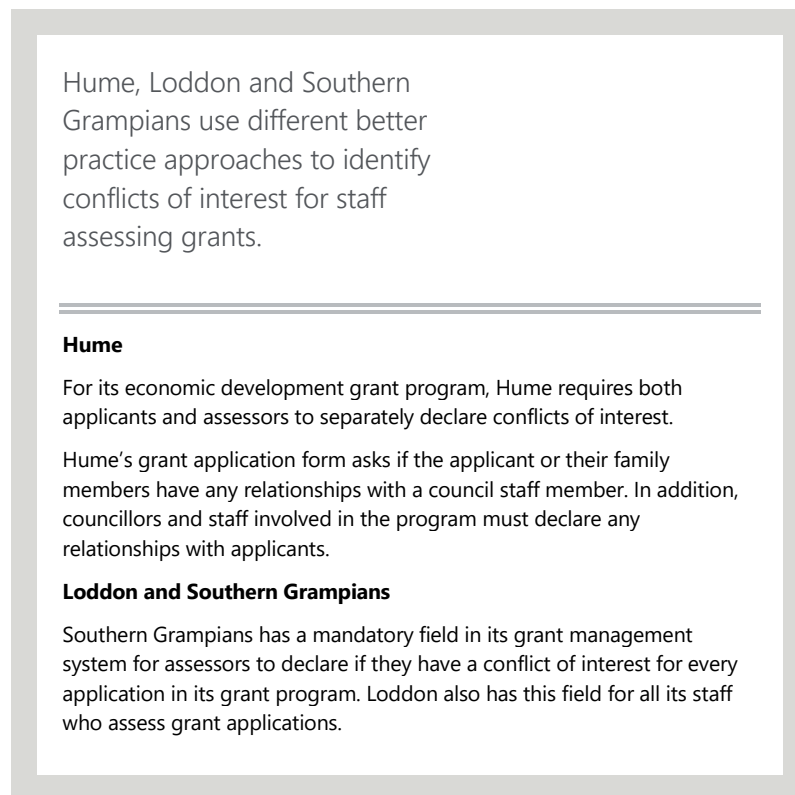
FIGURE 2B: **Hume: staff applying for grants**

Lack of policies on how staff should declare conflicts of interest

All audited councils have general requirements for staff to declare conflicts of interest when they occur. However, none have an overarching grant policy that specifically outlines how staff should declare conflicts for grants. Without this, staff may not know how to declare and manage conflicts in this context.

Figure 2C presents better-practice examples of how Hume, Loddon and Southern Grampians identify conflicts of interests.

FIGURE 2C: **Hume, Loddon and Southern Grampians: declaring conflicts of interest**



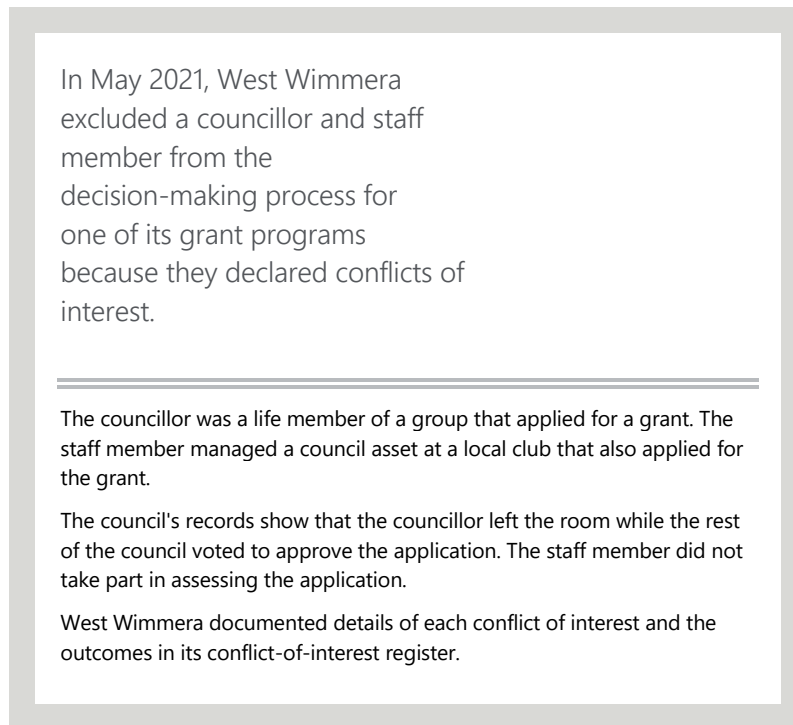
Hume's 2-step process for declaring conflicts of interest reduces the risk of conflicts going undetected. While this program is an example of better practice, it is unclear why Hume does not consistently apply it to all of its grant programs.

Southern Grampians' approach ensures that assessors report and document any conflicts of interest consistently.

Inconsistently managing conflicts of interest

As the audited councils do not have consistent processes for staff and applicants to declare conflicts of interest, it is unclear if they are managing them well.

Figure 2D presents an example of better practice from West Wimmera. The council excludes staff and councillors that have declared a conflict of interest from the decision-making process. This way, the council does not provide some applicants with an unfair advantage over others.

FIGURE 2D: **West Wimmera: managing conflicts of interest**

2.2 Distributing grants fairly

To make sure grant programs are fair and accessible, councils should:

- set eligibility and assessment criteria and use them consistently
- document their funding decisions
- not have councillors on assessment panels
- communicate outcomes to all applicants
- regularly evaluate if their grant programs are providing community benefits
- publicly advertise their grant programs.

Using eligibility and assessment criteria inconsistently

When grant programs do not have clear eligibility and assessment criteria, councils may assess applications inconsistently and the public might think the outcomes are unfair.

All of the audited councils, except Loddon and West Wimmera, had eligibility criteria for all of the grant programs we reviewed.

Lack of assessment criteria for Loddon's community planning grant program

Loddon's community planning grant program annually budgets \$50,000 for each ward to use on projects proposed by community planning groups. While council staff

do assess applications before councillors vote to approve them, there is no evidence that they use assessment criteria. Instead, the council documents its overall comments for each application.

Figure 2E outlines an example where Loddon staff did not use assessment criteria for this program. This makes it difficult to understand why the assessors changed their recommendation.

FIGURE 2E: Loddon: assessments do not reflect recommendations

In May 2019, a local club applied for a \$16,390 grant to install a disabled toilet.

The council's assessment of this application states: 'Good project. This has been fully designed and planned and is ready to proceed. Recommend funding for full amount'.

However, Loddon's September 2019 report to its councillors did not recommend the project because it was for a specific club operation. In line with the report's recommendations, the councillors did not approve the project for funding.

The council's letter to the applicant says that it declined the project because it was better suited for another grant program.

While it was reasonable for the council to decline the project, Loddon's records do not explain why the council's initial assessment was different to its final recommendation to the councillors. Having assessment criteria would have helped Loddon document why it did not select the project.

Loddon's ward-based approach may not be delivering the best value for money for the municipality because it allocates funding based on wards. Even when the council does not approve any projects from a ward one year, the budget rolls over for the same ward to use in future years.

Loddon also provides \$500,000 per year to support its community planning framework. It funds a single project that strategically benefits the community and is intended to attract state and federal grant funding by providing a co-contribution. The council rotates the funding between wards and there is no competitive process to select projects. The council also delivers the project.

By using both of these programs to fund primarily capital projects, Loddon is not assessing these projects against competing projects that go through its annual budgeting process.

Loddon advised us that while it manages capital bids through its annual budget process, a lack of staff has impacted its ability to develop a project pipeline to help it develop and prioritise capital projects.

Lack of eligibility criteria in ad hoc grant programs

Both Loddon and West Wimmera have ad hoc grant programs that do not use eligibility criteria or an open competitive process. Figures 2F and 2G show that these grant programs are less transparent to the public because they rely on assessors' individual discretion, rather than a formal assessment process, to select recipients.

FIGURE 2F: **Loddon: grants awarded without assessment**

Councillors at Loddon distribute unallocated funds from its competitive community grant program without advertising that they are available and documenting the eligibility or assessment criteria.

In 2020 and 2021, Loddon did not open additional competitive rounds to distribute more than \$16,000 of un-allocated community grant funds. This is inequitable because some community groups have access to funds while others need to show how they will use them to benefit the community through a competitive process.

For example, in March 2021, the councillors voted to pay a community group almost \$7,000 in un-allocated funds from the community grant program. The recipient did not submit an application for council staff to assess.

In another example, a community group approached a councillor to ask for funding because it missed the community grant round. The councillor consulted a council officer to confirm that this group would have met eligibility criteria, but there was no formal application or assessment process. The councillor took this request to the council in June 2021 and the council approved the group's request for \$1,980.

If the applicant had applied through the council's community grant program, it would have had to detail what the funds would be used for and been scored against other applicants using the assessment criteria.

FIGURE 2G: **West Wimmera: lack of eligibility criteria**

In 2020–21, West Wimmera gave out 57.6 per cent of all its grant funding in programs without eligibility criteria.

In 2020–21, West Wimmera delivered 4 grant programs, but only 3 had eligibility criteria. For the remaining program, applicants approached the council directly to request funding. This is because these programs are sponsorships and donations, which have a different process than grant programs. However, it is still unclear how the council selected recipients for these programs.

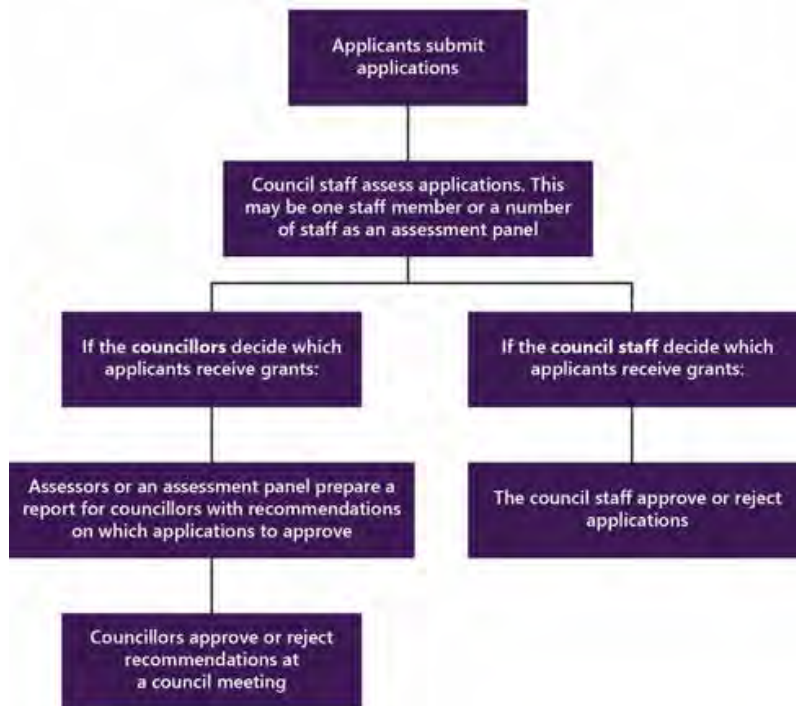
West Wimmera also told us that it did not have eligibility criteria because these grants are designed to give the council flexibility to respond to small funding requests that are not eligible for the council's other grant programs.

In 2020–21, West Wimmera spent \$51,559, or 57.6 per cent of its total grant spending of \$89,409, on this ad hoc funding. The funding included contributions to local businesses to start or continue operating in the council area, small payments to tourism companies and sponsorships of local events.

Not documenting funding decisions

Figure 2H outlines 2 different processes to select grant recipients depending on whether councillors or council staff approve applications.

FIGURE 2H: Processes to select recipients for grant programs



Source: VAGO.

Hume and Loddon have no internal guidance on when grant programs should have an assessment panel. It is not clear why these councils use one assessor to assess some grants and a panel to assess others.

Figure 2I describes examples from Hume, Knox and Loddon where assessment panels initially recommended funding less than the requested amount, or not funding an applicant at all, then changed their recommendations without recording why. Before this audit, none of these councils had standard practices to document when and why the assessors changed their recommendations.

FIGURE 21: **Hume, Knox and Loddon: not documenting funding decisions**

Based on their grant records, Hume, Knox and Loddon have approved more funding for recipients than what assessors initially decided. This is because these councils do not record changes in assessors' recommendations.

For example, at Knox, a single applicant received \$20,000 when none of the 4 assessors recommended awarding the grant to them when they individually assessed applications. We also found that one applicant received the full \$14,200 they requested, even though 3 of the 4 assessors recommended they receive less than \$5,000.

Knox advised us that in both instances, the assessors discussed the applications as an assessment panel after completing their individual assessments and agreed to change their recommendations. However, Knox did not document reasons for doing so. Knox told us that it has since updated its processes to record more details about assessors' decisions.

In another instance, Hume's assessment panel chair changed an applicant's score and increased the grant amount by \$1,250. Hume advised us that the assessment panel increased the amount at a second meeting but did not document why.

We also found 3 instances at Hume where councillors approved grants despite the applicants not meeting the assessment criteria.

Loddon does not always document its funding decisions in its grant management system. For example, councillors approved one application that assessors did not initially recommend funding without documenting that the assessors changed their recommendation. Loddon also did not document in its system why it awarded 2 grant applicants more than \$33,000 when they only requested \$25,000.

Councillors on assessment panels

The Local Government Inspectorate's 2019 *Protecting integrity: Yarriambiack Shire Council Investigation* report recommended the council to remove councillors from assessment processes for community grants.

At Hume and Knox, councillors sit on assessment panels for some grant programs and then approve grants they have recommended at council meetings. For example,

in August 2020, a Knox councillor assessed a grant application for \$8,891. In September, the same councillor voted to approve the application.

Hume and Knox told us that they will recommend that councillors do not form part of assessment panels in mid-2022. Both councils advised us that their new overarching grant policy will address this, which they will present to councillors after this report is released.

For some grant programs at Loddon and West Wimmera, councillors assess and approve applications in council meetings without council officers formally assessing them (see figures 2F and 2G).

Lack of transparency in communicating outcomes to applicants

Informing applicants about the outcome of their application can help to ensure that councils have valid reasons for their decisions. It also gives the applicant transparency on why the council selected other applicants.

However, only Loddon, Warrnambool and West Wimmera consistently send letters to applicants that explain why they were unsuccessful.

While Knox does inform applicants and provides reasons why they were unsuccessful, we found 3 grant applications where this did not occur. Other audited councils do not consistently tell unsuccessful applicants why they rejected their application. This can reduce the transparency of their grant programs.

Not regularly evaluating grant programs

Regularly evaluating grant programs can help councils identify programs that are not delivering community benefits and redirect the funds to worthier recipients.

None of the audited councils have a standard practice or requirement to evaluate their grant programs. While all audited councils except West Wimmera have evaluated at least one of their grant programs in the past, this has occurred on an ad hoc basis.

Figure 2J discusses how Warrnambool continued to pay recurring grants without knowing if they were achieving their intended benefits or were fit for purpose.

FIGURE 2J: **Warrnambool: funding recurring grants without review**

While Warrnambool has evaluated if some of its recurring grants provide community benefits, it has continued to fund some grants for up to 25 years without reviewing them.

Warrnambool has provided:

- \$5,000 each year to the coast guard to cover petrol costs since 1997
- \$15,000 each year to a surf lifesaving club for at least 15 years.

Warrnambool has not adjusted the value of these grants even though:

- the price of fuel has risen more than 166 per cent¹ in the last 20 years
- it has not reviewed what equipment and maintenance costs the council provides to the surf lifesaving club and if these costs are greater than they were 15 years ago
- the coast guard has requested additional funds from the council.

The council stopped automatically paying the following 2 non-competitive recurring grants because it found that they were not benefitting the community or it could not find evidence from when it approved them:

- The council paid a committee of management (CoM) \$11,000 a year from 2006 to 2020 to maintain an athletics park. The athletics track has degraded and is currently not safe for schools and other community groups to use. In November 2020, council staff told the park's CoM that the council would not make any future payments. The CoM sent an invoice in late 2021, which the council has not paid.
- The council had been paying a sporting organisation \$10,000 per year since 2006 but had no evidence that it had approved the grant. In 2020–21, staff ceased the organisation's annual payments and recommended that it apply for budget funding.

Note: ¹This percentage was calculated based on the nominal price increase of fuel from 1999 to 3 May 2022.

Gaps in advertising grant programs to potential recipients

When distributing public funds, councils should ensure that they give all potential recipients the same opportunity to apply for a grant. Councils risk not treating all potential recipients fairly if they do not do this. While there are valid reasons for not advertising grant programs, it is important that councils document these reasons for transparency.

At Loddon and West Wimmera, gaps in advertising their grant programs mean that they cannot be sure that all potential recipients can access information about the programs they are eligible for.

For example ...	But ...
Loddon advertises its grant programs on its website	it spreads information about its grant programs across different policies and webpages.
Loddon's <i>Community Support Policy</i> mentions that the council may consider granting sponsorships and donations	does not include information on how a potential recipient can apply.
West Wimmera advertises its formal grant programs on its website	does not advertise programs that it categorises as sponsorships or donations.

2.3 Checking how funds are used

Councils should use acquittal and monitoring processes to make sure grant recipients use funds as intended. This can help them recover leftover or misspent funding. Councils should apply acquittal processes that are proportionate to the value of the grant.

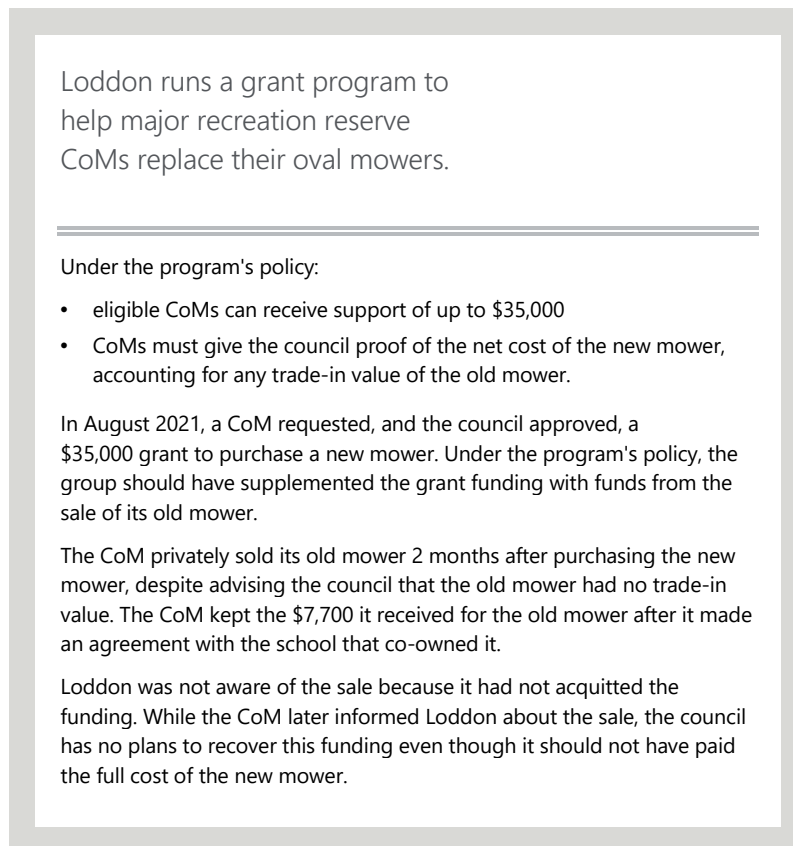
Inconsistent acquittal processes

The audited councils do not consistently check if recipients use funding as intended. Only Knox and Southern Grampians have an acquittal process for all of their grant programs. The remaining councils do not require recipients to provide evidence of how they have used funding for at least one program.

Not consistently using an acquittal process means that councils cannot:

- be sure if grant recipients have used funds as intended
- be sure if recipients have met a grant's conditions
- recover any unspent funds.

Figure 2K provides an example where Loddon paid a larger grant than it should have because it did not check how the recipient used the funding.

FIGURE 2K: **Loddon: selling an oval mower against grant policy**

In the conditions for its largest grant program, West Wimmera outlines its right to withhold 20 per cent of funding until recipients acquit their spending. This creates a financial incentive for recipients to show how they used the funding. However, West Wimmera does not have evidence that it does this in practice.

While West Wimmera specifies this process in funding agreements, it does not formalise it in its overarching grant policy. By not doing this, the council does not require staff to consistently apply this practice across its grant programs.

Not monitoring how recipients are using funds

None of the audited councils consistently monitor how grant recipients are using funding. Instead, they rely on acquittal processes at the end of a program. Ongoing monitoring could help councils detect potential fraud at an earlier stage.

From the grant programs we sampled, only Knox has an ongoing monitoring process, which Figure 2L describes. While this is an example of better practice, it only applies this to its largest grant program.

FIGURE 2L: Knox: monitoring process for its community partnership funding grants

Knox requires recipients of its community partnership funding grants, which support organisations that have ongoing operational costs to deliver community services and activities, to report how they have used the funding each year.

The program's 4-year funding agreements require recipients to provide Knox with an annual outcomes report for each funded activity that includes supporting documentation. This helps Knox ensure that recipients are using the funds as intended.

This monitoring has helped Knox identify areas for improvement in its performance measures. For example, an organisation reported that it would not be able to meet its original performance measures due to the coronavirus (COVID-19) pandemic. In response, Knox changed its performance measures so the organisation could still meet them and acquit its spending.

Lack of processes to recover funding

It can be difficult for councils to recover funding from recipients who have not met a program's conditions, such as not delivering a funded activity. Only Hume and Knox have clauses in their funding agreements that allow them to stop or recover payments.

Having these terms in their funding agreements has enabled Hume and Knox to recover funding. For example, in June 2021, Knox recovered around \$20,000 from a community group after a funded event could not go ahead due to COVID-19 restrictions.

Gaps in record keeping

Councils should have a structured way to document information about their grant programs to ensure that their decision-making is transparent throughout a program's life cycle. One way that councils can do this is by using a grant management system to document:

- how the council assessed applications, including the names of the assessors
- any conflicts of interest with individual applicants
- correspondence with applicants and recipients
- supporting documentation from recipients to acquit spending.

All audited councils except West Wimmera use a centralised grant management system to manage their grant processes.

However, we found that all audited councils except Knox had incomplete records, such as missing acquittal forms and receipts, for the programs we reviewed. This is because these councils administer some grant programs outside of their grant management system. For example:

Currently ...	But ...
Hume does not process all grants through its grant management system	it plans to move all grants into the system by the end of 2022.
Loddon administers all of its grants in the grant management system it implemented in 2019	some of the grant programs we reviewed from 2019 were administered outside the system in the early stages of its implementation.
Southern Grampians uses assessment panels to review applications, but only records one assessor's name per application in its grant management system	it plans to update its system to include the names of all assessors for its 2022 grant rounds.

West Wimmera uses its records management system to store documents that relate to its grant programs. However, the system's poor search functionality and lack of structure to organise documents makes it difficult for staff to find grant records. West Wimmera:

- did not record the assessors' names for 2 applications in 2017 and 2 in 2019
- could not find 2 letters of success sent to applicants in 2019
- could not provide assessment documents from 2018 when requested, but found them after some investigation.

West Wimmera is seeking funding in its next budget cycle for a grant management system that it expects will address these issues.

2.4 Frameworks to manage fraud risks

Councils can provide staff and councillors with guidance on how to manage fraud risks by:

- implementing an overarching grant policy to make sure staff apply fraud controls throughout a grant's life cycle
- documenting fraud risks in risk registers and defining roles and responsibilities for managing these risks
- training staff and councillors to detect and prevent fraud.

Lack of overarching grant policies

An overarching grant policy promotes consistency in how staff manage a council's grant programs. It should:

- cover the entire life cycle of a council's programs from advertising to acquittal
- set standards to prevent and manage fraud risks
- follow relevant legislation, policies and guidance
- be accessible to staff who are involved in administering grants.

However, 5 of the 6 audited councils do not have an overarching grant policy.

West Wimmera is the only audited council that has an overarching policy. This policy covers some key aspects, including:

- its definition of a grant
- an explanation of how past recipients who have not acquitted spending are ineligible for future grants
- its application, assessment and accountability processes.

However, its policy lacks some key elements, such as how to acquit spending and manage conflicts of interest for grant programs.

Hume, Knox and Loddon have developed draft overarching grant policies. Hume and Knox expect to adopt their policies in mid-2022. Both councils advised us that this timing will allow them to consider our report's recommendations in their new policies.

Hume and Knox's policies include better-practice fraud controls:

The draft policy at ...	Outlines how it will manage grants over their life cycle, including ...
Hume	<ul style="list-style-type: none"> • excluding individuals or entities with the power to approve grants (such as councillors) from assessment panels • how staff and councillors should record and manage conflict of interests • how it will evaluate each grant program.
Knox	<ul style="list-style-type: none"> • when it should use an assessment panel • how staff and councillors must identify conflicts of interest • how it will acquit spending.

Loddon's draft policy lacks guidance on how staff should manage grants at each stage of their life cycle, including assessment, acquittal and conflict-of-interest processes. Loddon told us that this policy is a work in progress.

Documenting fraud risks

Incomplete and missing risk registers

Risk registers can help councils evaluate the impact of risks and identify actions to address them.

Hume, Knox, Loddon and West Wimmera have risk registers, but they do not list grant-related fraud as a risk. This is a missed opportunity to reduce these risks and identify areas for improvement within their fraud controls.

Both Hume and West Wimmera told us that they are currently reviewing their risk registers to include grant-related fraud as a risk. Hume expects to complete its review at the end of 2022. West Wimmera plans to include controls around declaring conflicts of interest and selecting assessment panels.

Defining roles and responsibilities

Councils should have clearly defined roles and responsibilities for managing fraud-related risks. Without doing this, they may not be prioritising these risks.

Except for Loddon, all of the audited councils clearly define roles and responsibilities for managing and reporting fraud in their general fraud and corruption policies.

While all of the audited councils have policies for fraud and corruption, none of these policies cover fraud controls for grant programs.

Lack of training about grant-related fraud risks

Without training, staff and councillors involved in administering grants may not know how to prevent and detect fraud.

All audited councils deliver fraud training, but attendance records show that none have ensured that all staff have completed it.

In 2020, councillors at the audited councils approved around \$2.6 million in grants. However, only Knox, Loddon and Southern Grampians deliver fraud training to their councillors. Other councils rely on councillors to act with integrity, which is required under councillor codes of conduct.

Figure 2M is an example that shows why councils should ensure they train staff and councillors on the risks of both perceived and actual conflicts of interest.

FIGURE 2M: **Loddon: councillor-sponsored prize**

A Loddon councillor sponsors a \$14,500 prize at an event that a local club runs every year. The prize is named after them and their family.

In 2021, the club applied for and received a \$1,000 grant from the council to promote the entire event.

While the councillor did not approve the grant, it can be perceived as a conflict of interest. This is because the council is providing public funding to promote an event that a councillor personally contributes to. While the event was eligible for funding, council records show that Loddon did not consider how the application could present a conflict of interest.

As of December 2021, 2 of Loddon's 5 councillors had not completed the council's fraud and corruption awareness training. While councillors do not have to complete this training under the council's fraud policy, Loddon has the authority under its Councillor Code of Conduct to ensure that councillors complete any training it sees as necessary to fulfil their role.

Gaps in training

While we found some examples of better practice, councils could improve their training so staff and councillors who administer grants understand fraud risks and how to respond to them:

All audited councils ...	But could improve their training by ...
cover conflicts of interest in their training	<ul style="list-style-type: none"> covering fraud risks specific to grant programs including detailed examples of conflicts of interest.
except Loddon and Southern Grampians, have updated their training in the last 2 years	<p>ensuring it refers to current legislation and guidance. For example, Southern Grampian's training refers to a superseded version of the <i>Local Government Act 2020</i>.</p> <p>Loddon advised us that it is currently reviewing its training content.</p>

APPENDIX A

Submissions and comments

We have consulted with Hume, Knox, Loddon, Southern Grampians, Warrnambool and West Wimmera, and we considered their views when reaching our audit conclusions. As required by the *Audit Act 1994*, we gave a draft copy of this report, or relevant extracts, to those agencies and asked for their submissions and comments.

Responsibility for the accuracy, fairness and balance of those comments rests solely with the agency head.

Responses were received as follows:

Hume	35
Knox	40
Loddon	47
Southern Grampians.....	55
Warrnambool.....	58
West Wimmera.....	63

Response provided by the Chief Executive Officer, Hume



Response provided by the Chief Executive Officer, Hume—*continued*

OFFICIAL: Sensitive

Hume City Council action plan to address recommendations from *Fraud control over local government grants*

No.	VAGO recommendation	Action	Completion date
1	<p>Improve their conflict-of-interest processes by:</p> <ul style="list-style-type: none"> requiring staff and councillors to declare conflicts of interest for each grant application they assess or approve documenting how the council manages declared conflicts of interest (see Section 2.1) 	<p>Partially agreed.</p> <p>Council already requires staff and Councillors to declare conflicts of interest for each grant application they assess or approve. However, it is noted that this is through Conflict of Interest policies and not an overarching grants policy.</p> <p>The conflict of interest requirements for all grants will be included in the overarching grant policy.</p>	June 2022
2	<p>Develop eligibility and assessment criteria for all their grant programs and:</p> <ul style="list-style-type: none"> assess and document each application against them communicate assessment outcomes and reasons to unsuccessful applicants (see Section 2.2) 	<p>Partially agreed.</p> <p>Hume City Council already has eligibility and assessment criteria for all its grants programs. However, it is noted that Council does not have an overarching grants policy which provides centralised guidance about these matters.</p> <p>The overarching grant policy will include the requirements, including record keeping requirements, for assessing each application and communicating outcomes.</p>	June 2022
3	<p>Exclude councillors from assessing and making recommendations on grant applications (see Section 2.2)</p>	<p>Agreed.</p> <p>The proposed Grant-giving Policy (to be considered by Council in June 2022) states that decision makers (i.e. Councillors) are not involved in the assessment of grant programs.</p>	June 2022

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Response provided by the Chief Executive Officer, Hume—*continued*

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4	Verify that all grant recipients use grant funds for their intended purpose (see Section 2.3)	Agreed. A mandatory requirement for financial acquittals will be included in the overarching grants policy.	June 2022
5	Evaluate the benefits of: <ul style="list-style-type: none"> • recurring grants and require recipients to seek future funding through existing competitive grant programs • non-recurring grants (if appropriate) and consider their risks and value (see sections 2.2 and 2.3) 	Agreed. A requirement to evaluate Council's grant programs will be included in the overarching grant policy. The Evaluation Framework will be developed by June 2023.	June 2022 / June 2023

OFFICIAL: Sensitive

Response provided by the Chief Executive Officer, Hume—*continued*

OFFICIAL: Sensitive

6	<p>Document all funding decisions in a consistent and structured way within a centralised system to ensure their decision-making is transparent, including by recording:</p> <ul style="list-style-type: none"> • the names of individuals involved in assessing or approving grant applications • if applicants met the eligibility criteria • how assessors and approvers scored applicants against the assessment criteria • what assessors and approvers considered to determine funding amounts • reasons why any funding decisions do not align with assessments (see sections 2.2 and 2.3) 	<p>Agreed.</p> <p>The overarching grant policy will include the requirements, including record keeping requirements, for assessing each application and communicating outcomes.</p> <p>Council is moving all its grant streams to SmartyGrants by the end of 2022 to assist with this recommendation.</p>	June 2022 / December 2022
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Response provided by the Chief Executive Officer, Hume—continued

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8	<p>Develop their own overarching grant policy that details:</p> <ul style="list-style-type: none"> • when and why the council uses grants to achieve its strategy • how the council will administer grant programs across their life cycle • the risk-based approach the council uses to determine if it will evaluate each grant program • staff and councillors' roles in managing grants • relevant council policies and procedures, including policies and procedures for declaring conflicts of interest (see Section 2.4) 	<p>Agreed.</p> <p>The development of an overarching grants policy has commenced. The policy is to be presented to Council for adoption in June 2022 following the publication of this Report so that all recommendations can be discussed publicly.</p>	June 2022
9	<p>Include grant-related fraud risks in their risk management and fraud and corruption plans and assign responsibility for managing these risks (see Section 2.4)</p>	<p>Agreed.</p> <p>Council's Corporate and Departmental Risk Registers are being updated in 2022. This will include consideration of a specific risk in relation to grants.</p>	Dec 2022
10	<p>Develop mandatory training for staff and councillors that covers:</p> <ul style="list-style-type: none"> • declaring and managing conflicts of interest • fraud risks specific to grant programs • the council's relevant policies and procedures (see Section 2.4), 	<p>Agreed.</p> <ol style="list-style-type: none"> 1. Fraud and corruption training for Councillors will be included in the Councillor training calendar. 2. Fraud risks in grant programs will be included in future fraud and conflict of interest training. 3. Fraud training will be rolled out to all staff involved in grants programs 	<ol style="list-style-type: none"> 1. August 2022 2. June 2023 3. June 2022

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Response provided by the Mayor, Knox



Response provided by the Mayor, Knox—continued

OFFICIAL - Sensitive

Knox City Council action plan to address recommendations from *Fraud control over local government grants*

No.	VAGO recommendation	Action	Completion date
1	<p>Improve their conflict-of-interest processes by:</p> <ul style="list-style-type: none"> requiring staff and councillors to declare conflicts of interest for each grant application they assess or approve documenting how the council manages declared conflicts of interest (see Section 2.1) 	<p>Accepts</p> <p>Council will finalise the Conflict of Interest Guide which:</p> <ul style="list-style-type: none"> Reinforces the requirement to declare a conflict of interest in the manner prescribed by the Local Government Act 2020 and Council's Governance Rules. Nominates grant allocations as a high risk activity that requires proactive measures to be in place requiring individuals to proactively consider actual, potential or perceived conflicts of interest; and document that assessment. Requires management strategies / plans be put in place with a scale and scope commensurate to the conflict that has been declared. 	August 2022

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Response provided by the Mayor, Knox—continued

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2	<p>Develop eligibility and assessment criteria for all their grant programs and:</p> <ul style="list-style-type: none"> • assess and document each application against them • communicate assessment outcomes and reasons to unsuccessful applicants (see Section 2.2) 	<p><i>Accepts</i></p> <p>Council will continue to develop assessment criteria for all Council grants programs. These will be documented and shared with applicants and assessors.</p> <p>Council will record the reasons for decisions and share these with unsuccessful applicants.</p> <p>Council will record the reasons for funding recommendations by grant assessment panels where the initial individual assessment differs from the final recommendation.</p> <p>All assessment records will be attached to each funding round in the SmartyGrants system to ensure transparency and a complete record of the funding round. Such documents may include meeting minutes and tools used by assessment panels such as assessment spreadsheets.</p> <p>This approach will be addressed in Council's draft Grants Framework.</p>	August 2022
3	<p>Exclude councillors from assessing and making recommendations on grant applications (see Section 2.2)</p>	<p><i>Partially Accepts</i></p> <p>Council has previously resolved to defer consideration of the Grants Framework to enable consideration be given to any feedback and recommendations emanating from this audit.</p> <p>Council will consider this recommendation in its draft Grants Framework which will be presented for a Council decision.</p>	August 2022

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Response provided by the Mayor, Knox—continued

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4	Verify that all grant recipients use grant funds for their intended purpose (see Section 2.3)	<p>Accepts:</p> <p>Council will continue to ensure that all grant recipients use grant funds for their intended purpose through a consistent acquittal processes.</p> <p>Acquittal processes and consequences of non-compliance are covered in Council's draft Grants Framework.</p>	August 2022
5	<p>Evaluate the benefits of:</p> <ul style="list-style-type: none"> ▪ recurring grants and require recipients to seek future funding through existing competitive grant programs ▪ non-recurring grants (if appropriate) and consider their risks and value (see sections 2.2 and 2.3) 	<p>Accepts:</p> <p>Council will continue to monitor its grant programs and evaluate benefits to the community and alignment with Council goals as recorded in our Community and Council Plans.</p> <p>Ongoing monitoring and evaluation will be done via a partnership model of grant management; feedback from applicants, assessors and other relevant stakeholders; regular review of relevant grant documents; and consideration of the funding environment.</p>	Ongoing

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Response provided by the Mayor, Knox—continued

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R	<p>Document all funding decisions in a consistent and structured way within a centralised system to ensure their decision-making is transparent, including by recording:</p> <ul style="list-style-type: none"> ▪ the names of individuals involved in assessing or approving grant applications ▪ if applicants met the eligibility criteria ▪ how assessors and approvers scored applicants against the assessment criteria ▪ what assessors and approvers considered to determine funding amounts ▪ reasons why any funding decisions do not align with assessments (see sections 2.2 and 2.3) 	<p>Accepts:</p> <p>Council will continue to utilise SmartyGrants as a centralised grant management tool. This will allow Council to continue:</p> <ul style="list-style-type: none"> - recording the name of assessors; their initial assessment of assigned grants; and reasons for their assessment; - recording all details of eligibility checks. <p>Council will record the reasons for funding recommendations by grant assessment panels where the initial individual assessment differs from the final recommendation.</p> <p>All assessment records will be attached to each funding round in SmartyGrants to ensure transparency and a complete record. In addition to assessment records (that are recorded in SmartyGrants), other such documents may include meeting minutes and tools used by assessment panels such as assessment spreadsheets.</p>	August 2022
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Response provided by the Mayor, Knox—continued

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8	<p>Develop their own overarching grant policy that details:</p> <ul style="list-style-type: none"> ▪ when and why the council uses grants to achieve its strategy ▪ how the council will administer grant programs across their life cycle ▪ the risk-based approach the council uses to determine if it will evaluate each grant program ▪ staff and councillors' roles in managing grants ▪ relevant council policies and procedures, including policies and procedures for declaring conflicts of interest (see Section 2.4) 	<p><i>Accepts</i></p> <p>As Council has advised VAGO, a draft Grants Framework Policy has been developed.</p> <p>Council has previously resolved to defer consideration of the Grants Framework to enable consideration be given to any feedback and recommendations resulting from this audit.</p> <p>Council will consider this recommendation in its draft Grants Framework.</p>	August 2022
9	<p>Include grant-related fraud risks in their risk management and fraud and corruption plans and assign responsibility for managing these risks (see Section 2.4)</p>	<p><i>Accepts</i></p> <p>This will be incorporated in Council's Risk Management Framework and Fraud and Corruption Framework.</p>	December 2022

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Response provided by the Mayor, Knox—*continued*

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10	Develop mandatory training for staff and councillors that covers: <ul style="list-style-type: none"> ▪ declaring and managing conflicts of interest ▪ fraud risks specific to grant programs ▪ the council's relevant policies and procedures (see Section 2.4). 	Accepts Council will refine existing Conflict of Interest training packages and rollout out as mandatory training that addresses these points, on a cyclical basis.	December 2022
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Response provided by the Mayor, Loddon



LODDON
SHIRE

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2 May 2022

Andrew Greaves
Auditor-General
Victoria Auditor-General's Office
Level 31/35 Collins Street
MELBOURNE VIC 3000

Dear Mr Greaves

Re: Loddon Shire Council Proposed Performance Audit Report Fraud control over local government grants

Loddon Shire Council welcomed the opportunity to be included in the "Fraud control over local government grants" audit recently undertaken, and the improvements that could be incorporated into our grants programs from the recommendations arising from the audit. Although I do raise concerns of some accuracy within the report, both from a contextual and factual perspective.

As a small rural Council we rely heavily on the volunteer effort of our community groups, and to support this Loddon Shire Council has various community support programs. We have recently engaged with our volunteers as part of a volunteerism strategy with the overwhelming response from volunteers being that there is too much bureaucracy. We therefore need find a balance between the recommendations of this audit alongside the willingness and capacity of our volunteers.

Our Community Support Policy is currently being drafted and there are around 15 different programs identified in that policy, ranging from financial support, non-financial support, competitive programs, and "as of right" programs determined through the annual budget process and supporting policy.

Noting the significant contribution that we provide to our volunteer community groups that provide Council with their significant volunteer effort, in 2019 Council commenced implementation of the SmartyGrants program for grants management. This program has become a valuable tool for:

- Managing grants and allocations consistently
- Providing all documentation in a single portal
- Providing a consistent approach for applications and assessment.

Acknowledging this implementation was still in progress during the audit period, we have continued, and will continue, to build on the capability of this program. This continuous improvement initiative will be complemented by the recommendations from the audit report, to improve our grants management process.

Response provided by the Mayor, Loddon—*continued*

Council staff have assessed the 10 recommendations in the audit report and provided responses to each of them, and I look forward to monitoring progress of those actions to improve on the current process of grant management.

Should you have any queries in relation to this matter please feel free to contact Lincoln Fitzgerald, Chief Executive Officer on 03 5494 1200.

Yours faithfully,



Cr Dan Straub
MAYOR

Response provided by the Mayor, Loddon—*continued*

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**Loddon Shire Council action plan to address recommendations from
Fraud control over local government grants**

No.	VAGO recommendation	Action	Completion date
1	<p>Improve their conflict-of-interest processes by:</p> <ul style="list-style-type: none"> • requiring staff and councillors to declare conflicts of interest for each grant application they assess or approve • documenting how the council manages declared conflicts of interest (see Section 2.1) 	<p>Partially agree</p> <p>Current practice: There is a conflict of interest declaration process embedded in the grants management program (SmartyGrants) for staff, and this will continue to be used to identify any staff related conflicts of interests during the application and assessment process.</p> <p>Council reports have a standing conflict of interest declaration for the authors of reports, and the Council Governance Rules incorporate how conflict of interests are managed at Council Meetings.</p> <p>This is in addition to the general conflict of interest process that is in place for all other conflicts of interests that staff and Councillors must manage.</p> <p>Action arising: Management of conflicts of interest will be incorporated into the Community Support Policy that is currently under development.</p> <p>SmartyGrants will be interrogated to ascertain its capability in identifying conflicts of interest and extracting conflict of interest data through reporting.</p>	<p>30 September 2022</p> <p>30 June 2022</p>

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Response provided by the Mayor, Loddon—*continued*

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No.	VAGO recommendation	Action	Completion date
2	Develop eligibility and assessment criteria for all their grant programs and: <ul style="list-style-type: none"> • assess and document each application against them • communicate assessment outcomes and reasons to unsuccessful applicants (see Section 2.2) 	<p>Partially agree:</p> <p>Current practice: Acknowledging there are clear eligibility criteria embedded in the community grants program and "as of right" allocations, it is also acknowledged that community planning program eligibility criteria can be strengthened. However, all eligibility criteria will be reviewed to ensure they are still valid for each program.</p> <p>Action arising: Progressively review the eligibility criteria (which may incorporate review of certain policies) across all community support programs to assess their validity and rigour around assessment.</p> <p>Incorporate any changes into the SmartyGrants program and operational procedures.</p>	<p>Full assessment to be undertaken between 1 July 2022 and 30 November 2022</p> <p>Following each program's assessment</p>
3	Exclude councillors from assessing and making recommendations on grant applications (see Section 2.2)	<p>Partially agree</p> <p>Current practice: Acknowledging the comments in the audit report, it is not standard practice for Councillors at Loddon Shire to be involved in assessing grant applications.</p> <p>Standard practice is assessment by staff and a report authored by staff, which is presented to the Council for consideration and decision on the allocation of competitive grants throughout the year.</p> <p>In addition to this, there are other "as of right" allocations that the Council considers through the annual budget process and policy reviews.</p>	

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Response provided by the Mayor, Loddon—*continued*

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No.	VAGO recommendation	Action	Completion date
		Action arising: Develop procedures for operationalising the Community Support Policy that clearing outline the process for assessment and approval of grants.	30 September 2022
4	Verify that all grant recipients use grant funds for their intended purpose (see Section 2.3)	Partially Agree Current practice: Council has acquittal processes in place for all competitive grants. Action arising: An acquittal process will be incorporated into the Community Support Policy and procedures for competitive grants, acknowledging that some allocations are "as of right" allocations and not subject to the same requirements.	30 September 2022
5	Evaluate the benefits of: <ul style="list-style-type: none"> recurring grants and require recipients to seek future funding through existing competitive grant programs non-recurring grants (if appropriate) and consider their risks and value (see sections 2.2 and 2.3) 	Partially agree: Current practice: As documented there are a suite of competitive (non-recurring) and "as of right" (recurring) grants in current practice. The recurring grants are designed to support the significant volunteer effort of our community groups, while minimising their volunteer effort to continually request funds to operate their various functions, which if not undertaken by volunteers, would fall within Council' remit. However, it is acknowledged that evaluation is an important part of any process, and the recommendations in the report will be considered. Action arising: Progressively undertake a cost-benefit analysis (which may incorporate review of certain policies) across all community support programs to assess their value to Council.	Full assessment to be undertaken between 1 July 2022 and 30 November 2022

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Response provided by the Mayor, Loddon—continued

OFFICIAL- Sensitive

No.	VAGO recommendation	Action	Completion date
6	<p>Document all funding decisions in a consistent and structured way within a centralised system to ensure their decision-making is transparent, including by recording:</p> <ul style="list-style-type: none"> • the names of individuals involved in assessing or approving grant applications • if applicants met the eligibility criteria • how assessors and approvers scored applicants against the assessment criteria • what assessors and approvers considered to determine funding amounts • reasons why any funding decisions do not align with assessments (see sections 2.2 and 2.3) 	<p>Partially agree:</p> <p>Current practice: The SmartyGrants program was first implemented in 2019 and is progressively being improved to utilise all functionality. The items identified in the audit report are noted, and will be incorporated into standard practice through development of procedures for the Community Support Policy.</p> <p>Action arising: Incorporate into the procedures supporting the Community Support Policy, information required to be documented during the decision-making process.</p> <p>Investigate SmartyGrants functionality to assess whether the items identified can be marked as mandatory fields in the program.</p>	<p>31 October 2022</p> <p>30 November 2022</p>
7	<p>Assesses the benefits of its ward-based approach to allocating grants and how this aligns with the council's strategy (see Section 2.2).</p>	<p>Partially agree:</p> <p>Current practice: Council has been providing a cash-backed community planning program since 2003/2004, and the program has delivered significant community-led projects over many years, which have been identified through the community planning groups developing their specific Community Plans for their town or region.</p> <p>The \$50K annual ward allocation (with wards being based on population spread) along with the \$500K strategic fund which is rotated throughout each ward annually has</p>	

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Response provided by the Mayor, Loddon—continued

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No.	VAGO recommendation	Action	Completion date
		<p>not been challenged by our community to date.</p> <p>However, while evaluating the value of all other community support programs, the community planning program will also be evaluated.</p> <p>Action arising: Undertake a cost-benefit analysis of the community planning program to assess its value.</p>	<p>To be undertaken with all other community support programs between 1 July 2022 and 30 November 2022</p>
8.	<p>Develop their own overarching grant policy that details:</p> <ul style="list-style-type: none"> • when and why the council uses grants to achieve its strategy • how the council will administer grant programs across their life cycle • the risk-based approach the council uses to determine if it will evaluate each grant program • staff and councillors' roles in managing grants • relevant council policies and procedures, including policies and procedures for declaring conflicts of interest (see Section 2.4). 	<p>Agree</p> <p>Current practice: Council has a Community Support Policy under development, and will consider the items identified in this report in finalisation of the policy and development of procedures to support the policy.</p> <p>Action arising: Finalise the Community Support Policy and procedures.</p>	<p>30 September 2022</p>

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Response provided by the Mayor, Loddon—*continued*

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No.	VAGO recommendation	Action	Completion date
9	Include grant-related fraud risks in their risk management and fraud and corruption plans and assign responsibility for managing these risks (see Section 2.4)	<p>Agree</p> <p>Current practice: A fraud risk register is in place but does not address fraud related to the grants process.</p> <p>Action arising: The fraud risk register will be reviewed and grant related risk items identified and analysed through the Risk Management Committee.</p>	31 October 2022
10	Develop mandatory training for staff and councillors that covers: <ul style="list-style-type: none"> • declaring and managing conflicts of interest • fraud risks specific to grant programs • the council's relevant policies and procedures (see Section 2.4) 	<p>Partially Agree</p> <p>Current practice: There is a mandatory fraud and corruption control training program in place for Councillors and staff which is required to be undertaken every two years.</p> <p>Action arising: The fraud and corruption control training program will be reviewed in line with the recommendations in the audit report. It will be tailored for the various risks associated with teams within the Council.</p> <p>Fraud and corruption control training will be directed to Councillors and staff for completion.</p> <p>An improved process around monitoring training records for completion will be implemented, which will incorporate hard deadlines for completion and follow up of all training not completed.</p>	30 September 2022 31 October 2022 31 October 2022

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Response provided by the Acting Chief Executive Officer and the Mayor, Southern Grampians



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D/22/27800

2 May 2022

Mr Andrew Greaves
 Auditor General
 Victorian Auditor-General's Office
 Level 31/35 Collins Street
 Melbourne VIC 3000

Dear Mr Greaves,

Proposed Performance Audit Report - Fraud control over local government grants.

Thank you for your letter dated 14 April 2022 inviting submissions and comments in relation to the recommendation contained in the Proposed Performance Audit Report Fraud control over local government grants.

Council welcomes the findings and recommendations of the report on how we can improve the governance processes associated with the distribution of vital grants to our community.

Council is committed to providing open and transparent processes and will consider each of the recommendations when reviewing its Greater Grants Policy and associated guidelines and procedures.

No.	VAGO recommendation	Action	Completion date
1	Improve their conflict-of-interest processes by: <ul style="list-style-type: none"> requiring staff and councillors to declare conflicts of interest for each grant application they assess or approve documenting how the council manages declared conflicts of interest (see Section 2.1) 	<p>COUNCIL ACCEPTS RECOMMENDATION</p> <p>Staff are required to declare any conflicts of interest when they are assessing grants via the electronic portal – guidelines will be update to reflect this.</p> <p>Councillor Code of Conduct training will be expanded to ensure coverage relating to fraud, probity and conflict of interest during induction period and again provided mid-term.</p> <p>Documentation regarding action taken once a declaration is made will be reviewed and strengthened to ensure appropriate record keeping is adhered to.</p>	31 December 2022

Response provided by the Acting Chief Executive Officer and the Mayor, Southern Grampians—*continued*

2

No.	VAGO recommendation	Action	Completion date
2	Develop eligibility and assessment criteria for all their grant programs and: <ul style="list-style-type: none"> • assess and document each application against them • communicate assessment outcomes and reasons to unsuccessful applicants (see Section 2.2) 	COUNCIL ACCEPTS RECOMMENDATION Council programs already have eligibility and assessment criteria, however this will be reviewed as part of the Policy and Guidelines Review. Strengthening of communication will be addressed in the review of the Policy & Guidelines.	31 December 2022
3	Exclude councillors from assessing and making recommendations on grant applications (see Section 2.2)	COUNCIL ACCEPTS RECOMMENDATION Councillors are currently excluded from assessing and making recommendations on grant applications, however the revised Policy and Guidelines will review case studies from the VAGO report to identify any possible gaps in transparency.	31 December 2022
4	Verify that all grant recipients use grant funds for their intended purpose (see Section 2.3)	COUNCIL ACCEPTS RECOMMENDATION Acquittal processes are already incorporated into the Greater Grants Process however when reviewing the Policy and Guidelines, ways to make this process more efficient will be examined.	31 December 2022
5	Evaluate the benefits of: <ul style="list-style-type: none"> • recurring grants and require recipients to seek future funding through existing competitive grant programs • non-recurring grants (if appropriate) and consider their risks and value (see sections 2.2 and 2.3) 	COUNCIL PARTIALLY ACCEPTS RECOMMENDATION Council distinguishes clearly between operational assistance subsidies and competitive grants supported by separate policies and funding allocations within its adopted budget. This delineation will be further defined in the amended guidelines.	31 December 2022
6	Document all funding decisions in a consistent and structured way within a centralised system to ensure their decision-making is transparent, including by recording: <ul style="list-style-type: none"> • the names of individuals involved in assessing or approving grant applications • if applicants met the eligibility criteria • how assessors and approvers scored applicants against the assessment criteria • what assessors and approvers considered to determine funding amounts • reasons why any funding decisions do not align with assessments (see sections 2.2 and 2.3) 	COUNCIL ACCEPTS RECOMMENDATION The existing grant funding software has the capacity to record this information. Amended guidelines will strengthen the requirement to ensure all fields are completed as well as any additional notations regarding changes made during or after key milestones in the approval process.	31 December 2022

Response provided by the Acting Chief Executive Officer and the Mayor, Southern Grampians—*continued*

3

No.	VAGO recommendation	Action	Completion date
8	Develop their own overarching grant policy that details: <ul style="list-style-type: none"> when and why the council uses grants to achieve its strategy how the council will administer grant programs across their life cycle the risk-based approach the council uses to determine if it will evaluate each grant program staff and councillors' roles in managing grants relevant council policies and procedures, including policies and procedures for declaring conflicts of interest (see Section 2.4) 	COUNCIL ACCEPTS RECOMMENDATION Council will revise its Policy and consider all recommendations from the VAGO audit for appropriateness for inclusion.	31 December 2022
9	Include grant-related fraud risks in their risk management and fraud and corruption plans and assign responsibility for managing these risks (see Section 2.4)	COUNCIL ACCEPTS RECOMMENDATION The Risk Register will be amended to incorporate the possibility of fraud and corruption as well as an assessment of residual risk.	31 December 2022
10	Develop mandatory training for staff and councillors that covers: <ul style="list-style-type: none"> declaring and managing conflicts of interest fraud risks specific to grant programs the council's relevant policies and procedures (see Section 2.4) 	COUNCIL ACCEPTS RECOMMENDATION Council is already considering a revised training program to include (amongst other things) fraud, probity and declaration of conflicts of interest for all Councillors, Executive Officers, Senior Leaders and key staff involved in "high risk" areas of council administration.	31 December 2022

It is pleasing to note Council's positive performance in a number of areas and looks forward to strengthening its performance in this area. We would like to thank the Audit Team for their constructive and collaborative approach in undertaking this audit.

Yours sincerely



EVELYN ARNOLD
ACTING CHIEF EXECUTIVE OFFICER



BRUACH COLLITON
MAYOR

Response provided by the Chief Executive Officer, Warrnambool



Response provided by the Chief Executive Officer, Warrnambool—*continued*

Warrnambool City Council action plan to address recommendations from *Fraud control over local government grants*

No.	VAGO recommendation	Action	Completion date
1	<p>Improve their conflict-of-interest processes by:</p> <ul style="list-style-type: none"> requiring staff and councillors to declare conflicts of interest for each grant application they assess or approve documenting how the council manages declared conflicts of interest (see Section 2.1) 	<p>Agree.</p> <p>Warrnambool City Council has overarching conflicts of interest processes in its code of conduct for staff and Councillors.</p> <p>Council will develop specific processes relating to grants which will be documented through the development of a grants policy and procedure.</p>	September 2022
2	<p>Develop eligibility and assessment criteria for all their grant programs and:</p> <ul style="list-style-type: none"> assess and document each application against them communicate assessment outcomes and reasons to unsuccessful applicants (see Section 2.2) 	<p>Agree.</p> <p>Warrnambool City Council currently has eligibility and assessment criteria for all grant programs.</p> <p>This requirement will be formalised through the development of a grants policy and procedure.</p>	September 2022
3	<p>Exclude councillors from assessing and making recommendations on grant applications (see Section 2.2)</p>	<p>Agree.</p> <p>Warrnambool City Council does not have Councillors assessing grant applications.</p> <p>This business rule will be formalised through the development of a grants policy and procedure.</p>	September 2022

Response provided by the Chief Executive Officer, Warrnambool—*continued*

4	Verify that all grant recipients use grant funds for their intended purpose (see Section 2.3)	<p>Agree.</p> <p>Warrnambool City Council will develop a framework to actively monitor large grants (greater than \$50k) to ensure the funds are being used for their intended purpose. Grants below this threshold will be verified through an acquittal process.</p> <p>This business rule will be formalised through the development of a grants policy and procedure.</p>	September 2022
5	<p>Evaluate the benefits of:</p> <ul style="list-style-type: none"> • recurring grants and require recipients to seek future funding through existing competitive grant programs • non-recurring grants (if appropriate) and consider their risks and value (see sections 2.2 and 2.3) 	<p>Agree.</p> <p>Warrnambool City Council has stopped a number of non-competitive grants and is continuing to review the remaining recurring grants. The review will include looking at value to the community provided through the grant and following this, a decision will be made to either move the grant to a competitive stream or enter into a multi-year funding agreement with requirements around monitoring and reporting outcomes along with an acquittal process.</p>	March 2023

Response provided by the Chief Executive Officer, Warrnambool—*continued*

6	<p>Document all funding decisions in a consistent and structured way within a centralised system to ensure their decision-making is transparent, including by recording:</p> <ul style="list-style-type: none"> • the names of individuals involved in assessing or approving grant applications • if applicants met the eligibility criteria • how assessors and approvers scored applicants against the assessment criteria • what assessors and approvers considered to determine funding amounts • reasons why any funding decisions do not align with assessments (see sections 2.2 and 2.3) 	<p>Agree. Warrnambool City Council will develop an overarching grant policy to detail the process of documenting all funding decisions in a consistent and structured way. It will investigate a common system to ensure decision-making is transparent.</p>	September 2022
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Response provided by the Chief Executive Officer, Warrnambool—*continued*

8	<p>Develop their own overarching grant policy that details:</p> <ul style="list-style-type: none"> when and why the council uses grants to achieve its strategy how the council will administer grant programs across their life cycle the risk-based approach the council uses to determine if it will evaluate each grant program staff and councillors' roles in managing grants relevant council policies and procedures, including policies and procedures for declaring conflicts of interest (see Section 2.4) 	<p>Agree.</p> <p>Warrnambool City Council will develop an overarching grant policy that details:</p> <ul style="list-style-type: none"> when and why the council uses grants to achieve its strategy how the council will administer grant programs across their life cycle the risk-based approach the council uses to determine if it will evaluate each grant program staff and councillors' roles in managing grants 	September 2022
9	<p>Include grant-related fraud risks in their risk management and fraud and corruption plans and assign responsibility for managing these risks (see Section 2.4)</p>	<p>Agree.</p> <p>Grant related fraud risks will be added to Councils risk register and monitored on an ongoing basis.</p>	September 2022
10	<p>Develop mandatory training for staff and councillors that covers:</p> <ul style="list-style-type: none"> declaring and managing conflicts of interest fraud risks specific to grant programs the council's relevant policies and procedures (see Section 2.4). 	<p>Agree.</p> <p>Following the development of the grant policy and procedure, training will be provided to staff and councillors.</p>	December 2022

Response provided by the Chief Executive Officer, West Wimmera



Mr Andrew Greaves
Auditor-General
Victorian Auditor-General's Office
Level 31/35 Collins Street
MELBOURNE VIC 3000

Dear Mr Greaves,

RE: Performance Audit – Fraud Control Over Local Government Grants

Thank you for the opportunity provided to West Wimmera Shire Council to participate in the VAGO Performance Audit of Fraud Control Over Local Government Grants. West Wimmera Shire Council acknowledges and supports the review's conclusions.

West Wimmera Shire Council acknowledges the important role local governments play in supporting their local communities, particularly in small rural municipalities such as ours. We welcome the recommendations in the report as an opportunity to improve councils' processes around providing this support to the community.

I wish to thank the VAGO team for their professional and cooperative conduct over the course of this review, and we welcome your continued feedback as we work toward implementation of the recommendations.

Council aims to address the recommendations of the report via the attached Action Plan. Please do not hesitate to contact Melanie Jordan, Chief Financial Officer, on 13 99 72 if you wish to further discuss this submission.

Yours sincerely



David Bezuidenhout
CHIEF EXECUTIVE OFFICER

All correspondence to: WEST WIMMERA SHIRE COUNCIL; PO Box 201, Edenhope VIC 3318
Website: www.westwimmera.vic.gov.au – Email: council@westwimmera.vic.gov.au
Edenhope: 49 Elizabeth Street, Edenhope VIC 3318 - Tel: 13 99 72 - Fax: 03 5585 9950
Kaniva: 25 Baker Street, Kaniva VIC 3419 - Tel: 13 99 72 - Fax: 03 5392 7750

Response provided by the Chief Executive Officer, West Wimmera—continued



West Wimmera Shire Council action plan to address recommendations from *Fraud control over local government grants*

No.	VAGO recommendation	Action	Completion date
1	<p>Improve their conflict-of-interest processes by:</p> <ul style="list-style-type: none"> requiring staff and councillors to declare conflicts of interest for each grant application they assess or approve documenting how the council manages declared conflicts of interest (see Section 2.1) 	<p>Agree.</p> <p>Question to be added to assessment criteria sheet for all grant programs: 'Do you have a conflict of interest with this application?'</p> <p>Update policy to include that anyone with conflict of interest will be removed from scoring of that application. Programs will be managed through a centralised grant management system.</p>	31 December 2022
2	<p>Develop eligibility and assessment criteria for all their grant programs and:</p> <ul style="list-style-type: none"> assess and document each application against them communicate assessment outcomes and reasons to unsuccessful applicants (see Section 2.2) 	<p>Partially agree.</p> <p>Review of Business Assistance Program - assessment criteria to be introduced.</p> <p>Review of Streetscape Scheme – improvements to be made to assessment criteria.</p> <p>Council does currently communicate assessment outcomes and reasons to unsuccessful applicants as noted in the report.</p>	31 December 2022

Response provided by the Chief Executive Officer, West Wimmera—continued



3	Exclude councillors from assessing and making recommendations on grant applications (see Section 2.2)	Agree. Assessment for each grant program will be conducted by officers and recommendation will be presented to Councillors	31 December 2022
4	Verify that all grant recipients use grant funds for their intended purpose (see Section 2.3)	Agree. Ensure there is an acquittal process and payment milestones requiring substantiation, for all grant programs, sponsorships, donations and other community support.	30 June 2023
5	Evaluate the benefits of: <ul style="list-style-type: none"> ▪ recurring grants and require recipients to seek future funding through existing competitive grant programs ▪ non-recurring grants (if appropriate) and consider their risks and value (see Sections 2.2 and 2.3) 	Partially agree. Review of all community funding and assess suitability to be eligible for Council's grant programs, or other funding programs and controls required.	30 June 2023



Response provided by the Chief Executive Officer, West Wimmera—continued



6	<p>document all funding decisions in a consistent and structured way within a centralised system to ensure their decision-making is transparent, including by recording:</p> <ul style="list-style-type: none"> • the names of individuals involved in assessing or approving grant applications • if applicants met the eligibility criteria • how assessors and approvers scored applicants against the assessment criteria • what assessors and approvers considered to determine funding amounts • reasons why any funding decisions do not align with assessments (see Sections 2.2 and 2.3) 	<p>Agree. Implement a centralised system to administer Council's grant programs to increase transparency.</p> <p>Ensure that all funding decisions are consistent with Council goals as outlined in the Council Plan and documented as such.</p>	31 December 2022
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Response provided by the Chief Executive Officer, West Wimmera—continued



8	<p>Develop their own overarching grant policy that details:</p> <ul style="list-style-type: none"> ▪ when and why the council uses grants to achieve its strategy ▪ how the council will administer grant programs across their life cycle ▪ the risk-based approach the council uses to determine if it will evaluate each grant program ▪ staff and councillors' roles in managing grants ▪ relevant council policies and procedures, including policies and procedures for declaring conflicts of interest (see Section 2.4) 	<p>Agree. Council will develop an overarching grant policy to provide a framework for managing council's grant programs and other community financial assistance.</p>	31 December 2022
9	<p>Include grant-related fraud risks in their risk management and fraud and corruption plans and assign responsibility for managing these risks (see Section 2.4)</p>	<p>Agree. Council will include grant-related fraud risks into the risk register and fraud and corruption control plan, along with the assignment of responsibility.</p>	31 December 2022

Response provided by the Chief Executive Officer, West Wimmera—*continued*



10	develop mandatory training for staff and councillors that covers: <ul style="list-style-type: none"> • declaring and managing conflicts of interest • fraud risks specific to grant programs • the council's relevant policies and procedures (see Section 2.4) 	Agree. Council will build these requirements into its existing mandatory training program for staff and councillors.	30 June 2023
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APPENDIX B

Acronyms, abbreviations and glossary

Acronyms

CoM	committee of management
VAGO	Victorian Auditor-General's Office

Abbreviations

COVID-19	coronavirus
Hume	Hume City Council
Knox	Knox City Council
Loddon	Loddon Shire Council
Southern Grampians	Southern Grampians Shire Council
Warrnambool	Warrnambool City Council
West Wimmera	West Wimmera Shire Council

Glossary

Reasonable assurance	We achieve reasonable assurance by obtaining and verifying direct evidence from a variety of internal and external sources about an agency's performance. This enables us to express an opinion or draw a conclusion against an audit objective with a high level of assurance. We call these audit engagements. See our assurance services fact sheet for more information.
Limited assurance	We obtain less assurance when we rely primarily on an agency's representations and other evidence generated by that agency. However, we aim to have enough confidence in our conclusion for it to be meaningful. We call these types of engagements assurance reviews and typically express our opinions in negative terms. For example, that nothing has come to our attention to indicate there is a problem. See our assurance services fact sheet for more information.

APPENDIX C

Scope of this audit

Objective

To determine whether fraud controls over local government grants are well-designed and operating as intended.

Who we examined

A selection of 6 Victorian councils:

- Hume
- Knox
- Loddon
- Southern Grampians
- Warrnambool
- West Wimmera.

Their key responsibilities

Councils can distribute public funding to individuals, community groups and businesses through grant programs. The law requires, and communities expect, councils to deliver grant programs with integrity and accountability.

What we examined

We looked at a selection of their grant programs from the last 5 years to see if their fraud controls are well-designed and consistently applied.

How we assessed performance

To form our conclusion against our objective, we used the following lines of inquiry and associated evaluation criteria:

Line of inquiry	Criteria
Councils' fraud and corruption controls over local government grants are well-designed.	<p>Councils:</p> <ol style="list-style-type: none"> 1. have clearly documented grant management frameworks/processes that cover the life cycle of grants and have clear accountabilities 2. provide staff who administer grant programs with appropriate training/guidance to be aware of and address fraud and corruption risks, including conflicts of interest 3. have clear and equitable eligibility criteria for their grant programs that logically relate to the purpose of the grant and are equitably communicated to potential recipients 4. have grant assessment and approval processes that are transparent, equitable, consistent and clearly communicated to potential recipients 5. review and evaluate grant programs to assess their outcomes and if they are equitable.
Councils' grant programs are free from fraud and corruption.	<ol style="list-style-type: none"> 1. Administration of the grant program/s was free from conflicts of interest. 2. No council officer/councillor received a dishonest benefit associated with the grant program/s. 3. Grant recipients used grant money in compliance with grant requirements.

Our methods

As part of the audit we:

- reviewed records from a selection of grant programs across 6 audited councils
- examined councils' policies and training programs
- interviewed grant officers at each council.

We randomly selected 6 councils to achieve a spread of council types and sizes.

The selection of grant programs we looked at is listed in Figure C1. This included reviewing how councils assessed and acquitted 130 applications. We chose the largest-value grant programs and programs that had fraud risk factors, such as having no limit on the amount of funding per applicant.

FIGURE C1: List of grant programs we reviewed

Council	Program	2020–21 spending
Hume	Conserving our rural environment	\$424,480
	Small to medium business quick response	\$985,741
	Event sponsorship	\$20,000
Knox	Community development fund	\$436,066
	Community partnership funding grants	\$2,920,050 ¹
Loddon	Halls and recreation reserves	\$120,898
	Community grants	\$179,931
	Community planning	\$161,559
Southern Grampians	Greater grants program	\$154,640
Warrnambool	Community development fund	\$255,428
	Individual or group assistance fund	\$400
West Wimmera	Community strengthening grants	\$34,175
	Business assistance scheme	\$3,675
	Streetscape scheme ²	\$0
	Council contributions and donations ³	\$51,559

Notes: ¹Funding provided over 4 years (2018 to 2022). ²West Wimmera did not receive any applications for this grant program in 2020–21. ³West Wimmera recognises these programs as sponsorships or donations that are separate from its 3 formal grant programs.

Source: VAGO, based on data provided by councils.

We also performed data analysis on grant records to identify any matches between council staff and councillor names with grant applicants. This was to identify any potential conflicts of interest that councils did not manage and inform our further inquiries. We did not, and the analysis did not intend to, find any instances of fraud.

We conducted our audit in accordance with the *Audit Act 1994* and ASAE 3500 *Performance Engagements* to obtain reasonable assurance to provide a basis for our conclusion.

We complied with the independence and other relevant ethical requirements related to assurance engagements. We also provided a copy of the report to the Department of Premier and Cabinet.

Unless otherwise indicated, any individuals referred to in this report by name or position are not the subject of adverse comment or opinion.

Cost and time

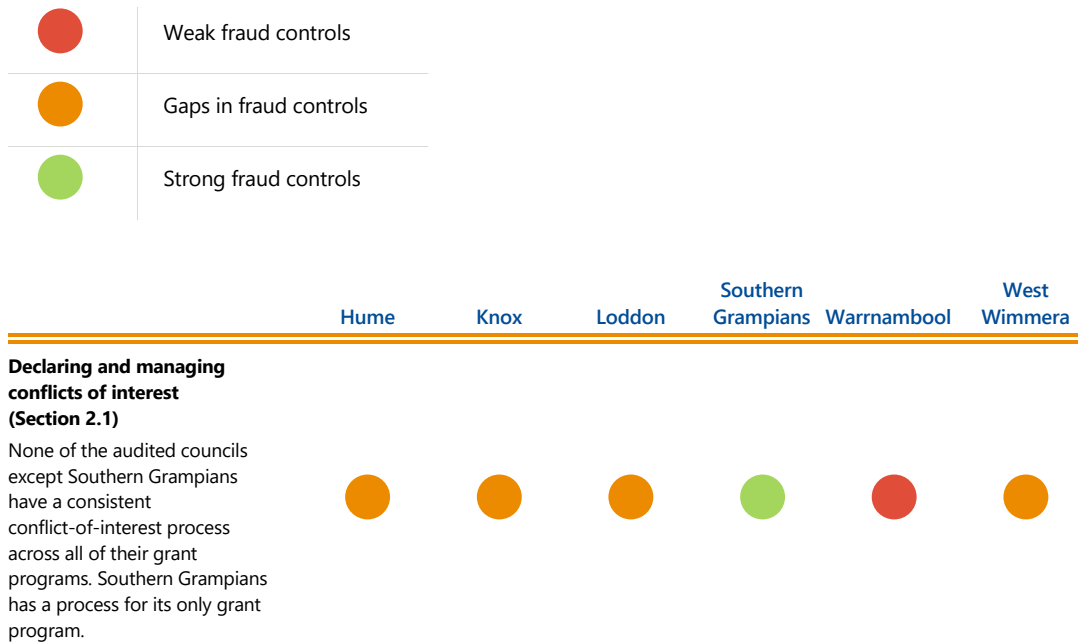
The full cost of the audit and preparation of this report was \$725,000. The duration of the audit was 11 months from initiation to tabling.

APPENDIX D













Performance ratings of audited councils

We found that the audited councils lack focus on preventing fraud and corruption in their grant programs. As a result, many of their control areas are weak or inconsistent. Figure D1 compares how well the audited councils have implemented fraud controls.

FIGURE D1: **Summary of audited councils' performance in implementing fraud controls**



	Hume	Knox	Loddon	Southern Grampians	Warrnambool	West Wimmera
<p>Documenting practice through policies (Section 2.4)</p> <p>Only West Wimmera has an overarching grant policy. Hume, Knox and Loddon have developed draft policies. In addition, councils' policies for individual grant programs do not address fraud risks, such as conflicts of interest.</p>						
<p>Training staff and councillors (Section 2.4)</p> <p>None of the audited councils have ensured that staff and councillors who administer grants have completed fraud training. Councils can also improve the content of their training by including fraud risks that are specific to grant programs.</p>						
<p>Applying fair and reasonable eligibility criteria (Section 2.2)</p> <p>Loddon and West Wimmera both have grant programs without eligibility criteria.</p>						
<p>Assessing and approving applications (Section 2.2)</p> <p>None of the councils consistently follow all elements of better practice by:</p> <ul style="list-style-type: none"> • asking assessors to declare conflicts of interest • using more than one assessor • documenting decisions • following the assessment panel's decisions. 						

	Hume	Knox	Loddon	Southern Grampians	Warrnambool	West Wimmera
<p>Monitoring and acquitting spending (Section 2.3)</p> <p>Four audited councils do not have an acquittal process for some of their grant programs. Where there are acquittal processes, councils do not always apply them consistently.</p>						
<p>Evaluating outcomes (Section 2.2)</p> <p>None of the audited councils have an evaluation framework to measure if their grant programs are achieving their intended outcomes.</p>						

Source: VAGO.

Auditor-General's reports tabled during 2021–22

Report title

<i>Integrated Transport Planning (2021–22: 01)</i>	August 2021
<i>Major Infrastructure Program Delivery Capability (2021–22: 02)</i>	September 2021
<i>Clinical Governance: Department of Health (2021–22: 03)</i>	September 2021
<i>Managing Conflicts of Interest in Procurement (2021–22: 04)</i>	September 2021
<i>Major Projects Performance (2021–22: 05)</i>	September 2021
<i>Administration of Victorian Courts (2021–22: 06)</i>	October 2021
<i>Protecting Victoria's Biodiversity (2021–22: 07)</i>	October 2021
<i>Management of Spending in Response to COVID-19 (2021–22: 08)</i>	October 2021
<i>Supplying and Using Recycled Water (2021–22: 09)</i>	November 2021
<i>Auditor-General's Report on the Annual Financial Report of the State of Victoria: 2020–21 (2021–22: 10)</i>	November 2021
<i>Results of 2020-21 Audits: Local Government (2021–22: 11)</i>	December 2021
<i>Council Waste Management Services (2021–22: 12)</i>	December 2021
<i>Business Continuity During COVID-19 (2021–22: 13)</i>	February 2022
<i>Effectiveness of the Navigator Program (2021–22: 14)</i>	March 2022
<i>Government Advertising (2021–22: 15)</i>	April 2022
<i>ICT Provisioning in Schools (2021–22: 16)</i>	April 2022
<i>Offsetting Native Vegetation Loss on Private Land (2021–22: 17)</i>	May 2022
<i>Fraud Control Over Local Government Grants (2021–22: 18)</i>	May 2022

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9.3 Eastern Regional Libraries Corporation - Transition to a Beneficial Enterprise

SUMMARY: Manager Community Wellbeing, Petrina Dodds Buckley

With significant implications for Regional Library Corporations under the Local Government Act 2020, the Eastern Regional Libraries Corporation (ERLC) is proposing that it be wound up and a new Beneficial Enterprise be established to deliver Library services which deliver economies of scale, for the three Member Councils, Knox, Maroondah, and Yarra Ranges.

Knox City Council has previously advised the ERLC of its “in principle” support for this proposal to transition, pending each of the Member Councils signing off on the constitution of the new entity following individual Councils undertaking appropriate due diligence according to the Local Government Act 2020.

This report presents Council with an opportunity to review the final draft constitution and to formally proceed with the establishment of “Your Library Ltd” as a beneficial enterprise; and to appoint Council’s existing ERLC Board members as initial Directors of Your Library Ltd.

There are further decision points in the process which will be brought to Council at a future meeting, before Your Library Ltd will be in a position to take over delivery of Library services on behalf of the Member Councils.

RECOMMENDATION

That Council:

- 1. Note the proposal that the Eastern Regional Library Corporation (ERLC) be wound up in accordance with Section 330(4) of the Local Government Act 2020 (LGA) and a Beneficial Enterprise be established in accordance with Section 110 of the LGA to deliver library services on behalf of the Knox, Maroondah, and Yarra Ranges City Councils.**
- 2. Note that officers have assessed the proposal to participate in a beneficial enterprise and are satisfied that Council has met, and can continue to meet, the requirements of Sections 110(1) and 111 of the LGA.**
- 3. Note the risk assessment, management, and mitigation strategies to address these risks set out in Attachments 4 and 5.**
- 4. Pursuant to Section 110(1) of the LGA, resolve to participate in the formation of, and become a founding member of, Your Library Ltd (a public company limited by guarantee) on the terms of the Your Library Ltd Constitution as set out in Attachment 2 and:
 - a. Appoints the following two natural persons as inaugural Directors of Your Library Ltd.**
 - Councillor Marcia Timmers-Leitch**
 - Councillor Yvonne Allred**
 - b. Appoints the following natural person as its Corporate Representative.**
 - Chief Executive Officer, Mr. Bruce Dobson****

- 5. Note that the ERLC will continue to provide library services under the current model, while officers from the Member Councils and ERLC negotiate and finalise the terms of the Your Library Agreement which will govern the relationship between the Member Councils and Your Library Limited, which will be presented to a future Council meeting for approval.**

1. INTRODUCTION

The introduction of the Local Government Act (LGA) 2020 has had major implications for Regional Library Corporations (RLCs). All RLCs now have a sunset clause of ten years from 1 July 2020. While this may seem generous, RLCs are already facing difficulties in continuing their operations based on the previous Local Government Act 1989.

Advice obtained by the Eastern Regional Libraries Corporation (ERLC) from the Director, Sector Investment Local Government Victoria, who has responsibility for government funding and relationships with public libraries, is that it will become increasingly difficult for libraries to operate as changes are made in accordance with the LGA 2020, that move away from the 1989 Act.

Their advice was that RLCs should move to be Beneficial Enterprises as provided by Section 111 of the LGA 2020 as soon as possible.

Section 110 of the Local Government Act 2020 states:

- “(1) For the purpose of performing its role, a Council may participate in any of the following beneficial enterprises -
- (a) become a member of a corporation;
 - (b) participate in the formation of a corporation, trust, or other body;
 - (c) acquire shares in a corporation, trust, or other body;
 - (d) enter into a partnership or joint venture with any other person or body.”

If ERLC (or any Regional Library Corporation) remains a corporation under the Local Government Act 1989, it also cannot entertain new members. In addition, any move to shared services may come under entrepreneurial provisions, which means sign-off by the Minister is required. The Eastern Region Group of Councils has for some time been discussing possible mergers and shared services for library services.

A change to a beneficial enterprise under the 2020 Act would result in Member Councils being able to avail themselves of these opportunities after undertaking a thorough due diligence process.

In addition to the above, ERLC are required to establish a new finance and payroll system to replace the current systems by 30 June 2022. The current finance and payroll system has historically been provided by Knox City Council. This process is occurring concurrent to the current change proposal.

2. DISCUSSION

Knox City Council is a member of ERLC along with Maroondah City Council and Yarra Ranges Shire Council. ERLC was established in 1996 by the Member Councils in accordance with the Local Government Act 1989, Section 196. The Board governs the Corporation in accordance with the

relevant provisions of the Local Government Act 1989, the Regional Library Agreement and other adopted policies and procedures.

ERLC manages five libraries on behalf of Knox and they are situated at the following locations:

- Bayswater - Mountain High Shopping Centre, 7-13 High Street, Bayswater;
- Boronia - Park Crescent, Boronia;
- Ferntree Gully - Ferntree Gully Community Centre, 1010 Burwood Highway, Ferntree Gully;
- Knox - Knox City Shopping Centre, 425 Burwood Highway, Wantirna South; and
- Rowville - Stud Park Shopping Centre, Stud Road, Rowville.

2.1 Requirements of the Local Government Act 2020

Council must have regard to Section 110 and comply with Section 111 of the 2020 Act, before participating in a beneficial enterprise. Both sections are reproduced below for reference:

2.1.1 Section 110 Beneficial Enterprises

- “(1) For the purpose of performing its role, a Council may participate in any of the following beneficial enterprises -
- (a) become a member of a corporation;
 - (b) participate in the formation of a corporation, trust or other body;
 - (c) acquire shares in a corporation, trust or other body;
 - (d) enter into a partnership or joint venture with any other person or body.
- (2) If by virtue of any participation, subscription or acquisition under Sub-Section (1), a Council has the right to appoint some person to be a director of or hold office in or under the corporation, trust, partnership or other body, the Council may appoint a Councillor, member of Council staff or other person to that office.
- (3) For the purposes of Sub-Section (1)(a), (b) or (c), a Council may nominate a person to hold the shareholding or unit holding on behalf of the Council and the person nominated is to be treated as being the shareholder or unit holder of the shares or units.”

2.1.2 Section 111 Process Before Participating in Beneficial Enterprises

- “(1) A Council must in participating in a beneficial enterprise under Section 110 -
- (a) assess the total investment involved and the total risk exposure and ensure that its total risk exposure does not exceed its total investment; and
 - (b) if Section 110(1)(a), (b) or (c) applies, ensure that the corporation is a limited corporation; and
 - (c) have regard to the risks involved; and
 - (d) establish risk management arrangements; and
 - (e) implement regular performance monitoring and reporting arrangements in relation to the beneficial enterprise; and
 - (f) ensure that any changes to the operation or purpose of the beneficial enterprise are reported to the Council; and

- (g) identify and manage any risks associated with any changes to the operation or purpose of the beneficial enterprise.
- (2) A Council must report on the operations and performance of each beneficial enterprise in its annual report.”

In line with the LGA 2020 (see Attachment 1) the current ERLC has proposed the establishment of a new beneficial enterprise. A beneficial enterprise can be formed to carry out any purpose which the Council could perform individually, though it is typically created as a way for Councils to streamline and standardise a particular service potentially over multiple municipalities, allowing for pooling of resources and maximising economies of scale.

Based on the discussions with Local Government Victoria, other RLCs and after receiving legal advice from HLB Mann Judd, ERLC determined the best option would be to transfer the library operations, including the assets and liabilities, to a corporation limited by guarantee (new entity).

ERLC prepared a report detailing the proposal to establish a new entity and presented this to the ERLC Board.

The ERLC Board resolved on 3 June 2021 that:

- “1. The Chief Executive to write to Member Councils enclosing a copy of this report:
 - a) Recommending:
 - i) Eastern Regional Libraries Corporation be wound up in accordance with Section 330(4) of the Local Government Act 2020;
 - ii) A beneficial enterprise is established in accordance with Section 110, Local Government Act 2020; and
 - iii) The Member’s current equity based on their initial contributions be transferred to the new entity:
 - Knox, 36.39%
 - Maroondah, 24.89%
 - Yarra Ranges, 38.72%.
 - b) Requesting that each of the Member Councils write to the CEO Eastern Regional Libraries Corporation by 30th June 2021 confirming that it is prepared to proceed on the basis of the recommendations at 1.a), subject to each of the Member Councils signing off on the constitution of the new entity in due course.
 - c) The Chief Executive to engage HLB Mann Judd to facilitate the transition, subject to receiving the confirmations requested at 1.b) above from our Member Councils.”

As per the above directive of the Board, the ERLC Chief Executive Officer sought support from Member Councils to commence the process of establishing a new corporation and citing the relevant Section 110 in the LGA 2020.

After receiving support “in principle” from all three Member Councils, ERLC engaged the services of HLB Mann Judd to commence the transition process. HLB Mann Judd are on the Victorian Auditor General’s panel of audit providers for local government, with experience in auditing RLCs.

The Member Councils also agreed to seek independent legal advice as required regarding the risk implications and to undertake individual due diligence of the proposed ERLC model (company limited by guarantee), in line with Sections 110 and 111 of the 2020 Act and from the perspective of each Council prior to seeking further Council commitment.

2.2 Transition Plan and Next Steps

There are three stages in setting up the beneficial enterprise – Councils are currently being requested to confirm their support to progress Stages 1 and 2.

2.2.1 Stage 1 – Register Company Limited by Guarantee called “Your Library Ltd”

This Stage will allow ERLC to register a company limited by guarantee under the Corporations Act 2001. The new entity will initially be a “shelf company”, which is a company that is registered but will not trade or conduct business nor hold assets or liabilities. The company will not trade until after 1 July 2022 when the transition from Eastern Regional Libraries Corporation to Your Library Ltd takes place (pending Member Council endorsement).

The registration with the Australian Securities and Investment Commission (ASIC) will allow time for the CEO to establish bank accounts, new finance and payroll systems, etc., and initiate Stage 2. During Stage 1, any policies or agreements (e.g., the Your Library Agreement) required for the new entity can be developed to cover areas such as: an acknowledgement that the new company will be occupying branch library premises owned by each of the Member Councils; transfer of any existing assets owned by the ERLC (if any); and acknowledgement of the intended winding up of ERLC; etc.

To initiate Stage 1, the Member Councils are required to approve the draft constitution, consent to be Members of “Your Library Ltd” and appoint their Board members as the initial Directors.

The proposed draft Constitution “Your Library Ltd” (refer to Attachment 2), drafted with the assistance of HLB Mann Judd and Sharrock Pittman Lawyers, has been subject to lengthy and detailed review by the ERLC Audit and Risk Advisory Committee (ARAC), the members of which are:

- Councillor Kylie Spears, Chair (Maroondah);
- Councillor Marcia Timmers-Leitch (Knox); and
- Ms. Marianne Di Giallonardo, Director Corporate Services (Maroondah).

ARAC has been supported by the CEO and Corporate Manager Business and Technology, who have also been part of the documentation review.

2.2.2 Stage 2 – Establish Charitable and Tax – Exempt Status of Your Library

This will be the stage where the charitable and tax-exempt status of Your Library Ltd is established under the Australian Charities and Not-for-Profits Commission Act 2012. This Stage will ensure that the company will remain exempt from Corporation and Payroll Tax and retain its Deductible Gift Recipient status.

2.2.3 Stage 3 – Finalise “Your Library Agreement” and Transfer Equity, Assets and Liabilities

This will be the final stage where the transfer of equity, assets, and liabilities from ERLC to the new entity will occur in accordance with a transfer of business agreement titled “Your Library Agreement” to start operating on a date to be announced. The Agreement governs the relationship between the Member Councils with respect to the contribution of assets and ongoing support, and details the requirement of a Corporate Plan as well as a Budget and Strategic Resource Plan to identify the financial and other resource requirements of the Corporation. The Agreement also sets out the Financial Contributions of Member Councils and details processes regarding Reporting, Accounts and Membership.

A draft “Your Library” Agreement has been provided to each of the Member Councils for consideration and input. This document has been provided to Maddocks to review on behalf of Council and Council will work with ERLC and the other Member Councils to incorporate feedback and present to a future Council meeting for approval.

2.3 “Your Library Ltd” Proposed Structure and Governance Arrangements

The ERLC Board currently comprises of elected representatives of each of the three Councils.

Knox City Council’s current elected Board Members are Councillor Marcia Timmers-Leitch and Councillor Yvonne Allred, with officer support from the Manager Community Wellbeing and Director Connected Communities as required.

Under the proposed new Your Library governance structure each Member Council must appoint a Corporate Representative and two Directors to form part of the Board of Directors.

2.4 Directors

Member Councils nominate Directors to be appointed to the Board. Directors are elected for a term of two years and eligible for reappointment for a further two years, if nominated by the Member Councils and the continued service as a Director does not exceed a period of eight years.

Director nominations can be withdrawn **at any time** by the Member Councils if the person no longer holds office with that Member Council or is no longer suitable.

To be eligible for the office of Director, a person must consent in writing to act as a Director.

Directors must hold a Directors ID in the Australian Business Registry Service. Their responsibilities are the same as the current Board Member's responsibilities and involve:

- Appointment/dismiss Chief Executive;
- Quarterly Board Meetings;
- Corporate Plan;
- Annual Budget;
- Long Term Financial Strategy;
- Appoint Auditor;
- Appoint Audit and Risk Advisory Committee;
- Review and approve policies; and
- Tenders.

General responsibilities of the Directors are outlined in the Australian Institute of Company Directors and can be found in Attachment 3.

2.5 Members Representative

Member Councils appoint a Representative as they see fit by written notification to the Company. Where a Member does not appoint a Representative, the Director(s) appointed by that Member shall be deemed as the Representative(s). While under the constitution each representative is entitled to one vote, where a Member appoints two Representatives, they must vote as a block (one vote). Appointment of the Representative can be a standing appointment.

The ERLC recommends that the CEOs of Member Councils, with appropriate delegations in place, be appointed as the Representatives for the Member Councils.

Members' responsibilities include:

- Request a General Meeting;
- Accept/reject new Member applications;
- Terminate existing Memberships; and
- Change the Company Constitution

2.6 Risk Assessments

In line with Section 111 of the Local Government 2020 requirements, Council and ERLC have both developed a Risk Assessment matrix. ERLC have also completed a Risk Assessment. Please refer to both Attachments 4 and 5.

2.6.1 Risk for ERLC

The ERLC risk review identifies strategic risks associated with the change in company structure to comply with the 2020 Act. To ensure a successful transition, ERLC engaged HLB Mann Judd for the winding up of the corporation and the establishment of the new entity. HLB Mann Judd is on the Victorian Auditor General's panel of audit providers for local government. HLB Mann Judd has audited RLCs, including ERLC in the past. From that perspective, they have a keen understanding of the role of libraries and the existing corporate relationships of RLCs. To further support the process, HLB Mann Judd engaged Sharrock Pitman Legal which has over 30 years of experience in assisting not-for-profit organisations on a range of legal issues. This includes drafting constitutions and establishing companies limited by guarantee.

In addition, the process of developing a constitution for the new entity, which will be based on the current Regional Library Agreement (1996) has been overseen by the ERLC Audit and Risk Advisory Committee, comprising of Councillor Kylie Spears, Chair (Maroondah City Council), Councillor Marcia Timmers-Leitch (Knox City Council) and Ms. Marianne Di Giallonardo, Director Corporate Services (Maroondah City Council).

The ERLC currently has Directors' and Officers' Liability Insurance to cover Councillors making decisions during their role on the ERLC Board through Jardine Lloyd Thompson (JLT). ERLC has advised that these protections are applicable to the role of Directors under the new entity.

Council's Risk Team has also confirmed with its Insurance Broker that for any Council related matters, Directors would also be covered under Council's Insurance Policy.

2.6.2 Risk for Knox City Council

Under Section 111 of the 2020 Act, Council must conduct a risk assessment prior to commencing a beneficial enterprise. A risk assessment has been undertaken and has been assessed as "low risk" by Maddocks.

The risk of not participating in this transition phase would result in Council having to take responsibility for operating libraries directly, "in house", which would result in significant additional funding requirements. The number of current EFT in Knox Council branches is 29.57, at a cost of \$2,934,404. Council would additionally need to establish a new leadership and management structure, develop the business operating model, as well as increasing corporate support services to accommodate a new in-house model. Officers do not recommend this is a viable or sustainable model for Council.

Of note, a 2019 Victorian Auditor-General Office (VAGO) Council Libraries report found that "sharing services makes libraries more efficient, enabling them to deliver more services to the

community with fewer resources. VAGO data analysis demonstrated that, overall, RLCs and co-operative models deliver core library services more efficiently than most standalone Council libraries.” (P23, Victorian Auditor-General's Report Council Libraries 2019).

2.7 Legal Advice

Officers engaged Maddocks to provide specialist advice on the draft Constitution and Knox’s Risk Assessment. Whilst providing comments to include in the **Your Library Agreement**, Maddocks have reviewed Knox’s risk assessment and concluded that overall, they do not consider that there are any significant risks to Council with regards to the proposed draft Your Library constitution.

Maddocks has indicated if the new entity has charitable status this could impact the transfer of assets out of Your Library Ltd should a member withdraw or Your Library be wound up.

ERLC has confirmed that that they will seek to receive charitable status as it opens up additional funding opportunities that would not be available under other corporate structures.

There are provisions in the draft constitution (Section 5) addressing the issue of transferring assets and Maddocks advice indicates there are opportunities available to Council through the **Your Library Agreement** to ensure that a member Council can retain their assets (or their value) in the event that member leaves Your Library Ltd, or it needs to be wound up.

ERLC has also confirmed they have advice indicating they should be able to secure to charitable status, but that should they be unsuccessful, Your Library Ltd would still be a tax-exempt organisation and able to secure Deductible Gift Recipient status to facilitation donations and bequests.

2.8 Officer Proposal

As part of the Council’s due diligence requirements in Section 111 of the LGA, Maddocks has reviewed and provided advice on the draft Constitution, Knox’s Risk Assessment, and recommended points for inclusion in the draft Your Library Agreement.

Based on this advice and their own internal assessments, the officers’ assessment is that the proposal to proceed as set out in the officers’ recommendation meets, and will continue to meet, the requirements of Sections 110(1) and 111 of the LGA.

It should be noted that the ERLC will continue to provide library services under the current model, while officers from the Member Councils and ERLC negotiate and finalise the terms of the Your Library Agreement which will govern the relationship between the Member Councils and Your Library Limited, which will be presented to a future Council meeting for approval.

3. CONSULTATION

ERLC consulted the Director, Sector Investment Local Government Victoria and HLB Mann Judd to seek advice on the new Local Government Act 2020 and the implications for ERLC moving forward. Once this advice was received, ERLC submitted this to the ERLC Board for further direction. The ERLC Board recommended ERLC proceed and consult with the Member Councils.

Knox Council Officers have engaged with officers from both Yarra Ranges and Maroondah to consider the proposal and understand the implications for each Council. Knox Officers have also consulted with Council’s Governance, Chief Financial Officer and Risk teams and sought independent legal advice from Maddocks.

4. CLIMATE CHANGE CONSIDERATIONS

Implementation of the recommendation is considered to have positive direct implications upon Council's Net Zero 2030 target, the Community Net Zero 2040, exposure to climate risks or climate change adaptation.

As cultural entities that serve all members of society, including children, young adults, adults, and the elderly alike, libraries can contribute to sustainable education through teaching, raising awareness and providing leadership in sustainability practices. Libraries can also lead to sustainable practices through upgrade of existing infrastructure or inclusion in new builds.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

There are no environmental or amenity implications.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The total investment in the new corporation will be what is in place for the current corporation. Current assets exceed liabilities 2.9:1. As of February 2022, the total ERLC current assets are \$7.336M, compared with total liabilities of \$2.537M.

The proposal to transition to a beneficial enterprise under the 2020 Act will be funded by ERLC and does not carry financial implications for Council. However, any changes to the level of equity, services or contributions paid would require further consideration and endorsement by the Member Councils.

In 2020-2021, Knox City Councils' current member contribution to the running costs of ERLC equated to \$4,655,836 per annum. A breakdown of these costs include:

2020-2021 Costs to Council for Libraries	
Expense	\$
Cleaning	71,422
Computer leasing and WiFi costs	87,594
Contribution to provision of library services	4,104,789
COVID additional security patrols	15,754
COVID touch point cleaning	23,233
Electricity	46,779
Gas	3,680
Rent / Lease including outgoings	327,431
Routine maintenance	23,051
Security	4,883
Unscheduled repairs	13,237
Water	5,405
	4,655,836

Following ERLC advice from Maddocks Lawyers, each Member Council in 2021 also received a distribution, in advance of any winding up of the Corporation, of \$2M from ERLC's Accumulated Surplus, in accordance with its Budget Report 2021/22, primarily resulting from the impacts of the Pandemic on service provision. These funds are intended to be allocated to a reserve fund

specifically for the purpose of supporting library services and infrastructure in Knox and a report will be presented to the June 2022 Council meeting for consideration and endorsement.

Engagement of HLB Mann Judd including advice from Sharrock Pitman Legal for the work involved in establishing the new entity and winding up the old corporation includes:

- Registration with the Australian Charities and Not-for-profits Commission and for Deductible Gift Recipient status with the ATO;
- Maintaining tax exemption status; and
- Applying for Payroll Tax Exemption with the Victorian State Revenue Office.

Establishing a new Beneficial Enterprise will enable Member Councils to pool their resources and take advantage of economies of scale. The new entity will no longer receive financial and payroll services from Knox City Council, including managing the external audit of the financial statements. These services will now transfer to another organisation as of June 2022 (with the exception of the external audit of the financial statements, this is expected to be completed by September 2022) to be managed by ERLC through their chosen service provider.

7. SOCIAL IMPLICATIONS

Public libraries receive over 30 million visitors annually and are a vital community asset. They provide free and equal access to services and programs that contribute to lifelong literacy and learning. Libraries help both children and adults with study, education, workforce participation, social connections, and community wellbeing. Libraries offer safe community spaces, formal meeting spaces and informal opportunities to connect with other people. As cost-of-living pressures continue to rise, libraries are offering an ever-expanding range of free activities, events, and programs for communities to enjoy. There has been a steady increase in attendance at cultural, literacy and skill development programs run by Victoria's public libraries.

The new Beneficial Enterprise will enable ERLC to align with Member Councils with regards to legislative requirements such strategic plans so that service planning and delivery for local communities are streamlined and connected thus enhancing social and wellbeing outcomes for residents.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Opportunity & Innovation

Strategy 1.2 - Encourage and support opportunities for skills development and lifelong learning for all people in Knox.

Neighbourhoods, Housing & Infrastructure

Strategy 2.2 - Create, enhance and maintain places and spaces for people to live, work, play and connect.

Connection, Resilience & Wellbeing

Strategy 4.1 - Support our community to improve their physical, mental and social health and wellbeing.

Civic Engagement & Integrity

Strategy 5.2 - Manage our resources effectively to ensure financial sustainability and improved customer experience.

Strategy 5.3 - Ensure our processes are transparent and decisions are accountable.

9. CONFLICT OF INTEREST

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

10. CONFIDENTIALITY

There is no content in this report that meets the definition of confidential information from the Local Government Act 2020.

Report Prepared By: **Manager Community Wellbeing, Petrina Dodds Buckley**

Report Authorised By: **Director Connected Communities, Tanya Scicluna**

Attachments

1. Attachment 1 - CM - Local Government Act 2020 Division 3 - Beneficial enterprises - 2022 [9.3.1 - 1 page]
2. Attachment 2 - CM - Your Library Ltd - Final DRAFT Constitution [9.3.2 - 27 pages]
3. Attachment 3 - CM - Australian Institute of Company Directors - General duties of directors - 2022 [9.3.3 - 6 pages]
4. Attachment 4 - CM - Beneficial Enterprise - Final KCC Risk Assessment - 2022 [9.3.4 - 5 pages]
5. Attachment 5 - CM - Risk Assessment for transition to a beneficial enterprise edited [9.3.5 - 13 pages]

Attachment 1**Local Government Act 2020
Division 3—Beneficial enterprises****110 Beneficial enterprises**

- (1) For the purpose of performing its role, a Council may participate in any of the following beneficial enterprises—
 - (a) become a member of a corporation;
 - (b) participate in the formation of a corporation, trust or other body;
 - (c) acquire shares in a corporation, trust or other body;
 - (d) enter into a partnership or joint venture with any other person or body.
- (2) If by virtue of any participation, subscription or acquisition under subsection (1), a Council has the right to appoint some person to be a director of or hold office in or under the corporation, trust, partnership or other body, the Council may appoint a Councillor, member of Council staff or other person to that office.
- (3) For the purposes of subsection (1)(a), (b) or (c), a Council may nominate a person to hold the shareholding or unit holding on behalf of the Council and the person nominated is to be treated as being the shareholder or unit holder of the shares or units.

111 Process before participating in beneficial enterprises

- (1) A Council must in participating in a beneficial enterprise under section 110—
 - (a) assess the total investment involved and the total risk exposure and ensure that its total risk exposure does not exceed its total investment; and
 - (b) if section 110(1)(a), (b) or (c) applies, ensure that the corporation is a limited corporation; and
 - (c) have regard to the risks involved; and
 - (d) establish risk management arrangements; and
 - (e) implement regular performance monitoring and reporting arrangements in relation to the beneficial enterprise; and
 - (f) ensure that any changes to the operation or purpose of the beneficial enterprise are reported to the Council; and
 - (g) identify and manage any risks associated with any changes to the operation or purpose of the beneficial enterprise.
- (2) A Council must report on the operations and performance of each beneficial enterprise in its annual report.

Attachment 2



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Pitman
Legal

Your Library Ltd

A Public Company Limited by Guarantee

On Your Side

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1 Preamble

- (a) The Founding Member Councils first established the Eastern Regional Libraries Corporation (ABN 67 990 548 408) on or about 14 June 1996 by an agreement made under section 196 of the Local Government Act 1989 (Vic).
- (b) In accordance with section 330(4) of the Local Government Act 2020 (Vic), as an existing regional library, the Eastern Regional Libraries Corporation must be wound up by 1 July 2031.
- (c) Section 110(1) of the Local Government Act 2020 (Vic) allows the Founding Member Councils to become members of and participate in the formation of a corporation and appoint directors.
- (d) Therefore, on **XX /XX / 2022**, the Founding Member Councils resolved to apply section 110 of the Local Government Act 2020 (Vic) to establish the Company as a new not-for-profit, public library, registered as a company limited by guarantee under the Corporations Act.
- (e) The Founding Member Councils will record their initial contribution and transfer of assets, licences, operations and activities from the Eastern Regional Libraries Corporation to the Company under a separate agreement.

2 Name of Corporation

The name of the company is **Your Library Ltd**.

3 Status of the Constitution and replaceable rules

This is the Constitution of the Company. The provisions of the Corporations Act that apply as replaceable rules are displaced by this Constitution and accordingly do not apply to the Company.

4 Interpretation

4.1 Definitions

In this Constitution unless the contrary intention appears:

Auditor means the person appointed for the time being as the auditor of the Company.

ABN means Australian Business Number.

ACNC means the Australian Charities and Not-for-profits Commission.

ACNC Act means the *Australian Charities and Not-for-profits Commission Act 2012* (Cth) and includes any regulations made under the ACNC Act and any rulings or requirements of the Commissioner made under the ACNC Act having application to the Company.

ASIC means the Australian Securities and Investments Commission.

Appointed Board Member means a Director appointed pursuant to clause 18.1(b) from time to time.

Board means the Directors present at a meeting, duly convened as a Board meeting, at which a quorum is present.

Business Day means a day which is not a Saturday, Sunday or bank or public holiday in Melbourne, Victoria, Australia.

Company means **Your Library Ltd (ACN)**.

Constitution means this constitution as amended from time to time.

Corporations Act means the *Corporations Act 2001* (Cth).

Deductible Contributions mean a contribution of money or property as described in item 7 or item 8 of the table in section 30-15 of the Tax Act in relation to a fundraising event held for that purpose.

Director means a person who is a director for the time being of the Company and **Directors** means more than one Director.

Founding Member Councils means the Knox City Council, Maroondah City Council and Yarra Ranges Council.

Gifts mean gifts of money or property for the Objects of the Company.

ITAA97 means the *Income Tax Assessment Act 1997* (Cth).

Member means the Member Councils and any other body corporate who is, or who is registered as, a member of the Company.

Members mean more than one Member.

Membership means being a Member of the Company.

Member Councils means the Knox City Council, Maroondah City Council and Yarra Ranges Council, and where a subsequent Council is admitted as a Member, includes that Council.

Objects mean the objects of the Company set out in clause 5.1.

Property means any real, personal, tangible, intangible, moveable or immoveable property of any kind where ever situated including money and choses in action.

Register of Members means the register of Members maintained pursuant to the Corporations Act.

Replaceable Rules means the replaceable rules applicable to a public company limited by guarantee set out in the Corporations Act.

Representative means a body corporate or the Member Councils' representative as appointed under clause 15.

Rule means a rule, by-law or policy made by the Directors in accordance with Clause 19(e) and includes all rules, by-laws or policies previously adopted by the Eastern Regional Libraries Corporation and which become the rules, by-laws or policies of the Company at the date of incorporation of the Company.

Secretary means any person appointed for the time being as, or to perform the functions of, secretary of the Company.

Tax Act means the *Income Tax Assessment Act 1997* (Cth) and the *Income Tax Assessment Act 1936* (Cth) as appropriate.

4.2 Interpretation

In this Constitution:

- (a) the words “including”, “include” and “includes” are to be construed without limitation;
- (b) a reference to legislation is to be construed as a reference to that legislation, any subordinate legislation, regulations and instruments made under it, and that legislation and subordinate legislation, regulations and instruments, as amended, re-enacted or replaced from time to time;
- (c) a reference to a “person” includes a corporate representative appointed pursuant to section 250D of the Corporations Act;
- (d) headings are used for convenience only and are not intended to affect the interpretation of this Constitution;
- (e) a reference to a meeting includes a meeting by digital or other technology where all attendees have reasonable opportunity to participate;
- (f) a reference to a person being present in person includes an individual participating in a meeting as described in clause 4.2(e);
- (g) a reference to a person being present includes an individual participating in a meeting in person or through a Representative; and
- (h) a word or expression defined in the Corporations Act and used, but not defined, in this Constitution has the same meaning given to it in the Corporations Act when used in this Constitution.

4.3 Operation of Corporations Act

While the Company is a registered charity under the ACNC Act the provisions of the Corporations Act in Part 2G.2 and Part 2G.3¹ apply as if section 111L(1) of the Corporations Act was not enacted and if one of those provisions includes a reference to lodging documents with or notifying ASIC that requirement does not apply to the Company.

4.4 Signing

Where, by a provision of this Constitution, a document including a notice is required to be signed, that requirement may be satisfied in relation to an electronic communication of the document in any manner permitted by law or by any State or Commonwealth law relating to electronic transmissions, or in any other manner approved by the Directors.

5 Objects and purpose

5.1 Objects and purpose

The Object and principal purpose of the Company is to be a charity (with charitable sub-type advancing culture) and a public library (endorsed as a deductible gift recipient under item 12.1.2 of the table of cultural organisations set out in section 30-100 of the ITAA97) pursuing the following charitable objects:

- (a) to operate a digital library, library branches and provide library services to and within the Member Councils, and to provide similar services to other Councils, Beneficial Enterprises or library corporations through a service level agreement;
- (b) provide services, resources and programs aimed at meeting the information, recreation, educational, placemaking, business, economic and cultural needs of the diverse communities of the Member Councils in an equitable, effective, efficient, responsive and forward looking manner in accordance with the values and objectives as determined by the Board;
- (c) to act as trustee and to perform and discharge the duties and functions

¹ Part 2G.2 and 2G.3 are provisions in relation to meetings of members and keeping minutes

incidental to acting as a trustee where this is incidental or conducive to the attainment of these Objects; and

- (d) to do such things as are incidental or ancillary to the attainment of these Objects.

5.2 Limitation of Powers

The Company is prohibited from making distributions to Members and paying fees (or other remuneration) to the Directors. The Secretary must approve all other payments the Company makes to Directors and provide a report on any such payments at the first available general meeting.

5.3 Non profit

The assets and income of the Company must be applied solely in furtherance of the Objects, and no portion shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or by way of profit to members, directors or any trustees of the Company.

5.4 Payment in good faith

Clause 5.3 does not prevent payment, directly or indirectly, in good faith to a Member:

- (a) of reasonable remuneration for services to the Company;
- (b) for goods supplied in the ordinary course of business;
- (c) of fair and reasonable interest on money borrowed from a Member at a rate not exceeding that fixed for the purposes of this clause 5.4(c) by the Company in a General Meeting;
- (d) of reasonable rent for premises let by a Member;
- (e) a contribution towards a grant or project in furtherance of the Objects and Purposes of the Company; or
- (f) in furtherance of the Objects and Purposes of the Company poses of the Company.

5.5 Conduit Policy

Any allocation of funds or property to other persons or organisations must be made in accordance with the Objects of the Company and must not be influenced by the preference of the donor.

6 Amendment of this Constitution

6.1 Amendment by Special Resolution

This Constitution may be modified or repealed only by a special resolution of the Company in a general meeting.

6.2 Date of effect of the amendment

Any modification or repeal of this Constitution takes effect on the date the special resolution is passed or any later date specified, or provided for, in the resolution.

6.3 Notification to the ACNC

The Company will notify ASIC or, if a registered charity, the ACNC (as applicable) of any modification or repeal of this Constitution within the time specified in the ACNC Act or the Corporations Act.

7 Member's Liability

7.1 Liability to contribute

Each Member during the year ending on the day of the commencement of the

winding up of the Company, undertakes to contribute to the property of the Company for:

- (a) payment of debts and liabilities of the Company;
- (b) payment of the costs, charges and expenses of winding up; and
- (c) any adjustment of the rights of the contributories among Members.

7.2 Limited liability

The amount that each Member or past Member is liable to contribute under clause 7.1 is not to exceed \$1.00.

8 Membership

8.1 Founding Members

The Founding Member Councils are the founding Members of the Company.

8.2 Categories of membership

Additional categories and classes of members, if required, may be created by a special resolution of the Members of the Company in a general meeting.

8.3 Admission as a Member

The Company may admit a body corporate as a Member where:

- (a) The applicant is eligible under clause 8.5 and makes an application to the Directors in accordance with clause 8.6;
- (b) The Board recommends that the applicant be admitted as a member to its Member Councils; and
- (c) The existing Member Councils agree in writing to admit a new Member, which such written consent to be provided once that Council has approved the admission of a new Member at a Council meeting.

8.4 Becoming a Member

Subject to the Corporations Act, a body corporate becomes a Member on the registration of that body corporate's name in the Register of Members.

8.5 Eligibility for Membership

To be eligible to be a Member, a body corporate must:

- (a) be nominated by 1 existing Member;
- (b) consent in writing to become a Member; and
- (c) agree to be bound by this Constitution.

8.6 Application for Membership

- (a) Only a body corporate satisfying the eligibility requirements for Membership may apply for Membership.
- (b) The Board may prescribe the process, information and supporting documents required for an applicant to apply for Membership and the form in which the application for Membership is to be made.
- (c) An application for Membership must:
 - (i) be in writing signed by the applicant;
 - (ii) if the Board has prescribed the form of the application for Membership, be in that prescribed form;
 - (iii) if the Board has prescribed information and supporting documents to be included as part of an application, include

the information and supporting documents, and

- (iv) be accompanied by the membership fee, if any, determined by the Directors.

8.7 Consideration for application for Membership

- (a) At the first meeting of the Board after an application for Membership has been received by the Board, the Board must consider the application and in their discretion either accept, accept subject to conditions, defer the decision to a subsequent meeting of the Board or reject the application.
- (b) If the Board accepts the application for Membership, or accepts subject to conditions, the application must be submitted to the Member Councils for consideration;
- (c) The Member Councils may only accept an application in accordance with clause 8.3(c).
- (d) The Board and the Member Councils are not required to give reasons for refusing an application for membership.

8.8 Membership fees

The Members must pay such membership fees as prescribed from time to time by the Directors.

8.9 Registration as a Member

If the Company accepts an application for Membership, as soon as practicable, the Secretary must notify the applicant of the decision and must register the name of the body corporate in the Register of Members and record any conditions imposed on that Member's Membership.

9 Rights of Members are non-transferable

The rights and obligations of a Member are specific to that body corporate and are not transferable.

10 Cessation of Membership

10.1 Cessation of Membership

A Member ceases to be a Member:

- (a) if the Member resigns as a Member in accordance with this Constitution;
- (b) if the Member is expelled as a Member in accordance with this Constitution;
- (c) if the Member is being wound up or ceasing to exist;
- (d) if the Member is placed under external administration or becomes insolvent

unless the Member Councils (but not including a Member Council whose membership is the subject of this clause) unanimously resolve for that Member to remain a Member of the Company.

10.2 Resignation of Member

A Member may resign from the Company by giving the Board at least 12 months' notice.

10.3 Termination of membership

- (a) A Member Council may recommend to the Board that the Company terminate the membership of a Member if the Member Council is of the view that the Member is not complying with its obligations as a Member of the Company.
- (b) At the first meeting of the Board after a recommendation is received to terminate a Membership, the Board must consider termination and in their discretion and subject to clause 10.3(c) either accept, accept subject to

conditions, defer until further information is provided or reject the recommendation. Any such decision must be based on one of the following substantive grounds:

- (i) the Member has failed to pay any fee that may be prescribed by the Directors from time to time within 12 months after the fee was due and payable;
 - (ii) where the Member is a Member Council, both Appointed Board Member positions for that Council have been vacant for 12 months, or no Appointed Board Members appointed by that Member Council have attended Board meetings for 12 months;
 - (iii) where the Member is a Member Council, that Member Council has failed to attend 3 consecutive general meetings of the Company;
 - (iv) the Member refuses or neglects to comply with this Constitution; or
 - (v) the Member engages in conduct which is prejudicial to the interests of the Company.
- (c) Before deciding to accept or accept subject to conditions the recommendation the Board must provide the Member whose Membership is under consideration notice of the proposed action and provide the Member with an opportunity to respond. The Board must allow the Member at least 14 days from when the Board provides the notice to respond to the notice;
 - (d) If the Board decides to accept or accept subject to conditions the recommendation must be submitted to the Member Councils for consideration;
 - (e) The Board's final resolution on the termination is subject to each Member Council (but not including a Member Council whose membership is the subject of this clause) agreeing in writing to terminate the Member; and
 - (f) If the Member Councils (but not including a Member Council whose membership is the subject of this clause) agree in writing to terminate the Member, the Board must terminate the Membership of that Member by giving 14 days' notice of the termination to that Member.
 - (g) If a dispute arises regarding the termination of a Member's membership under this clause 10.3, the dispute resolution procedure contained in clause 34 must be followed and, for the purposes of clause 34.1, written notification under clause 10.3(a) will be the notice of the dispute (as defined in clause 34.1).

11 Maintenance of Register

11.1 Register of Members

The Secretary must maintain a Register of Members setting out:

- (a) the name and address of each Member;
- (b) the date on which each person became a Member;
- (c) any conditions imposed on a Member's Membership; and
- (d) in respect of each body corporate who has ceased to be a Member, the date on which that body corporate ceased to be a Member.

11.2 Inspection of Register of Members

The Company must provide access to the Register of Members in accordance with the Corporations Act.

12 General Meetings

12.1 Annual general meetings

The Company must hold an annual general meeting:

- (a) within 6 months of incorporation; and

- (b) after the first annual general meeting, before 30 August in each calendar year.

The Board or Secretary shall convene the annual general meeting.

12.2 Business at an annual general meeting

The business of an annual general meeting may include any of the following, even if not referred to in the notice of meeting:

- (a) the consideration of the annual financial report, directors' report and auditor's report;
- (b) the appointment of the auditor; and
- (c) determination of auditor's remuneration.

12.3 Director and Chief Executive Officer convening a general meeting

Any Director or the Directors may convene a general meeting.

The Chief Executive Officer under delegation by the Board may convene a general meeting.

12.4 Meetings requested by Members

- (a) If the Board receives a request from a Member or Members with a right to vote at any general meeting the Board must convene a general meeting within 21 days after the date of receipt of that request.
- (b) The request must detail any proposed resolution, the names of the Members requesting the meeting and be signed by all of the Members making the request. For this purpose, the signatures of the Members may be contained in more than one document.
- (c) A general meeting requested by the Members must be held no later than two calendar months after the request is received.

12.5 Notice of general meeting

At least 21 days' notice of a general meeting must be given to the Members, Directors and Auditor. The notice must:

- (a) state the date, time and place (or places) of the meeting;
- (b) state the general nature of the business to be conducted at the meeting; and
- (c) state any proposed resolutions.

12.6 Shorter notice of general meeting

Subject to the Corporations Act, a shorter notice of a general meeting may be given if the calling of the notice of the general meeting on shorter notice is agreed to by all Members entitled to attend and vote at the meeting and any such general meeting will be treated as having been duly convened.

12.7 Notice of resumption of an adjourned meeting

If a general meeting is adjourned for 30 days or more, at least 30 days' notice must be given to the Members, Directors and Auditor of the day, time and place (or places) for the resumption of the adjourned general meeting.

12.8 Use of technology

A general meeting may be held in one place or two or more places. If a general meeting is held in two or more places, the Company must use technology that gives Members a reasonable opportunity to participate at that general meeting.

12.9 Postponement or cancellation of a general meeting

- (a) Subject to this Constitution and the Corporations Act, the Board may change the place (or places) of a general meeting, or postpone or cancel a general

meeting.

- (b) If a general meeting is convened pursuant to a request by Members, the Board may not postpone or cancel the general meeting without the consent of the requesting Members.

12.10 Notice of change, postponement or cancellation of a meeting

- (a) If the Directors have convened a general meeting, the Board may change the place (or places) of the general meeting, postpone or cancel the general meeting. If a Director has convened a general meeting, only the Director who convened the general meeting may change the place (or places) of the general meeting, or postpone or cancel the general meeting.
- (b) If the Board changes the place (or places) of a general meeting, notice must be given to each Member and each person entitled to receive notice of the meeting of the new place (or places) of the meeting.
- (c) If the Board postpones a general meeting, notice must be given to each Member and each other person entitled to receive notice of the new date, time and place (or places) of the meeting.
- (d) If the Board cancels a general meeting, notice must be given to each Member and each other person entitled to receive notice of general meetings.

12.11 Omission to give notice relating to a general meeting

No resolution passed at or proceedings at any general meeting will be invalid because of any unintentional omission or error in giving or not giving notice of:

- (a) that general meeting;
- (b) any change of place (or places) of that general meeting;
- (c) postponement of that general meeting, including the date, time and place (or places) for the resumption of the adjourned meeting; or
- (d) resumption of that adjourned general meeting.

13 Proceedings at general meetings

13.1 Quorum

- (a) A quorum at a general meeting is where a simple majority of Representatives of the Member Councils is present in person, but must include a Representative of each of the Member Councils. The quorum must be present at all times during the general meeting.

Lack of Quorum

- (b) If a quorum is not present within 30 minutes after the time appointed for a general meeting (or any longer period of time as the chair may allow) or ceases to be present at any time during the general meeting, the general meeting:
 - (i) if convened by a Director or on the request of Members, is dissolved; or
 - (ii) in any other case:
 - (A) is adjourned to be resumed on a day, time and place (or places) as the chair determines or if the chair is not present as the Directors or Director at the meeting may determine; or
 - (B) if the Directors do not so determine, no Director is present or no Director present so determines:
 - (1) the date for the resumption of the adjourned general

meeting will be on the same day in the next week;

- (2) the time for the resumption of the adjourned general meeting will be at the same time as the adjourned meeting; and
 - (3) the place (or places) for the resumption of the adjourned general meeting will be at the same place (or places) as the adjourned meeting.
- (c) If a quorum is not present within 30 minutes after the time appointed for the resumption of the adjourned general meeting or ceases to be present during the meeting, the general meeting is dissolved.

13.2 Chairing general meetings

- (a) The chair of the general meeting will be the Director elected for the time being as chair of the Board meetings.
- (b) If the chair is not present within 15 minutes after the time appointed for any general meeting or if the chair is unwilling or unable to act as chair for the whole or any part of that general meeting, the Directors present may elect a Director present to chair that general meeting.
- (c) If no Director is elected or if all the Directors present decline to take the chair for the whole or any part of that general meeting, or the Members present otherwise determine that they wish to appoint a different person as chair, the Members present may elect a Member present (in person) to chair for the whole or any part of that general meeting. If the Members do not so elect a chair, the meeting will be adjourned to be resumed on the same day, at the same time and the same place (or places) in the following week.

13.3 Conduct of general meetings

The chair of each general meeting has charge of the conduct of that meeting, including the procedures to be adopted and the application of those procedures at that meeting.

13.4 Adjournment

- (a) The chair of a general meeting may adjourn the meeting to another date, time and place (or places) if it appears to the chair that it is likely to be impracticable to hold or to continue to hold the meeting because of the number of Members who wish to attend but who are not present.
- (b) If a majority of Members present at a general meeting in person or by proxy determine that the meeting should be adjourned, the chair must adjourn the meeting to another date, time and place (or places) determined by the chair.
- (c) No business may be transacted on the resumption of an adjourned or postponed general meeting other than the business referred to in the notice convening the adjourned or postponed general meeting.

14 Proxy

A Member must not appoint a proxy to attend a general meeting or vote on their behalf.

15 Body Corporate Representative

15.1 Appointment of a Corporate Representative

- (a) Each Member must appoint at least one (1), and up to two (2), natural persons as its Representative(s) to exercise on its behalf any or all of the powers it may exercise:
 - (i) at meetings of the Members;
 - (ii) at meetings of creditors or debenture holders; or

- (iii) relating to resolutions to be passed without meetings.
- (b) In the event that a Member does not appoint any Representative, the Director(s) appointed by that Member shall be deemed to be the Member's Representative(s).
- (c) Where a Member appoints two (2) Representatives, the Representatives will have one collective vote and must vote as a block. In the event of a division between the Representatives of a Member with respect to any resolution, the vote of that Member will be in the negative.
- (d) The appointment of a Representative may be a standing one.

15.2 Authority to act as a Representative

- (a) An appointment of a Representative must be in writing and be signed by the body corporate or the Member Council appointing the Representative and state:
 - (i) the Member's or Member Council's name and address, or
 - (ii) the Company's name;
 - (iii) the Representative's name or the name of the office held by the Representative; and
 - (iv) the general meeting at which the Representative may act, or if the appointment is a standing one, a clear statement to that effect.
- (b) The instrument appointing the Representative may specify the manner in which the Representative(s) must vote on any particular resolution and may restrict the exercise of any power.
- (c) The Company may rely on an instrument appointing a Representative as definitive evidence that the Representative has been validly appointed in accordance with the rules and procedures of that Member for the making of such an appointment.

15.3 Instrument to be received by the Company

- (a) An instrument purporting to appoint the Representative is not valid unless it is received by the Company at least 48 hours before the general meeting or, in the case of an adjourned meeting, at least 48 hours before the resumption of an adjourned general meeting.
- (b) An instrument appointing a Representative must be received by the Company at any of the following:
 - (i) the registered office; or
 - (ii) a place or electronic address specified for that purpose in the notice of the general meeting.

15.4 Revocation of appointment of Representative

The appointment of a Representative may be revoked by the Member who appointed the Representative by notice to the Company from the Member stating that the appointment of the Representative is revoked or by appointing a new Representative.

16 Voting

16.1 Entitlement to vote

Each Member entitled to vote at a general meeting may vote in person through their Representative(s). Each Member has one vote, whether on a show of hands, or a poll.

16.2 No Casting vote

If there is an equality of votes, either on a show of hands or on a poll, then the chairperson of the meeting is not entitled to a casting vote in addition to any votes

to which the chairperson is entitled as a Member or Representative, and consequently, the resolution fails.

16.3 Voting on resolution

At any general meeting, a resolution put to a vote must be determined by a show of hands unless a poll is demanded in accordance with this Constitution. A resolution is taken to be carried if a simple majority of the votes cast on the resolution are in favour of it.

16.4 Objection to right to vote

- (a) A challenge to a right to vote at a general meeting:
 - (i) may only be made at that general meeting; and
 - (ii) must be determined by the chair.
- (b) A determination made by the chair in relation to a challenge to a right to vote is binding on all Members and is final.

16.5 Written resolutions

Members may pass a resolution without a general meeting being held if all the Members entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document. For this purpose, signatures of the Members may be contained in more than one document and a signature includes an electronic signature.

16.6 Minutes

- (a) Unless a poll is demanded in accordance with this Constitution, a declaration by the chair that a resolution has, on a show of hands, been:
 - (i) carried;
 - (ii) carried unanimously;
 - (iii) carried by a particular majority; or
 - (iv) lost or not carried by a particular majority,is conclusive evidence of the fact declared. An entry to that effect made in the minutes book of the Company and the minutes are adopted at the next general meeting is evidence of that fact unless the contrary is proved.
- (b) After each general meeting, the Directors must record or cause to be recorded in the minutes book:
 - (v) the proceedings and resolutions of each general meeting;
 - (vi) any declarations at each general meeting; and
 - (vii) all resolutions passed by Members without a general meeting.
- (c) The chair, or the chair of the next meeting, must sign the minutes within one month after the general meeting.
- (d) The minute books must be kept electronically at the registered office and distributed to the Directors electronically within three months after each general meeting.
- (e) Members may inspect the minute books electronically at any time on the Company's Intranet. No amount may be charged for inspection.

16.7 Disputes to be resolved by the chair

The chair will determine any dispute in relation to any vote, and the determination of the chair is binding on all Members and is final.

17 Poll**17.1 Chair may determine to take a poll**

The chair of a general meeting may determine that a poll be taken on any resolution.

17.2 Right to demand a poll

A poll may be demanded on any resolution at a general meeting other than the election of a chair or the question of an adjournment by any Member present at the meeting.

17.3 Procedure for demanding a poll

- (a) A poll may be demanded:
 - (i) before a vote on a show of hands is taken;
 - (ii) before the result of a vote on a show of hands is declared; or
 - (iii) immediately after the result of a vote on a show of hands is declared.
- (b) If a poll is demanded on the election of a chair or the question of an adjournment, it must be taken immediately. If a poll is demanded on any other matter, it may be taken in the manner and at the time and place (or places) as the chair directs.
- (c) Other than where a poll is demanded on the election of a chair or the question of an adjournment, a demand for a poll may be withdrawn at any time by the person or persons who demanded it. A demand for a poll which is withdrawn does not invalidate the result of a show of hands declared before the demand for the poll was made.
- (d) Other than where a poll is demanded on the election of a chair or the question of an adjournment, a demand for a poll does not prevent the general meeting from continuing for the transaction of any business.

18 Appointment and removal of Directors**18.1 Number and Composition of Directors**

- (a) The Company must have six (6) Directors upon its incorporation.
- (b) The Directors shall consist of two (2) Board Members appointed by each of the Member Councils (Appointed Board Member).
- (c) Once appointed, the Appointed Board Member holds office in accordance with clause 18.4.
- (d) The Member Councils who have nominated an Appointed Board Member may withdraw their nomination at any time if the person so nominated no longer holds office with that Member Council or is no longer suitable to be nominated as the Appointed Board Member.
- (e) If an Appointed Board Member is unable to be present at a Board meeting, the Board shall allow a Senior Executive Officer of the Member Council that appointed Board Member to attend the Board meeting in the place of the absent Appointed Board Member. The Senior Executive Officer shall not have a vote and does not have the powers of a director.

18.2 Retirement or Vacancy

The Company may, at a General Meeting at which:

- (a) a Director retires or otherwise vacates office; or
- (b) a Director vacancy exists by operation of clause 18.7 or otherwise,

- (c) request that the Board seeks a new nomination from the Member Council for an Appointed Board Member in accordance with clause 18.1.

18.3 Qualifications of Directors

- (a) To be eligible for the office of Director a person must consent in writing to act as a Director.
- (b) In the event that it is required under a law, regulation or guideline applicable to the Company, the Company must ensure that a majority of the Directors are persons who have the requisite level or degree of responsibility to the general public.

18.4 Terms and retirement of Directors

- (a) Subject to clause 18.5, Directors are elected for terms of two (2) years.
- (b) At each Annual General Meeting, any Director who has held office for two (2) years or more since last being elected, must retire from office but subject to clauses 18.2 and 18.5 is eligible for reappointment. A retiring Director holds office until the conclusion of the meeting at which that Director retires.
- (c) The Members may by ordinary resolution increase or decrease the period of time for which a Director holds office under clause 18.4(a).
- (d) The Members may by ordinary resolution remove any Director before the expiration of that Director's period of office, and may then request that the Board seek a new nomination from the Member Council for an Appointed Board Member in accordance with clause 18.1.

18.5 Reappointment of Directors

Directors are entitled to seek reappointment as Directors provided that they are still nominated by the Member Councils as their Appointed Board Member and the Director's period of continuous service to the Company does not exceed a period of eight (8) years unless the Members, by ordinary resolution in General Meeting or unanimous written resolution, elect to waive this requirement for a particular Director.

18.6 Casual vacancy or additional Director

- (a) The Directors may at any time request a new nomination from the Member Council for an Appointed Board Member in accordance with clause 18.1 either to fill a casual vacancy or as an addition to the existing Directors, provided the total number of Directors does not exceed the maximum number of Directors appointed by that Member Council set out in clause 18.1(b).
- (b) A Director appointed under clause 18.6(a) holds office until the conclusion of the next Annual General Meeting of the Company but is eligible for appointment at that meeting.

18.7 Vacation of office of Director

In addition to the circumstances in which the office of a Director becomes vacant under the Corporations Act, a person ceases to be a Director and the office of Director is vacated if the person:

- (a) is removed from office as a Director by a resolution of the Company at a general meeting;
- (b) ceases to be eligible under clause 18.3;
- (c) resigns as a Director by notice in writing to the Company;
- (d) is no longer nominated by the Member Council as its Appointed Board Member under clause 18.1(d).
- (e) if the person is subject to assessment or treatment under any mental health law and the Board resolves that the person should cease to be a Director;
- (f) dies;

- (g) is disqualified from acting as a Director under the Corporations Act;
- (h) is absent from Board meetings for a continuous period of six months without leave of absence from the Board.

19 Powers and duties of Board

- (a) The primary objective of the Board is to achieve the best library service outcomes for the communities of the Member Councils within the context of each of the Member Councils' available resources and competing demands. These outcomes include the provision of resources and programs aimed at meeting the information, recreation, educational, placemaking, business, economic and cultural needs of the diverse communities of the Members in an equitable, effective, efficient, responsive and forward looking manner in accordance with the values and objectives as determined by the Board
- (b) Subject to this Constitution and the Corporations Act, the activities of the Company are to be managed by, or under the direction of, the Board.
- (c) Subject to this Constitution and the Corporations Act, the Board may exercise all powers of the Company that are not required to be exercised by the Company in a general meeting.
- (d) The powers of the Board include the power to:
 - (i) borrow or otherwise raise money;
 - (ii) mortgage, charge (including in the form of a floating charge) any of the Company's assets (both present and future); and
 - (iii) issue debentures and other securities, and any instrument (including any bond).
- (e) Subject to this Constitution, the Directors may from time to time by resolution make and rescind or alter Rules which are binding on the Members for the management and conduct of the business of the Company.
- (f) The rules, by-laws or policies previously adopted by the Eastern Regional Libraries Corporation become the rules, by-laws or policies of the Company at the date of incorporation of the Company.

20 ACNC governance standards

The Company and each Director must comply with the duties described in governance standard 5 as set out in the regulations made under the ACNC Act and such other obligations as apply under the ACNC Act and the Corporations Act from time to time.

21 Delegation

- (a) The Board may delegate any of its powers to:
 - (i) a Director;
 - (ii) a committee in accordance with clause 22;
 - (iii) an employee of the Company; or
 - (iv) any other person.
- (b) The power may be delegated for such time as determined by the Directors and the Directors may at any time revoke or vary the delegation.
- (c) The delegate must exercise the powers delegated in accordance with any directions of the Directors, and the exercise of the power by the delegate is as effective as if the Directors had exercised it.
- (d) The Directors may continue to exercise any power they have delegated.

22 Committees**22.1 Delegation to committees**

- (a) The Directors may delegate any of their powers, to a committee which may consist of one or more Directors and such other persons as they think fit.
- (b) A committee to which any powers have been delegated under clause 22.1(a) must exercise those powers in accordance with any directions of the Directors. A power so exercised is taken to have been exercised by the Directors.
- (c) Notwithstanding any delegation of authority under this clause 22.1, the Directors remain responsible for any decisions of a committee appointed by them and must ensure that the committee exercises its powers appropriately.

22.2 Meetings of committees

A committee may meet and adjourn as it thinks proper.

22.3 Chairperson of a committee

The members of a committee may elect one of their number as chairperson of their meetings. If a meeting of a committee is held and:

- (a) a chairperson has not been elected; or
- (b) the chairperson is not present within 10 minutes after the time appointed for the holding of the meeting or is unable or unwilling to act;

then the committee members involved may elect one of their number to be chairperson of the meeting.

22.4 Determination of questions

- (a) Questions arising at a meeting of a committee are to be determined by a majority of votes of the members present and voting.
- (b) In the event of an equality of votes, the chairperson of the meeting does not have a casting vote.

23 Negotiable instruments

All negotiable instruments and all receipts for money paid to the Company must be signed, drawn, accepted, endorsed or otherwise executed in such manner as the Board may determine.

24 Remuneration and reimbursement for expenses**24.1 Remuneration of Director**

The Company must not pay and a Director is not entitled to receive any fee (or other remuneration) from the Company for services performed as a Director.

24.2 Reimbursement of expenses

Directors are entitled to be reimbursed by the Company for reasonable costs and expenses incurred or to be incurred in connection with attendance at meetings of the Board and committees of the Board, if approved by the Board.

25 Board meetings**25.1 Convening meetings**

- (a) In the ordinary course, the Chief Executive Officer will convene Board meetings in accordance with the determinations of the Board.
- (b) A Director may at any time convene a Board meeting by notice to the other Directors.

25.2 Notice of meetings

- (a) Reasonable notice of each Board meeting must be given to the Directors entitled to receive a notice (if any).
- (b) Each notice must state:
 - (i) the date, time and place (or places) of the Board meeting;
 - (ii) the general nature of the business to be conducted at the Board meeting; and
 - (iii) any proposed resolutions.

25.3 Omission to give notice

No resolution passed at or proceedings at any Board meeting will be invalid because of any unintentional omission or error in giving or not giving notice of:

- (a) that Board meeting;
- (b) any change of place (or places) of that Board meeting;
- (c) postponement of that Board meeting; or
- (d) resumption of that adjourned Board meeting.

25.4 Use of technology

A Board meeting may be held in one, two or more places using such technology as determined by the Board and set out in the notice. The Board must use technology that gives Directors a reasonable opportunity to participate at that Board meeting. The clauses relating to meetings of Directors apply to each such meeting in the usual manner.

25.5 Quorum at meetings

- (a) A quorum at a Board meeting is where each Member Council has at least one Appointed Board Member present in person. The quorum must be present at all times during the Board meeting.
- (b) However, the quorum requirement shall not apply with respect to the Appointed Board Member(s) of a particular Member Council where that Appointed Board Member(s) have failed to attend the prior two Board meetings, provided that after each Board meeting the Company advised the Member in writing that its Appointed Board Member(s) failed to attend the Board meeting.

25.6 Chair of meetings

- (a) At the first Board meeting a chair and deputy chair will be elected from the Directors present in person.
- (b) Subject to a vote of the Board to the contrary:
 - (i) The chair and deputy chair of the Board shall be held on an annual rotational basis;
 - (ii) A chair and deputy chair shall serve for the duration of a calendar year; and
 - (iii) At the first Board meeting of a new calendar year, a new chair and deputy chair shall be elected from the Directors appointed by the Member whose turn it is to hold the chair and deputy chair.
- (c) The Directors may elect a Director to chair a Board meeting by a majority vote.
- (d) If the chair is not present within 15 minutes after the time appointed for a Board meeting or if the chair is unwilling or unable to act as chair for the whole

or any part of that Board meeting, the Directors present may elect a Director present to chair that Board meeting.

25.7 Passing resolutions at meetings

- (a) A resolution of the Board must be passed by a majority of the votes cast by the Directors entitled to vote on the resolution.
- (b) Each Director present in person is entitled to vote and has one vote.

25.8 No Casting vote

If on any resolution an equal number of votes is cast for and against a resolution, the chair does not have a casting vote in addition to any vote cast by the chair as a Director and subsequently, the resolution is lost.

25.9 Conduct of meetings

The chair of each Board meeting has charge of the conduct of that meeting, of the procedures to be adopted and the application of those procedures at that meeting.

25.10 Written resolutions

The Board may pass a resolution without a Board meeting being held if all the Directors entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document. For this purpose, signatures can be contained in more than one document, with each document to be identical to each other document and a signature can be an electronic signature.

25.11 Minutes of meetings

- (a) Within three months after each Board meeting, the Directors must record or cause to be recorded in the minute books:
 - (i) the proceedings and resolutions of each Board meeting; and
 - (ii) all resolutions passed without a Board meeting.
- (b) The chair, or the chair of the next Board meeting, must sign the minutes within three months after the meeting.
- (c) The minute books must be kept at the registered office.
- (d) The Directors may inspect the minute books between the hours of
- (e) 9.00 am and 5.00 pm on any Business Day. No amount may be charged for inspection.

26 Director's conflict of interests

26.1 Declaration of interest

- (a) Any Director who has a material personal interest in a contract or proposed contract of the Company, holds any office or owns any property such that the Director might have duties or interests which conflict or may conflict either directly or indirectly with the Director's duties or interests as a Director, must give the Board notice of the interest at a Board meeting.
- (b) A notice of a material personal interest must set out:
 - (i) the nature and extent of the interest; and
 - (ii) the relation of the interest to the affairs of the Company.
- (c) The notice must be provided to the Board at a Board meeting as soon as practicable.

26.2 Voting by interested Directors

A Director who has a material personal interest in a matter that is being considered at a Board meeting must not:

- (a) vote on the matter at a meeting; or
- (b) be present while the matter is being considered at the meeting, and accordingly will not count for the purposes of determining whether there is a quorum.

27 Appointment of Secretary and Chief Executive Officer

27.1 Secretary

- (a) The Company must have at least one Secretary. The Board has the power to appoint a natural person to act as secretary on the terms and for such period as the Board may determine.
- (b) Any Secretary appointed may be removed at any time by the Board.

27.2 Chief Executive Officer

- (a) The Directors may appoint a Chief Executive Officer on such terms and conditions (including as to remuneration) as they consider appropriate.
- (b) The Directors may delegate any of their powers to the Chief Executive Officer:
 - (i) on the terms and subject to any restrictions they decide; and
 - (ii) so as to be concurrent with, or to the exclusion of, the powers of the Board,
 and may revoke the delegation at any time.
- (c) The Chief Executive Officer may be invited to attend all meetings of the Directors, but may not hold the office of a Director and is not entitled to vote.

28 Removal and remuneration of Auditor

28.1 Appointment of Auditor

An Auditor will be appointed by the Company at a general meeting for a period not exceeding four years from the date that the Auditor provided a request for quote.

28.2 Remuneration of Auditor

The remuneration of the Auditor may be determined by the Company at a general meeting. If the remuneration is not determined at a general meeting, it may be determined by the Directors at a Board meeting.

28.3 Removal of Auditor

- (a) Subject to the Corporations Act, the Company may remove an Auditor by resolution at a general meeting.

Note: the Corporations Act requires 2 months' notice to be provided to remove an Auditor.

28.4 Auditor's attendance at general meetings

The Auditor must be notified of, and may attend, any general meeting and any Audit or Risk Advisory Committee meeting. The Auditor is entitled to be heard at any general meeting or Audit and Risk Advisory Committee it attends on any part of the business of the general meeting which concerns the Auditor.

29 Execution of documents

Documents executed for and on behalf of the Company must be executed by:

- (a) Directors;

- (b) a Director and the Secretary; or
- (c) the Chief Executive Officer under delegation.

30 Financial records

30.1 Member's access to financial records

A Member or any other person may inspect financial or any other records of the Company where such inspection is authorised by the Board or its delegate, or required by law or by order of a court with jurisdiction.

30.2 Directors' access to financial records

Any Director may at any time access and inspect any financial and any other record of the Company, other than those protected by privacy principles, freedom of information or other legislation.

30.3 Access to financial records after ceasing to be a Director

The Board may determine that any person who is to cease or has ceased to be a Director may continue to have access to and inspect any financial record and any other record of the Company relating to the time during which the person was a Director, if required by law or by order of a court.

31 Notices

31.1 General

Any notice, statement or other communication under this Constitution must be in writing, except that any notice convening a Board meeting does not need to be in writing.

31.2 How to give a communication

In addition to any other way allowed by the Corporations Act, a notice or other communication may be given by being:

- (a) personally delivered;
- (b) left at the person's current address as recorded in the Register of Members;
- (c) sent to the person's address as recorded in the Register of Members by pre-paid ordinary mail or, if the address is outside Australia, by pre-paid airmail;
- (d) sent by email to the person's current email address for notices; or
- (e) by other electronic means.

31.3 Communications by post

A communication is given if posted:

- (a) within Australia to an Australian address, three Business Days after posting;
- (b) outside Australia or to an address outside Australia, ten Business Days after posting.

31.4 Communications by email

A communication is taken to be given if sent by email immediately on sending the email unless the sender receives a delivery failure notification indicating that the email has not been delivered to the information system of the recipient.

31.5 After hours communication

If a communication is given:

- (a) after 5.00 pm in the place of receipt; or
- (b) on a day which is a Saturday, Sunday or bank or public holiday in the place of receipt,

it is taken as having been given at 9.00 am on the next day which is not a Saturday, Sunday or bank or public holiday in that place.

32 Indemnity and insurance

32.1 Indemnity

- (a) To the extent permitted by the Corporations Act and subject to the Corporations Act, the Company may procure directors and officeholders insurance or pay any premium in respect of a contract of insurance between an insurer and a director or other officer or any person who has been a director or other officer of the Company in respect of the liability suffered or incurred in or arising out of the conduct of any activity of the Company and the proper performance by the director or other officer of any duty.
- (b) The indemnity in clause 32.1(a):
 - (i) is enforceable without the officer first having to make a payment or incur an expense;
 - (ii) is enforceable by the officer notwithstanding that the officer has ceased to be an officer of the Company; and
 - (iii) applies to any liability, loss, damage, cost or expense incurred or suffered or to be incurred or suffered by the officer, whether incurred before or after the date of this Constitution.

32.2 Documenting indemnity

The Company may enter into an agreement containing an indemnity in favour of any officer. The Board will determine the terms of the indemnity contained in the agreement.

32.3 Insurance

- (a) To the extent permitted by the Corporations Act and subject to the Corporations Act, the Company may pay any premium in respect of a contract of insurance between an insurer and an officer or any person who has been an officer of the Company in respect of the liability suffered or incurred in or arising out of the conduct of any activity of the Company and the proper performance by the officer of any duty.
- (b) If the Board determines, the Company may execute a document containing rules under which the Company agrees to pay any premium in relation to such a contract of insurance.

33 Winding up and revocation

33.1 Winding up of the Company

- (a) In the case of the winding-up of the Company, any surplus assets that remain after the satisfaction of all debts and liabilities, then, subject always to clause 33.2, those surplus assets must be transferred to another organisation with charitable purposes which is not carried on for the profit or gain of its individual members.
- (b) The organisation will be determined by a special resolution of the Members at or before the time of dissolution.

33.2 Transfer of surplus assets – deductible gift recipients

- (a) Where the Company has been endorsed as a deductible gift recipient under Subdivision 30 BA of the Tax Act, either as an entity or in relation to a fund or an institution it operates, then where:
 - (i) the Company is wound up;
 - (ii) the fund or institution is wound up; or

- (iii) the endorsement under Subdivision 30 BA of the Tax Act is revoked;
- (b) any surplus:
 - (i) Gifts;
 - (ii) Deductible Contributions; and
 - (iii) money received by the Company because of such Gifts or Deductible Contributions,

remaining after payment of all liabilities must be transferred to one or more organisations, funds or institutions that comply with clause 33.1 and are deductible gift recipients.

34 Dispute resolution

34.1 Handling a dispute

Where there is a dispute, grievance or another disagreement between a Member and the Company, or between a Member and a Member, whether arising out of the application of this Constitution or otherwise (**Dispute**), then the party raising the Dispute must, prior to the commencement of any proceedings in a Court or Tribunal or before any authority or board, notify the other party in writing of the nature of the Dispute, and the following must occur:

- (a) the parties must in the period of 14 days from the service of the notice of the Dispute (Initial Period) use their best endeavours to resolve the Dispute;
- (b) if the parties are unable to resolve the Dispute within the Initial Period, then the Dispute must be referred for mediation to a mediator agreed by the parties;
- (c) if the disputants are unable to agree on a mediator within 7 days of the expiration of the Initial Period, the parties may request the chairperson of the Resolution Institute to nominate a mediator to whom the Dispute will be referred;
- (d) the costs of the mediation must be shared equally between the parties; and
- (e) where:
 - (i) the party receiving the notice of the Dispute fails to attend the mediation required by clause 34.1(b);
 - (ii) the mediation has not occurred within 6 weeks of the date of the notice of the Dispute; or
 - (iii) the mediation fails to resolve the Dispute;

then the party serving the notice of Dispute will be entitled to commence any proceedings in a Court or Tribunal or before any authority or board in respect of the Dispute.

34.2 Urgent interlocutory relief

The procedure in clause 34.1 will not apply in respect of proceedings for urgent or interlocutory relief.

Schedule 1

Appointment of Representative at a General Meeting

Your Library Ltd

ACN

The Member Council: (name)
of (address)
being a member of the above named Company hereby appoint
..... (name)
of (address)
and (name)
of (address)

as our Representation to attend and vote for us on our behalf at the meeting of the members of the Company to be held on the day of 20 and at any adjournment of that meeting.

[TO BE INSERTED IF DESIRED] This form is to be used in favour of/against the resolution (Strike out whichever is not desired)

[INSERT DETAILS OF SPECIFIC RESOLUTIONS IF DESIRED]

Signed:
Name:
Position:
Dated:

This notice must be returned to Your Library Ltd ACN at:
[ADDRESS/EMAIL ADDRESS/FAX No]
by [TIME] on [DATE]
[INSERT SPECIFIC DETAILS ENSURING THAT THE TIME IS 48 HOURS BEFORE THE TIME FOR THE MEETING]

INDIVIDUAL

General duties of directors

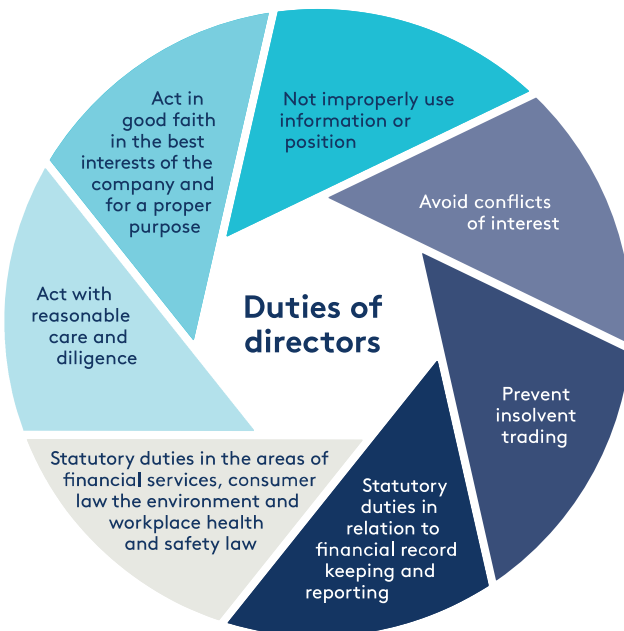
Boards of directors are responsible for the overall governance and strategic direction of an organisation. They provide “overall superintendence”¹ of a company, overseeing both performance and compliance in accordance with the organisation’s purpose and objectives.

The relationship between a director and a company is fiduciary in nature, meaning that a director undertakes to act in the interests of the company and not in his or her own interests.

The overriding duty of a fiduciary is the obligation of undivided loyalty. This obliges the director to act honestly, in good faith and to the best of his or her ability in the company’s interests. A director must not allow conflicting interests or personal advantages to override the company’s interests. Nor should a director participate in deliberations of the board if the director has personal interests or duties that may conflict with those of the company. The company to which the director has been appointed must always come first.

While boards are often said to make collegiate decisions for which they take collegiate responsibility, the law imposes individual duties on directors.

This document provides an overview of core legal duties that apply to directors under the *Corporations Act 2001* (Cth) (Corporations Act) and common law, and touches on other statutory duties, but is not exhaustive.



¹ In the Royal Commission into Misconduct in the Banking, Superannuation and Financial Services Industry (Banking Royal Commission), Commissioner Hayne reaffirmed that the role of a board is “overall superintendence of the company, not its day to day management”. Refer to K M Hayne, 2019, *Final Report Royal Commission into Misconduct in the Banking, Superannuation and Financial Services Industry, Volume 1*, Commonwealth of Australia, p 398, <https://www.royalcommission.gov.au/sites/default/files/2019-02/frsc-volume-1-final-report.pdf>, (accessed 10 March 2020).

GENERAL DUTIES OF DIRECTORS

Who are considered to be directors?

A director includes:

- a person validly appointed as a director or an alternate director;
- a person who, even though not validly appointed as a director, acts in the position of a director (also known as a 'de facto director'); and
- a person about whom, even though not validly appointed as a director, the directors are accustomed to act in accordance with that person's instructions or wishes (also known as a 'shadow director').

It is important to remember that directors' duties apply to a person who exercises directors' power and control in the company even if they may not be validly appointed.

What are the core directors' duties?

Directors are subject to a range of legal duties including those outlined below. The core duties contained in sections 180-183 of the Corporations Act largely codify the common law on directors' duties.

Act with care and diligence²

Directors must exercise their powers and discharge their duties with the degree of care and diligence that a reasonable person would exercise if he or she were a director in the company's circumstances and had the same responsibilities of that director.

Whether a director has exercised a reasonable degree of care and diligence is determined by balancing the foreseeable risk of harm against the potential benefits that could reasonably have been expected to flow to the company from the conduct in question.³

In making decisions, directors must apply an enquiring mind, consider the overall position of the company, test information put before them by management and proactively consider what other information they require.

In practice, the duty requires each director to:

- become familiar (and maintain familiarity) with the fundamentals of the business or businesses of the organisation;
- stay informed and make appropriate inquiries about the organisation's activities;
- monitor, generally, the organisation's affairs and policies;
- maintain familiarity with the organisation's financial status by appropriate means, including review of its financial statements and board papers and make further inquiries into matters revealed by those documents where appropriate;⁴ and
- have an informed opinion of the organisation's financial capacity and solvency.

The business judgment rule provides a defence for a director in relation to an alleged breach of the duty to act with care and diligence.

What is the business judgment rule?

This rule seeks to avoid unnecessary restrictions on proper entrepreneurial activity. Section 180(2) of the Corporations Act provides that a director who makes a 'business judgment' (that is, any decision to take or not take action in respect of matters relevant to the business operations of the company) is taken to meet the care and due diligence requirements in respect of the judgment if they:

- make the judgment in good faith for a proper purpose;
- do not have a material personal interest in the subject matter of the judgment;
- inform themselves about the subject matter of the judgment to the extent they reasonably believe to be appropriate; and
- rationally believe that the judgment is in the best interests of the corporation.

It is important to note it does not apply to other duties contained in the Corporations Act.

² Section 180, *Corporations Act 2001* (Cth).

³ P Hanrahan, 2020, "The implications of the Federal Court decision on *Cassimatis v ASIC*", 1 May, Company Director, Australian Institute of Company Directors, <http://aicd.com.au/membership/company-director-magazine/2020-back-editions/may/the-implications-of-the-federal-court-decision-on-cassimatis-v-asic>, (accessed 10 June 2021).

⁴ This demands an ability to understand financial statements, and a basic knowledge of accounting practice and standards. Refer to S. Dianne Azoor Hughes, 2019, *Financial Fundamentals for Directors, 2nd Edition*, Australian Institute of Company Directors.

GENERAL DUTIES OF DIRECTORS

Act in good faith in the best interests of the company and for a proper purpose⁵

Directors must exercise their powers and discharge their duties in good faith in the best interests of the corporation, and for a proper purpose.

It is clear that the *corporation* (as a distinct legal and commercial entity) is the focus of this duty, and that it requires consideration of more than financial returns or profitability over a particular period.

Boards operate in a complex environment and must have sufficient flexibility to consider what the best interests of the company are in the context of specific decisions, exercising appropriate judgment. This is fundamental to the role of the board. Accordingly, directors' judgment as to what is in the best interests of the corporation, if exercised in good faith and not for irrelevant purposes, is not open to review in the courts.⁶

In practical terms, acting in a responsible and ethical manner towards stakeholders (such as customers, employees, community and the environment) is necessary for the promotion of the interests of the company and its sustainability, and builds long-term value for shareholders.

Of course, this does not mean that all stakeholders will be satisfied with every decision taken, given stakeholder interests will be diverse.

There will also be certain circumstances where the interests of specific groups may be paramount – such as the interests of creditors where the company is insolvent or approaching insolvency, or the interests of shareholders in the context of a change of control scenario.

The duty to act in the best interests of the corporation came under scrutiny in the context of the Banking Royal Commission.

In his final report, Commissioner Hayne discusses the consideration by boards of stakeholder impacts when acting in the best interests of the corporation:

“The longer the period of reference, the more likely it is that the interests of shareholders, customers, employees and all associated with any corporation will be seen as converging on the corporation’s continued long-term financial advantage. And long-term financial advantage will more likely follow if the entity conducts its business according to proper standards, treats its employees well and seeks to provide financial results to shareholders that, in the long run, are better than other investments of broadly similar risk... Regardless of the period of reference, the best interests of a company cannot be reduced to a binary choice...”⁷

Not improperly use information or position⁸

Directors must not improperly use their position, or information they obtain because they are or have been a director, to gain an advantage for themselves or someone else, or cause detriment to the company.

These prohibitions stem from a director’s fiduciary duty to prevent conflicts of interests, and the obligation to act only in the best interests of the company.

Manage conflicts of interest

Directors must avoid or appropriately manage conflicts between personal interests and the company’s best interests.⁹

The first step to managing conflicts of interest is identification. Recording conflicts of interest can help to ensure appropriate oversight and transparency.

Once a conflict has been identified, the board must decide if it can be managed, and how. For example, it may be required that the conflicted director:

- refrain from participating in any discussion about related matters;
- remove themselves from the room; or
- abstain from voting on any matter related to the conflict.

⁵ Section 181, *Corporations Act 2001* (Cth).

⁶ *United Petroleum Australia Pty Ltd v Herbert Smith Freehills* [2018] VSC 347 at [627-629]

⁷ *Ibid*, p 403.

⁸ Sections 182-183, *Corporations Act 2001* (Cth).

⁹ Organisational conflicts of interest often take on ethical decision-making dimensions. Refer to Australian Institute of Company Directors and The Ethics Centre, 2019, *Ethics in the Boardroom: A decision-making guide for directors*, Australian Institute of Company Directors.

GENERAL DUTIES OF DIRECTORS

Disclosing directors' interests

A director must disclose – to other directors of their company – the nature and extent of matters relating to the affairs of the company in which he/she has a material personal interest.¹⁰

Disclosing directors' interests is also a requirement in the context of public companies obtaining shareholder approval for related party transactions¹¹, and public companies notifying the market¹².

Prevent insolvent trading¹³

Directors have a duty to ensure that a company does not trade whilst insolvent or where they suspect it might be insolvent. Directors will be personally liable for certain debts which are incurred if:

- they are a director at the time when the company incurs the debt;
- the company is insolvent at that time, or becomes insolvent by incurring that debt; and
- at that time, there are reasonable grounds for suspecting that the company is insolvent or would become insolvent.

What is an insolvency safe harbour?¹⁴

An insolvency 'safe harbour' protection is available to directors if:

- at a particular time after a person starts to suspect a company may become or already be insolvent, he or she starts developing one or more courses of action that are reasonably likely to lead to a better outcome for the company; and
- the debt is incurred directly or indirectly in connection with that course of action and during a specified time period.

Statutory duties in relation to financial record keeping and reporting

Directors have an obligation to take reasonable steps to ensure that their company complies with its obligations under the Corporations Act in relation to the keeping of financial records and financial reporting.¹⁵

They must apply their own minds (rather than rely solely on advice) when reviewing financial statements, and they must satisfy themselves that this information is consistent with their knowledge of the company's affairs.

Provision of director information

Directors have an obligation to provide, to their organisation, certain information relating to themselves.¹⁶

In certain circumstances, directors of proprietary companies will have responsibilities to lodge information with the Australian Securities and Investments Commission (ASIC).¹⁷

Do directors have obligations under other laws?

There are a significant number of laws (federal, state and territory) under which a director can be found to be personally liable in the event of a contravention. Examples of these laws include competition and consumer law, workplace health and safety, privacy law, environmental law and taxation.

For an overview of some of the key legal, regulatory and compliance environments in which organisations operate – and accordingly, key areas requiring director oversight – refer to the AICD Director Tool *Directors' legal and regulatory environments*.¹⁸

Some specific industries also have very specialised laws (for example, aviation, financial services, schools, mining). There are also special responsibilities and directors' liabilities associated with different organisational activities such as takeovers, joint ventures and floats. If a company has operations in a foreign country, directors should also ensure their duties and responsibilities comply with and fulfil any local legislation and requirements.

¹⁰ Section 191, *Corporations Act 2001* (Cth).

¹¹ Section 208, *Corporations Act 2001* (Cth).

¹² Section 205G, *Corporations Act 2001* (Cth).

¹³ Section 588G(1), *Corporations Act 2001* (Cth).

¹⁴ Refer to the AICD Director Tool *The insolvency safe harbour*.

¹⁵ Section 344, *Corporations Act 2001* (Cth).

¹⁶ RePart 2D.5, *Corporations Act 2001* (Cth).

¹⁷ Section 188(2), *Corporations Act 2001* (Cth).

¹⁸ For practical guidance on more specific areas of regulatory oversight, also refer to AICD Director Tools: *Work health and safety*, *Modern slavery risk oversight* and *Data and privacy governance*.

GENERAL DUTIES OF DIRECTORS

What are the consequences of breaching directors' duties?**Criminal sanctions**

Contravention of certain duties under the Corporations Act or other laws constitutes a criminal offence. For example, under the Corporations Act, contravention of the duty of good faith or improper use of information or position, if it involves dishonesty or recklessness, is punishable by substantial fines and potential imprisonment for up to 15 years (s 184). It is also illegal for a corporation to indemnify its officers against legal costs and any financial penalty for this behaviour.

Civil sanctions

A contravention of the duties under the Corporations Act can make a director liable to a substantial fine. Shareholders or others (for example, creditors) may also take action against directors who have failed to comply with their duties.

Disqualification

Both ASIC and the courts have the power to disqualify directors for long periods of time for failure to comply with their duties under the Corporations Act (Part 2D.6). Directors are automatically disqualified on conviction of certain serious offences or an undischarged bankruptcy (s 206B).

For directors of charities registered with the Australian Charities and Not-for-profit Commission (ACNC), the ACNC Commissioner has the regulatory power to suspend or remove a director upon failure to comply with the *Australian Charities and Not-for-profits Commission Act 2012*. The ACNC Commissioner may also prevent a director from governing any other ACNC registered charities (see the *Australian Charities and Not-for-profits Commission Act 2012* Chapter 4 Division 100).

Disqualification in a foreign jurisdiction, such as New Zealand, may also lead to disqualification in Australia.

Director appointments

The Corporations Act requires public companies to have at least three directors, at least two of whom must ordinarily reside in Australia. Proprietary companies must have at least one director who must ordinarily reside in Australia.¹⁹ For proprietary companies with a sole director who is also sole shareholder, a second director can be appointed by the original director recording the appointment and signing the record. A director may not resign if the resignation would leave the company without a director.²⁰ A single director may resign or be removed if the company is being wound up at the time.

Commercial consequences

The most serious consequences of breaching directors' duties are often not the legal ones but the commercial ones. A corporation's most valuable asset is its reputation. The company will likely be subjected to much greater scrutiny, both by investors and regulators, where directors breach duties. At worst, market and stakeholder reaction may mean the company will cease to exist.

These commercial consequences likely occur before any court judgement is handed down. Media reporting on the misconduct of financial institutions disclosed during the Banking Royal Commission caused drastic falls in share prices and loss of public trust. Significant public scrutiny and pressure on board performance also saw the resignation of board chairs and directors of a number of organisations.

¹⁹ Section 201A, *Corporations Act 2001* (Cth).
²⁰ Section 201F, *Corporations Act 2001* (Cth).

GENERAL DUTIES OF DIRECTORS

What duties exist in organisations not governed by the Corporations Act?

Examples of organisations not governed by the Corporations Act include:

- Incorporated associations such as cooperatives (governed by state legislation, called the Associations Incorporation Act in most states);
- Organisations operating under a royal charter;
- Charities (governed by the *Australian Charities and Not-for-profits Commission Act 2012*);
- Organisations incorporated by their own Act of State or Federal Parliament (for example, *Anglican Church of Australia Constitution Act 1961 (NSW)*, *University of New England Act 1993 (NSW)*);
- Government bodies (regulated by their own legislation: for example, the *Commonwealth Authorities and Companies Act 1997*, *State Owned Corporations Act 1989 (NSW)*).

Essentially the same directors' duties and responsibilities found in the Corporations Act apply to these organisations by virtue of their own legislation or the common law.

Currently, directors of charities that are structured as companies that are limited by guarantee are not subject to the individual duties under the Corporations Act as they are replaced by the ACNC Governance Standards. This position is currently under consideration by the Government as part of its response to the ACNC review. However, they remain subject to equivalent individual duties under the common law.

About us

The Australian Institute of Company Directors is committed to strengthening society through world-class governance. We aim to be the independent and trusted voice of governance, building the capability of a community of leaders for the benefit of society. Our membership includes directors and senior leaders from business, government and the not-for-profit sectors.

For more information **t: 1300 739 119** **w: aicd.com.au**

Disclaimer

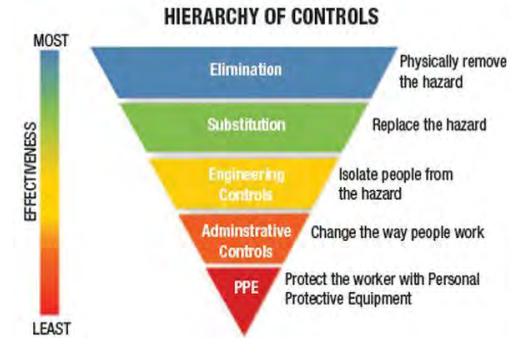
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Attachment 4

RISK ASSESSMENT:

Date:	April 2022
Department/Location:	Connected Communities
Description of Activity:	Beneficial Enterprise – Your Library Ltd (YLL)
Risk Assessment Team:	Petrina D/B, Tanya Scicluna/Phil McQue



Consequence Level		Definition
Critical	E	Death. Extensive irreversible injuries
Major	D	Irreversible injuries or illnesses
Moderate	C	Extensive recoverable injuries or illnesses (Reportable to WorkSafe)
Minor	B	Medical Treatment. Recoverable injury illness
Negligible	A	First Aid Treatment

Likelihood Level		Definition	Frequency
Almost Certain	5	The consequence is expected to occur in most circumstances	Several times a year
Likely	4	The consequence will probably occur in most circumstances	Once a year
Possible	3	The consequence might occur at some time	Once every three years
Unlikely	2	The consequence could occur at some time	Once every ten years
Rare	1	The consequence may occur only in exceptional circumstances	Once every 30 years

RISK RATING		Consequence				
		Negligible (A)	Minor (B)	Moderate (C)	Major (D)	Critical (E)
Likelihood	Almost Certain (5)	Medium (5A)	Medium (5B)	High (5C)	High (5D)	Extreme (5E)
	Likely (4)	Low (4A)	Medium (4B)	Medium (4C)	High (4D)	Extreme (4E)
	Possible (3)	Low (3A)	Low (3B)	Medium (3C)	High (3D)	High (3E)
	Unlikely (2)	Low (2A)	Low (2B)	Medium (2C)	Medium (2D)	High (2E)
	Rare (1)	Low (1A)	Low (1B)	Low (1C)	Medium (1D)	High (1E)

Risk Assessment

Category and Issue	Inherent Risk Level <i>(pre control)</i>	Risk Controls <i>Describe Current and Proposed Controls. (Use hierarchy of controls)</i>	Risk Rating <i>(post controls)</i>	Comments, Actions, Responsible Person
Strategic <ul style="list-style-type: none"> • Knox agrees to participate in the new constitution but other Member Councils decide not to. • Agreement for the final constitution can't be reached by all Member Councils. • Legal advice on draft constitution received by Member Councils don't align (ie. Charity status) 		<ul style="list-style-type: none"> • New Constitution to include clause (s) pertaining to the governance approach to any change in membership Councils and financial risk. • Undertake a financial assessment of bringing the Libraries back in-house. • Seek further advice to reconcile legal discrepancies. 		<ul style="list-style-type: none"> • ERL responsibility to ensure legal advice from all parties is considered and reconciled.
Strategic <ul style="list-style-type: none"> • Lack of clarity around roles and responsibilities of Directors and Members. • Changed responsibility of Directors increases workload of supporting Representatives. • Change of responsibility increases workload for Councillors. 		<ul style="list-style-type: none"> • New Constitution to include definitions pertaining to all roles and responsibilities with clear reference to legal and corporate implications. • YLL will take responsibility for all administration and secretariat tasks. 		<ul style="list-style-type: none"> • See Governance Structure - Notes: General Responsibilities of Directors are outlined here: Australian Institute of Company Directors • ERL recommends that the CEOs of Member Councils, with appropriate delegations in place, be appointed as the Corporate Representatives for our Member Councils • Corporate Representatives are covered in clause 15 of the YLL constitution.

<p>Strategic</p> <ul style="list-style-type: none"> Conflict of interest between Directors obligations towards the Board and those of the Member Council they represent. 		<ul style="list-style-type: none"> New Constitution to define the role of Directors with regards to the interests they must consider first. 		<ul style="list-style-type: none"> See Governance Structure - Notes: General Responsibilities of Directors are outlined here: Australian Institute of Company Directors Clause 2.2, YLL Agreement
<p>Strategic</p> <ul style="list-style-type: none"> New constitution is formed but a Member Council decides to leave. 		<ul style="list-style-type: none"> New Constitution to include the implications for all member Councils if one Council leaves the entity. 		<ul style="list-style-type: none"> See new draft Constitution, clause 10 Cessation of Membership, p 10.
<p>Strategic</p> <ul style="list-style-type: none"> If majority Council Directors (2) vote on an issue that has implications for the third Director and the Council they represent how will that be resolved? 		<ul style="list-style-type: none"> New Constitution to include clauses pertaining to the Directors authorisation to make decisions on behalf of member Councils. 		<ul style="list-style-type: none"> See clause 19 of the YLL Constitution The primary objective of the Board is to achieve the best library service outcomes for the communities of the Member Councils within the context of each of the Member Councils available resources and competing demands. Directors cannot make decisions on behalf of Council. Directors can only make decisions in relation to the operations of YLL.

<p>Financial</p> <ul style="list-style-type: none"> Increased costs for Member Councils with regards to Insurance levies, legal advice and auditing requirements. How will value for money be assessed? 		<ul style="list-style-type: none"> New Constitution to include that Member Councils are not responsible for any new charges incurred as a result of the new arrangements. Ensure the Annual report details the financial implications of the new entity and the effect on service provision and community satisfaction. The Member Councils will receive quarterly corporate and financial reports. Your Library reporting will have to form part of Councils' annual reports – LGA 2020, section 110. 		<ul style="list-style-type: none"> Please see Financial implications document p.4
<p>Compliance</p> <ul style="list-style-type: none"> New entity creates business opportunities such as new Council members, shared services 		<ul style="list-style-type: none"> New Constitution to include a clause (s) pertaining to the governance approach to any potential change to the responsibilities of the new beneficial enterprise. 		<ul style="list-style-type: none"> A new member must be nominated by an existing Member and complete an application process to be determined by the Board – clause 8, YLL Constitution.
<p>Compliance</p> <ul style="list-style-type: none"> Requirement for new Directors of the entity to have additional insurances to mitigate risk. 		<ul style="list-style-type: none"> Explore current Insurance cover and increase to mitigate risk. Your Library Ltd will put in place a Directors & Officers Liability Policy to cover any exposure to liability that may arise if a claim is made of Your Library Ltd directors and the directors act in that capacity as a function of Council. Existing Council insurance policies address this risk. 		<ul style="list-style-type: none"> Please see Financial implications document p.4 YLL will put appropriate policies place, as it has currently for ERL Board Members.
<p>Assets and Liabilities</p> <ul style="list-style-type: none"> Obligations on Member Councils to upgrade infrastructure in line with new entity, new branding, signs etc. 		<ul style="list-style-type: none"> New Constitution or Business Agreement to state that any branding costs arising from the change will be covered by 'Your Library' Corporation. 		<ul style="list-style-type: none"> Responsibility of YLL
<p>Assets and Liabilities</p> <ul style="list-style-type: none"> If the new entity winds up, Council 's assets maybe lost. 		<ul style="list-style-type: none"> Ensure Council owns all assets and new entity borrows or leases from Council. 		<ul style="list-style-type: none"> To be considered in YLL Agreement
<p>Community</p> <ul style="list-style-type: none"> Perception by community that services and programs will be impacted by change. 		<ul style="list-style-type: none"> Prepare a Community Engagement Plan to inform the community of the new name and the continuation of the same or new services and programs. 		<ul style="list-style-type: none"> YLL to prepare

RISK PRIORITISATION SCHEDULE

<i>Extreme</i>	<p>Stop the activity. Act immediately to eliminate, substitute, isolate the risk or implement engineering controls within 24 hours. An identified extreme risk does not allow for the use of administrative controls or personal protective equipment, even in the short term.</p>
<i>High</i>	<p>Act immediately to eliminate, substitute, isolate the risk or implement engineering controls within 72 hours.</p>
<i>Medium</i>	<p>Take reasonably practicable steps to minimise the risk until elimination, substitution, isolation or engineering controls can be implemented within 7 days. Temporary administrative and/or personal protective equipment controls may be used but must not be considered permanent solutions.</p>
<i>Low</i>	<p>Take reasonably practicable steps to minimise and monitor the risk by establishing permanent controls within 30 days. Permanent controls may be administrative and/or personal protective equipment controls.</p>

Attachment 5



Risk Assessment
Transitioning to a Beneficial Enterprise

Risk likelihood

The Corporate Management Team has identified risks associated with the proposed change from a corporation under the LGA 1989 to a corporation limited by guarantee (viz a beneficial enterprise). CMT has assessed the likelihood that a risk may occur for each one. Risk likelihood can be divided into three categories:

- Improbable - Small chance of happening
- Possible - Some chance of happening
- Probable - Very likely to happen

Impact on our business

CMT has determined the impact of the risk to the business if it were to happen. Risk impact can be divided into four categories:

- 0 - Acceptable - little to no effect on the business
- 1 - Tolerable - effects are felt but do not seriously affect the business
- 2 - Unacceptable - causes major disruption to the business
- 3 - Intolerable - business may not recover

Risk matrix

With these parameters, CMT used the matrix below to determine the likelihood of the risk, the impact of the risk, and to devise measures to mitigate any risks.

			Impact			
			Acceptable	Tolerable	Unacceptable	Intolerable
			Little or no effect	Effects are felt but not critical	Serious impact to course of action and outcome	Could result in disaster
			RATING	RATING	RATING	RATING
Likelihood	Improbable	Risk unlikely to occur	0	1	1	2
	Possible	Risk will likely occur	0	1	2	3
	Probable	Risk will occur	1	2	2	3

Managing the risk

CMT has detailed for each risk one of four (4) ways to deal with the risk based on the matrix values above:

- Rating 0: Accept and proceed
- Rating 1: Reduce with advice and/or strategies
- Rating 2: Avoid through strategies
- Rating 3: Do not proceed

Risk categories

CMT has assessed the proposal against the following business risk categories:

- Strategic - **decisions concerning our business'** structure and objectives
- Compliance - the need to comply with laws, regulations, standards and codes of practice
- Financial - our financial transactions and systems
- Operational - our operational and administrative procedures
- Environmental - internal and external operations that our business has some control over
- Reputational - the character or goodwill of our business

Strategic Risks

Key Risk	Risk Rating	Measures/Assurances
<p>Remain a corporation under the LGA 1989 until 2030</p> <ul style="list-style-type: none"> • Serious impact if inaction for up to 9.5 years • Interim risks in dealing with Member Councils if the RLC falls further behind legislatively with further changes to the LGA 2020 	<p>2 - Unacceptable</p> <ul style="list-style-type: none"> • Risk will occur • Could result in major business & statutory complications 	<p>Mitigation</p> <p>Winding up the Corporation in accordance with LGA 2020</p> <p>Set up a beneficial enterprise in accordance with LGA 2020</p> <p>Using HLB Mann Judd and Sharrock Pitman Legal to step us through the process</p>
<p>Our Member Councils agree to wind up ERL, but one or more Councils decide not to participate in the new entity</p> <ul style="list-style-type: none"> • Additional costs (contracts, overheads, etc.) • Redundancies/Transfer of staff 	<p>1 - Tolerable</p> <ul style="list-style-type: none"> • Risk unlikely to occur • Some disruptions and costs 	<p>Mitigation</p> <p>Assessed as very unlikely for the following reasons</p> <ul style="list-style-type: none"> • ERL provides excellent services to our Member Councils' communities, as witnessed by average satisfaction ratings of 8.5+ in annual surveys • An independent report by SGS Economics & Planning shows that ERL returns \$4.52 for every \$1 invested in the Corporation • The Victorian Auditor General's report: Council Libraries indicated that ERL achieved the highest Data Envelopment Analysis (DEA) business efficiency rating of 1- one of only five (5) in the State.
<p>Decision to transition or the implementation takes a prolonged period.</p> <ul style="list-style-type: none"> • Member Councils may take longer to make decisions • Registrations and application processes may take longer (ASIC, ACNC, ATO, etc.) 	<p>1 - Tolerable</p> <ul style="list-style-type: none"> • Risk likely to occur • Little or no effect 	<p>Mitigation</p> <ul style="list-style-type: none"> • Clear timelines for decision making and implementation communicated to all stakeholders through a Staged Transition Plan • HLB Mann Judd and Sharrock Pitman Legal expertise and guidance throughout the process • Ability to operate as the current entity until the transition is complete

<p>Member Council specific obligations are not considered</p> <ul style="list-style-type: none"> • Occupancy of building assets • Policies and procedures (procurement, competitive neutrality, etc.) 	<p>1 - Tolerable</p> <ul style="list-style-type: none"> • Risk unlikely to occur • little or no lasting effect 	<p>Mitigation</p> <ul style="list-style-type: none"> • Maintain policy and procedures in line with Member Council expectations • Audit and Risk Advisory Committee and the Board oversight
<p>Strategies, service plans and goals not aligned with Member Councils</p> <ul style="list-style-type: none"> • Library Strategies • Action/Service Plans • Ineffective planning and delivery 	<p>0 - Acceptable</p> <ul style="list-style-type: none"> • Risk very unlikely to occur 	<p>Mitigation</p> <ul style="list-style-type: none"> • Community and stakeholder engagement and consultation • Corporates Plans and annual reports reviewed and approved by the Board • Quarterly reporting to Board on achievements and service delivery • Proven long-term track record of delivering excellent library services

Compliance Risks

Key Risk	Risk Rating	Measures/Assurances
Setting up the Beneficial Enterprise and transfer of business is not conducted according to the Local Government Act 2020	<p>2 - Unacceptable</p> <ul style="list-style-type: none"> • Risk unlikely to occur • Could result in complications 	<p>Mitigation</p> <ul style="list-style-type: none"> • Legal advice and implementation by well-established legal firm, Sharrock Pitman Legal • Tier 2 accounting firm HLB Mann Judd step us through the process of business transfer and setting up finance • Member Council due diligence in accordance with the Local Government Act, section 111
Corporations Act regulatory obligations and Australian Securities and Investments Commission (ASIC) requirements not identified	<p>0 - Acceptable</p> <ul style="list-style-type: none"> • Risk very unlikely to occur <p>Could result in complications</p>	<p>Mitigation</p> <ul style="list-style-type: none"> • Legal advice and implementation by well-established lawyers, Sharrock Pitman Legal • Tier 2 accounting firm HLB Mann Judd step us through the process of business transfer and setting up finance • Training for Directors and Senior Officers on Corporations and Charities
Reporting and other requirements of Australian Charities and Not-for-Profits Commission not identified	<p>0 - Acceptable</p> <ul style="list-style-type: none"> • Risk very unlikely to occur • Could result in complications 	<p>Mitigation</p> <ul style="list-style-type: none"> • Legal advice and implementation by well-established Sharrock Pitman Legal • Tier 2 accounting firm HLB Mann Judd step us through the process of business transfer and setting up finance • Training for Directors and Senior Officers on Corporations and Charities

<p>Local Law NO. 1 of 2013: Meetings Procedure & Use Of Common Seal</p> <p>ERL policies affecting our Members, Users, etc.</p>	<p>0 - Acceptable</p> <ul style="list-style-type: none"> Risk unlikely to occur <p>Little or no effect</p>	<p>Mitigation</p> <p>Three-step approach</p> <ul style="list-style-type: none"> Local Law No 1 will be effectively incorporated in the new entity's constitution An initial Omnibus By-Law that indicates that all the existing policies and regulations of the previous corporation in relation to library members and users will apply to the new entity <p>A review of all existing memberships and user policies over time to reflect the new entity</p>
<p>Implications around Competitive Neutrality Policy - Victoria</p>	<p>0 - Acceptable</p> <ul style="list-style-type: none"> Risk unlikely to occur Little or no effect 	<p>Mitigation</p> <ul style="list-style-type: none"> Transfer of Business agreement clearly outlines the use of council buildings or lease arrangements Member Council Procurement Policies could include a clause specific to Beneficial Enterprises
<p>Unidentified Member Council policies impacting or conflicting with operations</p>	<p>1 - Tolerable</p> <ul style="list-style-type: none"> Risk unlikely to occur little or no lasting effect 	<p>Mitigation</p> <ul style="list-style-type: none"> Review and update operational practices Recommend amendments to Member Council policies

Financial Risks

(see also the report on the financial implications and risks associated with the proposed restructure of ERL)

Key Risk	Risk Rating	Measures/Assurances
Member Councils’ liability in the event of a winding-up	0 - Acceptable <ul style="list-style-type: none"> Risk unlikely to occur Little or no effect 	<ul style="list-style-type: none"> Your Library Ltd will be a company limited by guarantee Each Member’s guarantee is \$1
Member Council contributions/funding cuts	2 - Unacceptable <ul style="list-style-type: none"> Risk unlikely to occur Could result in major impacts on service delivery 	<ul style="list-style-type: none"> Funding arrangements clearly prescribed in the transfer of business agreement Annual budget adopted accordingly by the Board Members agree to an annual increase at least equal to the rate cap percentage
Loss of alternative revenue streams <ul style="list-style-type: none"> Grants Sponsorships Fee for Service 	0 - Acceptable <ul style="list-style-type: none"> Risk unlikely to occur Little or no effect 	Mitigation Maintain and expand opportunities through <ul style="list-style-type: none"> Not-for-Profit status by registering as a charity (ACNC) Deductible Gift Recipient (DGR) status as a Public Library Service
Maintaining Member Councils <ul style="list-style-type: none"> Equity Percentage Ownership 	0 - Acceptable <ul style="list-style-type: none"> Risk unlikely to occur Little or no effect 	Mitigation <ul style="list-style-type: none"> Using HLB Mann Judd and Sharrock Pitman Legal to step us through the process will ensure that the Member Councils’ equity and percentage ownership is maintained in the new entity Not-for-Profit status by registering as a charity (ACNC)

<p>Inability to get New Members or provide fee for service</p> <ul style="list-style-type: none"> • Constitution restricts new Members • Not an attractive proposition 	<p>0 - Acceptable</p> <ul style="list-style-type: none"> • Risk unlikely to occur • Little or no effect 	<p>Mitigation</p> <ul style="list-style-type: none"> • Clauses in the constitution accommodate New Members and fees for services • Options to provide Membership types or Fee for Service options • Proven excellence in delivering library services to diverse communities • Promotion through networks and online
<p>Ineffective financial control</p> <ul style="list-style-type: none"> • Ineffective budget management • Insufficient oversight of finances 	<p>0 - Acceptable</p> <ul style="list-style-type: none"> • Risk unlikely to occur • Little or no effect 	<p>Mitigation</p> <ul style="list-style-type: none"> • Budget reviewed and approved by the Board annually • Oversight of budget and finances through the Audit and Risk Advisory Committee (ARAC) • Quarterly Budget reports to Board • Annual Audits (VAGO)
<p>Implications of distribution of equity (\$2m) to each Member Council for library projects</p>	<p>0 - Acceptable</p> <ul style="list-style-type: none"> • Risk unlikely to occur • Little or no effect 	<p>Mitigation</p> <ul style="list-style-type: none"> • ERL has received advice on this matter from Maddocks Lawyers and the distribution should occur before ERL is wound up • Any equity changes or adjustments can be made in the Transfer of Business agreement
<p>Insufficient funds for winding up ERLC</p>	<p>0 - Acceptable</p> <ul style="list-style-type: none"> • Risk unlikely to occur • Little or no effect 	<p>Mitigation</p> <ul style="list-style-type: none"> • The Corporation’s assets and liabilities as of 28 February 2022 are in a healthy position with Current Assets (\$7.3 m) greater than Current Liabilities (\$2.4 m) • The Corporation is in a position to meet all its liabilities, statutory or otherwise, including all short and long-term employee benefits

Operational Risks

Key Risk	Risk Rating	Measures/Assurances
Dilution of services to our communities	0 - Acceptable <ul style="list-style-type: none"> • Risk very unlikely to occur • Could have service implications 	Mitigation <ul style="list-style-type: none"> • Community and stakeholder engagement and consultation • Library plans and annual reports reviewed and approved by the Board • Quarterly reporting to Board on achievements and service delivery • Proven long-term track record of delivering excellent library services
Conflict between Members, Member Representatives, Directors of the Company	2 - Unacceptable <ul style="list-style-type: none"> • Risk unlikely to occur • Could result in major impacts on service delivery 	Mitigation <ul style="list-style-type: none"> • Clearly specified governance and decision making structure • Dispute resolution processes and escalation points in the Constitution
Board of Directors lack the diversity and specific skills required for the company	2 - Unacceptable <ul style="list-style-type: none"> • Risk unlikely to occur • Could result in major impacts on governance 	Mitigation <ul style="list-style-type: none"> • Specific training for appointed directors to cover key requirements and obligations • The constitution allows for additional external directors • Clear terms of appointments, eligibility for reappointments in the Constitution • Ability for Members to appoint and terminate Directors as required

<p>Industrial relations</p> <ul style="list-style-type: none"> • Transfer of staff to the new entity • Enterprise agreement 	<p>2 - Unacceptable</p> <ul style="list-style-type: none"> • Risk unlikely to occur • Could result in major impacts to service delivery and costs 	<p>Mitigation</p> <ul style="list-style-type: none"> • Received legal advice that the change does not trigger eligibility for redundancies if employment conditions are maintained • Clause added to the new EA negotiation to make it explicitly clear for staff • Clear communication to staff and ASU
<p>Voiding current contracts and other agreements (e.g. IT service provider etc.)</p>	<p>0 - Acceptable</p> <ul style="list-style-type: none"> • Risk very unlikely to occur • Could have service implications 	<p>Mitigation</p> <ul style="list-style-type: none"> • All our agreements and contracts have a clause that covers our successor entities or transfers
<p>Continuity of ICT systems</p> <ul style="list-style-type: none"> • Library Management System • Internet Service Providers • Etc. 	<p>0 - Acceptable</p> <ul style="list-style-type: none"> • Risk very unlikely to occur • Could have service implications 	<p>Mitigation</p> <ul style="list-style-type: none"> • All our agreements and contracts with SaaS providers have a clause that covers our successor entities or transfers • Internal infrastructure will have no impact
<p>General Business Operational Risks</p> <ul style="list-style-type: none"> • Occupational Health & Safety • Child Safety • Privacy and Copyrights • Fraud • Cyber security risks • Etc. 	<p>1 - Tolerable</p> <ul style="list-style-type: none"> • Risk likely to occur • Little or no lasting effect 	<p>Mitigation</p> <ul style="list-style-type: none"> • Maintaining current business continuity plans • Maintaining cyber security strategy • Internal Policy and procedures reflecting best practice • Periodical and systematic review of controls (policies, systems, etc.)

Environmental Risks

Key Risk	Risk Rating	Measures/Assurances
Amendments/changes to the Local Government Act 2022	1 - Tolerable <ul style="list-style-type: none"> • Risk likely to occur • Little or no lasting effect 	Mitigation <ul style="list-style-type: none"> • Contribute and participate in law reform consultations through Members • Identify and plan for changes proactively Respond <ul style="list-style-type: none"> • Implement changes under the direction of the Board and Members
Rate Capping and other financial constraints outside of our control	1 - Tolerable <ul style="list-style-type: none"> • Risk likely to occur • Little or no lasting effect 	Mitigation <ul style="list-style-type: none"> • Identify constraints and budget/forecast accordingly Respond <ul style="list-style-type: none"> • Work in partnership with Member Councils to respond appropriately

Reputational Risks

Key Risk	Risk Rating	Measures/Assurances
Not completing the transition to the new entity	<p>2 - Intolerable</p> <ul style="list-style-type: none"> Risk unlikely to occur Could result in a negative reputation 	<p>Mitigation</p> <ul style="list-style-type: none"> Legal advice and implementation by well-established Sharrock Pitman Legal Tier 2 accounting firm HLB Mann Judd step us through the process of business transfer and setting up finance Member Council due diligence in accordance with the Local Government Act, section 111 Guidance and direction from the Board and ARAC
Unsatisfactory service delivery and negative backlash from the community	<p>0 - Acceptable</p> <ul style="list-style-type: none"> Risk very unlikely to occur Could have service implications 	<p>Mitigation</p> <ul style="list-style-type: none"> Community and stakeholder engagement and consultation Corporate plans and annual reports reviewed and approved by the Board Quarterly reporting to Board on achievements and service delivery Proven long-term track record of delivering excellent library services
Community objection to transition due to fear of change	<p>1 - Tolerable</p> <ul style="list-style-type: none"> Risk likely to occur Little or no lasting effect 	<p>Mitigation</p> <ul style="list-style-type: none"> Clear and simple communication to the community Continuing with the same trusted name/brand of Your Library No operational or material differences to services and resources

9.4 Eastern Regional Library Corporation Reserve Account

SUMMARY: Manager Community Wellbeing, Petrina Dodds Buckley, and Chief Financial Officer, Navec Lorkin

Libraries play a fundamental role in society as gateways to knowledge and culture. The resources and services they offer create opportunities for learning, support literacy and education, and help shape the latest ideas and perspectives that are central to a creative and innovative society. They also provide safe spaces for those more vulnerable and support mental health and wellbeing by increasing social connection and connecting communities.

The Eastern Regional Libraries Corporation (ERLC) delivers library services to the Knox community on Council's behalf. In accordance with the Local Government Act 1989, the Corporation is required to prepare and adopt an annual budget by 30 June each year.

At the ERLC Board Meeting held on 25 February 2021, the Board supported the proposal to distribute the Corporation's Accumulated Surplus to the Member Councils with each Member Council receiving a distribution of \$2.0M in the 2021/2022 financial year.

This report acknowledges Knox City Council's receipt of these funds in November 2021 and notes the intention to establish a Reserve Account to hold these funds for the purposes of acquiring, refurbishing or redeveloping library premises either as standalone premises or as part of community hubs. It is proposed that the Funds are to be utilised across all Branches.

RECOMMENDATION

That Council notes the establishment of a Library Asset Reserve Account with an establishment value of \$2.0M for the purpose of major capital expenditure for acquiring, refurbishing or redeveloping library premises as standalone premises or as part of community hubs for Knox Library branches.

1. INTRODUCTION

The ERLC delivers library services to the Knox community on Council's behalf. The service delivery points are branches at Bayswater, Boronia, Ferntree Gully, Rowville, and Wantirna South. The service is managed by ERLC, a formal partnership between Maroondah, Yarra Ranges and Knox Councils. At the February 2021, ERLC Board Meeting, Members endorsed the proposal to return surplus funds of \$2.0M to each member Council.

2. DISCUSSION

While local libraries maintain their traditional focus on literacy and learning, they also embrace their role as a crucial part of the social infrastructure for community wellbeing in a much more sophisticated and open way. The economic value of libraries is made up of both direct and indirect benefits to the community. Libraries provide direct benefits to marginalised and disadvantaged groups by providing them with access to government websites, advice, and help.

Indirect benefits include improved literacy skills, digital skills, and improved career development outcomes. Libraries are also essential for providing access to internet and online services. As the

world evolves and transitions into the digitalisation of information, so too do libraries. As the shutdowns associated with the COVID-19 Pandemic demonstrated, the value of a free and equal public institute that fosters healthy communities, creativity and support networks is more important now than ever.

2.1 Eastern Regional Library Corporation

ERLC manages five Libraries on behalf of Knox and they are situated at the following locations:

- Bayswater - Mountain High Shopping Centre, 7-13 High Street, Bayswater.
- Boronia - Park Crescent, Boronia.
- Ferntree Gully - Ferntree Gully Community Centre, 1010 Burwood Highway, Ferntree Gully.
- Knox - Knox City Shopping Centre, 425 Burwood Highway, Wantirna South; and
- Rowville - Stud Park Shopping Centre, Stud Road, Rowville.

ERLC was established in 1996 by the Member Councils in accordance with the Local Government Act 1989, Section 196. The Board governs the Corporation in accordance with the relevant provisions of the Local Government Act 1989, the Regional Library Agreement and other adopted policies and procedures. The Board is made up of two nominated Councillors from each of the Member Councils. The day-to-day management of the Corporation is the responsibility of the Chief Executive, supported by his Corporate Management Team. The service provides resources and programs and a variety of media for education, information, leisure, and personal development. The library service provides a welcoming environment available to all the community and supports the development of a well-connected community.

The Corporation has a risk-averse policy on investments that precludes investments other than term deposits. Investment returns have been showing a steady decline over the last 12 to 18 months. Based on these poor returns, ERLC believe that the Corporation's Accumulated Surplus would be better utilised in funding new or improved libraries. The distribution of the Corporation's Accumulated Surplus would provide a better overall return for our communities. Each Member Council will receive a distribution of \$2M in the coming budget year 2021/2022. The timing of the distribution is to coincide with the increased State Government's Living Libraries Grant funding levels over the next two years. The increased fund allows Member Councils to seek up to \$1M in matching funding for a project.

The distribution has been made to the Member Councils on the basis that they are held in an Asset Reserve Fund, the nature and purpose of which is major capital expenditure used to acquire, refurbish, or redevelop library premises either as standalone premises or as part of community hubs. The Funds are to be shared between all Branches.

3. CONSULTATION

Consultation has been undertaken across Member Councils and the decision endorsed at the ERLC Board meeting in February 2021.

4. CLIMATE CHANGE CONSIDERATIONS

Implementation of the recommendation is considered to have no direct implications or has no direct impacts upon Council's Net Zero 2030 target, the Community Net Zero 2040, exposure to climate risks or climate change adaptation.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

Council and ERLC are committed to a Green Procurement approach by supporting the principles of sustainable procurement within the context of purchasing and procuring on a value for money basis.

6. FINANCIAL & ECONOMIC IMPLICATIONS

Reserve funds will be managed in line with annual budget process or through approval by Council for priorities outside of the annual budget cycle.

Reserve funds will be managed in line with Councils Reserves principle and Cash Management principle.

7. SOCIAL IMPLICATIONS

The contribution of public libraries to the wellbeing of Knox residents and to the education and economic development of communities is universally recognised across the developed world. Support for this role has underpinned the commitment of Knox City Council and ERLC to provide high-quality public library services over many years. The ERLC delivers library services to the Knox community on the Council's behalf. The service provides resources and programs and a variety of media for education, information, leisure, and personal development and provides a welcoming environment available to all the community and supports the development of a well-connected community.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Opportunity & Innovation

Strategy 1.2 - Encourage and support opportunities for skills development and lifelong learning for all people in Knox.

Neighbourhoods, Housing & Infrastructure

Strategy 2.2 - Create, enhance and maintain places and spaces for people to live, work, play and connect.

Connection, Resilience & Wellbeing

Strategy 4.1 - Support our community to improve their physical, mental and social health and wellbeing.

Strategy 4.2 - Foster inclusivity, equality, belonging and safety within the community.

Civic Engagement & Integrity

Strategy 5.3 - Ensure our processes are transparent and decisions are accountable.

9. CONFLICT OF INTEREST

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

10. CONFIDENTIALITY

There is no content in this report that meets the definition of confidential information from the Local Government Act 2020.

**Report Prepared By: Manager Community Wellbeing, Petrina Dodds Buckley and
Chief Financial Officer, Navec Lorkin**

Report Authorised By: Director Connected Communities, Tanya Scicluna

Attachments

Nil

9.5 Egan Lee Reserve Synthetic Surface Consultation

SUMMARY: Manager Active and Creative Communities, Nicole Columbine

In response to the Council adopted 2018 Masterplan and a request submitted by Knox City Football Club, officers presented a report to the Strategic Planning Committee Meeting held on 13 September 2021 recommending the development of a new synthetic soccer pitch at the RD Egan Lee Reserve. The officers' recommendation to endorse the Synthetic Surface Development Decision-Making Framework and proceed to community consultation were endorsed by the Committee.

The consideration of a new synthetic pitch is consistent with the recommendations from the Egan Lee Reserve Masterplan (2018) and would be highly beneficial to the club and other users of the sporting facilities such as local schools.

There are a range of matters relevant to the question of installing a synthetic surface or continuing with a turf pitch at this site. Key benefits include a site that facilitates the necessary programming needs of the community club, allowing higher participation rates, a surface that plays consistently and is usable in all seasons. Key concerns that have been considered include providing a balance between natural turf and a synthetic surface at the Reserve and the potential environmental impacts on the site. Should Council determine to proceed with a synthetic pitch these concerns will be actively managed through the project development, procurement and tender stages.

Community consultation has been undertaken and the outcomes have been collated and are also detailed in this report.

Officers have now considered the relative merits of the synthetic proposal and the outcomes of the community consultation and are recommending that Council proceed with the development of a synthetic pitch at RD Egan Lee Reserve.

RECOMMENDATION

That Council:

1. Note the officer's report regarding the community consultation undertaken for the proposal to install a synthetic pitch at RD Egan Lee Reserve.
2. Note the adopted Masterplan for RD Egan Lee Reserve from 17 December 2018 as shown at Attachment 1.
3. Endorse the recommendation for the south-west soccer pitch at RD Egan Lee Reserve to be converted to a synthetic soccer pitch.
4. Stipulate that the project development, design and procurement stages will include a focus on current best practice to minimise environmental impacts of the development including infill type/newer technologies, water management and drainage considerations.
5. Inform key stakeholders of Council's decision.

1. INTRODUCTION

This report was prompted by the adopted Master Plan for RD Egan Lee Reserve (2018) together with a request made by the Knox City Football Club for the development of a new synthetic soccer pitch, at RD Egan Lee Reserve.

The Knox City Soccer Club are highly regarded, offering programs to all ages. They are a progressive and inclusive club who are continuing to grow. In 2021, they had 426 registered players with the club operating out of the RD Egan Lee Reserve in Knoxfield.

RD Egan Lee Reserve is approximately 8 hectares. It includes areas of active sport fields, remnant forest, passive open space, buildings and car parking. The site currently has three natural soccer pitches, two full size and one slightly smaller (see Image 1 – RD Egan Lee Reserve). The participation outcomes and high usage of the natural turf fields cannot be sustained in winter. Hence the request has been made to Council for one synthetic field at this site with the additional two remaining natural turf.

Image 1 – RD Egan Lee Reserve



The Reserve serves a suburb-scale catchment and accommodates the needs of multiple residents, visitors and community groups. It is zoned Public Park and Recreation (PPRZ).

The Reserve mainly supports active and passive recreational activities such as:

- Soccer (Knox City Football Club) including Sporting Network of Autistic People and Parents (SNAPP);
- 2nd Knoxfield Scouts Group;
- Local Schools – Inter School sports;
- People walking, with or without dogs; and
- Families using the playground and newly opened multi-purpose play area.

RD Egan Lee Reserve has been identified and documented as a reserve with state significance in Council's Sites of Biological Significance in Knox – 2nd Edition, 2010. The broader site contains five plant species that are threatened with extinction in Knox and three species that are rare in Knox. The ecological condition of the vegetation has been improving over the years from good management. The site is approximately 300 metres from Lakewood Reserve, another site of biological significance and biodiversity hotspot due to the wetland and the significant vegetation, which requires consideration as part of any development in the area.

The renewal of the Egan Lee Reserve soccer pitches is currently listed in Council’s 2022/2023 capital works program (\$1.5m) with further funding earmarked for the following year (2023/2024 - \$1m) to allow all the soccer pitches at the site to be renewed to a high standard.

2. DISCUSSION

The 13 September 2021 SPC report discussed the officers’ proposal regarding the opportunity for the development of a synthetic soccer pitch at the Egan Lee Reserve. The community consultation regarding the proposal suggests strong support for the facility whilst also highlighting concerns regarding the environmental impact of the proposal.

The key advantage of synthetic fields is the ability to have a high player load. In general, a natural turf pitch can sustain a maximum of 25 hours of use per week. However, there are many variables that can impact and limit this, such as:

- Use – the type of sport, the age of and weight of the players, the number of players and the type of footwear, and the length of games.
- Climate and weather conditions – wet weather limits use further and damages the surface, growing seasons vary, and drought limits growth.
- Turf selection, pitch construction including soil types and maintenance – fields that have been well constructed from the outset with appropriate drainage and irrigation can sustain max use. Others, particularly poorly draining fields on clay soils tend to have lower capacity. Ongoing and regular maintenance is also crucially important.

Synthetic fields have the potential to overcome these issues, they have a high player load over extended hours, estimated to be 60-70 hours of use per week (SRV, Artificial Grass for Sport Guide, updated 2017) without any impact on the surface, other than shortening the life span of the carpet. Correctly constructed synthetic fields play consistently, drain effectively and remain useable nearly all year round. Regardless, there are a many other considerations that need to be considered when assessing the need and impact of a synthetic sports field at specific sites.

Below is a summary comparison of considerations of natural verses synthetic turf:

Table 1 – Considerations for Natural and Synthetic Turf

Consideration	Natural	Synthetic
Player Experience	Traditionally people have favoured natural turf, however many sports now prefer synthetic surfaces due to their consistency of surface, all season abilities and player comfort. This is particularly the case in Australia with winter-based sports such as Soccer and Hockey. Other sports such as AFL, Rugby (League and Union) have accredited synthetic systems and their use is growing.	Early synthetic surfaces were prone to player ‘carpet burn’ and anecdotally there has been some claim of increased injury on synthetic surfaces. The newer generation of fields have largely addressed these issues with better designed filaments (grass blades) and the incorporation of accredited shock pads under the carpets.

Consideration	Natural	Synthetic
Maintenance	Requires specialised staff, and varying levels of water, fuel, chemicals and insecticide/pesticide to maintain. Provides employment	Requires programmed maintenance such as brushing of the fibres and periodic infill top up. No water and a limited requirement for fungicide and chemicals Fuel for fortnightly brooming Provides employment, yet less time spent at synthetic sites.
Lifespan	Varied – dependent on climatic conditions, maintenance, management practices and use. Theoretically, if well maintained and renovated, turf fields are permanent but require renovation at least every 10 years.	Varied – dependent on type of product, maintenance, management practices and use. Most products are guaranteed for eight to ten years. Industry experience suggests that this is conservative, and many well-maintained facilities have been lasting well past ten years. Following the initial installation, carpets are replaced. Generally, shock pads need replacing at 20 – 25 years. Damage or key areas such as goal squares can be replaced separately.
Usage/Load	Maximum 25 hours per week (1000* hours per annum) dependent on use with annual renovation down time. This can be reduced to 21 hours per week in continued wet conditions. (* Based on 25 hours per week for 40 weeks)	60 hours per week (3000* hours per annum) (*Based on 60 hours per week for 50 weeks)
Weather	Wet weather (especially extended periods) and drought can limit use and damage the surface.	Unlimited use. Although ambient heat policy required during summer months, reduced use is determined by State Sporting Association (consideration when over a certain temperature)
Financial Implications *See Table 2 Under Financial Implications	Lower initial capital cost, similar ongoing maintenance cost. Greater cost per user	Higher initial capital cost, potentially lower ongoing maintenance cost. Higher 10-year refurbishment cost. Less cost per user.

Consideration	Natural	Synthetic
Impact on Environment/Recycling	<p>Significant use of potable water – 150,000 litres per week. (for approximately 20 weeks per year)</p> <p>Fossil fuels for mowing.</p> <p>Chemical use: Pesticides and fertilisers are typically used for natural turf fields</p>	<p>Pollution: Air and water pollution caused by synthetic turf materials (i.e., rubber crumb). Pollution, particularly of waterways and bushland, was a key concern raised by community representatives.</p> <p>Chemical use: Pesticides and fungicides can be required for treatment of moss or weed infestation.</p> <p>Waste: Environmental and financial challenge of disposing synthetic turf at the end of its 8–10-year life cycle. This is evolving over time.</p> <p>Heat impacts to the surrounding environment caused by synthetic turf absorbing heat rather than reflection.</p> <p>Carbon emissions: Synthetic fields contribute to heightened CO₂ emissions due to lack of carbon absorption associated with natural turf.</p> <p>Soil sterilisation: Sterilisation of soil beneath the synthetic turf has an impact on ecosystems.</p> <p>Water Usage: Water consumption and irrigation requirements are lower for synthetic turf making it generally more suitable for drought and dry conditions (due to reduced water requirements).</p> <p>Wildlife: While natural turf sportsfields have limited biodiversity value, they do provide some habitat for local flora and fauna that synthetic turf does not.</p>
Impact on Public Open Space	<p>Use limited dependent on fencing and level of club use. The general public have access outside of club use.</p>	<p>Use limited dependent on fencing and level of club use. The general public have access outside of club use. Requires fencing to limit damage from inappropriate use such as motorcycles.</p> <p>Dog walking is not encouraged.</p>

Key factors and concerns regarding potential environmental impacts have been previously discussed and acknowledged (SPC - 13 September 2021) and the development of the new pitch would include a focus on current best practice to minimise environmental impact. The introduction of newer systems and technology such as “no fill” or cork infill and greater care of our waterways, further enhances the prospect, albeit invariably this may also increase the cost.

2.1 Community Consultation

Following the outcomes of the Synthetic Surfaces Strategic Planning Committee (SPC) report of 13 September 2021, a consultation and engagement process was undertaken using the Council’s “Have Your Say” (HYS) page. In addition, local residents were informed of this approach via a mail out to over 600 residents within a 500 metre circumference of the proposed facility. The letter also provided an alternative contact point for people without access to the HYS page. The website and letter asked residents to *“Have your say on the proposed synthetic sporting surface and a low-level boundary fence to protect the field.”*

The response to the HYS page was significant, with 1,269 views, 163 comments received, and 791 votes lodged to comments (either supportive or against) on the page. Of the 163 comments received, 131 comments were supportive of the development with 26 who were unsupportive.

The responses to the HYS page were quite polarised with many respondents supporting the project and all those respondents focusing on increased participation, reduction of injuries and the need for an improved standard of grounds at RD Egan Lee Reserve. Those who were not supportive, whilst acknowledging the importance of the facility and participation in sport, were concerned about the potential environmental impact of the development. These concerns included the potential introduction of micro plastics into the environment, the impact of an increase in the heat island effect, loss of soil health and the impact on the biodiversity of the site and the surrounding areas.

One respondent who was supportive of the development also suggested that with the introduction of an LED scoreboard/screen, that the pitch could also be utilised as a base for community events (including bushfire warnings) and movie nights. This could be a consideration going forward.

Below is a high-level summary of the comments. In addition, Attachment 2 provides a summary of all the comments received and the number of votes attached to each comment. This has been colour coded to match the table below for ease of reference.

Table 2 – Summary of HYS page responses

131 Supportive	
26 Unsupportive	Based on environmental concerns
4 Neutral	
1 Negative	Based on usage impact at the reserve
1 Random	(Access gate issue)

The community consultation for this proposal was in line with Council’s community engagement platform, with the local community targeted to try and ensure that the surrounding community

was able to have their say. The HYS platform allowed for a broader reach to potentially the whole municipality and any interested parties. The project proposal is overwhelmingly supported by the local soccer community, as expected, and there is also a level of concern expressed by some community members with sustainability and ecological impact concerns.

Recent commentary and experiences from the consultation and discussions with other Councils, regarding this type of pitch is that a synthetic is rarely closed, rarely too wet or too slippery, never too hard in a drought and rarely ruined by weeds, birds or grubs. Participants are seldom turned away because there are not enough grounds, and the ground can be used as much as it can be programmed. With participation growth, health and fitness levels also grow.

2.2 Assessment

Officers have undertaken a further detailed analysis via the Synthetic Surface Development Decision Making Framework. This assessment, whilst acknowledging environmental considerations, remains supportive of the site for the development of a synthetic pitch. (Refer to Attachment 3).

There are differing approaches across local government, industry and sporting codes regarding the installation of synthetic surfaces. Councils across Victoria have developed synthetic sports grounds since the mid 2000's, many of these are still operating on their original carpets and some have been upgraded in recent years. Most Councils are assessing the need for a synthetic on a site-specific basis and are generally developing a synthetic field in conjunction with an adjoining turf field or pitches.

Two recent soccer projects in the Outer Eastern Region include Dorset Recreation Reserve in Maroondah (2021/22) and Esther Park in Yarra Ranges (2019/20). The Esther Park site is adjacent to a creek with the requirement to ensure no microplastics migration a critical element for this project. This was achieved in the design phase of the project, working closely with Sports Eng, Field of Play specialists, which will also be an important consideration for RD Egan Lee Reserve.

2.3 Officer Proposal

Council will at times need to consider proposals or developments for which there are multiple related policy objectives, some of which when looked in isolation will compete with each other. In such cases, officers seek to understand and consider the different objectives that exist in order to arrive at a recommendation for moving forward.

The overwhelming impetus for developing synthetic fields in almost all cases is to accommodate large clubs that are fielding many junior teams. This allows the clubs to schedule and provide consistent training and match opportunities for juniors without compromising or destroying the turf fields which are generally saved for higher grades or senior competitions.

On balance and considering the feedback received, officers continue to support the redevelopment of the soccer pitches at Egan Lee Reserve, with **one** of the pitches to be a synthetic surface and **two** natural turf.

A detailed project development, design and tender process would be developed to ensure best practice and environmental considerations are built into the construction contract and future operating and maintenance models.

3. CONSULTATION

Consultation has been undertaken with internal Departments of Council including Parks, Leisure, Biodiversity, Storm Water, Sustainability and Waste, the Knox City Football Club and the St Andrews College. The College utilises the space for its senior curriculum and has a strong relationship with the Knox City Football Club. The College and Knox City Football Club are highly supportive of the proposal. Discussion with various internal parties throughout the consultation has indicated factors which support the proposal, particularly from a sporting participation perspective, however this has been balanced with environmental concerns and factors that have been raised as discussed throughout this report that also need to be considered.

Further consideration of environmental factors raised during consultation is addressed in section 5 below.

Consultation for the decision-making framework was also presented to the Knox Environment Advisory Committee in August 2021. The Committee provided feedback including Water Sensitive Urban Design (WSUD) and ensuring no surface run off can directly enter the drainage network, which will both be considered.

Community consultation has been undertaken via the HYS page together with a letter to over 600 surrounding residents within a 500-metre radius. This consultation occurred for a three-week period between 17 March and 7 April 2021. The initial response period for local residents and interested parties to return their feedback was extended. It is acknowledged that the new timeframe allowed many more people to connect with the platform and make their views known.

Previous consultation for the development of the Masterplan for RD Egan Lee Reserve was extensive, including two phases of engagement, Phase 1 included both an internal and external stakeholder workshop, a meeting with the Ward Councillor, a project bulletin to 500 surrounding households and a listening post.

Phase 2 of the engagement included a second project bulletin (including a proposed plan of the draft masterplan proposals), a second listening post and an online survey.

The 2018 Masterplan report noted that RD Egan Lee is a neighbourhood reserve with predominately active recreation amenity, important biodiversity areas and some adjoining passive open space. Following community consultation, the key vision for RD Egan Lee reserve was to retain the existing active sporting precinct, enhance and protect the valuable remnant bushland, its biodiversity and habitat values; provide complementary passive and active recreation opportunities and provide improved pedestrian links.

4. CLIMATE CHANGE CONSIDERATIONS

The subject of this report has been considered in the context of climate change and its relevance to the Knox Climate Response Plan 2021-2031.

The implementation of the proposed recommendation will have potential climate change impacts, particularly with regards to the manufacture, transport, and future disposal (recycling) of the carpet, as well as consideration for water run-off. However, with a carefully designed facility, the development of a synthetic field will reduce the use of water, herbicides, pesticides and fossil fuel consumption that are required to manage a turf field. The product choice, construction methodology and ongoing maintenance are all critical decisions which will need to be factored into a potential future tender.

5. ENVIRONMENTAL/AMENITY CONSIDERATIONS

Determining the long-term environmental impact of a synthetic system compared to a turf system is not easily quantified. It is acknowledged that some of the environmental concerns raised in the community consultation may not be able to be fully mitigated, however, it is recognised that the controllable factors will be fully considered in this project.

There has been significant research globally on the impact of recycled SBR (car tyres) on local ecosystems. These research projects including those representing the California Environmental Protection Agency, the Norwegian Institute of Public Health, the French National Institute of Environment and Risk, and Auckland Council, all have similar conclusions.

The conclusions are best summarised by the Swiss Study by the Ministry of Environment, Traffic, Energy and Communications. The study was on the Environmental Compatibility of Synthetic Sports Surfaces which explored the secretion of synthetic surfaces from disintegration by UV radiation, mechanical destruction by abrasion, and diffusion of ingredients and washing off by rainwater. The testing was in a controlled environment with rain washing through the synthetic and natural turf systems over a two-year period then collected and measured for the secreted substances.

The report summarises that there is no risk for the environment from Poly Aromatic Hydrocarbons (PAH's) or heavy metals including Mercury, Lead, Cadmium, Chromium, Zinc, and Tin, which were all lower than the required European safety levels. As a result, there is a level of Australian standard that all synthetic turf procured should adopt. (Source: Smart Guide Synthetic Surfaces, Environmental considerations Volume 3, 2019).

There is ongoing research into better ways in which synthetic turf can be removed, cleaned and re-used, or components of it recycled. Target Technologies International Inc has been taking used synthetic turf and recycling it into useable post-consumer products such as nailer boards and fence posts. (Source: Target Technologies International Incorporated, 2015 <https://www.prnewswire.com/news-releases/recycle-100-of-your-used-synthetic-turf-and-turn-it-into-post-consumer-products-with-target-technologies-int-inc-300018535>).

At RD Egan Lee Reserve, the remnant forest in the East of Egan Lee reserve has been managed as a Net Gain Offset site for approximately 20 years and is required to be protected for conservation into perpetuity. The RD Egan Lee Reserve Master Plan report (2018) noted: "The introduction of a wetland system will increase biodiversity, fauna habitat values and attract bird life. The additional planting of trees and shrubs will also contribute to attracting a range of fauna species and further enhance the much-loved green and leafy character of Knox."

The annual maintenance of a grass turf pitch requires large amounts of fertilizer, herbicide, pesticide and fungicides and utilises significant amounts of potable water whereas a synthetic surfaces key impacts are in the materials and embodied energy required to manufacture it and in the long-term disposal or recycling outcomes at end of life. The potential heat island effect of synthetic surfaces is a factor for consideration. A synthetic surface can be hotter than the baseline average compromising some use during summer months and adding to the overall heat island effect and impact on climate change within Knox. The design will seek to reduce this effect.

The amenity and greater participation/utilisation provided by a well maintained and carefully built synthetic facility is the competing perspective. The introduction of newer systems and technology further enhances the prospect.

There are multiple policy objectives that are relevant in this situation, and officers in assessing the proposal have sought to consider all relevant factors and arrive at a balanced recommendation.

There are a number of ways in which the environmental impacts can be reduced as the project proceeds, and this is reflected in the officer recommendation.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The renewal of the soccer facilities at RD Egan Lee Reserve has a funding allocation of \$1.5M in the 2022/2023 budget and a provisional amount of \$1M for 2023/24. The initial cost estimates for the synthetic in April 2021 was \$1,330,000 (ex. GST) (Refer to Attachment 4 – Opinion of Probable Cost). Recent tenders suggest that prices have risen approximately 10% to 15% since that time, therefore the estimated cost is more in the order of \$1.5M.

The initial consideration, prior to the Club's request, was to retain and renew the top turf pitches for \$1.5M and utilise \$1M in year two to upgrade the main turf pitch. This allocation would see a naturally constructed venue.

The development of a synthetic pitch would leave approximately \$1M (if funded) to renovate both the remaining turf pitches.

Table 3 - Whole Life Cost (Based on 10-Year Scenario)

Turf	Cost	Synthetic	Cost
Initial Capital Cost	\$900,000	Capital Cost (pitch only)	\$1,500,000
Renewal every 20- 25 years	\$250,000/10years	Carpet replacement* at 10 years	\$480,000
Maintenance/annum X 10	\$212,800	Maintenance/annum X 10	\$265,000
Ten Year Overall Cost	\$1,362,800	Ten-year cost	\$2,245,000
Field cost: Potential Player hours per year (1000 - based on 25 hours per week for 40 weeks/annum)	\$136.28/ hour over 10 years	Field Cost: Potential Player hours per year (3000 - based on 60 hours/week for 50 weeks /annum)	\$74.83/hour over 10 years

*The cost of carpet replacement is contingent on the quality of the original ground preparation. This cost has an allowance included for the shock pad - \$90,000.

As a guide, synthetic playing fields require replacement every eight to ten years with the shock pad requiring replacement approximately every 20 to 25 years. As of 2021, the cost to remove and dispose of the existing synthetic surface (carpet) and replace with new is approximately \$390,000 for a football (soccer) field. Shock pad replacement costs approximately \$180,000. (Source: Synthetic Turf Study in Public Open Space Report, Ethos Urban and Otium Planning Group for the Department of Planning Industry and Environment – August 2021).

7. SOCIAL IMPLICATIONS

It has been previously noted that RD Egan Lee Reserve is a well-used community asset. As the needs of the surrounding community continue to grow and change, it is ever important that these assets work hard to deliver on a varied number of needs.

Community groups such as sporting clubs provide more than an opportunity to participate in active recreation, they provide community support through their networks and learning opportunities, they provide volunteering options, with spectators also welcomed to be involved in community life.

Synthetic fields are particularly used to increase and sustain junior participation – the fields can be heavily trafficked, are level, have a consistent and safe surface and are not impacted by wet weather. They can also be used by others for community activation or unstructured recreation. Natural Turf fields of high quality can be developed, however, their load carrying capacity and consistency can vary depending on the climate, construction type and rainfall.

When a club decides to close a natural turf ground as a result of its condition, it is almost always the juniors, women's and lower grade teams that are then disadvantaged. This is an indication of a competing policy objective which Council needs to work through.

8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025

Neighbourhoods, Housing & Infrastructure

Strategy 2.2 - Create, enhance and maintain places and spaces for people to live, work, play and connect.

Natural Environment & Sustainability

Strategy 3.1 - Preserve our biodiversity and waterways, and enhance our urban landscape.

Connection, Resilience & Wellbeing

Strategy 4.1 - Support our community to improve their physical, mental and social health and wellbeing.

Civic Engagement & Integrity

Strategy 5.1 - Provide opportunities for all people in Knox to have their say.

9. CONFLICT OF INTEREST

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

10. CONFIDENTIALITY

There is no content in this report that meets the definition of confidential information from the Local Government Act 2020.

Report Prepared By: Manager Active and Creative Communities, Nicole Columbine

Report Authorised By: Director Connected Communities, Tanya Scicluna

Attachments

1. Attachment 1 - Masterplan - RD Egan Lee Reserve [9.5.1 - 1 page]
2. Attachment 2 - Egan Lee Reserve Synthetic Surface - Summary of Feedback Received [9.5.2 - 19 pages]
3. Attachment 3 - Egan Lee Reserve - Synthetic Surface Development - Decision Making Framework [9.5.3 - 6 pages]
4. Attachment 4 - R. D. Egan Lee Synthetic Cost Estimate A - 2022-04-19 [9.5.4 - 3 pages]

Master Plan

R.D EGAN LEE RESERVE, KNOXFIELD

VISION

RD Egan Lee is a neighbourhood reserve with predominately active recreation amenity, important biodiversity areas and some adjoining passive open space. Knox City Council have developed a Master Plan to guide future improvement and enhancement works over a staged period of time. Following community consultation the key vision for RD Egan Lee reserve is to retain the existing active sporting precinct, enhance and protect the valuable remnant bushland, it's biodiversity and habitat values; provide complementary passive and active recreation opportunities and provide improved pedestrian links.

PROPOSED WORKS

1 WETLAND



A small vegetated wetland is proposed, which will provide opportunities for improved water quality, provide habitat for flora and fauna. Establish a granitic gravel walking path with improved landscape amenity planting and seats under shade trees.

2 SWALE



The existing drainage swale along the northern boundary is proposed to be planted and transformed into a 'dry creek bed'. This will retain its important drainage function and create a more attractive planted edge to the space and a vegetated buffer to the neighbouring residences.

3 MULTI-PURPOSE COURT



Consider a multi-purpose court to provide for a range of activities, including basketball, netball and an all-weather soccer pitch. A second node for outdoor exercise equipment is proposed near the Multi-Purpose Court.

4 PLAY SPACE AND OUTDOOR GYM EQUIPMENT



The existing playground is to be retained in its current setting. Undertake upgrades to the Play Space that are reflective of the surrounding bushland character, with natural play features, a frog bog and shade trees. The space is also proposed to house exercise equipment.

5 VEGETATION: Indigenous and native tree planting and garden beds are proposed in a number of targeted areas, extending the environmental values and habitat of the bushland character. Apply a staged approach to planting for better establishment. The proposed planting will also function as a barrier to stray balls along the edge of the soccer pitches, and create a buffer between the reserve and private residences.



6 FENCE RELOCATION: Existing fence to be relocated along the edge of the soccer pitches, creating a buffer between the reserve and private residences.

7 SCOUT HALL: The Master Plan supports the provision of space for a potential future storage space beside the Scout Hall.

8 CAR PARK: Shade trees to be installed within the existing gravel car park, providing shade and better integrating of the car park with the rest of the reserve.

9 BUSHLAND EDGE: The existing treated pine post and rail fence along Wallace Road is proposed to be removed and where applicable, replaced with natural barriers (such as rocks and logs), reinforcing the bushland character of this interface.

10 REMOVAL OF PINE TREES: Undertake a staged removed of existing pine trees to northern boundary.

11 PATHS: It is proposed that gravel paths replace existing informal tracks at the south-west corner of the reserve, and between the play space and the soccer pitches. Investigate options for improved path connections to and within the reserve. Liaise with Council's Biodiversity team.

12 SOCCER PAVILION: The Master Plan supports the future addition of all accessible change/toilet facilities.

13 PEDESTRIAN ACCESS: A pedestrian path separate from the entry road is proposed. Alignment of pedestrian network should be investigated to ensure paths are DDA compliant. Consider above grade path near existing trees.

14 FENCE REMOVAL: Investigate removal of existing redundant gate and fence.

15 FURNITURE: Additional parkland infrastructure such as seats, signage, bins and picnic tables are proposed at strategic locations throughout the reserve.

16 EXISTING SITES OF BIODIVERSITY: Continue to enhance the Site's biodiversity and with Council's Biodiversity team, investigate opportunities to enhance local gene pools and stage removal of pine trees and other weed species across the site.

17 FORMER BASKETBALL COURT REMOVAL: Remove existing redundant concrete pad and reinststate grass as required.

18 SYNTHETIC SOCCER FIELD: Council to investigate synthetic surfacing to one publicly accessible playing field to allow for all season use.

19 FENCE TO SPORTS FIELDS: Fencing around the sports field to be improved once existing fence has come to the end of its lifespan.

20 WALLACE ROAD CAR PARK: Council to investigate opportunities to provide additional car parks within the Wallace Road car park.

DRAWING KEY

	Proposed indigenous trees		Proposed drinking fountains
	Proposed indigenous garden bed area		Proposed/ existing seats
	Proposed wetland		Existing/ relocated bins
	Existing paths		Proposed fitness equipment
	Proposed concrete paths		Existing fence to be relocated
	Proposed gravel paths		

Synthetic Sporting Surface For R.D Egan Lee Reserve

Attachment 2

Title/Question: Share your thoughts
 Tool Type: Gather
 Activity ID: 218
 Report Date: 18 March 2022 -
 Range: 11 April 2022
 Date Exported: 11 April 2022
 12:25 pm
 Exported By: KCCMichelleC

Legend

163 comments received
26 negative - based on environmental concerns
4 neutral
1 negative based on usage impact
1 Random (access gate issue)
134 supportive

Sorted by number of thumbs up votes

Contribution ID	Date Submitted	Title	Description	Views	Up Votes	Down Votes	Total Votes	Popularity Ranking
6869	Apr 06, 2022, 10:37 AM	Synthetic sporting surface for R.D Egan Lee Reserve	Any upgrade to sporting facilities used by kids is welcomed and especially one that will promote year round activity in the outdoors. At present this is not possible however will be with the proposed upgrades	17	14	0	14	78.47
6844	Apr 05, 2022, 10:15 AM	Innovation is the key	The argument about micro plastics is an old one. New All weather pitches use cork as the infill product. Cork a biodegradable, sustainable and natural product. https://amorim-sports.com/en/knowledge-center/articles/7-reasons-to-choose-cork-infills/ Let the kids and community play on safe surfaces. The proposal is for one of the pitches to be synthetic. There is a huge area of natural grass and bushland in the area. Stay strong Knox Council in your resolve to improve facilities for your residents.	29	14	0	14	78.47
6841	Apr 04, 2022, 10:47 PM	Locals know what locals need	This redevelopment is long overdue, the pitches are in a terrible state now and this is them at their best. The priority for councils should always be to look after it citizens first and getting our children into physical activity which has been identified by many studies as the key to good mental health and after the Covid years this is now essential. This club has always been a leader in community initiatives, they promote multiculturalism through the All Nations Cup, prevention of family violence through their involvement with whiteribbon australia and they were recently recognised for their programs that support youth mental health at the councils sport and leisure awards. They have also approached council to be included as a venue for the next tree planting day, identifying areas that can be planted out with native plants to attract wildlife to the area. What it shows is a club keen to do its bit for its members and the community and happy to work in partnership to achieve a great outcomes. This proposal will do that and should be supported.	32	14	2	16	63.98
6570	Mar 18, 2022, 12:12 AM	Environmentally unfriendly	Synthetic grass is extremely environmentally unfriendly and should not be used. At the end of its life it is not recyclable and will present a massive waste problem. It will also not absorb heat as grass will and will exacerbate the heat island effect.	31	14	3	17	58.97
6850	Apr 05, 2022, 01:51 PM	A necessity for the club and community.	The creation of new pitches at Egan Lee Reserve is absolutely vital for the progression of the KCFC and the local community. One pitch is simply not enough to cater for the growing demand of aspiring footballers who attend the club.	18	13	0	13	77.19

6885	Apr 06, 2022, 09:11 PM	Yes, for the kids, yes, for the community	<p>I'm a local business in Knox. My son plays for Knox City FC and has done so for the last 5 years. Before I wrote this I went through many of the comments. I am surprised that there are many negative comments carrying on about plastic. Synthetic turf is made from recycled materials. It's clearly said in the plan that cork will be the filler (a natural product) yet many naysayers are claiming "microplastics" will enter the waterways, I actually read about 4 reports on synthetic turf and in the environmental impact studies it was always mentioned that the rubber, usually 100% recycled, that is sometimes used as a filler NOT plastic has little to no impact on the environment. Any filler no matter if it's sand, rubber, or cork can be easily caught at drains by placing shade cloth over the drain. Then after rain, the small amounts of filler can be collected and put back on the pitch, resulting in almost 0% filler entering the drainage system. Also I read a comment about dust particles this was also mentioned in these reports once again the claim made by some comments is false. Seems most of these naysayers I'm guessing also have no idea where Egan Reserve is or have actually read the plan or even understand the usage of these grounds.</p> <p>Knox City FC is a community club, I have over the last 5 years watch the teams grow and grow as more kids join. I have also had my son hurt himself due to the training pitch conditions. Middle of winter it's almost impossible to train as these pitches become mud pits.</p> <p>The plans state one pitch to be synthetic, the other will stay grass, the club is also involved in revegetation of the surrounding native bush land.</p> <p>Having half of the top pitches synthetic will be safer, improve the drainage, enable more matches and training to be played, attract other events to the reserve and be a bonus for the community.</p>	18	12	0	12	75.75
6868	Apr 06, 2022, 09:42 AM	Genuine Access - Community Sport - Football	<p>To have genuinely accessible access to community sport it needs to be affordable, have people capable of running it and have appropriate facilities. Our Knox City FC has a huge team of locals who are passionate about the sport and give many many unpaid hours to ensure that all age groups can enjoy the same passion. Despite the passion and dedication, the club cannot provide a great experience of the sport without appropriate facilities ... the synthetic pitch is needed to meet the needs of our community now and into the future. This a capital investment that will help ensure that the Knox residents have access to a rich sporting experience and community. On a 'big picture' scale the proposed investment's a no-brainer and really just a wonderful opportunity all round.</p>	18	12	1	13	66.69
6861	Apr 06, 2022, 05:34 AM	Knox City Football Club synthetic turf	<p>My daughter has just started playing soccer at the club. The grass grounds are not in great condition. Synthetic Turf would provide a more even and consistent playing field, thus helping to reduce injury. Living close to Egan Lee Reserve I know how wet/muddy the grounds do become during Winter. The synthetic field would provide an option for games, giving time for the main ground to drain and recover without becoming a muddy bog. I also believe the synthetic turf would attract players to the club, contributing to an improvement in the health and well-being of Residents in Knox and beyond.</p>	18	12	0	12	75.75
6855	Apr 05, 2022, 05:07 PM	Egan Lee - Training Ground Improvements	<p>Since the late 80's KCFC has been one of the key destination football clubs of the Eastern suburbs, a strong senior club and popular junior set up with often multiple teams for one age group. Over time junior numbers have been falling and the playing surface(s) have been poorly maintained compared to other facilities in the area. The community urgently needs Egan Lee to be the best it can to attract local kids to the club, otherwise they'll be lost to the neighbouring suburban clubs that have recently upgraded their grounds (Mooroolbark & Croydon). C'mon, let's make it happen - a newly laid training pitch and synthetic ground are necessary to keep KCFC a destination club and the community thriving.</p>	24	12	0	12	75.75
6888	Apr 07, 2022, 12:12 AM	Soccer pitch needs to be upgraded	<p>The soccer pitch at Egan Lee is really needing to be upgraded to provide for sporting participation all year round. A synthetic pitch would enable this to happen, regardless of weather conditions</p>	12	11	1	12	64.61
6887	Apr 06, 2022, 11:03 PM	Well Overdue	<p>Very disappointed to read the negative comments around this development considering the beneficiaries are already struggling with below standard and unsafe playing surfaces even before the start of season 2022. Surrounding suburbs have already reaped the rewards of such high quality, year round access to playing facilities that the members of Knox council having been lacking for many years. I read arguments around the use of plastics (recycled) and chemical leeching into waterways, but one would think this is preferable to the use of pesticides and weedsprays that are used regularly on the grass pitches already. Besides, I'm of the understanding that the filler to be used on this synthetic pitch is completely sustainable - CORK. We need to be building and planning for the next generation, and that generation needs high quality facilities with year round access to promote an active and healthy lifestyle. Let's lift Knox to a higher standard. I'm completely FOR this development - it can't come soon enough.</p>	24	11	0	11	74.12

6832	Apr 04, 2022, 02:11 PM	R.D. Egan Lee Reserve	Dear Council, The Knox City FC is an amazing welcoming community sporting club and I think it's a wonderful idea that the grounds are to be upgraded however I don't personally understand why a synthetic turf needs to be used as we are all aware it's bad for the environment, fencing would be required which then limits the use for the local community. Is it possible to look at improving the grounds with better drainage or maybe building a cover over that are instead. It would be appreciated that all options can be consider for not only the club but for the community and the environment as well.	21	11	1	12	64.61
6886	Apr 06, 2022, 10:21 PM	It is Great to see this development coming!	It is great to see this development is being considered. I am fully support it and looking forward to it coming up soon. This development will definitely benefit all the teams and whole communities.	13	10	0	10	72.25
6884	Apr 06, 2022, 08:31 PM	Egan Lee development	Great project - so many kids of all ages use this facility every day and the current pitches are well worn	12	10	0	10	72.25
6853	Apr 05, 2022, 02:53 PM	Synthetic ground	I have seen the grounds at Casey Fields and they are an amazing all weather surface. To ensure the viability of the club into the future I believe that a similar surface would work extremely well.	11	10	0	10	72.25
6851	Apr 05, 2022, 02:08 PM	Essential redevelopment for local community club	We know that local sporting teams create an amazing community environment but unfortunately Knox City FC are falling behind due to lack of redevelopment of their facilities. Many of our competing soccer clubs have had redevelopment over the last few years and it's time for Knox city to follow suit. With a very competitive women's and men's sides both pushing for promotion this year and with an abundance of junior teams this redevelopment is exactly what the club needs to follow this into the coming years and assist with the future generation of soccer players to come.	19	10	1	11	62.26
6849	Apr 05, 2022, 10:50 AM	Egan Lee redevelopment	It would be a great boost to the whole club having access to improved facilities.	12	10	0	10	72.25
6845	Apr 05, 2022, 10:32 AM	Redeveloping Knox	Knox has been a corner stone for local sport and soccer over the decades being a community club that is dedicated to football. This redevelopment is huge for the community to provide a safe facility that can support soccer all year around. This will help young developing juniors right through to senior members from both women and men in the Knox	12	10	0	10	72.25
6643	Mar 23, 2022, 05:39 PM	grass needs to stay	To whom it may concern, I live less than 50 metres from the Egan Lee Reserve and where as I really love the new exercise equipment, the thing I love most about the park is the wide open GRASSED soccer ovals. It is stated that more people will use them if they are synthetic but the opposite is true, less people will use them, at the moment, children use them for goal practice, dog walkers use them for exercise, none of which can be done if its bulldozed. What the park needs is public toilets as the only ones there are locked. If there is synthetic turf, it will discourage use by the locals, thinking it can be only used for organised sports events. It will encourage vandilism rather than deter it as there will be broken bottles everywhere, the basketball court isnt open yet and several times has had broken glass and other unmentionables all over it, it will encourage graffitti as there is now a hard surface to write it on. This is really not a good idea and will stop people using the ovals. Banning the public from using it except from "out of soccer hours" is already in effect as they do not allow them in, no member of public is allowed to use the oval let alone the toilets, or change rooms, and the council won't put public use toilets in. Sharing the oval would not be a bad idea but the privitized clubs would never agree. they lock the oval then use the public	31	10	1	11	62.26
6860	Apr 05, 2022, 09:29 PM	Yes to artificial turf	Requires little if no maintenance, saves watering (cost effective) , ground can be used all year round, no bugs and nasty pesticides, pleasing to the eye and durable .	11	9	2	11	52.3
6847	Apr 05, 2022, 10:41 AM	Egan Lee Reserve	This is crucial for the football club	14	9	0	9	70.08
6846	Apr 05, 2022, 10:38 AM	Much needed to stay competitive!	KCFC and the football community will hugely benefit from getting a synthetic pitch and training area to keep football alive in Knox. KCFC need this project to stay competitive with nearby clubs who have better facilities and grounds because their councils invested in them at the right time. We can't let Knox fall behind any longer.	11	9	0	9	70.08

6838	Apr 04, 2022, 09:21 PM	It might look green, but its not	<p>1. Heat island effect - on a hot day the synthetic surface can be twice as hot as normal grass*</p> <p>2. Pollution will hit our waterways - research by the Australian Microplastic Assessment Project found 80 per cent of the waste entering stormwater drains was black crumb (recycled tyres used for the base of these fields) and microplastics from astroturf – compared to 5 per cent in areas without these playing fields</p> <p>3. The material is made from completely unsustainable, non-recyclable plastic that goes straight to landfill once its been used.</p> <p>4. Two sites of biological significance are directly abutting the proposed sporting field at R. D. Egan Lee Reserve.</p> <p>5. High amounts of carbon based products are used to produce the synthetic material; removing the turf changes additionally stops carbon from being captured.</p> <p>6. What are the consequences of altering the hydrological cycle, when the water is channeled off site once the synthetic turf is laid, rather than letting it naturally seep into the ground across the playing field; what are the direct consequences to the two biological sites?</p> <p>Clearly, the heat island effect will occur for a limited number of days per year, but microplastics will feed into the</p>	23	9	5	14	38.76
6901	Apr 07, 2022, 01:51 PM	Pitch upgrades desperately needed	As a junior coach at KCFC it's always fantastic to see the numbers, diversity and engagement of the local kids in the football club. KCFC is an ambitious and inclusive club with community, growth and health at its heart. In particular, the girls and women's teams have grown beyond expectation and this will hopefully continue in the next few years, especially as the World Cup comes to Australia and Melbourne. The biggest drawback for further increasing participation, player safety, and player skill development, at the moment is the really poor state of the top grass training pitches. Training is occurring almost every day on surfaces which are already deteriorating, and the start of the six month competitive season is still weeks away. A new synthetic pitch and an upgrade to the remaining uppermost grass pitch will allow all year long training and play on quality surfaces - allowing growth and greater participation, better skills development, and importantly better	17	8	0	8	67.56
6883	Apr 06, 2022, 07:57 PM	awesome . . . about time	Please Please Please the grass pitches need replacing. Good Synthetic turf would mean the teams can play all year... the pitch as it is is close to dangerous	11	8	0	8	67.56
6882	Apr 06, 2022, 07:36 PM	New pitch for Knox soccer club	The current pitch is uneven and unsafe for the players, causing injury on a regular basis. A new synthetic pitch would benefit the community and soccer team.	9	8	0	8	67.56
6843	Apr 05, 2022, 08:33 AM	Fake grass	<p>Fake grass is a bad idea, it is a short term fix with a long term detrimental impact that goes on for decades.</p> <p>It gets hotter than natural grass on hot days, sheds microplastics into our waterways, is unsustainable as it cannot be recycled, for disposal it has to go into land fill where it sits for decades, breaking down into smaller and smaller particles. The site is right next to two sites of environmental significance. which will be affected by the micro plastic pollution, the run off will pollute the Dandinong creek and ultimately the Bay, affecting the aquatic plants and animals that live there. Instead upgrade the surface with natural grass and maintain it, that approach has been done very successfully in numerous locations and can be replicated across all sporting fields in Knox.</p>	22	8	8	16	28
6836	Apr 04, 2022, 04:36 PM	Participation is the Key	I have watched my kids and their kids play sport over the years and now worry about the next generations who spend so much time in a virtual world with their devices, anything that gets them outdoors and active should be supported. with better facilities more children will want to participate which makes for healthier kids and a healthier community. Good on you Knox Council for thinking about the children. Its a Yes from me.	11	8	2	10	49.02
6783	Mar 31, 2022, 02:10 PM	Yes - long overdue	<p>I fully support this plan.</p> <p>I am a local resident of the area who lives near this park and I often take my children there to run around, kick a ball around, throw a frisbee etc. It's obvious that the park has a very high amount of use, especially by kids soccer teams so I think the plan is great idea. I think this plan also strikes the right balance - having one field with artificial turf and the other grass. There must be a lot of young children who have rolled their ankles or injured themselves playing sport here because of the poor and uneven surface so I think it's a great idea to have one field artificial grass. This plan is good for both the soccer club and local residents of the area.</p>	14	8	1	9	56.5
6693	Mar 25, 2022, 10:10 AM	No to synthetic	If I had a big say, I vehemently oppose synthetic pitch installation. It's only a mid/long term \$\$ cost cutting measure. So many clubs in Australia do it. It's all about money. It's not to provide a safe practical playing area! So many kids have or develop serious joint problems from it & try stay away from synthetic. I wouldn't want my kids to join a club that hasn't got real natural grass pitches. My son plays NPL 3 times pw training & a match on sundays, + goes forest hill academy synthetic there too! Had knee issues now seem overcome. But this year developed ankle problems, after joining this particular npl club that has synthetic surfaces. Never a drama on natural grass, only synthetic. SAY NO TO SYNTHETIC!!!	24	8	2	10	49.02

6681	Mar 24, 2022, 10:13 PM	Total Cop Out	I don't actually use sporting facilities so I don't really know how it affects them as a user. But it feels really weird so make such a large area synthetic. Surely there must be some type of alternative drainage options and turf to protect the grass. And weeds, come on, that's just maintenance. It just feels like a cop out.	24	8	4	12	39.06
6920	Apr 07, 2022, 04:54 PM	IT HAS TO BE YES - FIX EGAN LEE	This redevelopment is of the highest importance to the future of soccer in Knox. Look at what they are training on, weeds and muck . Every other council in the eastern suburbs has recognised the importance of high-quality facilities, Ringwood, Croydon, Mooroolbark, Monbalk have all invested in their clubs and youth and are reaping the rewards. Knox Council is to be commended for backing this proposal. There are some naysayers on here, with there coordinated dot points about the environmental impact of this development, the truth is that with the technology available most of their concerns can be alleviated, Natural infills are used such as cork or crushed olive stones. The Club is a great community club and has advocated with council to have large areas within the main ground planted out with native plants so it can do its bit as a community citizen. This development will strike a balance of protecting our kids and creating an environment that will allow them to enjoy outdoor all year round sport for many years to come, not just the football club but the many local schools, the scouts and guides that use the reserve. Knox City fc have been the main tenant at Egan Lee for 43 years, they have developed thousands of girls and boys and with these new pitches they will help thousands more	18	7	2	9	45.26
6919	Apr 07, 2022, 04:52 PM	Knox City Football Ground	The Egan Lee reserve has been home to Knox City Football Club for over 50 years. The top pitches are always not safe and fit to play on, waterlogged and muddy. This impacts on players being able to train and their safety. To have one synthetic pitch (which has been agreed to years ago) and still keeping one not synthetic is a fair compromise to maintain a healthy club and sport. There is no reason that a synthetic pitch would be an unreasonable option and therefore it should still be constructed. Particularly with the club growing, it needs to have facilities that are in line with all other clubs and Knox is the only municipality that doesn't have a synthetic pitch. Being the major soccer club in Knox means the facilities need to be improved drastically. As far as I am aware, this was agreed to pre-covid so nothing should now change that.	9	7	0	7	64.57
6902	Apr 07, 2022, 02:24 PM	Pitch upgrade to Egan Lee Reserve	I have 2 daughters registered with KCFC. The club are in desperate need for upgrades to their pitches to ensure the club thrive over the coming years, allowing them to grow their membership base; increasing both physical and mental well-being with in the local and surrounding communities. Please support the much needed upgrade.	10	7	0	7	64.57
6827	Apr 04, 2022, 12:10 PM	Healthy places for all - soccer families, residents and our wildlife.	The soccer pitches at Egan Lee are nestled within the oasis of remnant bushland and lovely parkland, a great natural environment for players and families to enjoy their sporting experience. These pockets of treed bushland are really important for the health of all Knoxfield residents, activity centres for biodiversity, and essential for cooling the local environment and cleaning pollutants from the atmosphere; needed now more than ever as more trees are removed due to development. Actions by Council and Community should protect and enhance our environment not degrade it further. Replacing the grass pitch with artificial (plastic) turf is not beneficial as: <ul style="list-style-type: none"> •It provides nothing for environmental services; compac8on required, and plas8c layer smother the soil and kill insect and microbial life below, and once laid provide nothing for insect life, birds, and other wildlife. •The heated surface and less water absorp8on produce ho1:er drier air temperatures, which impact negatively on the local climate and further degrade the stressed bushland nearby and wildlife within. •It does not ensure a good playable surface all the 8me; it s8ll wears, it needs maintenance, machinery and chemical applications for cleaning and disinfection. • Upkeep and wear; chemical run off and break away pieces pollute area around. •It retains heat more than natural lawn; on ho1:er days it is too hot for exercise or play. •It does not provide a healthy surface and experience for users. •Sports injury, especially strain type injury and others, e.g. "turf toe" due to its lack of give. •It has a big carbon footprint from manufacture, transport and installa8on. •Digging out a real lawn, with carbon locked in it and the top 15-30cm-ish of soil, not only do you remove a large area that is actively locking carbon into the ground, but you are also releasing all that locked carbon back into the atmosphere. •Environmentally and financially it's darned expensive! 	41	7	5	12	31.95

6694	Mar 25, 2022, 02:14 PM	No to synthetic grass	Please don't put synthetic grass on RD Egan Reserve for the following reasons. 1. It creates a heat island effect in summer and does not absorb heat. 2. It hurts people and chafes them, especially when soccer players slide for the ball. 3. It is not pet friendly 4. It is not comfortable. 5. It is not people friendly - there is nothing like the fresh smell of grass after it rains. 6. It is not natural - I love the natural feel of grass 7. It does not absorb water when it rains that surrounding trees can absorb and drink during dry periods. 8. It creates terrible water run off when it rains hard and does not absorb into the ground. Need I go on? Please don't do it. RD Egan reserve is used by some many in the community, not just for soccer playing. Please leave it as natural grass.	12	7	1	8	52.91
6680	Mar 24, 2022, 09:36 PM	No synthetics	Synthetic grass surfaces can reach temperatures of 50 degrees Celcius in summer. Natural grass cools the environment down.	13	7	1	8	52.91
6645	Mar 23, 2022, 06:50 PM	Get the youth outside.	This part of Egan Lee reserve needs an uplift. Upkeeping of grass is no longer practical as its used 4 hrs every evening and weekends for sports 8mths a year. It was established approximately 50 yrs ago as a sports ground for this purpose. The area is surrounded by parks with open space which dog walkers and others do utilise 12 months a year. The soccer goals are set up all year round thanks to the generosity of Knox City Soccer Club and apart from the council controlled main field is available to schools, and events to be used. What the deterrent is at the moment is the ground cover is weed infected, dangerously uneven and without means of watering is never going to be better than a great place for dogs to run. Put a new surface down to be utilised by those sports loving, health conscious, community people who provide a service for all youth and help parents get their children off screens and outside. If council could include more changeroom and toilet facilities behind the scout hall building, better again. At a time when kids spend more inactive time isolated at home we need to build something to entice them out and be part of social community groups and clubs.	18	7	1	8	52.91
6918	Apr 07, 2022, 04:30 PM	A BIG YES for Redevelopment!!	Definitely a YES for the Egan Lee redevelopment. After 2 years of inactivity, kids are feeling healthier and are spending time outdoors now through sports. Not only does it reduces mental health and their stress levels, these kids are bonding and interacting with other kids! Resurfacing the pitch will enable kids (and everyone) to be active all year round. No more soggy pitch, uneven surfaces or unsafe playing level which may cause injuries such as a sprained ankle. The negative posts are mainly concerned about the environment, which is fair enough. However, I suggest that you read up on the synthetic grass manufacturing process or how it uses recycle materials to make it environmentally friendly. It is very different from the process/materials used 10 years ago.	9	6	0	6	60.97
6915	Apr 07, 2022, 04:26 PM	All weather pitch	Great idea, fully support - improves safety	7	6	0	6	60.97
6893	Apr 07, 2022, 10:28 AM	Synthetic a no-brainer	A synthetic pitch for Knox City FC is a no-brainer. We have seen the benefits of having a mixture of turf and synthetic pitches in various football (soccer) precincts in the south-east, particularly in Casey -Dandenong. For casual users, most often the the synthetic pitch/es are of more interest. This is positive on many fronts as more casual use of the synthetic pitch - which can handle more wear and tear - protects the integrity of the turf pitch/es, which decreases maintenance need / cost and increases the amount of weeks in the year those pitches can be used by resident clubs. Likewise, synthetic pitch/es give Council more options to provide greater volumes of community participation (e.g. schools and community outreach) without negatively impacting upon the ability of resident clubs to utilise turf pitches for as much of the year as possible. These pitches are also a great fallback for clubs, particularly in middle of winter when weather gets rough. Knox City FC is a proud club in the south-east. It deserves the best facility it can get in order to continue to provide a quality offering for what is the most popular grassroots sport in the country.	9	6	0	6	60.97

6839	Apr 04, 2022, 09:55 PM	Against synthetic sports surfacing	Artificial turf has significant detrimental effects on the environment both through it's creation and it's existence due to being plastic. Artificial turf is responsible for the creation of microplastics which everyone should be aware by know have a massive negative impact on the environment. I've also heard about studies into the health impacts of carbon fibres uses in artificial turf and if inhaled how they can potentially be as detrimental to one's health as Asbestos. There are many other issues with artificial turf, but these two are my main concerns in regards to it being used as sports surface	21	6	7	13	23.21
6824	Apr 04, 2022, 10:34 AM	Yes please!	The synthetic sporting surfaces at R.D Egan Lee Reserve are very overdue and would help a great deal with community participation in sport all year round. We fully support this and hope we can utilise it soon!	9	6	1	7	48.69
6822	Apr 03, 2022, 09:49 PM	Green Light for synthetic grass at Egan Lee	In full support for synthetic grass to be installed at Egan Lee reserve. The club is growing and is in desperate need for the facilities to grow with it. This will not only benefit the club team members but the local community alike.	9	6	2	8	40.93
6789	Mar 31, 2022, 08:35 PM	Yes. I think it is very good.	Hello. :) I like sports. I play for Knox City soccer club in a kids team. I really hope that we can have a soccer field without so many big bumps and holes in the ground so that it is safer for me. Thank you. :)	10	6	1	7	48.69
6921	Apr 07, 2022, 05:12 PM	Support the Project	As a prior Knox resident and past player of Knox city football club, I fully support the redevelopment of the spaces planned. The top pitches have been in need of redevelopment for years and will bring welcomed new participants to the club and into sport which not only provides opportunities for new players and increased numbers but is a way that the Knox council can highlight that health and well- being is of importance in the Knox community. This will improve the standard of the sport, give the community a facility that is all purpose and weather resistant which in our climate these days is essential. It couldn't be welcomed at a better time.	10	5	0	5	56.55
6914	Apr 07, 2022, 04:25 PM	Upgrade required, Yes	As a member, coach and volunteer of the KCFC club, the grounds at Egan Lee are in desperate need of an upgrade. I have seen many injuries that have occurred due to the poor state and uneven ground. A great proposal by council which would ensure our members and knox residents can use the pitch all year round without worry of injury and weather. Keep up the great work Knox Council.	6	5	0	5	56.55
6911	Apr 07, 2022, 04:22 PM	I support the Egan Lee Redevelopment	I support the Egan Lee Redevelopment with the installation of a new synthetic All Weather pitch and an irrigated turfed pitch to ensure our kids and community can continue to play all year round.	6	5	0	5	56.55
6909	Apr 07, 2022, 04:16 PM	Get your facts straight!	Too many copy and paste comments on this platform. Get your facts straight before commenting with rubbish. The improvements are for the better. There is a proportion of the development that will be all weather pitch. This is so that training can commence all year round. There is still plenty of natural grass in the area and a planting/tree plan in the design. This is a lot more then currently at the site. Otherwise let it rot and get worn down even more. The council will then sell it for development in the future and all the protesters on here can start again speaking rubbish. Move with the times people.	12	5	0	5	56.55
6905	Apr 07, 2022, 04:06 PM	RD Egan Lee Redevelopment	An all weather pitch that can actually be used all year round and benefit so many in the community is a great idea. No more rolled ankles or other uneven surface injuries will be great!!!	6	5	0	5	56.55
6898	Apr 07, 2022, 11:33 AM	Great initiative	Providing a synthetic sporting surface will enable Knox city FC to offer better sporting facilities to local and visiting players. These all weather pitches offer year round surfaces that are not affected by adverse weather conditions and require minimal maintenance that do not impinge on volunteer time.	6	5	1	6	43.65
6897	Apr 07, 2022, 11:28 AM	We Need a New Pitch	A new synthetic pitch would be a great bonus for the players. It would help reduce the number of injuries to players and allow for greater competition. An upgrade is long overdue.	7	5	1	6	43.65
6895	Apr 07, 2022, 11:16 AM	KnoxFC	I have had kids at KnoxFC for many years & it only makes sense to provide a proper surface for them to play on all year round. It will minimise injuries due to even playing field & mean less cancellations of training &/or matches due to unplayable conditions. It's for the kids!	6	5	0	5	56.55
6892	Apr 07, 2022, 10:26 AM	Yes to upgrade	My kids have played at KCFC for many years and have many times been restricted & training canceled due to unsafe standard of the pitch at varying times of the year. A synthetic turf will mean greater accessibility for health & wellbeing & active lifestyles. The area is already well complemented by the natural environment so adding a synthetic pitch is a necessary requirement & will be balanced by the already surrounding greenscape of the area.	7	5	0	5	56.55
6857	Apr 05, 2022, 07:51 PM	No artificial turf	I oppose use of artificial turf on environmental grounds.	17	5	11	16	14.16

6852	Apr 05, 2022, 02:22 PM	Synthetic Turf	What happens to the Ground Micro Organisms once the Synthetic Turf has been layed? No sunlight reaching the soil must have some negative effect. As the Turf wears can micro plastics reach the creeks? Micro Plastics or any Plastic is a huge Environmental hazard fir our Waterways and Oceans	14	5	7	12	19.33
6840	Apr 04, 2022, 10:20 PM	Environmental and Health nightmare	There are so many reasons not to use a synthetic lawn: 1) Made of plastic - danger of microplastics 2) Production produces carbon emissions 3) Short-lived and cannot be recycled, increasing landfill volume 4) Moss and algae settles on it, which causes major risks for slips and falls 5) Can cause friction burns 6) Absorbs more heat, hard to walk over barefoot or you probably don't want to fall on them! Green lawns have great benefits: 1) Soak up moisture 2) Home for essential burrowing insects, such as solitary bees, and worms 3) Feeding ground for many birds 4) Self-sustaining 5) Non-polluting 6) Increases our needed contact with the natural spaces, as we are part of nature 7) Provides much needed cooling effect during hotter months	18	5	6	11	21.27
6831	Apr 04, 2022, 02:01 PM	Synthetic Pitch for Knox Community	This pitch would be a great asset for both locals and the extended Knox FC community. This would bring Knox up to the sporting facility standard seen in many neighbouring areas.	7	5	1	6	43.65
6828	Apr 04, 2022, 12:49 PM	Egan Lee Reserve	Artificial turf at Egan Lee Reserve would be a great improvement. My child has played soccer there in the past and done training and at least 1 consistent playing surface would be a welcome upgrade.	9	5	1	6	43.65
6825	Apr 04, 2022, 11:02 AM	Egan Park	The proposed addition of an all Weather surface would be fantastic for the entire Knox community and would support the growing needs of the Knox City FC	8	5	1	6	43.65
6821	Apr 03, 2022, 09:36 PM	Upgrades of Egan Lee Reserve Pitches	Totally supportive of the redevelopment of the pitches at Egan Lee Reserve. Having synthetic pitches will mean it will be easier and safer for kids to train on each week. The club is growing and deserves to have modern facilities that Knox residents can be proud of.	7	5	1	6	43.65
6801	Apr 01, 2022, 11:57 AM	Proposed development of Egan -Lee reserve	First up I am a member at Knox city fc and have been associated with the club for 25 yrs.The discussions regarding this proposal have been ongoing for 5 years, the club has been growing steadily for the last 5- 7 years and currently is at capacity with the facilities we have at our disposal.The limiting factor is pitches for training we have 29 teams that train twice weekly, as it stands we have one and a half pitches(not counting the main pitch) to train on and play competitive matches.The training pitches are non irrigated or drained so their grass coverage and condition are subject to the weather conditions.The volume of training and use is also detrimental to the condition of the coverage hence the requirements for a hard wearing all weather surface that will benefit 430 players from the area and allow the club to offer positions to more local residents once we have the facilities.If you live in the city of Knox and want to participate in football you should have the opportunity to play at a club within your municipality rather than travel to Croydon/Mooroolbark/Ringwood or Boxhill for recreational pursuits.I am aware there will be some people who will have differing views on this subject but the benefits to the community are clearly visible.	14	5	2	7	35.89
6785	Mar 31, 2022, 04:06 PM	Proven a success elsewhere	Having coached a club in the city of Monash who recently got a synthetic pitch upgrade, I can confirm that the upgrade is such a success not only to the host club, but to the local community as well. During the day we found that local schools preferred this option for sport / recreation days as it was easily prepared and maintained, plus the added bonus that it was a clean area, so no dirty clothes and shoes to go back into the classrooms afterwards. We also found that scout groups, and family social gatherings preferred to use the synthetic rather than the grass fields for their activities. It just works on so many levels. And then it obviously benefits all the kids that want to improve, and allows coaches to put on practical sessions without having to find a patch of grass that might be reasonable and fair to train on..	10	5	1	6	43.65
6746	Mar 29, 2022, 02:38 PM	Egan Lea Reserve	We are a local school and we use Egan Le for Inter School Sport. We would love a synthetic surface that can house multi sports at all time sof the year!! We have a limited number of facilities to book and this would open up more opportunities for the children and young people of Knox !!!	8	5	0	5	56.55

6738	Mar 28, 2022, 03:33 PM	Eagan Lee, Football Pitch	We are SNAPP - Sporting Network of Autistic People & Parents. The crew at KNOX City FC have welcomed us into the fold and we have had some very happy kids and parents as a result. Ground quality is extremely important to sport, as if a ground is inn-adequate and not correctly drained. Serious injury can happen. Often we have to cancel our programs if rain has been too heavy by rain days before. Knox has been extremely welcoming of us - but ground allocation can be difficult with a larger team - and as we do not require a full pitch, we can be shifted to a location in reserves at the far end. Often damaged, muddy and inconsistence. It makes our families and children most distraught and gives the impression we are second hand citizens. Appropriate ground would be amazing.	13	5	0	5	56.55
6910	Apr 07, 2022, 04:20 PM	Synthetic pitch pitch enables more opportunity for girls	I have just shifted another child from another club where there is less opportunities for girls. Knox is a great club, responsive & fully engaged with the community & particularly how to increase opportunities & engagement for girls. Other clubs struggle because they do not have interest or dedicated pitches or facilities. The current pitch up top is problematic as it becomes either too wet to play on or too dry and hard. It is also quite uneven. Having more grounds will enable more simultaneous games throughout the year. Victorian kids really need more opportunities to engage in sport. They have already missed so much. The proposed surface is also not plastic. That is incorrect. It's pretty irresponsible of a counselor to make an erroneous claim to local residents. Please approve the existing plan. Thank you.	8	4	0	4	51.01
6907	Apr 07, 2022, 04:10 PM	Egan lee	This project is vital in growing kids football in Knox and and maintaining Knox city fc as a force in local football. Training pitches are substandard whilst the top grounds area an embarrassing.	5	4	0	4	51.01
6900	Apr 07, 2022, 11:40 AM	Synthetic pitches for Egan Lee Reserve	My daughter has just joined the KCFC and it would be great for the club to succeed in having the redevelopment go ahead as it will not only benefit the club but the surrounding parkland.	7	4	0	4	51.01
6899	Apr 07, 2022, 11:37 AM	New Pitch for Knox	An upgrade like a new Synthetic pitch would be great for the club and all its members. Keeps conditions playable all year around.	5	4	0	4	51.01
6896	Apr 07, 2022, 11:20 AM	Great idea	My son has been part of KCFC for a few years and it great that the pitch is finally going to be upgraded to a synthetic pitch. The pitch is unsafe to play on especially in Winter when it rains and the pitch gets flooded. Looking forward to the new synthetic pitch ... it's long overdue.	5	4	1	5	37.55
6842	Apr 05, 2022, 05:54 AM	Grass and Council responsibility	The proposal to use synthetic grass on sporting fields is counter-productive. Ignoring the deleterious effect on the environment is irresponsible of the decision-makers and contrary to Knox City Council's otherwise fine environmental record. The benefits of sporting participation are being promoted as a reason for an environment backward step when probably the real reason comes from a disguised economic push. Knox council's fine community and environmental record is diminished by this proposal. If sporting fields become unusable during summer then Council could explore alternate recreation options to enable their citizens to maintain active lifestyles.	20	4	7	11	15.17
6826	Apr 04, 2022, 11:25 AM	Knox City FC Synthetic pitch	I fully support this initiative as someone who is a member of the club and still enjoying playing at the age of 63.. It will mean a great to to the local football community, young and old, to have such a facility at the club.	9	4	1	5	37.55
6823	Apr 04, 2022, 10:18 AM	Upgrade Egan Lee Reserve	This upgrade will be so beneficial to all players of Knox City FC and local residents. It will allow for junior and senior soccer to grow and result in a lot less injuries due to the current poor quality of the pitches. Overall such a great project that will make everyone so happy.	7	4	2	6	30
6814	Apr 03, 2022, 02:09 PM	Upgrade of Egan Lee Soccer Field with synthetic grass - disagreement.	I oppose the proposed use of synthetic grass for use on the soccer field at Egan Lee Reserve for the following reasons: preparation, (excavation, levelling, filling with crushed rock base and compaction, re- level and compact again prior to cutting and laying turf (minimum of \$50 - \$75 a square metre cost) becomes cost prohibitive to cover the intended (substantial) area; synthetic grass is NOT 100% recyclable, 'sours' the soil beneath after a period of time, due to the reduction of sunlight to the soil beneath. This in turn creates an unliveable environment for native worms and various insects, etc. I would recommend visiting the following website: jackwallington.com which details 17 reasons that synthetic grass should not be used, some of which I have mentioned above, but not in detail. It is foreseeable that some of the synthetic grass would have to be replaced fairly regularly, due to the proposed amount of use it will endure as, in Council's own words 'The club is growing and trying to accommodate an influx of females and juniors to the sport'. This indicates that the ground will be used daily by the growing participation of not only club members but also increasingly by the public. This poses the question: what is the anticipated 'shelf life' of the synthetic grass due to such wear and tear? Thank you for allowing me to voice my opinion.	18	4	3	7	25.05

6800	Apr 01, 2022, 11:37 AM	Synthetic sporting surface for R.D Egan Lee Reserve	This project is 100% necessary! The pitches are dust fields in the warmer months and mud pits in the cooler months. Please look after our players and give them the pitches they deserve.	6	4	1	5	37.55
6766	Mar 30, 2022, 02:41 PM	Yes to the synthetic pitch	The field at Egan Lee reserve is in desperate need of redevelopment. A fantastic proposal by the council which will in my opinion have a very positive impact on the community and ensure the grounds will be used all year round. It will also aid in less injuries caused by the current uneven state of the ground. Well done Knox City Council.	11	4	1	5	37.55
6749	Mar 29, 2022, 08:13 PM	Knox City Football club resurfacing	I think the resurfacing of the grounds is a great idea for our youth and Sports teams! It will give them somewhere to training even in the wettest winters.	9	4	0	4	51.01
6686	Mar 25, 2022, 08:17 AM	A Positive for the Knox Community	RD Egan Lee reserve needs the upgrade urgently, the current pitches are barely fit for purpose, uneven ground full of potholes and covered in weeds not grass. Soccer has the highest participation rates of any outdoor sport in Australia and Victoria and it will continue to grow especially with female players taking to the sport in huge numbers and the Womens' World Cup being hosted in Australia and New Zealand next year. Having good facilities is essential to developing the skills of these players. After the last 2 years we have all endured we should be encouraging outdoor activity and this development will do exactly that. It will also benefit the wider community, such as local schools and the Guides and Scouts who also regularly use the reserve.	6	4	1	5	37.55
6908	Apr 07, 2022, 04:15 PM	Yes to a new pitch	A great initiative from Knox Council to upgrade the uneven and tired grounds at Egan Lee Reserve. A new synthetic will have a very positive outcome and be welcomed by all residents who actually use the grounds, especially the soccer Club Knox City FC. Appreciate all the efforts made by council to make Knox great. Thankyou	4	3	0	3	43.85
6894	Apr 07, 2022, 10:59 AM	Pitch Upgrade Needed	As a player who's had multiple injuries due to the pitch condition, the possibility of a synthetic top pitch brings a sense of hope to myself. Especially through the winter, the current pitch becomes almost unplayable and unsafe at times which is why I feel this would be the perfect time to upgrade.	8	3	0	3	43.85
6848	Apr 05, 2022, 10:44 AM	Synthetic grass causes plastic pollution!	There is far too much plastic in our environment already and it is getting worse. Sporting organisations should be willing to contribute to maintaining a clean and actually green environment, which includes real grass, real trees, and no litter. They are getting subsidised use of publically-owned land. Runoff from sporting fields should be clean and free of pollutants, as the water flows to local creeks and then to Port Phillip Bay. Do we want to eat more and more microplastics in our seafood? This is worldwide problem and Australia is wealthy enough to prioritise a clean environment. Sporting clubs should also clean up the trash around their facilities.	19	3	8	11	9.75
6811	Apr 02, 2022, 04:24 PM	Will make a great community sporting club even better!	This is a great family and inclusive club, our son was welcomed here with open arms. The new pitch will provide the club with more flexibility and opportunities during the winter months, allow more families to join and develop the next generation of champions! Could not recommend and support the initiative enough.	5	3	1	4	30.06
6803	Apr 01, 2022, 03:53 PM	About time	Our kids need to have somewhere all year round to play and practice. Soccer has always been played at Egan Lee and it's due for an upgrade.	7	3	1	4	30.06
6798	Apr 01, 2022, 10:15 AM	Egan Lee Resurfacing	Much needed and well overdue! Will be a massive boost to a great club with growing mens and womens football programs in juniors and seniors!	4	3	0	3	43.85
6797	Apr 01, 2022, 09:59 AM	In total support of works at Egan Reserve	For years the pitch at Egan Reserve is in need of resurfacing. The current form of the pitch is not desirable with bumps and holes potentially causing serious injuries to players. There is the possibility to reshape the facility by installing artificial turf, a fantastic idea which all who enjoy the site will benefit from. To the council, please consider this project so we all can enjoy the activities we like most.	5	3	1	4	30.06
6792	Apr 01, 2022, 09:33 AM	Synthetic grounds at Egan Lee	Egan Lee Synthetic Grass. We desperately need synthetic grass as our current grounds are uneven, become mud piles in Winter and massive ankle/knee injuries waiting to happen. As a parent standing in the mud to support our children is not ok and needs to change.	5	3	1	4	30.06
6791	Apr 01, 2022, 09:31 AM	Egan Lee resurface	I am in complete agreement for the upgrade of the turf both natural and synthetic for the Knox Soccer Club at Egan Lee Reserve	6	3	1	4	30.06

6790	Apr 01, 2022, 09:23 AM	Redevelopment of Egan Lee	Completely in favour of installation of a new synthetic All Weather pitch and an irrigated turfed pitch for the reserve. It is in bad need of upgrade and after COVID it is critical to have appropriate facilities to encourage children to keep up with sport.	5	3	1	4	30.06
6786	Mar 31, 2022, 04:44 PM	Community Resource	The availability of year round outdoor sporting facilities is becoming evermore scarce, yet evermore important to the community. Spaces where kids can enjoy either organized or social outdoor activities is growing in importance to keep them engaged and attracted to an active lifestyle. The development of the facilities at Egan Lee with an all weather synthetic surface will be a fantastic addition to the facilities in the community and provide the additional capacity for sports and recreation in the arear. A great initiative and much needed asset for all into the future.	5	3	1	4	30.06
6772	Mar 30, 2022, 06:16 PM	Synthetic pitch at Egan Lee reserve	This would be a great addition to the facilities at the club. A synthetic pitch will give all year round sporting availability and also reduce injuries to players and minimize council works and upkeep of facilities. A great idea from the Council, well done.	5	3	1	4	30.06
6763	Mar 30, 2022, 12:00 PM	Big screen	Imagine if you also included a big electronic screen/scoreboard This way the community could benefit from an area that displays info in emergency like bushfire etc Also could be a great space for summer evening picnic movie nights. Soccer pitch , info centre , community space all in one!!!	6	3	1	4	30.06
6756	Mar 30, 2022, 09:51 AM	Why wouldn't you	Why wouldn't you improve something that benefits a community? Anything that gets people outside, playing in a team should be embraced. For those people that are critical of all weather pitches, go and play on the current pitches in winter and find out why all weather makes sense. Councils all over Victoria have created these facilities for clubs to use. Knox just get it done.	8	3	0	3	43.85
6750	Mar 29, 2022, 08:44 PM	Knox City FC Synthetic Pitch and Redevelopment	This is a community project long overdue. It will bring the youth and families back to the sports and re- energise the community spirit needed after COVID related mental health experienced by all but in particular by young people in the community. Sport not only unites but helps one's emotional, social and physical health which this project aims to achieve. At the moment the area used by many age groups from 8-60 years registered and non registered club players, is prone to many injuries and the redevelopment will not only attract more young people and families to the area and increase active lifestyle as a healthy choice for these families. Knox City FC should be congratulated for being proactive and at the forefront of promoting community sport and healthy, active lifestyle.	7	3	0	3	43.85
6748	Mar 29, 2022, 07:08 PM	Knox city soccer club artificial turf	I think it's a great idea of having an artificial turf at Knox city soccer club . Because it benefits our kids and they can play all season.	4	3	0	3	43.85
6709	Mar 26, 2022, 04:02 PM	Knox needs no more plastic - keep it natural	I acknowledge that there are many benefits to fake turf but it has many many downsides which make it an inappropriate choice. Fake Turf is of course made of plastic and over time with wear this plastic is degraded into microplastic particles which will enter local waterways before joining the Yarra and the oceans. Micro plastics are become an increasing concern for environmental scientists and are now being found in foods, rain and even developing babies still in utero! As more and more sports fields are converted to fake turf, the more microplastic particles enter our environments. Link to article on micro plastic sin the womb (https://www.sciencedirect.com/science/article/pii/S0160412020322297) Fake turf is also a death sentence for the multitude of insects which normally live in the dirt under ovals and sports fields, for example both cicada and Christmas beetles have a life stage that takes places entirely underground. When these creatures try to emerge to start their above ground life cycle they get trapped below the plastic lining of the fake turf and die. There has been a steady decline in adult Christmas beetle numbers for many years, Knox already has lost so much green space to development, covering the sports ground in plastic once again makes these spaces uninhabitable for our insect friends. Decline of Christmas beetles (https://www.abc.net.au/news/2018-12-27/where-have-all-the-christmas-beetles-gone/10669820) Fake turf is a heat sink - it sucks the heat it and holds it creating an very hot environment and is generally uncomfortable for players. In fact these fake turf sports grounds can become so hot they become a hazard to players (e.g. https://www.9news.com.au/national/community-group-from-banksia-takes-council-to-court-after-synthetic-turf-reaches-88-degrees-celsius/f714c5d5-b9be-472e-aaa2-6b1facbb7cff) - something that has never been an issue with natural grass. Knox has enough overdevelopment and plastic - keep the sports ground natural!	11	3	3	6	18.76

6702	Mar 26, 2022, 09:51 AM	Change is essential	The number 2 & 3 pitches are minefields; they are rough as guts and coaching on it twice a week I have the constant concern that one of the boys goes over and wrecks a knee or ankle; at the age they are when they are growing into their bodies this could be a lifelong problem. Sport should not be unhealthy. In addition to that the ball will not run straight and true on the diabolical surface so it is harder than it should be to teach the skills of the game and dis-spiriting for the kids. They are already torn up and it's only March, God only knows what they will be like come June! A synthetic pitch is better and safer from a football perspective for the kids; its worked at Mooroolbark and I bet the enjoyment of the kids and the standard of their play has increased markedly now they no longer have to train on the former dung heap of Esther Crescent Reserve. the synthetic pitch is good for football, safer and therefore good for the community	15	3	1	4	30.06
6683	Mar 25, 2022, 08:02 AM	Yes	I've played for this club for nearly 6 years now and that top pitch is becoming unplayable, players get injured from tripping from the unexpected holes in the ground, spraining their ankle and leaving them out for the rest of that training and sometimes even having to miss the game on the weekend. There is only so much that the club owners and staff can do now it's up to the council to make this happen because we are under the name of KNOX CITY FC so maybe the council can help us maintain our club.	8	3	0	3	43.85
6922	Apr 07, 2022, 10:22 PM	All weather pitch is brilliant	It would be wonderful for kids, adults, the community alike to have an all weather pitch. Fresh air and safe play all year round is perfect for everyone's mental health.	4	2	1	3	20.77
6876	Apr 06, 2022, 03:13 PM	Synthetic surfaces add to the urban heat island effect	I am deeply concerned creating a plastic synthetic sporting surface at RD Egan Reserve will add to the urban heat island effect for local residents. As a resident who lives abutting RD Egan reserve, we bought our house for the natural environment around us. Please do not create a huge heat island effect on top of all the high density units Council is permitting by removing natural grass surfaces. We don't want more plastic in our environment that will inevitably wear out, wash off through run off into the storm drains into our oceans to effect our fish and ocean life. Please protect the environment and do not do this.	19	2	6	8	7.15
6875	Apr 06, 2022, 12:57 PM	No more plastic in the environment!	Synthetic ground cover simply adds more plastic to an already overloaded environment. Grass provides some relief to the heat island effect, plastic grass does not. The plastic grass still requires maintenance. It is a poor idea that should have no place in an environmentally educated society as well as one that supports community activity for health. No point is being active if you are poisoning yourself and the environment. It is counterproductive!	19	2	8	10	5.67
6870	Apr 06, 2022, 10:54 AM	Economy, environment and culture. Environment is being ignored here.	Whilst economically it makes sense, and culturally it enables perhaps more playtime on this space, environmentally this does not make sense at all. Alternative measures should be taken in order to alleviate that environmental concern. Synthetic turf, with its microplastics, runoff & unsustainable measures should not be considered an option, however, synthetic turf - whilst bad - is only slightly worse than constantly irrigating and managing freshly cut grass. A proper water management system with sustainable measures for maintaining this space should be put in place - it will save money over the long run as well.	13	2	6	8	7.15
6867	Apr 06, 2022, 09:41 AM	No to synthetic turf on our ovals.	I object to Knox Council's proposal to use Synthetic grass at RD Egan Lee Reserve for the following reasons: 1. Pollution of our waterways especially the Dandenong Creek from recycled tyre black crumb particles and microplastics. Runoff will feed into the Creek via stormwater drains to further contaminate our waterways. 2. Astroturf is completely unsustainable as it cannot be recycled and increases landfill waste. 3. The area proposed is of biological significance and must be preserved. Knox Council must endeavor to protect and rehabilitate our local surroundings, not agree to further destruction of our environment. A concerned resident J.E.	15	2	9	11	5.14

6862	Apr 06, 2022, 08:41 AM	No synthetic grass for our ovals	Suburban heat islands are already a major issue for our cities, from the CBD right out to the suburbs. Synthetic turf is known to be a much hotter surface than real grass in summer, and will add to the heat island already created by all the bitumen, concrete paving, buildings and other hard, artificial surfaces covering our suburbs. Even though real grass ovals require watering, fertilising and mowing, artificial turf will require maintenance and will soon flatten, rise at the edges, become smelly with dog urine and faeces and require weeding when weeds naturally force their way in. The preparation and drainage for laying artificial turf will still be a big, costly job. Microplastics from the artificial turf will soon enter stormwater drains and then our waterways. With the Lakewood Nature reserve nearby, we cannot afford yet more pollution. And once the artificial turf is worn out, it will go straight to landfill. I would say make the environmentally-friendly choice now, and stick to natural grass.	18	2	10	12	4.7
6859	Apr 05, 2022, 08:26 PM	No to synthetic turf	Bad for the environment. Not sustainable. Plant some grass!!	20	2	10	12	4.7
6858	Apr 05, 2022, 08:09 PM	Synthetic turf - no thanks	I do not believe synthetic turf is the way to go in an area adjoining areas of biological significance. The turf is not environmentally friendly, it gets hot on hot days, we want to cool the area down not heat it up. Once worn out it will be added to landfill. It will not provide areas for birds, insects and other animals to move through or live in when not in use. Synthetic turf injuries are bad, it is abrasive and burns, particularly for littler users knees. Please invest in the longevity of the area and use real life turf as what has happened at other local sports grounds in Knox. Thank you.	21	2	11	13	4.33
6820	Apr 03, 2022, 09:23 PM	synthetic pitches	Implementing new synthetic pitches at Egan Lee reserve is an amazing initiative that will not only benefit the soccer teams that play there, but the surrounding community too, that will have access to the pitches. They will remain in pristine condition all year round during rain, hail or shine! They would definitely be a huge asset!!	6	2	2	4	15
6819	Apr 03, 2022, 09:11 PM	Knox redevelopment	I completely agree with having new pitches for Knox City Soccer Club as well as the general public to use all year round. It is 100% necessary	4	2	1	3	20.77
6818	Apr 03, 2022, 08:56 PM	100% in support	Knox City FC is a fantastic club and needs the support to provide a quality footballing experience for its amazing junior and senior programs!	4	2	1	3	20.77
6817	Apr 03, 2022, 08:49 PM	RD Egan Lee Reserve - Synthetic Sporting Sufwxs	I am definitely in support of this development as the top pitches are generally in poor condition throughout the winter months and will help the club attract more players. This would also be an excellent for Knox City Football Club to be the envy of other eastern suburbs clubs.	7	2	1	3	20.77
6816	Apr 03, 2022, 08:46 PM	Great initiative...	An artificial turf is exactly what is missing at the reserve. It will help with lesser last minute cancellations and better playing conditions throughout the year to bring out the best in our players. Way to go!	5	2	2	4	15
6815	Apr 03, 2022, 08:43 PM	Promote Physical activity	Having an area that encourages physical activity is essential to every community. Upgrading Egan Lee reserve will motivate people to stay active even during the winter, currently the patchy pitch is unappealing and isn't ideal for any form of exercise. Having a safe environment, like Egan Reserve, that is open to the community is rare but some work must be invested to keep up to the high standard of the area. This renovation will promote physical activity and all the benefits that comes with it.	4	2	1	3	20.77
6810	Apr 02, 2022, 03:12 PM	Great initiative	The Proposed development for Egan Lee is a great council initiative. Encouraging our local community members of all ages to step out and get active should be a priority for us.	5	2	0	2	34.24
6809	Apr 02, 2022, 12:23 PM	Supporting the project	These proposed upgrade to the Knox city facility will be fantastic for bringing in new members to join the club which will be especially important for the growing demand of young athletes wishing to play the sport as media coverage in football increases in the coming years. A growing football community club can only benefit the wider community more by engaging in other community activities and events such as the stringy bark festival! Furthermore it will help satisfy the needs of our current club members. Currently we only have the main pitch that is in pristine condition! Unfortunately due to the limitations of only have one pristine pitch we are forced to allow our players to play on the top pitches that pose as a safety hazard due to the bumps and ditches in the pitch. In the interest of community safety we should use this project to protect our young athletes from rolled ankles and extreme injuries! I am in full support of this project!	4	2	1	3	20.77
6808	Apr 02, 2022, 10:58 AM	Yes to a Synthetic Pitch	What a great council initiative to redevelop the ground at Egan Lee Reverse. The synthetic pitch will be very welcome by residents and the local soccer club Knox City FC who train there. The pitch will enable them to use the pitch all year round. We'll done Knox Council.	7	2	1	3	20.77

6806	Apr 02, 2022, 10:01 AM	Knox Soccer Redevelopment	The proposed redevelopment is one that will benefit know and the local community and I would be fully supportive of it. The redevelopment will ensure all levels of community members will have the best opportunities to engage and improve their skills levels on proposed surface upgrades. The synthetic pitch proposed makes access to training and facilities in all weather conditions. It will also aesthetically improve the look of the current facilities and no doubt make the area are more attractive suburb to live in.	8	2	1	3	20.77
6805	Apr 02, 2022, 09:19 AM	Definitely Needed - Support	The pitches look to have degraded over the past few years. If we want the club to grow and keep the existing club members we need to have decent grounds. The proposed upgrade will certainly help.	4	2	1	3	20.77
6804	Apr 01, 2022, 04:46 PM	Egan Lee reserve revedelopment	Started coaching my son at the reserve. The fields are uneven and a synthetic field would be very good and help with consistency in training abilities.	5	2	1	3	20.77
6793	Apr 01, 2022, 09:34 AM	Egan Lee redevelopment	Absolutely support this project. Let's make it happen!	5	2	1	3	20.77
6780	Mar 31, 2022, 12:08 PM	Knox city football club development	This project is way overdue, club needs it now.just get it done. At the moment the surface is worse than a cow paddock. Extremely dangerous to walk on let alone have hundreds on kids training on it 5 days a week. And games on weekends. With growing numbers it is essential for the viability of the club to have up to date facilities and safe conditions to train and play to keep up with other municipalities. Just build it.long overdue.	6	2	1	3	20.77
6779	Mar 31, 2022, 11:30 AM	Egan lee reserve	Would like to support the upgrade of Egan lee including the installation of an artificial pitch. The current training facilities are substandard. And we are embarrassed with these facilities when to to fixture congestion we are required to play competitive games against other clubs	6	2	2	4	15
6775	Mar 30, 2022, 09:22 PM	Upgraded Soccer Pitch	I am supportive of the playing surfaces at RD Egan Lee Reserve being upgraded. My son has played at Knox City for a number of years and the surface has not always been playable. It would be a big asset for the kids / players.	6	2	1	3	20.77
6774	Mar 30, 2022, 08:17 PM	Egen Lee Reserve	A synthetic pitch at Egan Lee Reserve would not only be an much needed upgrade for Knox City Football Club but would also be an that can be used by everyone all year round no matter the weather condition. Thanks very much in advance to Knox City Council for making it happen!!	4	2	1	3	20.77
6773	Mar 30, 2022, 07:07 PM	Synthetic Yes!	I am supporting the proposed redevelopment of Egan Lee Reserve. The value of having an all weather pitch will greatly benefit players, coaches, volunteers and parents. Hope it happens!	5	2	1	3	20.77
6765	Mar 30, 2022, 02:36 PM	Synthetic pitch at Egan Lee Reserve	A synthetic pitch at Egan Lee Reserve would be a fantastic improvement for Knox City Football Club to ensure matches can go ahead whatever the weather! Our family has been involved at the club for many years and the proposed redevelopment would make a significant difference to the club and the lives of hundreds of children and young people, who have already missed so many matches due to lockdowns. We fully support this project to maximise the club's facilities and the opportunities for our children and young people to play sport. Thanks very much in advance to Knox City Council for making it happen!!	10	2	1	3	20.77
6762	Mar 30, 2022, 11:46 AM	Year round activity	I am lucky enough to coach a junior girls team at the resident club. Knowing that after years of playgrounds being closed recently.. and inability to interact with friends or play sports on a regular basis. The thought of having quality and modern safe facilities that can be used all year is fantastic. Seeing the amount of young people that use the venue it can only add to the quality of the experience they currently enjoy. Great idea great plan well done council.	8	2	0	2	34.24
6761	Mar 30, 2022, 11:17 AM	Egan Lee Reserve proposed redevelopment	I'm really excited to learn of this. My son has been a member of the resident football club for five years and it's always disappointing and frustrating when we can't play on the pitch because of weather impacts. I'm definitely in favour of an all-weather pitch to increase the usable time offered by the reserve for all current and future users.	5	2	0	2	34.24
6753	Mar 30, 2022, 09:43 AM	Egan Lee Reserve	I believe this is a positive project with many benefits to the local community, in particular the youth. A redeveloped Egan Lee will encourage local children to participate in sport in there own suburb/municipality rather than venture further afield to seek the best facilities.	4	2	0	2	34.24
6752	Mar 30, 2022, 09:40 AM	Egan Lee Reserve resurfacing	Ideally two fully irrigated turf pitches would be preferred however a synthetic surface with half pitches marked out for junior competition is a reasonable compromise. The club has strong numbers and has fostered a terrific culture for junior's which has attracted players from rival clubs.	3	2	0	2	34.24
6745	Mar 29, 2022, 01:53 PM	Synthetic pitch, Egan Lee	I've been reading about the proposal for a synthetic sports pitch at Egan Lee reserve. I think this is a wonderful idea and will promote all year team sport in Knox.	3	2	0	2	34.24
6744	Mar 29, 2022, 11:01 AM	YES EGAN LEE RESERVE	Our kids have missed a lot of sport during the pandemic. Re-surfacing the playing area will maximize opportunities to get on the field and play soccer. This is an investment to promote the mental and physical health and well-being of our young people.	7	2	0	2	34.24

6743	Mar 29, 2022, 10:34 AM	YES - Synthetic Pitch at Egan Lee Reserve	The installation of a synthetic football pitch at Egan Lee Reserve is essential to the community and further activation of this space. During the winter months of cold wet weather, the current football pitches are muddy and inadequate for their desired use. The installation of a synthetic surface will ensure all age groups can use the space year round and will ensure the Knox Council is providing facilities aligned with their community needs. This project, once completed, will provide an immediate solution to an active community looking to exercise and use the space during winter. The council must listen to its residents and approve this project immediately.	6	2	0	2	34.24
6741	Mar 29, 2022, 07:14 AM	Egan Lee Soccer pitch	My family fully supports the development in terms of addition of Synthetic football Pitch with suitable protection. This will enable the many children in the nearby suburbs who are involved in the Knox City Soccer club to utilise and enjoy the new facility, and ensure they don't miss out on participation on weekends caused by bad weather. This facility can also be utilised by adults with the many teams and participants within the Knox City Football Club. Thank you	4	2	0	2	34.24
6740	Mar 28, 2022, 10:07 PM	Egan Lee Football Pitch	Creating a synthetic option for Egan Lee Reserve is essential for everyone in the Knoxfield / Wantirna area particularly as this is the home of Knox City Football Club. Every year there are large numbers of children who look eagerly towards playing football for Knox City because it is a great club and these same children are disappointed when the winter weather sets in and training (and sometimes games) are cancelled due to the state of the ground. If Egan Lee is not redeveloped soon particularly with a synthetic turf surface then many parents will take their children to another club that provide a better 'all weather' option. Many teams that we play against almost feel sorry for us when they play against us at Egan Lee because of the state of our grounds in winter. A redevelopment of the Egan Lee surface would be a huge benefit for the Knox community just like it has in many other local areas such as Mount Waverley, Ringwood and Eltham North.	8	2	0	2	34.24
6739	Mar 28, 2022, 07:29 PM	D21-229803	I fully support the development of Egan Lee Reserve. However, I do not support the replacement of the natural turf to a synthetic pitch. Fencing and solar lighting are welcome. Also, I would like to propose council to look into adding Tennis and Badminton court as there are others who don't play soccer. I would welcome a therapeutic walk. Appreciate, park to cater to the needs of people with Autism. Much appreciated. Thank you.	8	2	1	3	20.77
6737	Mar 28, 2022, 02:51 PM	Egan Lee Football Pitch Upgrades	I fully support the proposed improvements to the football pitches at Egan Lee reserve. This will provide excellent facilities, on par with surrounding LGAs, for the growing membership at Knox City FC. We seek to provide access to all members of the community to share and enjoy these facilities and our football community.	3	2	0	2	34.24
6735	Mar 28, 2022, 02:21 PM	In support of Egan Lee Redevelopment	I fully support the planned redevelopment at Egan Lee Reserve. With the impact of COVID on our children's mental and physical health over the past two years, we need to encourage our children and wider community to participate in outdoor activity and develop social connections and a sense of belonging. It will benefit Knox City Football Club members and the wider community, who also regularly use the reserve. It will also ensure tht Knox City council facilities are on a par with other councils. Knox City Council is striving to improve services to it's residents and the redevelopment is evidence of this and much needed.	7	2	0	2	34.24
6734	Mar 28, 2022, 01:30 PM	Egan Reserve	This project and development of a soccer pitch at Egan Reserve to play all year round is a fantastic investment for the community and being involved for everyone to use.	5	2	0	2	34.24
6733	Mar 28, 2022, 12:42 PM	Fantastic project	Many projects have limited impact on the community. This is a perfect example of a project that will have significant impact immediately and for many years to come.	3	2	0	2	34.24
6732	Mar 28, 2022, 11:56 AM	Development at Egan Lee Reserve	I fully support the planned development at Egan Lee reserve. The current facilities are poor and inadequate for the players and members at Knox City soccer club.	5	2	0	2	34.24
6729	Mar 28, 2022, 11:18 AM	Egan reserve	In full support of the proposed upgrade to the surface. Knox is lagging behind many other local areas (Bentleigh, Bundoora, Heidelberg etc) on something that is proven beneficial to the whole community (safer ground with less future maintenance & promoting its support of grass roots soccer). Would love to see this happen ASAP.	3	2	0	2	34.24

6728	Mar 28, 2022, 10:57 AM	Egan Lee turf	Synthetic turf is much needed at Egan Lee reserve. With soccer practice 4-5 days a week then matches on weekends these pitches get a huge amount of use. It would enable Knox FC the ability to hold top quality training and games no matter the weather and also enable far more games to be played on Saturday's and Sundays. A great advantage for the kids and adults. Its a win for this family / community club and for the city of Knox to have better facilities that are not just weather friendly but safer too. This is a project that I know many families in the club have been hoping and waiting for, for about 5 years now and hopefully now that wait is over and work can start as soon as the season finishes. After 2 years of almost no sport City of Knox owes it to the kids to get this done for the 2023 start of season.	10	2	0	2	34.24
6724	Mar 28, 2022, 10:47 AM	Upgrade of pitch	This project would be fabulous for Knox soccer club. There are so many children who would benefit from the upgrade. The club has grown so much and the improvement of the ground would be of benefit for all.	5	2	0	2	34.24
6722	Mar 27, 2022, 09:45 PM	Yes to synthetic turf!	What an exciting project for Knox FC! An amazing way to ensure that the pitch can be used year round, all while creating a stable surface that will reduce the risk of injury for all who use the facilities. The club has grown significantly in recent years and this synthetic surface means that this growth can be sustained without pitch quality being affected.	4	2	0	2	34.24
6710	Mar 26, 2022, 07:07 PM	No Need for synthetic training fields	There's no need to refurbish these training fields to Synthetic turf, aside from the environmental negatives many have rightly put forward, the impact on all who would be playing on it is quite extreme, natural grass always is and always will be the best playing surface for any sport.. playing or training. The expense is very high for this type of refurb, the money would be better spent upgrading the drainage, but having said that, improved drainage would have to be done for synthetic anyway. Improving the regular maintenance to the fields would be very beneficial, good maintenance coupled with the raised nature of these fields would give the users use throughout the winter. I live close by, and I can tell you these fields are not really used for training that often.	17	2	2	4	15
6692	Mar 25, 2022, 09:48 AM	Unprotected	Given the level of usage, this field is holding up well under the strain. But as the Sasses Ave cricket oval has demonstrated, without protection from vandals, the club can easily find itself looking for another facility overnight to train and play on. And the impact would be far greater on the Knox City club given their reliance on this field.	10	2	0	2	34.24
6691	Mar 25, 2022, 09:02 AM	Resurface pitch	The pitch at Egan Lee desperately needs to be resurfaced and reirrigated. So often we have had to scramble at the last minute for pitches for the children to play on. Not only will it improve facilities for the entire Knox area, it will provide an all weather solution for children. Please support this application!	9	2	2	4	15
6685	Mar 25, 2022, 08:15 AM	Long Overdue	With the ever increasing participation in junior sport in Knox, this project is long overdue. Will provide a year round facility for playing/training. Irrigation and upgrade of the grass pitch beside it will also benefit public use/dog lovers. Public toilets within the complex would be beneficial.	5	2	1	3	20.77
6684	Mar 25, 2022, 08:04 AM	Long overdue	Year after year children's sporting activities have to be cancelled (both training and games) when these pitches become a mud bath and unsafe for use. Knox residents should not be forced to join clubs in other municipalities (who have access to year round facilities) just so their children can participate in regular sport. Grass is unfortunately not sustainable with the amount of use this area gets. Thanks Knox Council for making a commitment to fix this issue for our community.	5	2	0	2	34.24
6577	Mar 18, 2022, 10:18 AM	Better Security	Better security is required at the site. The pole gate has been replaced 4 times and vandals break it all the time. As locals, we are over it!	7	2	0	2	34.24

6903	Apr 07, 2022, 02:51 PM	More negatives to this proposal than positives.	<p>Egan Lee is in the middle of a residential zone in Knoxfield. It adjoins Egan Lee Reserve and Lakewood Reserve. Having an impervious surface in such a biologically significant area would be a bit irresponsible in my view. Where is the water run off going to go? Already when it rains the area along the fence "6" between the soccer ground and the private residences, it floods because of all the concrete surfaces at the development at number 107 Kathryn Road.</p> <p>I also believe putting synthetic turf in would be to the detriment of wildlife in the area.</p> <p>We have major environmental issues at a global level and it all the little things - like this - that are contributing to this. We think that it just synthetic turf at the soccer pitch, but we all know it will not end there. Is this all part of the Knox Councils plan to help stop Global Warming????</p> <p>What will happen to the old synthetic turf when it is to be replaced. Will all this plastic go to landfill???</p> <p>As for the turf itself, when researched, it indicates that it is very slippery when wet and also there are more serious injuries for sports people on this type of surface than natural grass. The soccer players are not getting a better experience but the wildlife will suffer. if this goes ahead.</p> <p>A further note on the removal of the pine trees. There is another area in Knox that had its pine trees removed and the black cockies were quite distressed at losing their food supply.</p>	29	1	4	5	3.62
6890	Apr 07, 2022, 08:26 AM	No synthetic grass thankyou!	<p>Is synthetic grass a good idea? No! I don't think so.</p> <ul style="list-style-type: none"> •It is hot and adds to the overall heating by replacing living grass with plastic. The tree canopy has also been removed so temperatures increase markedly. *Western Sydney University found temperatures on a synthetic play area reached 106 degrees in western Sydney during a heatwave in January 2020" Sydney Morning Herald March 14, 2021 Average annual temperature in Knox has increased by 2o Celsius between 1965 and 2019. ("Knox in 2020" a summary of The State of Knox report). In 2020 there were 19 days of over 35o including 9 over 40o. •The black crumb backing of the artificial turf is a microplastic which degrades and breaks down travelling into drains, waterways and the sea. •It ends up in landfill because the material is not recyclable. •The turf covers the earth, smothering microorganisms that support biodiverse life. A plastic covering kills life – grass, plants, seeds, organisms. The ground is full of living organisms, insects, mycorrhizal fungi which supply and transfer sugars, carbon and water to living plants, keeping them healthy. <p>A plastic covering will restrict and alter the flow of water impacting, often detrimentally, the living green around its edges.</p> <ul style="list-style-type: none"> •Egan Lee is recorded in Dr. Graeme Lorimer's "Sites of Biological Significance Vol 2" p210 <p>It is classified as "endangered Valley Heathy Forest", still with 2 critically endangered plants - Allittia cardiocarpa Austrofestuca hookeriana, and 12 further endangered plants.</p> <p>Please consider the environment in your decision – especially the warming and microplastic aspects of using turf.</p> <p>Thankyou,</p>	35	1	11	12	1.49
6881	Apr 06, 2022, 06:23 PM	Egan Lee	<p>Synthetic surfaces provide concerns on a number of levels, especially as this area adjoins the environmentally significant Egan Lee reserve which contains a number of rare and threatened indigenous plant species.</p> <ol style="list-style-type: none"> 1) The plastic surfaces, when used break down and then release microplastics that are washed / blown into surrounding waterways and bushland. 2) They disruption to the soil during construction destroy the important micro-biological association within the soil and this can have a huge effect on the adjoining bushland reserve 3) Such large synthetic surfaces will absorb and retain a large amount of heat, especially over the summer period. Again this can have a serious and deleterious effect on the local native reserve. 4) The changing of the surface can seriously effect the natural water characteristics for this areas. Absorption, flow off, run off, water table levels are all factors that can radically effect the surrounding area. This may not be immediately noticeable and can effect vegetation especially trees years after the work is done. <p>All these things need serious reflection before action is taken. The benefits of the new synthetic surfaces to the football club is no doubt great news for them, the effect on the surrounding area may not be so positive.</p>	15	1	6	7	2.57
6812	Apr 03, 2022, 09:12 AM	Egan lee redeveloped	<p>I strongly support Egan Lee redevelopment of installation of a new synthetic All Weather pitch and an irrigated turfed pitch. It will greatly benefit our community and our wellbeing.</p>	3	1	1	2	9.45

6764	Mar 30, 2022, 12:29 PM	Synthetic Sporting Surface for R.D Egan Lee Reserve	What a great addition to the existing facilities to assist with year round usage and minimise weather impacts	7	1	1	2	9.45
6754	Mar 30, 2022, 09:43 AM	Great resource for the community	This upgrade will be enjoyed by the community for many years to come.	2	1	0	1	20.65
6736	Mar 28, 2022, 02:47 PM	redevelopment at Egan Lee	I fully support this project, it will be a great addition to the reserve	2	1	0	1	20.65
6727	Mar 28, 2022, 10:54 AM	Egan Lee Redevelopment - need it !!	I believe the installation of synthetic all weather pitch in this ground will benefit the local community greatly .. as it will promote a more healthy lifestyle amongst locals. Another benefit is with the new pitch, it will promote a safer environment for sports people, especially kids having soccer trainings... which many encounter rolled ankles due to uneven ground. Many times, I see them play in puddles of water during heavy rain which is near impossible and prevents them to play well and increase chance if injury. Really appreciate if you can install the all weather pitch asap thanks.	3	1	0	1	20.65
6725	Mar 28, 2022, 10:52 AM	Absolute Yes	Fully support this project to be started asap and let's get on with it	5	1	0	1	20.65
6719	Mar 27, 2022, 04:31 PM	A much needed upgrade	It's great to see these pitches finally getting the upgrade that is required. A very unstable playing surface is unsafe for kids regularly playing on these fields. This gets worse the longer it goes into winter and the rain turns many areas to mud. This is a necessary upgrade and one which should be given direct priority.	2	1	0	1	20.65
6690	Mar 25, 2022, 08:48 AM	Soccermum	Great get the new pitch	3	1	2	3	6.15
6688	Mar 25, 2022, 08:39 AM	Synthetic Ground	I have had a child play at Knox City Football Club for the past 6-7 years and the top pitch they want to replace with a synthetic pitch is a brilliant idea. Every year new work is done on that top pitch to not only keep it safe, but make it user friendly and a synthetic would save hundreds of hours for people working on this and thousands of dollars each year. It is a no brainer in my opinion as it provides a year round quality surface to train on for all ages. This club has doubled in size in the past 6 years with the addition of a few male junior teams, but far more female teams now playing and this pitch would surely be a great investment for those playing.	8	1	0	1	20.65
6682	Mar 25, 2022, 07:55 AM	New synthetic pitch at Egan Lee reserve	Agreeing synthetic pitch required at Egan Lee for knox city fc	3	1	0	1	20.65
6759	Mar 30, 2022, 10:12 AM	Knox City Football Club - Egan lee Redevelopment	I have no objection for this project	2	0	0	0	0

Synthetic Surface Development - Decision Making Framework

Attachment 3

Site Assessed: RD Egan Lee Reserve

Key Consideration	Issues to be addressed	Yes/No	Possible Actions	Outcome
1. Impact on the local community	Does the development improve a community asset?	Yes – e.g. existing asset is waterlogged and unplayable 40% of the time	<ul style="list-style-type: none"> Replace with synthetic or redevelop turf field dependent on soil characteristics. 	<ul style="list-style-type: none"> Yes Both options are possible on this site however due to usage demand a synthetic is preferred.
		No	<ul style="list-style-type: none"> Reassess requirement 	
	Does the development have an adverse impact on the surrounding parkland character?	No, it is an existing sports field	<ul style="list-style-type: none"> Utilise existing footprint 	<ul style="list-style-type: none"> Utilises existing footprint and site, add fencing to delineate the field.
		Yes, current site is general public open space	<ul style="list-style-type: none"> Design new facility to blend in with the site Do not proceed 	<ul style="list-style-type: none"> Site will be open to the general public although there will be perceived limitations due to fencing. Dog walkers will be restricted.
	Does the design encourage and allow for passive local community use (when not in active sports use)?	Yes	<ul style="list-style-type: none"> Proceed 	<ul style="list-style-type: none"> Yes. Can be used for a variety of activities.
		No - some surfaces such as a water based hockey pitch will require restricted use.	<ul style="list-style-type: none"> Determine alternative surface options 	

	Is the development in a site that would most likely trigger community concern?	Yes – i.e. adjacent to residential property, high level of passive community use	<ul style="list-style-type: none"> Undertake community engagement and consultation 	<ul style="list-style-type: none"> Community engagement has been undertaken via the Have Your Say Page. Overwhelmingly it is supported. However there have been a number of concerns raised regarding the environmental impact and the perceived loss of open space. There has been no concerns raised from neighbours regarding amenity issues.
		No – e.g. existing single use facility or not utilised for passive use	<ul style="list-style-type: none"> Undertake a lower level of consultation 	
	Is there enough natural green space to offset a synthetic ground at the site or nearby?	Yes E.g. there is large amounts of general open space surrounding the proposal or is the development is one of two or three existing fields in a complex.	<ul style="list-style-type: none"> Determine viability based on other criteria. 	<ul style="list-style-type: none"> The development is encompassed within a larger reserve and is one of three fields. The other two will remain natural turf. The soccer club is also supportive and willing to assist with additional tree planting, site enhancement.
		No	<ul style="list-style-type: none"> If offset not available reassess. 	

2. The type of sport played	Does the sport require a synthetic surface?	Yes – e.g. Hockey	<ul style="list-style-type: none"> • Proceed 	
		No	<ul style="list-style-type: none"> • Consider based on other criteria 	<ul style="list-style-type: none"> • No, however soccer utilises synthetic all weather fields across the world. Particularly in high demand settings, such as juniors.
	Is there State or National Sporting Association expectation for synthetic surfaces?	Yes	<ul style="list-style-type: none"> • Proceed based on Club request and requirements 	<ul style="list-style-type: none"> •
		No – but Club has requested	<ul style="list-style-type: none"> • Consider based on Club request. 	<ul style="list-style-type: none"> • No, although the Club has requested synthetic to allow it to manage its high demand and ensure that the turf fields are available and in good condition for competition use. • Football Victoria are supportive of a mix of synthetic and grass pitches.
3. The demographics of the area	Is it a growing area, are their unmet needs for junior and female sport etc. that cannot be addressed without the development?	Yes	<ul style="list-style-type: none"> • Proceed, following assessment of needs and opportunities. 	<ul style="list-style-type: none"> • Yes, demand at the club is outstripping the current facilities ability to cope. The municipalities other soccer clubs are also experiencing high demand on limited sites.
		No	<ul style="list-style-type: none"> • Consider based on other criteria. 	<ul style="list-style-type: none"> •

4. Tenant club needs and the culture	Does the club have a growth agenda, is there evidence of growth?	Yes – understand the growth and the reason.	<ul style="list-style-type: none"> Are there other opportunities to address the needs – more ground allocations etc. If not proceed. 	<ul style="list-style-type: none"> Yes. The club is well managed and reflects contemporary values. They are also growing particularly in women’s and girls participation.
		No	<ul style="list-style-type: none"> Determine the need based on existing requirements and other criteria 	
	Is the Club actively supporting a social inclusion agenda? (Diversity, junior and female development etc.)	Yes	<ul style="list-style-type: none"> Consider the development in line with other criteria. 	Yes, the club run an “All Nations Club” annual event and are trialling some additional female night games.
		No	<ul style="list-style-type: none"> No further consideration until demonstrated evidence of this agenda 	
	Is the culture of the club reflective of community expectations?	Yes	<ul style="list-style-type: none"> Consider the development in line with other criteria 	Yes, diverse, inclusive and family friendly.
		No	<ul style="list-style-type: none"> Work with Club to address and consider in future years based on evidence of change 	
	Are the current facilities meeting requirements?	Yes	<ul style="list-style-type: none"> No further action required, Do not proceed 	
		No	<ul style="list-style-type: none"> Consider the development in line with other criteria 	No, current turf grounds at capacity and do not copy with wear and tear over winter.
		Yes	<ul style="list-style-type: none"> Consider turf redevelopment 	

	Does the further provision of natural turf meet requirements?	No	<ul style="list-style-type: none"> Consider the development in line with other criteria 	No, due to limited usage hours (25 hours per week)
5. Site and ground conditions	Do the soil types preclude the ability of developing sustainable high use turf fields?	Yes	<ul style="list-style-type: none"> Proceed 	
		No	<ul style="list-style-type: none"> Consider the development in line with other criteria 	No – although drainage is limited.
	Are the drainage and storm water options appropriate for the development of a synthetic field?	Yes	<ul style="list-style-type: none"> Consider the development in line with other criteria 	Yes, initial planning suggests that storm water and runoff can be effectively and responsibly managed.
		No	<ul style="list-style-type: none"> See below 	
	Can the drainage and storm water be retrofitted to meet the requirements of the site?	Yes	<ul style="list-style-type: none"> Determine cost of meeting requirements Consider the development in line with other criteria 	Yes – further detailed design is required.
		No	<ul style="list-style-type: none"> Do not proceed 	
6. Biodiversity Impacts	Does the proximity of the development potentially impact sensitive environmental areas, habitat connectivity/habitat corridor or native fauna movement?	No	<ul style="list-style-type: none"> Proceed 	
		Yes – assess level of impact. Can impacts be addressed?	<ul style="list-style-type: none"> Address impacts Do not proceed 	The proposed site is adjacent to native bushland but is currently used as an active sports field. The area does not impact on the sites of biological significance to the East and the far West.

7. The long-term environmental impact	Has the whole of life impact of the proposed products been considered? E.g. recycling options, infill options, replacement lifespan.	No	<ul style="list-style-type: none"> Do not proceed 	
		Yes	<ul style="list-style-type: none"> Proceed with best products available within agreed budget parameters. 	Yes, to be specified in detailed design and tender.
8. Alignment with Council’s strategic plans and policies	Does development align with relevant plans and are policies considered, and any issues addressed?	Yes	<ul style="list-style-type: none"> Proceed 	Yes, aligns with Connection, Resilience and Wellbeing outcomes from Council Plan as well as participation outcomes from the sport and State Government.
		No	<ul style="list-style-type: none"> Document how they may be in conflict. 	Consideration also required for environmental concerns in light of Climate Response Plan.

OPI N I O N O F P R O B A B L E C O S T

EAGAN LEE RESERVE

AUTHOR: CDN

REVISION: A

DATE: 30/04/2021

Item	Description	Amount (\$)
1.0	CONSTRUCTION PRELIMINARIES	\$ 63,200.00
2.0	STORMWATER DRAINAGE	\$ 99,300.00
3.0	IN-GROUND SERVICES	\$ 120,000.00
4.0	PAVEMENTS	\$ 717,308.00
5.0	MISCELLANEOUS WORKS	\$ 126,940.00
	Total (excl. GST)	\$ 1,126,748.00
	Contingencies 15 %	\$ 169,012.20
	Design 3 %	\$ 33,802.44
	Total Cost including contingencies and design fees (excl. GST)	\$ 1,329,562.64

QUALIFICATIONS AND ASSUMPTIONS

- The Opinion of Probable Cost (OPC) is based on:
 - Standard civil rates supplied by Rawlinsons Australian Construction Handbook, 37th Ed. 2019
 - OPCs from proprietary product suppliers (e.g. synthetic surface, sports equipment etc.)
 - SPORTENG project experience, where similar in nature to the proposed development, and adjusted to accommodate factors known at the time the OPC was prepared.
- Rates will be subject to variation depending on a range of factors including timing, competitive bidding, market conditions, labour and material costs, all of which are outside the control of SPORTENG.
- The OPC is based on quantities derived from the design at the time of issue.
- Unless otherwise indicated, the OPC excludes:
 - GST
 - Escalation to completion
 - Interest costs
 - Holding fees
 - Legal fees
 - Flora/fauna or heritage conservation
 - Soil contamination
- The OPC is supplied only for the guidance of the Client, and represents SPORTENG's best judgment as a design professional. SPORTENG does not guarantee the accuracy of the OPC as compared to actual bids or cost to the Client
- No stormwater attenuation is required
- No subgrade improvement works are required
- None of the existing in-ground services or drainage infrastructure is asbestos.
- Existing drainage infrastructure is adequate for the proposed development
- Existing underlying pavement has suitable bearing capacity and settlement characteristics for the proposed development.

Item	Description	Unit	Quantity	Rate	Amount (\$)
1.0	<u>CONSTRUCTION PRELIMINARIES</u>				
A	Site Establishment including construction of site access	Item	1	\$ 7,700.00	\$ 7,700.00
B	Provision for Traffic	Item	1	\$ 3,900.00	\$ 3,900.00
C	Survey, set out and monitoring of the works by a licensed surveyor	Item	1	\$ 4,600.00	\$ 4,600.00
D	Provision of Quality Plan, OH&S Plan and Environmental Management Plan	Item	1	\$ 800.00	\$ 800.00
E	Provision of "Work-as-Executed" drawings	Item	1	\$ 3,100.00	\$ 3,100.00
F	Project Sign	Item	1	\$ 1,500.00	\$ 1,500.00
G	Establishment and maintenance of temporary erosion and water quality protection measures, including removal at the end of the contract	Item	1	\$ 3,100.00	\$ 3,100.00
H	Temporary fencing	Item	1	\$ 4,200.00	\$ 4,200.00
I	Provision of Quality Assurance processes (i.e. hold point documents, 3rd party independent assessments, etc.)	Item	1	\$ 700.00	\$ 700.00
J	Other preliminaries including supervision, insurances, dis-establishment, etc.	Item	1	\$ 33,600.00	\$ 33,600.00
				Subtotal	\$ 63,200.00



Item	Description	Unit	Quantity	Rate	Amount (\$)
2.0	<u>DEMOLITION AND EXCAVATION</u>				
2.1	<u>Demolition</u>				
2.1.1	150 mm thick Strip organic material and dispose off-site	m³	807	\$ 50.00	\$ 40,342.50
2.1.2	Dispose and remove existing Inground infrastructure	Item	1	\$ 10,000.00	\$ 10,000.00
2.2	<u>Excavation</u>				
2.2.1	300 mm thick Cut and dispose of excess material off-site	m³	1,614	\$ 40.00	\$ 64,548.00
2.2.2	Final Trim +/- 20mm	m³	5,376	\$ 2.00	\$ 10,752.00
				Subtotal	\$ 125,642.50
3.0	<u>STORMWATER DRAINAGE</u>				
3.1	<u>Stormwater pipes</u>				
3.1.1	Perimeter Subsoil drainage on embankment sides	m	50	\$ 156.00	\$ 7,800.00
3.1.2	Stormwater pits and pipes	Item	1	\$ 80,000.00	\$ 80,000.00
3.1.3	Connection to existing drainage	Item	1	\$ 1,500.00	\$ 1,500.00
3.1.4	Form swale and drain on embankment sides	Item	1	\$ 10,000.00	\$ 10,000.00
				Subtotal	\$ 99,300.00
4.0	<u>IN-GROUND SERVICES</u>				
4.1	<u>Lighting</u>				
4.1.1	150 lux Lighting, including footings, conduits cabling, poles, arms and globes	Item	1	\$ 120,000.00	\$ 120,000.00
				Subtotal	\$ 120,000.00



Item	Description	Unit	Quantity	Rate	Amount
5.0	<u>PAVEMENTS</u>				
5.1	<u>SYNTHETIC TURF SURFACE</u>				
5.1.1	FIFA Quality synthetic surface system (including shockpad and SBR infill)	m ²	5,376	\$ 60.00	\$ 322,560.00
5.1.2	175 mm thick Drainage gravel	m ³	5,376	\$ 24.00	\$ 129,024.00
5.1.3	Geo-composite membrane	m ²	5,376	\$ 9.00	\$ 48,384.00
5.1.4	200 mm thick Capping layer	m ³	5,376	\$ 18.00	\$ 96,768.00
5.2	<u>CONCRETE EDGE INFRASTRUCTURE</u>				
5.2.1	200 mm wide 230 deep concrete edgestrip with crushed rock base	m	304	\$ 110.00	\$ 33,440.00
5.3	<u>1.8m WIDE CONCRETE FOOTPATH</u>				
5.3.1	125 mm thick 25MPa Concrete with SL72 mesh centrally located	m	548	\$ 120.00	\$ 65,760.00
5.3.2	Builders Plastic	m	548	\$ 2.00	\$ 1,096.00
5.3.3	75 mm thick Class 3 crushed rock	m	548	\$ 10.00	\$ 5,480.00
5.3.4	Geo-composite membrane	m ²	548	\$ 9.00	\$ 4,932.00
5.3.5	200 mm thick Capping layer	m ³	548	\$ 18.00	\$ 9,864.00
				Subtotal	\$ 717,308.00
6.0	<u>MISCELLANEOUS WORKS</u>				
6.1	<u>Fencing / Netting including footings</u>				
6.1.1	1.05 m High Chain Mesh Fence	m	267	\$ 120.00	\$ 32,040.00
6.1.2	6 m High Behind Goal Netting	m	80	\$ 600.00	\$ 48,000.00
6.1.3	1.2 m Wide Pedestrian Access Gate	Item	4	\$ 750.00	\$ 3,000.00
6.1.4	4 m Wide Vehicle Access Gate	Item	1	\$ 1,500.00	\$ 1,500.00
6.2	<u>Sports Equipment</u>				
6.2.1	Semi Permanent soccer goals including footings	Item	2	\$ 5,000.00	\$ 10,000.00
6.2.1	Semi Permanent corner posts including sockets	Item	4	\$ 100.00	\$ 400.00
6.3	<u>Other</u>				
6.3.1	FIFA Quality certification	Item	1	\$ 10,000.00	\$ 10,000.00
6.3.2	Maintenance manuals	Item	1	\$ 2,000.00	\$ 2,000.00
6.3.3	1 Year Maintenance	Item	1	\$ 10,000.00	\$ 10,000.00
6.3.4	Shoe Cleaners	Item	5	\$ 2,000.00	\$ 10,000.00
				Subtotal	\$ 126,940.00



10 Office of the CEO Reports for consideration

10.1 Annual Budget 2022-23

SUMMARY: Chief Financial Officer, Navec Lorkin

In accordance with Section 94 of the Local Government Act 2020 (the Act), Council is required to prepare and adopt an annual budget by 30 June each year.

Key components of the Annual Budget 2022-23 include:

- \$107 million in services and facilities to ensure Knox is a place where people and businesses can thrive.
- A \$81.8 million capital works program of which \$39.7 million is allocated to maintaining and renewing community assets and \$42.1 million is to be invested in new and upgraded community assets.
- A 1.75 per cent increase in rates for 2022-23 in accordance with the rate cap requirements outlined in Section 94(3) of the Act.
- Continuation of the \$100 rebate in relation to rates and charges for all eligible recipients.

RECOMMENDATION

That Council:

1. Note the submissions received in response to the Proposed Budget 2022-23, thank the submitters and provide a written response notifying submitters of the decision;
2. Note minor movements in the 2022 Revaluation were advised by the Valuer-General. For Council to comply with rate capping legislation and ensure Council revenue does not increase by more than the rate cap of 1.75 per cent, this has resulted in minor changes to the rates in the dollar (refer Attachment 1).
3. Adopt the Annual Budget 2022-23 as set out in Attachment 1 in accordance with Section 94 of the *Local Government Act 2020* and as defined by the *Local Government (Finance and Reporting) Regulations 2020*;
4. Declare the Rates, Levies and Annual Service Charges for the 2022-23 financial year provided in Attachment 2;
5. Adopt the updated Revenue and Rating Plan 2021-2025 as set out in Attachment 3;
6. Adopt the Financial Plan 2022-2032 as set out in Attachment 4; and
7. 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, with \$100 being the maximum rebate amount. This rebate is beneficial to the community as a whole as it eases the rates burden of vulnerable ratepayers.

1. INTRODUCTION

At its ordinary meeting of 26 April 2022, Council resolved to advertise its Proposed Budget 2022-23, the Proposed Financial Plan 2022-2032 and the updated Revenue and Rating Plan 2021-2025 and request submissions. The public submission period opened on 27 April 2022 and closed at 5pm on 29 May 2022.

Public comment was invited on the Proposed Budget 2022-23, the Proposed Financial Plan 2022-2032 and the updated Revenue and Rating Plan 2021-2025 during the period of public consultation. In total, six submissions were received.

At its meeting held on 16 June 2022, Councillors heard submissions on the Proposed Budget 2022-23. Copies of all submissions received are provided as Attachment 5. All submissions were tabled, with two submitters speaking to their submission.

The following amendments have been made to the Proposed Annual Budget 2022-23 as a result of recent submissions:

- An additional \$0.045 million to confirm the operational needs at Ambleside Resource Centre including development of concept plans, associated feasibility report and cost plans.
- Increase of \$0.005 million to the Community Partnership contested grant funds to align with the 2022-23 rate cap.

2. DISCUSSION

The Annual Budget 2022-23 seeks to balance the competing demands for Council services and infrastructure using prudent financial management principles to ensure long-term financial sustainability.

The budget invests \$107 million in services and facilities to ensure Knox is a place where people and businesses can thrive. It sets the groundwork to action the Council Plan and things that the community told Council were most important to them in the future while being conscious of what we need and can afford right now.

This is a forward-thinking, realistic and responsible budget influenced by many factors. It reflects the challenges and changes forced on Council and our community by the COVID-19 pandemic over the past two years. It also reflects the significant financial constraints of the state government's mandated rate capping at 1.75 per cent.

Significant investment in the capital works program of \$81.8 million with continued investment in asset renewal and new capital works to support the delivery of the Community and Council Plan.

Significant capital works for 2022-23 include:

- \$18.3 million on sporting upgrades, including a new hockey facility at Wantirna Reserve and upgrading facilities at Knox Athletics track;
- \$11.4 million on parks and reserves including construction of wetlands at Stamford Park and the next stage of daylighting Blind Creek to Lewis Park;
- \$11.6 million to improve roads and drainage;
- \$4.5 million to improve footpaths and cycling paths;
- \$3.5 million for a new library in Westfield Knox;
- \$0.9 million to upgrade Erica Ave, Boronia.

The Annual Budget 2022-23 is premised on an increase in total general rates income of 1.75 percent as set by general order and in accordance with Section 94(3) of the *Local Government Act 2020*. The additional Council eligible pensioner rebate of \$100 will be maintained.

The Budget includes an increase in the Residential Garbage Charge from \$257 to \$298, a \$41 increase (15.95%). 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 2022-23 comprises the Budgeted Financial Statements and the Fees and Charges Schedule for the financial year ending 30 June 2022 (refer Attachment 1).

The Financial Plan 2022-2032 comprises the Budgeted Financial Statements and Financial Indicators across a 10-year period and contains Councils Financial Policy Statements (refer attachment 4).

The Revenue and Rating Plan 2021-2025 outlines Council's decision-making process on how revenues are calculated and collected (refer Attachment 3).

3. CONSULTATION

Council placed the Proposed Annual Budget 2022-23, Proposed Financial Plan 2022-2032 and the updated Revenue and Rating Plan 2021-2025 on public exhibition for 32 days and called for public submissions via Council's Have Your Say platform. Councillors heard all submissions on 16 June 2022.

4. CLIMATE CHANGE CONSIDERATIONS

The subject of this report has been considered in the context of climate change and its relevance to the Knox Climate Response Plan 2021 – 2031.

Implementation of the recommendation will positively impact on Council's Net zero 2030 target by funding activities identified in the Climate Response Plan.

5. ENVIRONMENTAL/AMENITY ISSUES

The Annual Budget 2022-23 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.

6. FINANCIAL & ECONOMIC IMPLICATIONS

The Annual Budget 2022-23 has been prepared in accordance with the *Local Government Act 2020*, the *Local Government (Planning and Reporting) Regulations 2020* and relevant Australian Accounting Standards.

The Annual Budget 2022-23 accords with the financial frameworks established by Council in its Financial Plan 2022-2032 and also aligns with the Financial Principles contained within the Annual Budget 2022-23.

7. SOCIAL IMPLICATIONS

The Annual Budget 2022-23 contains resourcing for a wide range of programs to deliver important community services to the Knox community.

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

Civic Engagement & Integrity

Strategy 5.2 - Manage our resources effectively to ensure financial sustainability and improved customer experience.

9. CONFLICT OF INTEREST

The officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

10. CONCLUSION

The Annual Budget 2022-23 forms an integral part of Council's overall strategic planning framework and endeavors to resource the directions that have been established in the Community and Council Plan.

11. CONFIDENTIALITY

There is no content in this report that meets the definition of confidential information from the Local Government Act 2020.

Report Prepared By: Chief Financial Officer, Navec Lorkin

Report Authorised By: Chief Executive Officer, Bruce Dobson

Attachments

1. 2022-2023 Adopted Budget [**10.1.1** - 124 pages]
2. 2022-2023 Declaration of Rates and Charges [**10.1.2** - 13 pages]
3. 2022-2023 Revenue and Rating Plan [**10.1.3** - 31 pages]
4. Financial Plan 2022-23 to 2031-32 [**10.1.4** - 34 pages]
5. Public Submissions 2022-23 Council Report [**10.1.5** - 4 pages]
6. Adopted Budget 2022-2023 [**10.1.6** - 124 pages]

KNOX

your city



Annual Budget 2022-23

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Mayor & CEO's Introduction

The following is the Knox City Council budget for 2022-23. It invests \$107 million in services and facilities to ensure Knox is a place where people and businesses can thrive. It sets the groundwork to action the Council Plan and things that the community told us were most important to them in the future while being conscious of what we need and can afford right now.

This is a forward thinking, realistic and responsible budget influenced by many factors. It reflects the challenges and changes forced on Council and our community by the COVID-19 pandemic over the past two years. It also reflects the significant financial constraints of state government mandated rate capping at 1.75%.

We know the last two years have been tough and that the impacts of the pandemic continue to be felt. This is why helping local residents, businesses, and sport and community organisations to recover is at the forefront of our agenda, as is maintaining and delivering the services and facilities that our community values.

Overall rates will increase by 1.75%, in line with the Victorian Government's rates cap. This budget details how rates will be spent to maintain and deliver the services and facilities our community values and relies on. This is so much more than just roads, rates and rubbish. It includes important things like:

- assisting older people to live independently at home
- maintaining our parks and reserves and cleaning public facilities
- upgrading street lights to use energy saving LED bulbs
- installing solar panels on community facilities
- providing support to new parents and their babies
- repairing footpaths and drains
- improving and maintaining sporting facilities
- sweeping our streets, and
- managing venues that host community and cultural activities.

The state government cap on rates limits Council's ability to keep up with the increasing demand for services from a growing population and rising costs of providing services and facilities, which includes construction materials and fuel prices, utilities and wages. This leaves us with some increasingly difficult choices about the services we provide and the investment we can make in facilities.

Our investment in community facilities and infrastructure totals \$81.8 million. This will boost local construction and employment opportunities. It will also provide important spaces for residents to connect with each other and the environment through shared interests and activities. It funds initiatives to address emerging social and health issues resulting from the pandemic, including worsening mental health, increasing rates of family violence and lower physical activity. The budget also looks to the future of our city, through funding actions to reach our target of net zero emissions by 2040 and preparing to introduce a new food waste recycling service.

Our vision is for Knox to be a city of opportunity. A city that embraces innovation and change, and provides local learning and employment opportunities for all. Council wants Knox to be a place where people and business can thrive. This budget outlines where your rates are spent to ensure we achieve this vision.

Highlights of the capital works budget include:

- \$18.3 million on sporting upgrades, including a new hockey facility at Wantirna Reserve and upgrading facilities at Knox Athletics track
- \$11.4 million on parks and reserves including construction of wetlands at Stamford Park and the next stage of daylighting Blind Creek to Lewis Park
- \$11.6 million to improve roads and drainage
- \$4.5 million to improve footpaths and cycling paths
- \$3.5 million for a new library in Westfield Knox
- \$0.9 million to upgrade Erica Ave, Boronia

Thank you for sharing your priorities to shape this new financially responsible budget, and for making Knox such a great place to live.



Cr Susan Laukens
Mayor



Bruce Dobson
Chief Executive Officer

Executive Summary

Knox City Councils 2022-26 Budget seeks to maintain services as well as deliver projects and infrastructure that are valued by our community, while ensuring Council remains financially sustainable in the long-term to continue to invest in the future generations of our people and communities.

Over the coming years we will continue our work to ensure we remain financially sustainable in a rate capped environment.

Rates and Charges

Total revenue from rates and charges is projected to be \$133.5 million, which incorporates an average rate increase of 1.75%. This is in line with the Fair Go Rates System (FGRS) which caps rates increases by Victorian councils to the forecast movement in the Consumer Price Index (CPI) of 1.75%. Council has elected not to apply to the Essential Services Commission (ESC) for a variation.

It is important to note, the actual rate increases experienced by individual ratepayers may differ from the 1.75% increase due to revaluations. Rate increases are impacted by the average rate increase (1.75%) and the property valuation increases (or decreases) of individual properties relative to the average across the municipality. If your property increased in value by more than the average for the Council (16.8%), your rates will increase by more than 1.75%. If your property value increased by less than the average, your rates will increase by less than 1.75% and may in fact reduce from the previous year. Refer to section 4.1.1 Rates and Charges for more information.

Operating Result

Planning for a surplus is fiscally responsible to maintain uninterrupted service delivery to our community and to provide essential funding for capital works including the redevelopment of major community facilities. The expected operating result for the 2022-23 year is a surplus of \$8.1 million, which is budgeted to increase year on year. This Budget assumes demand for Council services will largely return to normal levels following the COVID-19 pandemic that has impacted the 2021-22 financial results.

Financial Sustainability

This budget has been developed through a rigorous process. More detailed budget information is available throughout this document.

The introduction of rate capping in the 2016-17 rating year by the State Government was a major change to the way that councils were able to raise rate revenue. For Knox City Council rate revenue represents approximately 70% of our total revenue. The State Government rate cap has a compounding impact on Council's rate revenue annually.

A major challenge Council faces is the need to renew existing and ageing infrastructure and at the same time invest in new infrastructure assets such as road improvements, drainage upgrades, better parks and recreational and community assets and establishing footpaths in areas where none currently exist. Council's capital works plan allocates money to these activities on a prioritised basis.

For Councils finances to remain sustainable and our services to remain affordable for the community, Council will need to continually assess the performance and future for current services to understand whether they are relevant and whether Council needs to continue to deliver them or whether there is a role for an alternative delivery model.

A further financial challenge comes from increased demand (and change in the service mix) arising from a growing and more diverse population. A growing population leads to increased service demand, placing a greater load on existing services and assets, resulting in more wear and tear and adding to the cost of service provision.

The budget has been prepared for the four-year period ending 30 June 2026. The adjusted underlying result, which is a measure of financial sustainability, shows improvement over the term of the Budget.

In summary, from a financial perspective Council has the same dilemma as most individuals - it has a limited budget yet many and competing demands on where to allocate its scarce resources.

Funding in 2022-23

Delivery of ongoing services:

Council has allocated \$106.9 million towards the ongoing delivery of services to the Knox community. These services are summarised from page 9 with Council's major initiatives, initiatives and service performance indicators.

Capital works program:

This budget allocates \$81.8 million towards several capital works projects (including \$31.6 million worth of projects carried forward from 2021-22). Of this, \$39.7 million is allocated for renewing community assets and \$42.1 million for new, upgraded and expanded community assets.

Key Financial Statistics

	2022/23 \$'000	2021/22 \$'000
Total revenue	190,956	210,032
Total expenditure	182,860	228,381
Account result - surplus/(deficit)		
<i>(Refer Income Statement in Section 3.1)</i> <i>(Note: Based on total income of \$XX which includes capital grants and contributions)</i>	8,096	(18,349)
Underlying operating result - surplus/(deficit)		
<i>(Note: Underlying operating result is an important measure of financial sustainability as it excludes income which is to be used for capital, from being allocated to cover operating expenses.)</i>		
<i>The 2022-23 surplus result has been adjusted by \$4.0 million relating to capital grants and contributions.</i>		
<i>The 2021-22 deficit has been adjusted by \$27.6 million relating to capital grants and contributions.</i>	4,088	(45,958)
Total Capital Works Program funded from	81,826	73,643
<i>Council operations (rates funded)</i>	31,589	19,416
<i>External grants and contributions</i>	3,478	24,002
<i>Borrowings</i>	34,312	25,000
<i>Asset sales</i>	12,447	1,260

Budget Influences

This section sets out the key budget influences arising from the internal and external environment within which Council operates. The four years represented within the Budget are 2022-23 through to 2025-26. In preparing the 2022-23 budget, a number of these influences have been taken into consideration which are outlined below:

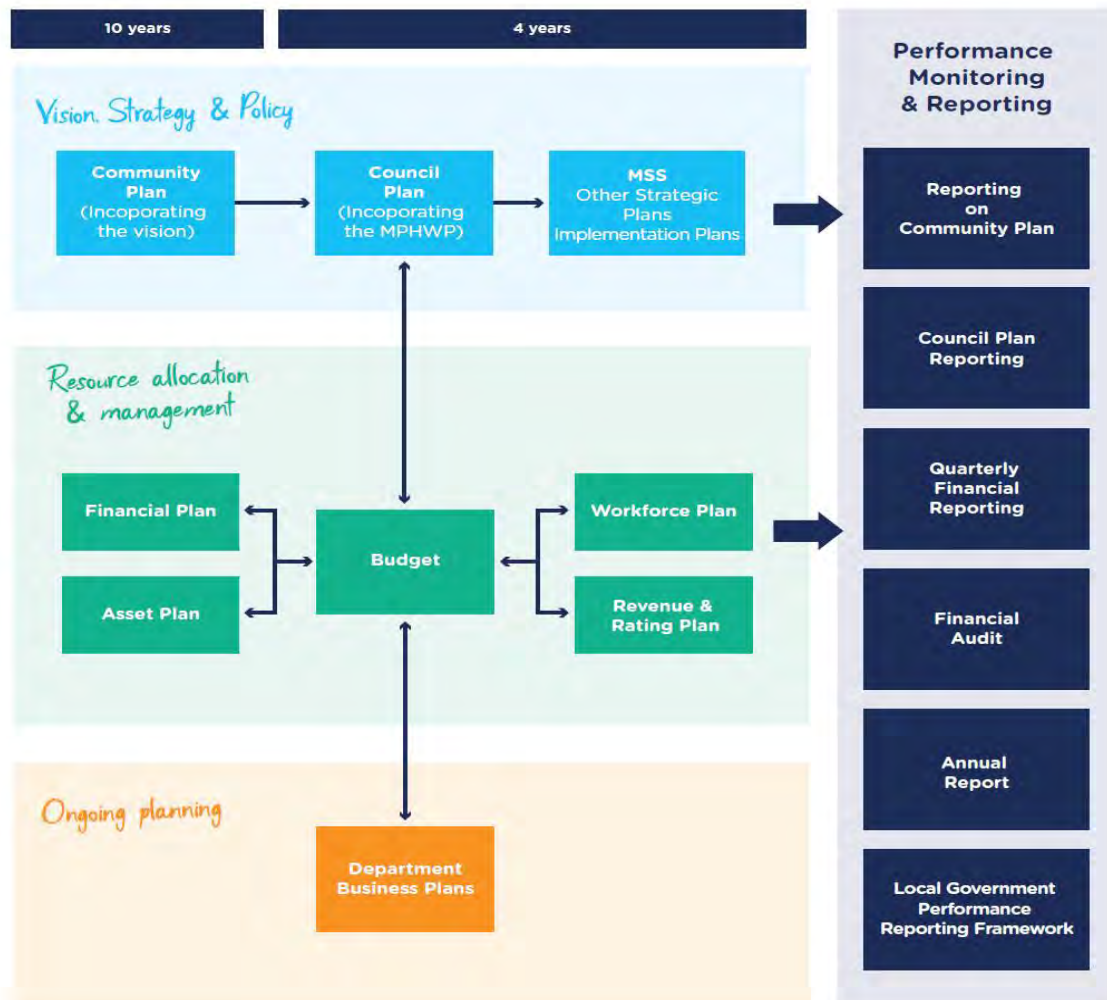
- **Rate Capping** – The Victorian State Government continues with a cap on rate increases. The cap for 2022-23 has been set at 1.75%.
- **Coronavirus (COVID-19)** – COVID-19 has presented a fast-evolving significant challenge to businesses, households, and the economy worldwide. Council has acted in the interest of keeping our community, residents and workforce safe.
- **Cost shifting** - this occurs where Local Government provides a service to the community on behalf of the State and/or Federal Government. Over time, the funds received by Local Governments' do not increase in line with real cost increases, such as school crossing or library services, resulting in a further reliance on rate revenue to meet service delivery expectations.
- **Employee costs** are largely driven by Council's Enterprise Agreements. In 2022-23 the compulsory Superannuation Guarantee Scheme (SGC) will increase from 10.00% to 10.50% and up to 12.00% by 2025-26.
- **Superannuation** – Council has an ongoing obligation to fund any investment shortfalls in the Defined Benefits Scheme. The last call on Local Government was in the 2011-12 financial year where Council was required to pay \$11.6 million to top up its share of the Defined Benefits Scheme. The amount and timing of any liability is dependent on the global investment market. At present the actuarial ratios are at a level that additional calls from Local Government are not expected in the next 12 months.
- **Capital Grant Funding** – Capital grant opportunities are likely to continually arise, which may re-prioritise projects in order to maximise funding opportunities.
- **Supplementary Rates** – Supplementary rates are additional rates received after the budget is adopted each year, for the part of the year when a property value increases in value (e.g. due to improvements made or change in land class), or new residents become assessable. Importantly, supplementary rates recognises that new residents require services on the day they move into the Council is committed to providing these. Supplementary rates income is based on historical and forecast data and is set at anticipated levels.
- **Waste Disposal Costs** – The Environment Protection Agency (EPA) regulation has a sustained impact on Council with regards to compliance with existing and past landfills sites. Waste disposal costs are also impacted by industry changes such as increasing EPA landfill levies and negotiation of contracts e.g. recycling, sorting and acceptance. Council is working to introduce Food Organics and Garden Organics (FOGO) service to all residential properties by 1 July 2023. During 2022-23 bin lids on the rubbish and recycling bins will be changed to comply with industry standard.
- **Development Contributions** – The rate of growth and flow of development contributions income depends on land sales and the desire of developers to construct new developments within the municipality.
- **The Fire Services Property Levy** will continue to be collected by Council on behalf of the State Government with the introduction of the Fire Services Property Levy Act 2012.

1. Link to the Community and Council Plans

This section describes how the Budget links to the achievement of the Community Plan 2021-2031 and Council Plan 2021-2025 within an overall integrated planning and reporting framework. This framework guides Council in identifying community needs and aspirations over the long term (Community and Financial Plans), medium term (Council Plan, Workforce Plan, and Revenue and Rating Plan) and short term (Budget) and then holding itself accountable (Annual Report).

Planning and Accountability Framework

The Budget is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the key directions described in the Council Plan. The diagram below depicts Knox’s integrated planning and reporting framework. At each stage of the integrated planning and reporting framework there are opportunities for community and stakeholder input. This is important to ensure transparency and accountability.



Our Community Vision

Knox's ten year community vision was developed with and for the community and forms part of the Community Plan 2021-31.

Knox: where we connect with our people and our environment, ensuring they are safe, supported and have every opportunity to thrive.

Key Directions

Together with the community, Council identified five key directions, with associated strategies, to ensure we progress towards achievement of the vision.



Opportunity and innovation

Knox strives to be a city of opportunity, embracing innovation and change, and providing local learning and employment opportunities for all. It's a place where people and business can thrive.



Neighbourhoods, housing and infrastructure

Building on what's great about our city, Knox's housing and infrastructure will meet the changing needs of our community.



Natural environment and sustainability

Knox's natural environment is protected and enhanced to ensure sustainability for future generations.



Connection, resilience and wellbeing

Knox is a place to call home. Our community is strong, healthy and we support and respect each other.



Civic engagement and integrity

Knox Council is a trusted and respected leader in our community, acting appropriately and ensuring all voices are heard.

2. Services, Initiatives and Service Performance Indicators

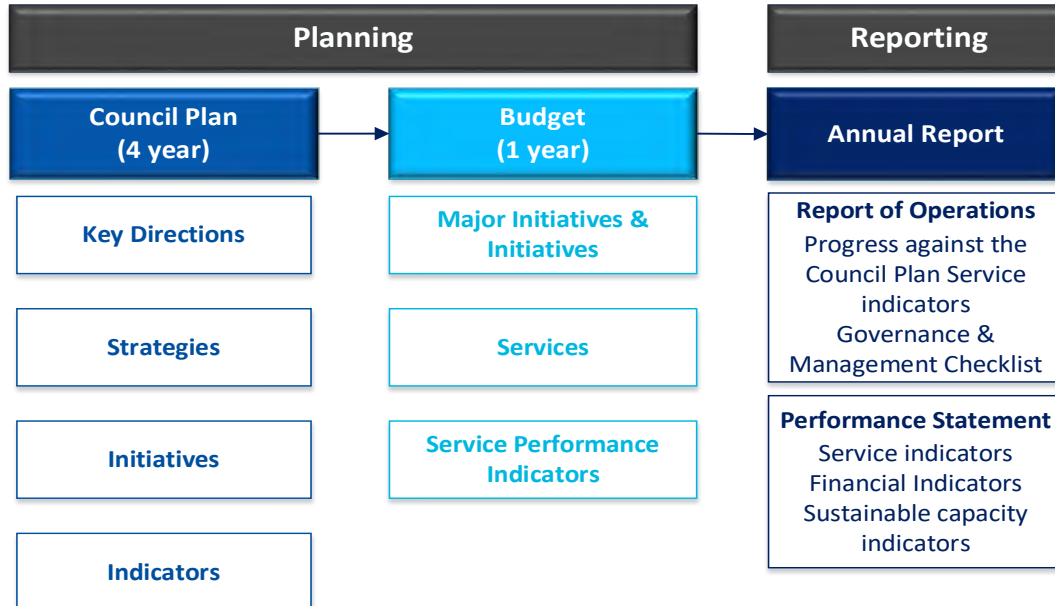
The Council Plan 2021-2025 was developed with the community and adopted by Council in October 2021. The plan identifies initiatives that Council will deliver over the four years to support the achievement of our Community Vision. The Annual Budget includes the following information that will support the delivery of the Council Plan:

Services: the services that Council provides to the Knox community are listed in the Budget document under the key direction where they make a significant contribution.

Major initiatives and initiatives: the Council Plan initiatives that will be funded in the current financial year are listed in the Budget. From these initiatives, Council identifies its priorities under each of the Key Directions for the financial year. These are referred to as ‘major initiatives’.

Service performance indicators: there are a number of prescribed indicators that are listed in the Budget and will be audited and included in the Performance Statement. These indicators form part of the Local Government Performance Reporting Framework (LGPRF). The LGPRF is a mandatory system of performance reporting for all Victorian councils. It ensures that all councils are measuring and reporting on their performance in a consistent way to promote transparency and accountability in the local government sector.

Council is required by legislation to identify the major initiatives, initiatives and service performance outcome indicators in the Annual Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below.



This section provides a description of the services and Council Plan initiatives to be funded in the 2022-23 Annual Budget.



Opportunity and innovation

Knox strives to be a city of opportunity, embracing innovation and change, and providing local learning and employment opportunities for all. It's a place where people and business can thrive.

Strategies

The strategies we will undertake to achieve success in this area are:

Maximise the local economy by supporting existing businesses and attracting new investment

Encourage and support opportunities for skills development and lifelong learning for all people in Knox

Support organisations in Knox to navigate recovery and new ways of working

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

Services

Service	2020-21	2021-22	2022-23
	Actual	Forecast	Budget
	\$'000	\$'000	\$'000

Economic Development

The Economic Development service provides information, advice and action to support a prosperous and sustainable economy. It helps generate local employment opportunities and encourages and attracts new investment, to position Knox as a vibrant and diverse place of business.	Inc	430	1,240	13
	Exp	2,030	3,118	1,948
	Net	1,600	1,878	1,935
	Deficit			

Innovation

The Innovation service supports Council to continue our journey to become a customer centric and innovative organisation. It facilitates change management and process improvement to improve our customer and employee experiences.	Inc	0	0	0
	Exp	570	897	1,268
	Net	570	897	1,268
	Deficit			

Service		2020-21	2021-22	2022-23
		Actual	Forecast	Budget
		\$'000	\$'000	\$'000
Integrated Strategy and Partnerships for Children				
The Integrated Strategy and Partnerships for Children service focuses on the current Kindergarten Expansion project, strategic early years' service review projects, strategic workforce design and development, and strategic monitoring, evaluation and reporting. It also undertakes broader municipal partnership projects and builds relationships to strengthen the voice of the child across Council and our community.	Inc	70	253	0
	Exp	637	783	734
	Net Deficit	567	530	734
Investment & Partnership				
The Investment and Partnership service undertakes projects and provides implementation frameworks supporting Council to activate and create opportunities in our city. The service employs a venture planning and partnership building approach to create a sustainable and resilient community.	Inc	0	0	0
	Exp	815	883	878
	Net Deficit	815	883	878
TOTAL				
	Inc	500	1,493	13
	Exp	4,052	5,681	4,828
	Net Deficit	3,552	4,188	4,815

Initiatives

Initiatives from the Council Plan 2021-25 to be funded in 2022-23.

Major Initiative	Coordinate the implementation of Knox’s Retail Activation Strategy.
	Work with Maroondah and Yarra Ranges Councils to deliver key initiatives of the Bayswater Business Precinct Transformation Strategy.
	Work alongside the State Government on the implementation of the Wantirna Health Precinct Masterplan.
Initiatives	Research and review supply chain connectivity and networks, to enable and advance the circular economy.
	Continue to monitor the local economy to inform the strategic direction of future economic development initiatives.
	Implement Council's decision regarding kindergarten expansion.
	Explore opportunities to increase the number and diversity of creative learning opportunities offered through Council's cultural and community venues.



Neighbourhoods, housing and infrastructure

Building on what's great about our city, Knox's housing and infrastructure will meet the changing needs of our community.

Strategies

The strategies we will undertake to achieve success in this area are:

Plan for and support diverse housing to meet changing community needs

Create, enhance and maintain places and spaces for people to live, work, play and connect

Provide, maintain and advocate for accessible and sustainable ways to move around Knox

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

Services

Service	2020-21	2021-22	2022-23	
	Actual \$'000	Forecast \$'000	Budget \$'000	
Asset Management				
The Asset Management service develops processes and systems to maintain and regularly update Council's asset register, collect asset condition data and develop and implement strategic asset management plans. It aims to preserve and protect all assets in areas associated with subdivisions, private developments, Council infrastructure projects and works undertaken by service authorities, contractors and government agencies. This service also plans, coordinates, and monitors the delivery of Council's Capital Works Program.	Inc	0	0	0
	Exp	1,213	1,292	1,363
	Net	1,213	1,292	1,363
	Deficit			
Building				
The Building service provides building assessment and regulatory services in accordance with the Building Act 1993 and other relevant legislation. It issues Building Permits, performs building inspections, responds to complaints with inspections, and performs swimming pool inspections.	Inc	956	1,261	1,197
	Exp	1,509	1,499	1,464
	Net	553	238	267
	Deficit			

Service		2020-21	2021-22	2022-23
		Actual	Forecast	Budget
		\$'000	\$'000	\$'000
Community Planning and Places				
The Community Planning and Places service manages tenancy agreements for Council owned facilities, and supports the implementation of Council's capital works projects. It also supports the planning and advocacy for social and affordable housing.	Inc	5	103	123
	Exp	424	560	701
	Net Deficit	419	457	578
Facilities				
The Facilities service constructs and maintains all Council buildings, and undertakes services such as graffiti control and security. It also provides internal architectural advice and building management services on land where Council has an interest.	Inc	5	12	17
	Exp	3,447	3,416	3,529
	Net Deficit	3,442	3,404	3,512
Major Initiatives				
The Major Initiatives service delivers major projects that supplement the full program of capital projects being delivered by Council. It provides architectural advice, quantity surveying, project and construction management, specialist engineering and site supervision services.	Inc	82	0	0
	Exp	374	357	339
	Net Deficit	292	357	339
Open Space Management				
The Open Space Management service plans, designs, and delivers passive open spaces, streetscapes and playgrounds. It also develops strategic plans and policies, and provides landscape architectural design expertise for other areas of Council.	Inc	316	289	285
	Exp	11,847	12,072	12,826
	Net Deficit	11,531	11,783	12,541
Operations				
The Operations service is responsible for maintenance services and delivery of new, renewed and upgraded Council infrastructure assets. The service provides well-maintained infrastructure assets that meet present day and future needs of our community.	Inc	400	374	348
	Exp	2,660	3,212	3,404
	Net Deficit	2,260	2,838	3,056

Service		2020-21	2021-22	2022-23
		Actual	Forecast	Budget
		\$'000	\$'000	\$'000
Planning				
The Planning service provides statutory planning assessments, enforcement and regulatory services under the Planning and Environment Act and related Acts and Regulations.	Inc	1,541	1,766	2,022
	Exp	3,362	3,739	4,103
	Net Deficit	1,821	1,973	2,081
Social Policy and Projects				
The Social Policy and Projects service conducts research, strategic planning, analysis and community consultation to inform the development of evidence-based social policy and strategic planning responses for Council and community partners.	Inc	3	0	0
	Exp	226	171	176
	Net Deficit	223	171	176
Strategic Land Use Planning				
The Strategic Land Use Planning service undertakes research to inform planning policies and decisions. It prepares and assesses planning scheme amendments, internal referral responses to planning applications, and provides general strategic land use planning advice to internal and external customers. It also reviews the Knox Planning Scheme every four years to ensure it reflects the Community and Council Plans.	Inc	122	148	145
	Exp	1,081	1,644	1,354
	Net Deficit	959	1,496	1,209
Traffic and Transport				
The Traffic and Transport service provides local traffic management advice for Knox's on roads, footpaths, and shared paths. It also advocates for a broad range of transport choices for our community.	Inc	8	29	12
	Exp	3,641	3,729	3,725
	Net Deficit	3,633	3,700	3,713
Total				
	Inc	3,438	3,980	4,150
	Exp	29,784	31,689	32,986
	Net Deficit	26,346	27,709	28,836

Initiatives

Initiatives from the Council Plan 2021-25 to be funded in 2022-23.

Major Initiative	Develop and implement a Social and Affordable Housing Strategy and Action Plan to increase the supply of social housing and address homelessness in Knox.
	Build on regional partnerships by contributing to the work of the Eastern Affordable Housing Alliance (EAHA).
	Facilitate and support the implementation of the Boronia Renewal program.
	Progress implementation of the Knox Central program.
	Commence review and upgrade of Council's strategic planning documents including the Open Space Plan, Play Space Plan and Liveable Streets Plan.
Initiatives	Advocate to State Government for improved public transport and arterial road connectivity in Knox.
	Enhance sustainable transport utilisation through delivery of active transport infrastructure.
	Develop an Integrated Major Infrastructure Development Plan for sport, leisure and recreation.
	Implement Knox's Parking Strategy.

Service Performance Indicators

The prescribed LGPRF indicators that will be audited and included in the Performance Statement.

Service	Indicator	2020-21 Actual	2021-22 Forecast	2022-23 Budget
Statutory Planning	Decision Making	47.06%	47.42%	48.00%
Roads	Satisfaction	70	71	71



Natural environment and sustainability

Knox's natural environment is protected and enhanced to ensure sustainability for future generations.

Strategies

The strategies we will undertake to achieve success in this area are:

Preserve and enhance our biodiversity, waterways and urban landscape

Prepare for, mitigate and adapt to the effects of climate change

Lead by example and encourage our community to reduce waste

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

Services

Service	2020-21	2021-22	2022-23
	Actual \$'000	Forecast \$'000	Budget \$'000

Biodiversity

The Biodiversity service works to conserve, enhance and celebrate our local biodiversity. It provides bushland management to over 100 Council bushland reserves and over 120 sites of biological significance. This service also runs programs to increase the understanding and appreciation of the value of biodiversity, and encourage community participation to protect and enhance remnant vegetation on public and private land.

Inc	9	76	5
Exp	1,228	1,594	1,433
Net Deficit	1,219	1,518	1,428

Integrated Water Management

The Integrated Water Management service provides technical and strategic advice to developers and residents. It aims to protect our community against flooding, provide a drainage system that is safe and fit for purpose, maintain clean waterways and ensure that storm water is a valued and well used resource.

Inc	98	100	88
Exp	2,249	2,549	2,518
Net Deficit	2,151	2,449	2,430

Service		2020-21 Actual \$'000	2021-22 Forecast \$'000	2022-23 Budget \$'000
Sustainable Futures				
The Sustainable Futures service undertakes environmental planning, community engagement, policy development and project implementation. It provides a range of learning and engagement programs that focus on supporting Council and our community to move towards environmental, social and economic sustainability.	Inc	0	0	0
	Exp	998	1,096	1,094
	Net Deficit	998	1,096	1,094
Waste Management				
The Waste Management service provides waste collection and disposal services, with the aim of minimising waste in our community.	Inc	8,888	8,485	10,563
	Exp	20,448	23,424	27,663
	Net Deficit	11,560	14,939	17,100
TOTAL				
	Inc	8,996	8,661	10,656
	Exp	24,924	28,663	32,708
	Net Deficit	15,928	20,003	22,052

Initiatives

Initiatives from the Council Plan 2021-25 to be funded in 2022-23.

Major Initiatives	Implement Food and Green Organics (FOGO) waste service across Knox.
	Implement the high priority actions from Years 2-4 of the Climate Response Plan.
Initiatives	Trial new and recycled materials in the construction of shared paths and as part of Council's road renewal program.
	Investigate electric heavy vehicle transport options to deliver Council services.
	Secure long-term solutions for the treatment and disposal of residual waste streams.
	Progress planning and programming to standardise bin lids across Knox in line with Recycling Victoria policy.

Service Performance Indicators

The prescribed LGPRF indicators that will be audited and included in the Performance Statement.

Service	Indicator	2020-21 Actual	2021-22 Forecast	2022-23 Budget
Waste Collection	Waste Diversion	52.10%	53.00%	53.00%



Connection, resilience and wellbeing

Knox is a place to call home. Our community is strong, healthy and we support and respect each other.

Strategies

The strategies we will undertake to achieve success in this area are:

Support our community to improve their physical, mental and social health and wellbeing

Foster inclusivity, equality, belonging and safety within our community

Support the community to identify and lead community strengthening initiatives

Honour and integrate First Nations culture into actions and environments

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

Services

Service		2020-21	2021-22	2022-23
		Actual	Forecast	Budget
		\$'000	\$'000	\$'000
Arts & Cultural Services				
The Arts and Cultural service delivers and engages our community in a range of arts and cultural services and programs, including performing arts, events, festivals, arts courses, performances and public art projects.	Inc	83	510	208
	Exp	1,827	2,605	2,772
	Net Deficit	1,744	2,095	2,564
Community Access and Support Management				
The Community Access and Support Management service provides services and programs to support older people, people with a disability, and youth, within our community. It supports planning, performance monitoring, continuous improvement and research.	Inc	4,521	898	908
	Exp	7,110	1,975	2,109
	Net Deficit	2,589	1,077	1,201
Community Partnerships				
The Community Partnerships service supports and strengthens local not-for-profit groups to be active, sustainable and resilient, through capacity building, partnering and connecting.	Inc	30	53	0
	Exp	1,987	2,009	1,959
	Net Deficit	1,957	1,956	1,959

Service		2020-21	2021-22	2022-23
		Actual	Forecast	Budget
		\$'000	\$'000	\$'000
Emergency Management				
The Emergency Management service 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. This service also plans for response and recovery, ensuring preparedness and resilience in our community.	Inc	19	13	15
	Exp	477	603	508
	Net Deficit	458	590	493
Health Planning and Livability				
The Health Planning and Livability service supports our community to reach their full potential through health promotion, advocacy, sector collaboration and education across priority health and wellbeing areas.	Inc	0	14	0
	Exp	615	497	353
	Net Deficit	615	483	353
Healthy and Safe Communities				
The Healthy and Safe Communities service provides advocacy, delivers projects and programs, and partners with others to address access, equity and community safety issues in our community.	Inc	377	1,440	1,186
	Exp	2,748	3,309	2,883
	Net Deficit	2,371	1,869	1,697
Inclusive Communities				
The Inclusive Communities service provides support for eligible Knox residents aged 55 years or older who are homeless or at risk of homelessness. This support may include advice, advocacy, referrals and assistance for public housing. It also provides a range of accessible and inclusive support services for those living with a disability in Knox, as well as for their carers. The service also aims to connect those in need with other Council services and external service providers, to help access a range of support with issues such as isolation or loneliness, financial hardship, emotional or mental health support, practical needs, ageing, illness, family relationships, and other issues.	Inc	242	57	47
	Exp	706	869	846
	Net Deficit	464	812	799

Service		2020-21	2021-22	2022-23
		Actual	Forecast	Budget
		\$'000	\$'000	\$'000
Integrated Services and Practice				
Integrated Services and Practice focuses on leadership and support of Council's Early Years Hubs, Kindergartens, Maternal & Child Health services, playgroups and parenting support.	Inc	15,665	15,840	17,347
	Exp	17,310	18,282	19,125
	Net Deficit	1,645	2,442	1,778
Integrated Systems Quality and Operations				
The Integrated Systems Quality and Operations service focuses on maximizing the design and delivery of systems, processes, policies and procedures. It also supports workforce and operational planning and reporting for Family and Children's Services.	Inc	176	425	6
	Exp	2,513	3,028	2,892
	Net Deficit	2,337	2,603	2,886
Leisure Services				
Leisure Services provides strategic advice to community organisations that offer opportunities for sport, leisure, recreation and wellbeing in our community. It also manages and operates Council's two leisure centres (including aquatic facilities).	Inc	972	1,875	2,527
	Exp	3,495	3,723	3,752
	Net Deficit	2,523	1,848	1,225
Libraries				
The Libraries service provides resources, 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.	Inc	0	0	0
	Exp	4,638	4,994	5,016
	Net Deficit	4,638	4,994	5,016
Local Laws				
The Local Laws service ensures compliance with Council's local laws, parking enforcement, school crossing supervision, and animal management programs.	Inc	3,106	3,303	4,487
	Exp	3,948	4,838	5,543
	Net Deficit	842	1,535	1,056

Service		2020-21	2021-22	2022-23
		Actual	Forecast	Budget
		\$'000	\$'000	\$'000
Regional Assessment Service				
The Regional Assessment service provides a range of information and resources about aged care to individuals, community groups and organisations, and sector based organisations across Knox.	Inc	737	748	759
	Exp	704	728	629
	Net Deficit	(33)	(20)	(130)
Social Connections				
The Social Connections service provides programs, transport options and opportunities for our community members who are 65 years old and over to stay connected, active and engaged. This includes delivery and facilitation of exercise, recreation and leisure activities, advocacy for improved access to existing technology, delivery of meals for those in need and running a range of clubs and learning centres. It also aims to raise awareness of and support research into community attitudes towards older persons, and deliver a range of intergenerational activities, events and programs.	Inc	1,050	790	748
	Exp	2,021	1,705	1,769
	Net Deficit	971	915	1,021
Youth Services				
Youth Services promotes, develops and encourages the physical, social and mental wellbeing of young people aged 10-25 years in Knox. It plans, advocates, funds and provides information, referral and support programs for young people, their families and their community. Youth Services includes counselling, leadership development, parenting programs, and partnerships with schools in Knox.	Inc	253	295	266
	Exp	1,065	1,189	1,245
	Net Deficit	812	894	979
TOTAL				
	Inc	27,232	26,260	28,506
	Exp	51,165	50,353	51,404
	Net Deficit	23,933	24,093	22,898

Initiatives

Initiatives from the Council Plan 2021-25 to be funded in 2022-23.

Major Initiatives	Work in partnership with local First Nations people, relevant services and key networks to progress Reconciliation.
	Respond to emerging social and health issues caused by COVID-19 pandemic.
	Prioritise mental health and wellbeing initiatives by focusing on community partnerships and collective impact.
	Progress implementation of the Children, Youth and Seniors Plan.
	Develop and implement an Active Participation Plan - Beyond Structured Sport.
	Review the Sports Club Development Program and usage of Council resources to support club sustainability.
	Support the creation of new physical activity-based programs and community infrastructure across the municipality.
	Contribute to the collective efforts in preventing and responding to family violence.
	Embed the State Government's Child Information Sharing Scheme (CISS) to support the safety and wellbeing of children.
	Initiatives
	Work and partner with the multicultural community and key services to support our diverse communities.
	Implement Council's adopted Gender Equality Action Plan.
	Develop and implement education and advocacy programs to address ageism and increase community respect and inclusion for all ages across Knox.
	Develop and deliver a range of evidence based community training initiatives to build volunteer capacity.
	Develop and implement a Resilience Plan to support the community to cope with stresses, emergencies and disasters.
	Participate in the review of the Eastern Region Pandemic Plan.
	Support the review of the Knox Municipal Emergency Management Plan and associated sub plans.

Service Performance Indicators

The prescribed LGPRF indicators that will be audited and included in the Performance Statement.

Service	Indicator	2020-21 Actual	2021-22 Forecast	2022-23 Budget
Animal Management	Service Standard	100%	100%	100%
Aquatic Facilities	Utilisation	0.85	2.00	2.00
Food Safety	Health & Safety	98%	99%	100%
Maternal and Child Health	Participation	75.83%	76.00%	76.00%
	Participation by Aboriginal children	85.48%	86.00%	86.00%
Libraries	Participation	11.41%	11.68%	12.00%



Civic engagement and integrity

Knox Council is a trusted and respected leader in our community, acting appropriately and ensuring all voices are heard.

Strategies

The strategies we will undertake to achieve success in this area are:

Provide opportunities for all people in Knox to have their say

Manage our resources effectively to ensure financial sustainability and improved customer experience

Ensure our processes are transparent and our decisions are accountable

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

Services

Service		2020-21 Actual \$'000	2021-22 Forecast \$'000	2022-23 Budget \$'000
Communications				
Communications is responsible for providing our community with information about the decisions Council makes and how we invests our resources in order to respond to the needs of the community.	Inc	0	0	0
	Exp	1,122	1,403	1,493
	Net Deficit	1,122	1,403	1,493
Customer Service				
Customer Service supports the delivery of a range of programs and services to our community via telephone, counter contact centres and online. The service provides guidance and support for all customer interactions and exists to support information and connection between Council and our community.	Inc	9	0	0
	Exp	1,804	1,947	2,183
	Net Deficit	1,795	1,947	2,183
Digital Experience				
The Digital Experience service is responsible for helping the community easily access the information and services they need online.	Inc	0	0	0
	Exp	560	701	746
	Net Deficit	560	701	746

Service		2020-21 Actual \$'000	2021-22 Forecast \$'000	2022-23 Budget \$'000
Financial Services				
Financial Services leads the processes for budgeting and forecasting, provides regular financial reporting, and prepares the Annual Financial Accounts. It also coordinates the rating services and provides oversight of Council's property management obligations.	Inc	694	786	656
	Exp	3,367	3,411	3,281
	Net Deficit	2,673	2,625	2,625
Governance				
The Governance service ensures Council's legislative compliance, provides Councillor support and development, coordinates Council meetings and maintains Council's Civic Centre meeting rooms. It is also responsible for Council's integrity framework, including the Audit Committee, fraud and corruption prevention, privacy compliance and Freedom of Information.	Inc	85	133	1
	Exp	3,642	3,135	3,416
	Net Deficit	3,557	3,002	3,415
Information Technology				
The Information Technology service (IT) provides services and support for the organisation in all aspects of IT. It provides hardware and software support, as well as internal and external telecommunications, ensuring efficient service delivery for the organisation and our community.	Inc	1	0	0
	Exp	6,467	6,633	8,800
	Net Deficit	6,466	6,633	8,800
People and Culture				
The People and Culture service provides 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 also includes Council's risk management systems, insurances and the front line support to customers and residents for insurance related issues.	Inc	2,852	136	70
	Exp	9,512	8,269	8,015
	Net Deficit	6,660	8,132	7,945

Service		2020-21 Actual \$'000	2021-22 Forecast \$'000	2022-23 Budget \$'000
Research and Mapping				
<p>The Research and Mapping service supports an evidence-based approach to policy development and decision-making. It undertakes specialist research and mapping activities, provides advice, builds organisational capacity and develops and implements new tools and applications in the area of research and mapping. This service is responsible for the maintenance of Council's Geographic Information System (GIS), spatial database and online data resources.</p>	Inc	0	0	0
	Exp	85	108	140
	Net Deficit	85	108	140
	<hr/>			
Strategy and Business Intelligence				
<p>The Strategy and Business Intelligence service is an integrated suite of functions designed to enhance business insights, strategic planning and engagement to shape decision-making. The team leads the organisation in the development and implementation of Council's Integrated Strategic Planning and Reporting Framework, including the Community and Council plans and aims to improve outcomes for the Knox community through developing and sharing crucial insights.</p>	Inc	0	0	0
	Exp	667	914	953
	Net Deficit	667	914	953
	<hr/>			
TOTAL				
	Inc	3,641	1,056	727
	Exp	27,226	26,521	29,027
	Net Deficit	23,585	25,465	28,300
<hr/>				

Initiatives

Initiatives from the Council Plan 2021-25 to be funded in 2022-23.

Major Initiative	Develop and implement a Customer Experience Strategy and Action Plan.
Initiative	Implement an internal self-assessment process to monitor Council's performance in decision making.

Service Performance Indicators

The prescribed LGPRF indicators that will be audited and included in the Performance Statement.

Service	Indicator	2020-21 Actual	2021-22 Forecast	2022-23 Budget
Governance	Satisfaction	60	61	62

Service Performance Indicators

Service	Indicator	Performance Measure	Computation
Animal Management	Health and safety	Animal management prosecutions. (Percentage of animal management prosecutions which are successful)	Number of successful animal management prosecutions / Total number of animal management prosecutions
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities. (Number of visits to aquatic facilities per head of population)	Number of visits to aquatic facilities / Population
Food safety	Health and safety	Critical and major non-compliance outcome notifications. (Percentage of critical and major non-compliance outcome notifications that are followed up by Council)	[Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x100
Governance	Satisfaction	Satisfaction with Council decisions. (Community satisfaction rating out of 100 with how Council has performed in making decisions in the interest of the community)	Community satisfaction rating out of 100 with the performance of Council in making decisions in the interest of the community
Libraries	Participation	Active library borrowers. (Percentage of the population that are active library borrowers)	[The sum of the number of active library borrowers in the last 3 financial years / The sum of the population in the last 3 financial years] 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 financial year) / Number of children enrolled in the MCH service] x100

Service	Indicator	Performance Measure	Computation
Maternal and Child Health		Participation in the MCH service by Aboriginal children. (Percentage of Aboriginal children enrolled who participate in the MCH service)	[Number of Aboriginal children who attend the MCH service at least once (in the financial year) / Number of Aboriginal children enrolled in the MCH service] x100
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

Key Directions	Income \$'000	Expenditure \$'000	Net Cost \$'000
Opportunity and innovation	13	4,828	4,815
Neighbourhoods, housing and infrastructure	4,150	32,986	28,836
Natural environment and sustainability	10,656	32,708	22,052
Connection, resilience and wellbeing	28,506	51,404	22,898
Civic engagement and integrity	727	29,027	28,300
Total Net Cost of Activities and Initiatives	44,052	150,952	106,900
Non Attributable Expenditure			
Effective corporate governance			2,598
Depreciation			23,625
Amortisation - intangible assets			893
Amortisation - right of use assets			739
Capital projects - operational expenses			8,147
Borrowing costs			1,948
Finance costs - leases			39
Total Non Attributable Expenditure			37,989
Deficit before Funding Sources			144,889
Funding Sources			
Rates and charges			111,877
Garbage charges			17,942
Victoria Grants Commission (VGC) - grants - operating - recurrent			5,087
Interest			20
Developers' contributions			6,500
Grants - capital			3,478
Contributions and donations - capital			0
Contributions - non monetary assets			2,000
Net gain on disposal of property, infrastructure, plant & equipment			6,080
Total Funding Sources			152,984
Surplus / (Deficit) for the Year			8,096

3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2022-23 has been supplemented with projections to 2025-26.

This section includes the following financial statements prepared in accordance with the Local Government Act 2020 and the Local Government (Planning and Reporting) Regulations 2020.

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

3.1 Comprehensive Income Statement

For the four years ending 30 June 2026

	Notes	Forecast	Budget	Projections		
		2021-22 \$'000	2022-23 \$'000	2023-24 \$'000	2024-25 \$'000	2025-26 \$'000
INCOME						
Rates and charges	4.1.1	126,607	133,468	143,832	147,702	152,765
User fees	4.1.2	14,757	16,566	12,314	12,723	13,055
Statutory fees and fines	4.1.3	3,114	4,306	4,397	4,796	4,770
Grants - operating	4.1.4	26,960	21,924	24,817	25,053	25,501
Grants - capital	4.1.4	24,002	3,478	2,519	1,968	1,989
Contributions - monetary	4.1.5	11,564	8,313	9,308	8,827	8,916
Contributions - non-monetary	4.1.5	2,000	2,000	2,000	2,020	2,040
Other income	4.1.6	1,028	901	859	822	829
TOTAL INCOME		210,032	190,956	200,046	203,911	209,865
EXPENSES						
Employee costs	4.1.7	75,221	79,480	82,377	84,205	86,076
Materials and services	4.1.8	70,429	75,449	78,047	76,650	75,886
Contributions and donations	4.1.9	33,132	5,835	5,918	5,998	6,080
Depreciation	4.1.10	22,748	23,625	25,255	26,528	27,750
Amortisation - intangible assets	4.1.11	893	893	893	893	893
Amortisation - right of use assets	4.1.12	1,311	739	1,069	1,086	1,096
Borrowing costs		597	1,948	2,223	2,388	3,155
Finance costs - leases		69	39	56	57	58
Bad and doubtful debts		224	308	311	314	317
Net loss (gain) on disposal of property, infrastructure, plant and equipment		23,071	(6,080)	(7,133)	(5,761)	(7,461)
Other expense	4.1.13	686	624	638	650	661
TOTAL EXPENSES		228,381	182,860	189,654	193,008	194,511
SURPLUS / (DEFICIT) FOR THE YEAR		(18,349)	8,096	10,392	10,903	15,354
TOTAL COMPREHENSIVE RESULT		(18,349)	8,096	10,392	10,903	15,354
LESS						
Grants - capital - non recurrent		21,644	2,008	570	0	0
Contributions and donations - capital		3,965	0	500	0	0
Contributions - non-monetary		2,000	2,000	2,000	2,020	2,040
UNDERLYING SURPLUS (DEFICIT) FOR THE YEAR		(45,958)	4,088	7,322	8,883	13,314

3.2 Balance Sheet

For the four years ending 30 June 2026

	Notes	Forecast	Budget	Projections		
		2021-22 \$'000	2022-23 \$'000	2023-24 \$'000	2024-25 \$'000	2025-26 \$'000
CURRENT ASSETS						
Cash and cash equivalents		47,924	39,135	29,397	31,340	29,381
Other financial assets		0	0	0	0	0
Trade and other receivables		19,585	20,491	21,795	22,476	23,286
Other assets		1,295	1,318	1,344	1,378	1,412
Inventories		11	11	11	11	11
TOTAL CURRENT ASSETS	4.2.1	68,815	60,955	52,547	55,205	54,090
NON CURRENT ASSETS						
Investments in associates		3,074	3,074	3,074	3,074	3,074
Property, infrastructure, plant and equipment		2,003,127	2,047,916	2,070,465	2,097,763	2,113,997
Right-of-use assets	4.2.4	1,533	1,533	1,533	1,533	1,533
Intangible assets		1,371	1,371	1,371	1,371	1,371
TOTAL NON CURRENT ASSETS	4.2.1	2,009,105	2,053,894	2,076,443	2,103,741	2,119,975
TOTAL ASSETS		2,077,920	2,114,849	2,128,990	2,158,946	2,174,065
CURRENT LIABILITIES						
Trade and other payables		14,142	14,383	14,659	14,998	15,324
Trust funds and deposits		1,885	1,918	1,956	2,005	2,055
Provisions		19,505	20,004	20,516	21,041	21,580
Interest-bearing loans and borrowings	4.2.3	4,443	7,590	8,695	11,185	12,378
Lease liabilities	4.2.4	605	605	605	605	605
TOTAL CURRENT LIABILITIES	4.2.2	40,580	44,500	46,431	49,834	51,942
NON CURRENT LIABILITIES						
Provisions		3,640	3,672	3,706	3,740	3,775
Interest-bearing loans and borrowings	4.2.3	43,919	68,800	70,584	86,200	83,822
Lease liabilities	4.2.4	934	934	934	934	934
TOTAL NON CURRENT LIABILITIES	4.2.2	48,493	73,406	75,224	90,874	88,531
TOTAL LIABILITIES		89,073	117,906	121,655	140,708	140,473
NET ASSETS		1,988,847	1,996,943	2,007,335	2,018,238	2,033,592
EQUITY						
Accumulated surplus		695,879	714,809	725,616	739,940	756,644
Reserves		1,292,968	1,282,134	1,281,719	1,278,298	1,276,948
TOTAL EQUITY		1,988,847	1,996,943	2,007,335	2,018,238	2,033,592

3.3 Statement of Changes in Equity

For the four years ending 30 June 2026

	Notes	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2022 FORECAST					
BALANCE AT BEGINNING OF THE FINANCIAL YEAR		2,007,196	706,532	1,261,516	39,148
Surplus/(deficit) for the year		(18,349)	(18,349)	0	0
Net asset revaluation increment (decrement)		0	0	0	0
Transfer to other reserves		0	(13,920)	0	13,920
Transfer from other reserves		0	19,616	0	(19,616)
BALANCE AT END OF THE FINANCIAL YEAR		1,988,847	693,879	1,261,516	33,452
2023 BUDGET					
BALANCE AT BEGINNING OF THE FINANCIAL YEAR		1,988,847	693,879	1,261,516	33,452
Surplus/(deficit) for the year		8,096	8,096	0	0
Net asset revaluation increment (decrement)		0	0	0	0
Transfer to other reserves	4.3.1	0	(6,578)	0	6,578
Transfer from other reserves	4.3.1	0	19,412	0	(19,412)
BALANCE AT END OF THE FINANCIAL YEAR	4.3.2	1,996,943	714,809	1,261,516	20,618
2024					
BALANCE AT BEGINNING OF THE FINANCIAL YEAR		1,996,943	714,809	1,261,516	20,618
Surplus/(deficit) for the year		10,392	10,392	0	0
Net asset revaluation increment (decrement)		0	0	0	0
Transfer to other reserves		0	(7,079)	0	7,079
Transfer from other reserves		0	7,494	0	(7,494)
BALANCE AT END OF THE FINANCIAL YEAR		2,007,335	725,616	1,261,516	20,203
2025					
BALANCE AT BEGINNING OF THE FINANCIAL YEAR		2,007,335	725,616	1,261,516	20,203
Surplus/(deficit) for the year		10,903	10,903	0	0
Net asset revaluation increment (decrement)		0	0	0	0
Transfer to other reserves		0	(7,079)	0	7,079
Transfer from other reserves		0	10,500	0	(10,500)
BALANCE AT END OF THE FINANCIAL YEAR		2,018,238	739,940	1,261,516	16,782
2026					
BALANCE AT BEGINNING OF THE FINANCIAL YEAR		2,018,238	739,940	1,261,516	16,782
Surplus/(deficit) for the year		15,354	15,354	0	0
Net asset revaluation increment (decrement)		0	0	0	0
Transfer to other reserves		0	(7,150)	0	7,150
Transfer from other reserves		0	8,500	0	(8,500)
BALANCE AT END OF THE FINANCIAL YEAR		2,033,592	756,644	1,261,516	15,432

3.4 Statement of Cash Flows

For the four years ending 30 June 2026

	Notes	Forecast	Budget	Projections		
		2021-22	2022-23	2023-24	2024-25	2025-26
		\$'000	\$'000	\$'000	\$'000	\$'000
		Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
CASH FLOWS FROM OPERATING ACTIVITIES						
Rates and charges		126,274	132,838	142,815	147,323	152,268
User fees		17,683	16,373	12,113	12,512	12,836
Statutory fees and fines		4,368	4,223	4,311	4,706	4,676
Grants - operating		25,378	21,924	24,817	25,053	25,501
Grants - capital		13,927	3,478	2,519	1,968	1,989
Contributions - monetary		13,564	8,313	9,308	8,827	8,916
Interest received		16	20	20	20	20
Other receipts		1,012	881	839	802	809
Net movement in trust deposits		28	33	38	49	50
Employee costs		(74,703)	(78,949)	(81,832)	(83,646)	(85,502)
Materials and services		(74,908)	(75,533)	(78,098)	(76,633)	(75,863)
Contributions and donations		(33,132)	(5,835)	(5,918)	(5,998)	(6,080)
Short-term, low value and variable lease payments		(75)	(8)	(8)	(8)	(8)
Other payments		(611)	(616)	(630)	(642)	(653)
NET CASH PROVIDED BY / (USED IN) OPERATING ACTIVITIES	4.4.1	18,821	27,142	30,294	34,333	38,959
CASH FLOWS FROM INVESTING ACTIVITIES						
Proceeds from sale of property, infrastructure, plant and equipment		3,332	12,447	17,932	13,167	14,867
Payments for property, infrastructure, plant and equipment		(66,291)	(73,674)	(57,496)	(60,125)	(50,283)
Payments for investments		0	0	0	0	0
Proceeds from sale of investments		0	0	0	0	0
NET CASH PROVIDED BY / (USED IN) INVESTING ACTIVITIES	4.4.2	(62,959)	(61,227)	(39,564)	(46,958)	(35,416)
CASH FLOWS FROM FINANCING ACTIVITIES						
Finance costs		(518)	(1,954)	(2,232)	(2,395)	(3,163)
Proceeds from borrowings		50,000	34,312	10,480	26,800	10,000
Repayment of borrowings		(1,638)	(6,284)	(7,591)	(8,694)	(11,185)
Interest paid - lease liability		(69)	(39)	(56)	(57)	(58)
Repayment of lease liabilities		(1,311)	(739)	(1,069)	(1,086)	(1,096)
NET CASH PROVIDED BY / (USED IN) FINANCING ACTIVITIES	4.4.3	46,464	25,296	(468)	14,568	(5,502)
NET INCREASE (DECREASE) IN CASH HELD		2,326	(8,789)	(9,738)	1,943	(1,959)
Cash and cash equivalents at the beginning of the financial year		45,598	47,924	39,135	29,397	31,340
CASH AND CASH EQUIVALENTS AT END OF YEAR		47,924	39,135	29,397	31,340	29,381

3.5 Statement of Capital Works

For the four years ending 30 June 2026

	Notes	Forecast	Budget	Projections		
		2021-22 \$'000	2022-23 \$'000	2023-24 \$'000	2024-25 \$'000	2025-26 \$'000
PROPERTY						
Land and Buildings		33,997	20,909	10,180	11,425	10,120
TOTAL PROPERTY		33,997	20,909	10,180	11,425	10,120
PLANT AND EQUIPMENT						
Plant, machinery and equipment		2,707	1,976	862	1,576	1,654
Computers and telecommunications		3,325	6,713	6,846	6,475	5,692
Artworks		187	317	292	303	315
TOTAL PLANT AND EQUIPMENT		6,219	9,006	8,000	8,354	7,661
INFRASTRUCTURE						
Roads		10,007	9,229	11,584	14,501	14,666
Bridges		715	545	340	385	397
Footpaths and cycleways		5,370	4,358	5,151	6,258	5,064
Drainage		3,651	4,962	3,994	4,359	3,468
Recreational, leisure and community facilities		11,974	31,447	22,152	18,813	12,817
Off street car parks		1,294	968	1,987	1,768	905
Other infrastructure		416	402	4,251	2,088	675
TOTAL INFRASTRUCTURE		33,427	51,911	49,459	48,172	37,992
TOTAL CAPITAL WORKS EXPENDITURE	4.5.1	73,643	81,826	67,639	67,951	55,773
REPRESENTED BY						
Asset renewal		36,991	39,727	34,989	38,853	35,788
Asset upgrade		9,427	22,776	28,056	23,441	16,599
Asset new		23,123	12,443	3,733	5,592	3,131
Asset expansion		4,102	6,880	861	65	255
TOTAL CAPITAL WORKS EXPENDITURE	4.5.1	73,643	81,826	67,639	67,951	55,773
CAPITAL WORKS FUNDING SOURCE						
EXTERNAL						
Loan proceeds		25,000	34,312	10,480	26,800	10,000
Grants - capital		24,002	3,478	2,519	1,968	1,989
Contributions - capital		3,965	0	500	0	0
TOTAL EXTERNAL FUNDING		52,967	37,790	13,499	28,768	11,989
INTERNAL						
Proceeds from sale of fixed assets		1,260	12,447	17,932	13,167	14,867
Movement in reserve funds		15,678	14,555	7,494	10,500	8,500
Rate funding		3,738	17,034	28,714	15,516	20,417
TOTAL INTERNAL FUNDING		20,676	44,036	54,140	39,183	43,784
TOTAL CAPITAL WORKS FUNDING SOURCES	4.5.1	73,643	81,826	67,639	67,951	55,773
LESS OPERATING PROJECTS EXPENDITURE						
Operating Projects Expenditure		7,359	8,147	10,143	7,826	5,490
NET CAPITAL WORKS (CAPITALISED EXPENDITURE EXCLUDING OPERATING PROJECTS EXPENDITURE)		66,284	73,679	57,496	60,125	50,283

3.6 Statement of Human Resources

For the four years ending 30 June 2026

	Forecast	Budget	Projections		
	2021-22	2022-23	2023-24	2024-25	2025-26
	\$'000	\$'000	\$'000	\$'000	\$'000
	FTE	FTE	FTE	FTE	FTE
STAFF EXPENDITURE					
Employee costs - operating	75,221	79,480	82,377	84,205	86,076
Employee costs - capital	2,110	3,835	3,799	3,895	3,993
TOTAL STAFF EXPENDITURE	77,331	83,315	86,176	88,100	90,069
STAFF NUMBERS					
Full time equivalent (FTE) employees	723.87	744.06	762.14	760.64	760.64
TOTAL STAFF NUMBERS	723.87	744.06	762.14	760.64	760.64

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

	Budget 2022-23 \$'000	Comprises			
		Permanent			
		Full Time \$'000	Part Time \$'000	Casual \$'000	Temporary \$'000
DEPARTMENT					
CEO	3,172	2,874	296	0	2
City Centre	4,493	3,289	1,013	0	191
City Strategy and Integrity	17,546	14,017	3,179	84	266
Connected Communities	29,770	14,642	13,391	120	1,617
Infrastructure	16,222	14,960	359	10	893
People and Innovation	8,277	6,393	1,392	6	486
TOTAL PERMANENT STAFF EXPENDITURE	79,480	56,175	19,630	220	3,455
Capitalised labour costs	3,835				
TOTAL EXPENDITURE	83,315				

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

	Budget 2022-23 FTE	Comprises			
		Permanent			
		Full Time FTE	Part Time FTE	Casual FTE	Temporary FTE
DEPARTMENT					
CEO	21.28	18.00	3.28	0.00	0.00
City Centre	40.82	29.80	11.02	0.00	0.00
City Strategy and Integrity	153.26	113.95	37.27	0.84	1.20
Connected Communities	290.66	145.00	136.91	1.27	7.48
Infrastructure	172.16	162.00	3.73	0.11	6.32
People and Innovation	65.88	53.43	11.40	0.05	1.00
TOTAL PERMANENT STAFF FTE	744.06	522.18	203.61	2.27	16.00

3.7 Summary of Planned Human Resources Expenditure

For the four years ending 30 June 2026

	2022-23 \$'000	2023-24 \$'000	2024-25 \$'000	2025-26 \$'000
CEO				
Permanent - Full Time	2,874	2,897	2,972	3,049
Female	2,420	2,439	2,503	2,568
Male	454	457	469	481
Self-described gender	0	0	0	0
Permanent - Part Time	296	299	306	314
Female	262	265	271	279
Male	34	34	35	36
Self-described gender	0	0	0	0
Total CEO	3,170	3,195	3,278	3,364
City Centre				
Permanent - Full Time	3,290	3,371	3,457	3,545
Female	2,193	2,247	2,305	2,363
Male	1,097	1,124	1,152	1,182
Self-described gender	0	0	0	0
Permanent - Part Time	1,013	1,038	1,064	1,091
Female	1,013	1,038	1,064	1,091
Male	0	0	0	0
Self-described gender	0	0	0	0
Total City Centre	4,302	4,409	4,521	4,636
City Strategy and Integrity				
Permanent - Full Time	14,017	14,158	14,431	14,804
Female	6,833	6,902	7,035	7,217
Male	7,184	7,256	7,396	7,587
Self-described gender	0	0	0	0
Permanent - Part Time	3,179	3,211	3,273	3,357
Female	2,346	2,369	2,415	2,477
Male	833	841	858	880
Self-described gender	0	0	0	0
Total City Strategy and Integrity	17,195	17,368	17,704	18,161
Connected Communities				
Permanent - Full Time	14,643	15,690	16,002	16,261
Female	13,119	14,059	14,338	14,570
Male	1,524	1,631	1,664	1,691
Self-described gender	0	0	0	0
Permanent - Part Time	13,392	14,333	14,619	14,859
Female	13,055	13,972	14,251	14,485
Male	337	360	368	374
Self-described gender	0	0	0	0
Total Connected Communities	28,034	30,023	30,621	31,120

	2022-23 \$'000	2023-24 \$'000	2024-25 \$'000	2025-26 \$'000
Infrastructure				
Permanent - Full Time	14,960	15,310	15,710	16,120
Female	2,602	2,663	2,732	2,803
Male	12,359	12,647	12,977	13,316
Self-described gender	0	0	0	0
Permanent - Part Time	359	367	377	386
Female	343	351	360	369
Male	16	16	16	17
Self-described gender	0	0	0	0
Total Infrastructure	15,319	15,677	16,086	16,506
People and Innovation				
Permanent - Full Time	6,393	6,465	6,634	6,807
Female	4,262	4,310	4,423	4,538
Male	2,131	2,155	2,211	2,269
Self-described gender	0	0	0	0
Permanent - Part Time	1,392	1,408	1,444	1,482
Female	1,392	1,408	1,444	1,482
Male	0	0	0	0
Self-described gender	0	0	0	0
Total People and Innovation	7,785	7,873	8,078	8,289
Casuals, temporary and other expenditure	3,674	3,831	3,917	4,001
Capitalised labour costs	3,835	3,799	3,895	3,993
Total staff expenditure	83,315	86,176	88,100	90,069

	2022-23 FTE	2023-24 FTE	2024-25 FTE	2025-26 FTE
CEO				
Permanent - Full Time	18.00	18.00	18.00	18.00
Female	15.00	15.00	15.00	15.00
Male	3.00	3.00	3.00	3.00
Self-described gender	0	0	0	0
Permanent - Part Time	3.28	3.28	3.28	3.28
Female	2.90	2.90	2.90	2.90
Male	0.37	0.37	0.37	0.37
Self-described gender	0	0	0	0
Total CEO	21.28	21.28	21.28	21.28
City Centre				
Permanent - Full Time	30.00	31.00	31.00	31.00
Female	20.00	21.00	21.00	21.00
Male	10.00	10.00	10.00	10.00
Self-described gender	0	0	0	0
Permanent - Part Time	10.82	10.82	10.82	10.82
Female	10.82	10.82	10.82	10.82
Male	0	0	0	0
Self-described gender	0	0	0	0
Total City Centre	40.82	41.82	41.82	41.82

	2022-23 FTE	2023-24 FTE	2024-25 FTE	2025-26 FTE
City Strategy and Integrity				
Permanent - Full Time	114.00	118.00	118.00	118.00
Female	56.00	58.00	58.00	58.00
Male	58.00	60.00	60.00	60.00
Self-described gender	0	0	0	0
Permanent - Part Time	37.21	37.21	37.21	37.21
Female	27.46	27.46	27.46	27.46
Male	9.75	9.75	9.75	9.75
Self-described gender	0	0	0	0
Total City Strategy and Integrity	151.21	155.21	155.21	155.21
Connected Communities				
Permanent - Full Time	145.00	152.00	151.00	151.00
Female	130.00	136.00	135.00	135.00
Male	15.00	16.00	16.00	16.00
Self-described gender	0	0	0	0
Permanent - Part Time	136.91	136.99	136.49	136.49
Female	133.46	133.54	133.04	133.04
Male	3.44	3.44	3.44	3.44
Self-described gender	0	0	0	0
Total Connected Communities	281.91	288.99	287.49	287.49
Infrastructure				
Permanent - Full Time	162.00	166.00	166.00	166.00
Female	28.00	29.00	29.00	29.00
Male	134.00	137.00	137.00	137.00
Self-described gender	0	0	0	0
Permanent - Part Time	3.74	3.74	3.74	3.74
Female	3.57	3.57	3.74	3.74
Male	0.16	0.16	0	0
Self-described gender	0	0	0	0
Total Infrastructure	165.74	169.74	169.74	169.74
People and Innovation				
Permanent - Full Time	53.00	55.00	55.00	55.00
Female	35.00	37.00	37.00	37.00
Male	18.00	18.00	18.00	18.00
Self-described gender	0	0	0	0
Permanent - Part Time	11.83	11.83	11.83	11.83
Female	11.83	11.83	11.83	11.83
Male	0	0	0	0
Self-described gender	0	0	0	0
Total People and Innovation	64.83	66.83	66.83	66.83
Casuals, temporary and other expenditure	18.27	18.27	18.27	18.27
Total staff expenditure	744.06	762.14	760.64	760.64

4. Notes on the Financial Statements

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

4.1 Comprehensive Income Statement

4.1.1 Rates and charges

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

As per the Local Government Act 2020, Council is required to have a Revenue and Rating Plan which is a four year plan for how Council will generate income to deliver the Council Plan, program and services and capital works commitments over a four-year period.

In developing the Budget, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the financial planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2022-23 the FGRS cap has been set at 1.75%. 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 rate will increase by 1.75% in line with the rate cap.

Council's Residential Garbage Charge for the 2022-23 financial year 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 \$41 (15.95%) in line with the projected increase in costs.

This will raise total rates and charges for 2022-23 to \$133,468,537, exclusive of optional services.

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

	Forecast	Budget	Change	
	2021-22 \$'000	2022-23 \$'000	\$'000	%
General rates *	109,793	112,215	2,422	2.2%
Rate rebates	(1,161)	(1,175)	(14)	1.2%
Residential garbage charge	15,550	17,942	2,392	15.4%
Service rates and charges	2,030	3,649	1,619	79.8%
Supplementary rates and rate adjustments	250	250	0	0.0%
Interest on rates and charges	145	587	442	304.8%
Total rates and charges	126,607	133,468	6,861	5.4%

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

Interest on rates and charges 2022-23 Budget is higher than the 2021-22 due to the interest free period on rates coming to an end as of 1 April 2022.

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 2021-22 cents/\$CIV	Budget 2022-23 cents/\$CIV	Change %
Differential rate for Vacant Land or Derelict Land	0.51411	0.00000	(100.0%)
Differential rate for Vacant Land	0.00000	0.45921	100.0%
Differential rate for Derelict Land	0.00000	0.45921	100.0%
Differential rate for Retirement Village Land properties	0.12853	0.11480	(10.7%)
Differential rate for Commercial Land properties	0.42842	0.38268	(10.7%)
Differential rate for Industrial Land properties	0.45413	0.40564	(10.7%)
Differential rate for Residential Land properties	0.17137	0.15307	(10.7%)
Recreational Land rate for rateable recreational properties	0.17137	0.15307	(10.7%)

The differential rate for vacant land and derelict land have previously been combined, but have been split for the 2022-23 financial year.

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 2021-22 \$'000	Budget 2022-23 \$'000	Change \$'000	%
Rates				
Vacant Land or Derelict Land	1,414	0	(1,414)	(100.0%)
Vacant Land	0	1,574	1,574	100.0%
Derelict Land	0	10	10	100.0%
Retirement Village Land	1,079	1,017	(62)	(5.7%)
Commercial Land	14,138	12,168	(1,970)	(13.9%)
Industrial Land	18,004	17,737	(267)	(1.5%)
Residential Land	75,347	79,901	4,554	6.0%
Recreational Land Rate	61	58	(3)	(4.9%)
Total amount to be raised by general rates	110,043	112,465	2,422	2.2%

Total rates to be raised in the 2022-23 Budget includes Supplementary Rates of \$250,000. The total rates to be raised in the 2021-22 Forecast 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	Budget	Change	
	2021-22 Number	2022-23 Number	Number	%
Vacant Land or Derelict land	410	0	(410)	(100.0%)
Vacant Land	0	360	360	100.0%
Derelict Land	0	2	2	100.0%
Retirement Village Land	1,884	1,878	(6)	(0.3%)
Commercial Land	2,529	2,534	5	0.2%
Industrial Land	3,672	3,675	3	0.1%
Residential Land	59,805	60,301	496	0.8%
Recreational Land Rate	7	7	0	0.0%
Total number of assessments	68,307	68,757	450	0.7%

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	
	2021-22 \$'000	2022-23 \$'000	\$'000	%
Vacant Land or Derelict Land	313,105	0	(313,105)	(100.0%)
Vacant Land	0	342,710	342,710	100.0%
Derelict Land	0	2,185	2,185	100.0%
Retirement Village Land	841,550	885,825	44,275	5.3%
Commercial Land	3,242,365	3,179,631	(62,734)	(1.9%)
Industrial Land	3,954,290	4,372,795	418,505	10.6%
Residential Land	43,696,871	52,035,968	8,339,097	19.1%
Recreational Land Rate	35,625	37,850	2,225	6.2%
Total value of land	52,083,806	60,856,964	8,773,158	16.8%

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 2021-22 \$	Property 2022-23 \$	\$	%
Residential Garbage Charge	257	298	41	16.0%
Garbage Surcharge – 120 Litre Bin	54	96	42	77.8%
Additional Household Bins	289	431	142	49.1%
Optional Household Green Waste Bin	95	100	5	5.3%
Additional Recycle Bin	84	117	33	39.3%
Additional Recycle Bin - Industrial / Commercial	159	125	(34)	(21.4%)
Optional Industrial / Commercial Garbage, Daily Service	1,651	1,970	319	19.3%
Optional Industrial / Commercial Garbage, Weekly Service	478	516	38	7.9%
Waste Management and Recycling for Non Rateable Properties – Daily Service (240 Litre Bin)	1,294	1,894	600	46.4%
Waste Management and Recycling for Non Rateable Properties – Weekly Service (240 Litre Bin)	257	400	143	55.6%
Waste Management and Recycling for Non Rateable Properties – Weekly Service (120 Litre Bin)	217	294	77	35.5%
<i>Dorset Square</i>				
– Annual Waste Charge, office based premises	336	356	20	6.0%
– Annual Waste Charge, retail based premises	999	1,059	60	6.0%
– Annual Waste Charge, food based premises less than 200 square metres floor area.	2,994	3,174	180	6.0%
– Annual Waste Charge, food based premises greater than 200 square metres floor area.	6,982	7,401	419	6.0%
Additional Hard Waste Service	115	115	0	0.0%

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	
	2021-22 \$	2022-23 \$	\$	%
Residential Garbage Charge	15,550,000	17,942,169	2,392,169	15.4%
Garbage Surcharge – 120 Litre Bin	2,029,644	3,649,350	1,619,706	79.8%
Additional Household Bins	360,000	566,145	206,145	57.3%
Optional Household Green Waste Bin	4,300,000	4,444,413	144,413	3.4%
Additional Recycle Bin	90,072	132,028	41,956	46.6%
Optional Industrial / Commercial Garbage Service	1,440,573	1,493,934	53,361	3.7%
Non Rateable Properties	80,485	81,089	604	0.8%
<i>Dorset Square:</i>				
Office based premises	5,376	5,696	320	6.0%
Retail based premises	12,380	12,144	(236)	(1.9%)
Food based premises less than 200 square metres floor area	11,976	12,696	720	6.0%
Food based premises greater than 200 square metres	13,964	14,802	838	6.0%
Total	23,894,470	28,354,466	4,459,996	18.7%

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

	Forecast 2021-22 \$'000	Budget 2022-23 \$'000	Change	
			\$'000	%
Total General Rates to be Raised				
- Refer item 4.1.1(c)	110,043	112,465	2,422	2.2%
Total Service Charges and Service Rates to be Raised				
- Refer item 4.1.1(h)	23,894	28,354	4,460	18.7%
Total rates and charges	133,937	140,819	6,882	5.1%

4.1.1 (j) Fair Go Rates System Compliance

Knox City Council is fully compliant with the State Government’s Fair Go Rates System (FGRS). The table below details the budget assumptions consistent with the requirements of the Fair Go Rates System.

	2021-22	2022-23
Total Rates	\$ 107,866,329	\$ 110,285,463
Number of Rateable Properties	68,307	68,757
Base Average Rate	\$ 1,579.14	\$ 1,603.99
Maximum Rate Increase (set by the State Government)	1.50%	1.75%
Capped Average Rate	\$ 1,602.83	\$ 1,632.06
Maximum General Rates and Municipal Charges Revenue	\$ 109,484,324	\$ 112,215,459
Revenue	\$ 109,234,324	\$ 112,215,459
Budgeted Supplementary Rates	\$ 250,000	\$ 250,000
Budgeted Total Rates and Municipal Charges Revenue	\$ 109,484,324	\$ 112,465,459

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 (2022-23: estimated \$250,000 and 2021-22: \$250,000)
- The variation of returned levels of value (e.g. valuation appeals)
- Changes of use of land such that rateable land becomes non-rateable land and vice versa
- Changes of use of land such that residential land becomes business land and vice versa.

4.1.1 (I) Differential rates

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

- A general rate of 0.45921% (0.45921 cents in the dollar of capital improved value) for all rateable Vacant Land; and
- A general rate of 0.45921% (0.45921 cents in the dollar of capital improved value) for all rateable Derelict Land; and
- A general rate of 0.11480% (0.11480 cents in the dollar of capital improved value) for all rateable Retirement Village Land; and
- A general rate of 0.15307% (0.15307 cents in the dollar of capital improved value) for all rateable Recreational Land; and
- A general rate of 0.40564% for (0.40564 cents in the dollar of capital improved value) rateable Industrial Land; and
- A general rate of 0.38268% (0.38268 cents in the dollar of capital improved value) for all rateable Commercial Land; and
- A general rate of 0.15307% (0.15307 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

Definition/Characteristics

Any land on which there is no building.

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.

Derelict Land

Definition/Characteristics

Any land that 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.

An owner or occupier of land must not cause or allow that land to be kept in a manner which is or is likely to constitute a danger to health or property.

An owner or occupier of land must not cause or allow that land to be kept in a manner which is unsightly or detrimental to the general amenity of the neighborhood in which it is located.

An owner or occupier of land must not cause or allow that land to be used in a manner so as to be detrimental to the amenity of the immediate area.

Dilapidated buildings

An owner or occupier of land:

- a) must not allow a building located on that private land to:
 - i. become dilapidated; or
 - ii. become dilapidated further; and
- b) must not fail to maintain any building on that private land in a state of good repair.

The owner or occupier of land on which there is a vacant dilapidated building must take all reasonable steps to secure the land from authorised access.

For the purposes of sub-clause (a), a building is dilapidated if it is in a state of disrepair or has deteriorated or fallen into a state of partial ruin as a result of age, neglect, poor maintenance or misuse.

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. Promote the property be maintained in a manner that does not constitute a danger to health or property or is detrimental to the general amenity of the neighborhood or immediate area.
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	
	2021-22 \$'000	2022-23 \$'000	\$'000	%
Waste management services	6,355	6,813	458	7.2%
Child care/children's programs	2,933	3,848	915	31.2%
Registration and other permits	2,257	2,260	3	0.1%
Leisure centre and recreation	781	1,066	285	36.5%
Building services	720	889	169	23.5%
Aged and health services	516	571	55	10.7%
Other fees and charges	1,195	1,119	(76)	(6.4%)
Total user fees	14,757	16,566	1,809	12.3%

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, kindergartens, recreational facilities and home care, and garbage charges for optional services. User fees are budgeted to increase by 12.3% on the current year forecast.

The user fees in the current year forecast have been impacted by COVID-19, in particular due to the closure of Community facilities during the pandemic, and the waiving of fees for not-for-profit organisations and other leisure groups. The decrease in parent fees for Council's early year hubs and kindergartens was offset by an increase in Government grants received.

4.1.3 Statutory fees and fines

	Forecast	Budget	Change	
	2021-22 \$'000	2022-23 \$'000	\$'000	%
Permits	2,305	2,329	24	1.0%
Infringements and costs	540	1,632	1,092	202.2%
Town planning fees	156	212	56	35.9%
Land information certificates	111	112	1	0.9%
Court recoveries	0	20	20	0.0%
Other statutory fees and fines	2	1	(1)	(50.0%)
Total statutory fees and fines	3,114	4,306	1,192	38.3%

Statutory fees and fines relate mainly to fees and fines levied in accordance with legislation and include statutory 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 increase by 38.3% on the current year forecast due to an expected increase in infringements and related costs.

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

4.1.4 Grants

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

	Forecast 2021-22 \$'000	Budget 2022-23 \$'000	Change	
			\$'000	%
Grants were received in respect of the following:				
Summary of grants				
Commonwealth funded grants	26,084	12,820	(13,264)	(50.9%)
State funded grants	24,878	12,582	(12,296)	(49.4%)
Total grants received	50,962	25,402	(25,560)	(50.2%)
(a) Operating grants				
Recurrent - Commonwealth Government				
Victoria Grants Commission	8,023	5,087	(2,936)	(36.6%)
Family and children - early years hubs	3,673	4,476	803	21.9%
General home care	915	929	14	1.5%
Aged care	147	150	3	2.0%
Recurrent - State Government				
Family and children - kindergarten	5,634	6,550	916	16.3%
Family and children - maternal and child health	2,001	1,803	(198)	(9.9%)
General home care	794	806	12	1.5%
School crossing supervisors	679	740	61	9.0%
Family and children - early years hubs	695	655	(40)	(5.8%)
Family and children - youth services	295	266	(29)	(9.8%)
Community health	138	141	3	2.2%
Aged care	12	6	(6)	(50.0%)
Arts and cultural	9	0	(9)	(100.0%)
Other	335	235	(100)	(29.9%)
Total recurrent operating grants	23,350	21,844	(1,506)	(6.4%)
Non-recurrent - Commonwealth Government				
Community health	93	50	(43)	(46.2%)
Other	14	0	(14)	(100.0%)
Non-recurrent - State Government				
Community safety	167	10	(157)	(94.0%)
Economic development	1,227	0	(1,227)	(100.0%)
Family and children - kindergarten	912	0	(912)	(100.0%)
Family and children - early years hubs	563	0	(563)	(100.0%)
Arts and cultural	380	0	(380)	(100.0%)
Recreational, leisure and community facilities	53	0	(53)	(100.0%)
Community health	30	0	(30)	(100.0%)
Aged care	22	0	(22)	(100.0%)
General home care	10	0	(10)	(100.0%)
Other	139	20	(119)	(85.6%)
Total non-recurrent operating grants	3,610	80	(3,530)	(97.8%)
Total operating grants	26,960	21,924	(5,036)	(18.7%)

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 decrease by 18.7% or \$5.036 million compared to 2021-22 forecast. Grants received in 2021-22 related to COVID-19 include \$1.255 million received for the kindergarten and child care services and \$0.751 million received for the outdoor dining program, while a portion of the Victoria Grants Commission 2022-23 funding has been received in advance, leading to a \$2.936 million decrease for this grant in 2022-23.

	Forecast 2021-22 \$'000	Budget 2022-23 \$'000	Change	
			\$'000	%
(b) Capital grants				
Recurrent - Commonwealth Government				
Roads to recovery	733	740	7	1.0%
Victoria Grants Commission - local roads	1,625	730	(895)	(55.1%)
Recurrent - State Government				
Recreational, leisure and community facilities	8,837	1,250	(7,587)	(85.9%)
Total recurrent capital grants	11,195	2,720	(8,475)	(75.7%)
Non-recurrent - Commonwealth Government				
Recreational, leisure and community facilities	3,621	425	(3,196)	(88.3%)
Buildings	3,786	233	(3,553)	(93.8%)
Roads and bridges	1,549	0	(1,549)	(100.0%)
Footpaths and cycleways	1,245	0	(1,245)	(100.0%)
Drainage	660	0	(660)	(100.0%)
Non-recurrent - State Government				
Recreational, leisure and community facilities	284	100	(184)	(64.8%)
Roads and bridges	810	0	(810)	(100.0%)
Buildings	492	0	(492)	(100.0%)
Footpaths and cycleways	245	0	(245)	(100.0%)
Drainage	115	0	(115)	(100.0%)
Total non-recurrent capital grants	12,807	758	(12,049)	(94.1%)
Total capital grants	24,002	3,478	(20,524)	(85.5%)
Total grants	50,962	25,402	(25,560)	(50.2%)

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 85.5% or \$20.524 million compared to 2021-22 forecast. The 2021-22 forecast includes \$10.075 million received in the previous financial year but treated as unearned income at year-end. Capital grants are not budgeted for unless an agreement is in place at the time of preparation of the budget.

Refer to section 4.5 'Capital works program' for a more detailed analysis of the grants and contributions expected to be received during the 2022-23 financial year.

4.1.5 Contributions

	Forecast 2021-22 \$'000	Budget 2022-23 \$'000	Change	
			\$'000	%
Monetary	11,564	8,313	(3,251)	(28.1%)
Non-monetary	2,000	2,000	0	0.0%
Total contributions	13,564	10,313	(3,251)	(24.0%)

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 24.0% on the current year forecast. The 2021-22 forecast includes \$3.965 million for non-recurring capital project contributions.

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 2021-22 \$'000	Budget 2022-23 \$'000	Change	
			\$'000	%
Rent	453	579	126	27.8%
Reimbursements	484	211	(273)	(56.4%)
Interest	16	20	4	25.0%
Other	75	91	16	21.3%
Total other income	1,028	901	(127)	(12.4%)

Other income relates to a range of items such as interest, rental income, cost recovery and other miscellaneous income items.

4.1.7 Employee costs

	Forecast 2021-22 \$'000	Budget 2022-23 \$'000	Change	
			\$'000	%
Wages and salaries	55,724	59,283	3,559	6.4%
Annual leave and long service leave	8,311	9,157	846	10.2%
Superannuation	6,186	6,873	687	11.1%
Agency staff	3,193	1,786	(1,407)	(44.1%)
WorkCover	1,567	2,131	564	36.0%
Fringe benefits tax	240	250	10	4.2%
Total employee costs	75,221	79,480	4,259	5.7%

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 5.7% on the current year forecast. A driver for the decreased forecast for wages and salaries in 2021/22 relates to some positions being vacant during the financial year. In 2022/23 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, and the increase in the superannuation guarantee rate from 10.00% to 10.50%. The superannuation guarantee rate will increase 0.50% per year, until it reaches 12.00% in 2025-26.

4.1.8 Materials and services

	Forecast	Budget	Change	
	2021-22 \$'000	2022-23 \$'000	\$'000	%
Contract payments				
Waste Management	20,704	24,399	3,695	17.8%
Operating Projects Expenditure	7,352	8,152	800	10.9%
Operations Maintenance	7,192	7,685	493	6.9%
Active Ageing & Disability	1,294	1,325	31	2.4%
Corporate Services	903	777	(126)	(14.0%)
People & Culture	670	645	(25)	(3.7%)
Arts & Cultural Services	681	588	(93)	(13.7%)
Community Law	443	529	86	19.4%
Other	4,144	2,401	(1,743)	(42.1%)
Administration costs	7,975	8,492	517	6.5%
Information technology	2,953	3,159	206	7.0%
Consultants	3,503	3,499	(4)	(0.1%)
Utilities	3,212	3,299	87	2.7%
Consumable materials and equipment	3,756	4,536	780	20.8%
Insurance	1,910	2,160	250	13.1%
Building maintenance	1,731	1,808	77	4.4%
Finance and legal costs	1,148	1,096	(52)	(4.5%)
General maintenance	858	899	41	4.8%
Total materials and services	70,429	75,449	5,020	7.1%

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 increase by 7.1% on the current year forecast.

Contract payments includes capital expenditure which is operational in nature. This is budgeted to increase by \$0.800 million on the current year forecast due to the capital projects being undertaken (including capital works to be carried forward to 2022-23).

Consumable materials and equipment includes computer hardware and software totalling \$1.150 million that has been moved from the Capital Works Program from 2022-23.

4.1.9 Contributions and donations

	Forecast	Budget	Change	
	2021-22 \$'000	2022-23 \$'000	\$'000	%
Contribution to the Eastern Regional Libraries Corporation	4,344	4,410	66	1.5%
Community support payments	1,788	1,425	(363)	(20.3%)
Knox Regional Sports Park	27,000	0	(27,000)	(100.0%)
Total contributions and donations	33,132	5,835	(27,297)	(82.4%)

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. The 2021-22 forecast includes Council's one-off contribution towards the Knox Regional Sports Park project.

4.1.10 Depreciation

	Forecast 2021-22 \$'000	Budget 2022-23 \$'000	Change	
			\$'000	%
Property	4,875	4,735	(140)	(2.9%)
Plant and equipment	1,736	2,048	312	18.0%
Infrastructure	16,137	16,842	705	4.4%
Total depreciation	22,748	23,625	877	3.9%

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 3.9% on the current year forecast. This increase is due to the forecast completion of the 2021-22 capital works program and the full year effect of depreciation on the 2021-22 capital works program.

Refer to section 4.5 'Capital works program' for a more detailed analysis of Council's capital works program for the 2022-23 financial year.

4.1.11 Amortisation – Intangible assets

	Forecast 2021-22 \$'000	Budget 2022-23 \$'000	Change	
			\$'000	%
Intangible assets	893	893	0	0.0%
Total amortisation - intangible assets	893	893	0	0.0%

Amortisation is an accounting measure which attempts to allocate the value of an intangible asset over its useful life. Council's intangible assets is software. Amortisation of intangible assets is budgeted to be consistent with the current year forecast.

4.1.12 Amortisation – Right of use assets

	Forecast 2021-22 \$'000	Budget 2022-23 \$'000	Change	
			\$'000	%
Right of use assets	1,311	739	(572)	(43.6%)
Total amortisation - right of use assets	1,311	739	(572)	(43.6%)

Commencing for the 2019-20 financial year, the implementation of AASB 16 Leases requires most operating leases to be recognised on the balance sheet, including the creation of a right of use asset. Similar to intangible assets, right of use assets are amortised over the life of the lease.

4.1.13 Other expenses

	Forecast 2021-22 \$'000	Budget 2022-23 \$'000	Change	
			\$'000	%
Councillors allowances	418	407	(11)	(2.6%)
Auditor's remuneration - internal	150	155	5	3.3%
Auditor's remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals	63	62	(1)	(1.6%)
Operating lease rentals - short term, low value	55	0	(55)	(100.0%)
Total other expenses	686	624	(62)	(9.0%)

Other expenses relate to a range of unclassified items including Councillor allowances, audits and low value lease expenses. Other expenses are budgeted to decrease by 9.0% on the current year forecast.

4.2 Balance Sheet

4.2.1 Assets

	Forecast 2021-22 \$'000	Budget 2022-23 \$'000	Change	
			\$'000	%
CURRENT ASSETS				
Cash and cash equivalents	47,924	39,135	(8,789)	(18.3%)
Other financial assets	0	0	0	0.0%
Trade and other receivables	19,585	20,491	906	4.6%
Other assets	1,295	1,318	23	1.8%
Inventories	11	11	0	0.0%
TOTAL CURRENT ASSETS	68,815	60,955	(7,860)	(11.4%)
NON CURRENT ASSETS				
Investments in associates	3,074	3,074	0	0.0%
Property, infrastructure, plant and equipment	2,003,127	2,047,916	44,789	2.2%
Right-of-use assets	1,533	1,533	0	0.0%
Intangible assets	1,371	1,371	0	0.0%
TOTAL NON CURRENT ASSETS	2,009,105	2,053,894	44,789	2.2%
TOTAL ASSETS	2,077,920	2,114,849	36,929	1.8%

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 \$8.789 million during 2022-23 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 4.6% on the current year forecast.

Other assets include 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 \$44.789 million increase in this balance is attributable to the anticipated capitalisation of the budgeted capital works program of \$81.826 million and the contribution of non-monetary assets of \$2.000 million. This is offset by \$24.518 million in depreciation and amortisation expense, \$8.147 million in capital expenditure deemed to be operational in nature, and the disposal of \$6.367 million of non-current assets through the sale of property, plant and equipment. The majority of the disposal of non-current assets is the transfer of the Knox Regional Sports Park assets to the State Government.

The implementation of AASB 16 Leases requires most operating leases to be recognised on the balance sheet as a right of use asset. Council's right of use assets primarily relate to property and information technology leases.

4.2.2 Liabilities

	Forecast 2021-22 \$'000	Budget 2022-23 \$'000	Change	
			\$'000	%
CURRENT LIABILITIES				
Trade and other payables	14,142	14,383	241	1.7%
Trust funds and deposits	1,885	1,918	33	1.8%
Provisions	19,505	20,004	499	2.6%
Interest-bearing loans and borrowings	4,443	7,590	3,147	70.8%
Lease liabilities	605	605	0	0.0%
TOTAL CURRENT LIABILITIES	40,580	44,500	3,920	9.7%
NON CURRENT LIABILITIES				
Provisions	3,640	3,672	32	0.9%
Interest-bearing loans and borrowings	43,919	68,800	24,881	56.7%
Lease liabilities	934	934	0	0.0%
TOTAL NON CURRENT LIABILITIES	48,493	73,406	24,913	51.4%
TOTAL LIABILITIES	89,073	117,906	28,833	32.4%

Trade and other payables are those to whom Council owes money as at 30 June. Trade and other payables are budgeted to increase by 1.7% 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 1.8% 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 2.2% 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.

The implementation of *AASB 16 Leases* requires most operating leases to be recognised on the balance sheet as a lease liability. The lease liability is split between lease liabilities expected to be repaid within the next twelve months and those expected to be repaid beyond the next year.

4.2.3 Borrowings

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

	Forecast 2021-22 \$'000	Budget 2022-23 \$'000
Amount borrowed as at 30 June of the prior year	0	48,362
Amount proposed to be borrowed	50,000	34,312
Amount projected to be redeemed	1,638	6,284
Amount of borrowings as at 30 June	48,362	76,390

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.

4.2.4 Leases by category

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

	Forecast 2021-22 \$'000	Budget 2022-23 \$'000
RIGHT-OF-USE ASSETS		
Property	662	662
Computers and telecommunications	806	806
Plant and Equipment	65	65
TOTAL RIGHT-OF-USE ASSETS	1,533	1,533
LEASE LIABILITIES		
Current lease liabilities		
Property	179	179
Computers and telecommunications	410	410
Plant and Equipment	16	16
Total current lease liabilities	605	605
Non-current lease liabilities		
Property	491	491
Computers and telecommunications	392	392
Plant and Equipment	51	51
Non-current lease liabilities	934	934
TOTAL LEASE LIABILITIES	1,539	1,539

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	635	0	0	635
Open Space	13,025	6,500	6,500	13,025
Total Statutory Reserves	13,660	6,500	6,500	13,660
Discretionary Reserves				
Aged Care Reserve	3,317	0	69	3,248
Basketball Stadium infrastructure	100	0	0	100
Blue Hills Reserve	3	0	0	3
City Futures	247	0	0	247
Knox Regional Sports Park - Football Renewal	0	0	0	0
Library Reserve	2,000	0	0	2,000
Mountain Gate Reserve	140	0	0	140
Revegetation Net Gain	11	50	0	61
Revolving Energy Fund	37	0	0	37
Scoresby Recreational Reserve	171	28	0	199
Stamford Park Project	7,923	0	7,000	923
State Basketball Centre Asset Renewal	0	0	0	0
Unexpended Grants Reserve	5,843	0	5,843	0
Total Discretionary Reserves	19,792	78	12,912	6,958
Total Reserves	33,452	6,578	19,412	20,618

Statutory reserves must be applied for specified statutory purposes in accordance with various legislative and contractual requirements. Whilst these funds can 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.

Library reserve

The purpose of this reserve is for major capital expenditure for acquiring, refurbishing or redeveloping library premises as standalone premises or as part of community hubs for Knox Library branches.

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).

Unexpended grants reserve (Victoria Grants Commission)

The purpose of this reserve is to quarantine early payment of Victoria Grants Commission General Purpose and Local Roads Federal Grant funding for use in the following year.

4.3.2 Equity

	Forecast 2021-22 \$'000	Budget 2022-23 \$'000	Change	
			\$'000	%
EQUITY				
Accumulated surplus	695,879	714,809	18,930	2.7%
Reserves	1,292,968	1,282,134	(10,834)	(0.8%)
TOTAL EQUITY	1,988,847	1,996,943	8,096	0.4%

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. \$8.096 million of the \$20.930 million increase in accumulated surplus results directly from the surplus for the year. An amount of \$12.834 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 \$8.096 million results directly from the 2022-23 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	
	2021-22 \$'000	2022-23 \$'000	\$'000	%
Cash flow from operating activities				
Rates and charges	126,274	132,838	6,564	5.2%
User fees	17,683	16,373	(1,310)	(7.4%)
Statutory fees and fines	4,368	4,223	(145)	(3.3%)
Grants - operating	25,378	21,924	(3,454)	(13.6%)
Grants - capital	13,927	3,478	(10,449)	(75.0%)
Contributions - monetary	13,564	8,313	(5,251)	(38.7%)
Interest received	16	20	4	25.0%
Other receipts	1,012	881	(131)	(12.9%)
Net movement in trust deposits	28	33	5	17.9%
Employee costs	(74,703)	(78,949)	(4,246)	5.7%
Materials and services	(74,908)	(75,533)	(625)	0.8%
Contributions and donations	(33,132)	(5,835)	27,297	(82.4%)
Short-term, low value and variable lease payments	(75)	(8)	67	(89.3%)
Other payments	(611)	(616)	(5)	0.8%
Net cash provided by operating activities	18,821	27,142	8,321	44.2%

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 2022-23 budgeted capital grants income is budgeted to decrease by \$10.449 million. This is due to specific funding for some large capital works projects in 2021-22. Capital grants are not budgeted unless there is confirmation that the funds will be received. Refer to section 4.5 'Capital works program' for a more detailed analysis of Council's capital works program for the 2022-23 financial year.

The 2022-23 operating grants income is budgeted to decrease by \$3.454 million on the 2021-22 forecast. This is mainly due to the operating grants received in 2021-22 related to COVID-19 including \$1.255 million received for the kindergarten and child care services and \$0.751 million received for the outdoor dining program, while a portion of the Victoria Grants Commission 2022-23 funding has been received in advance, leading to a \$2.936 million decrease for this grant in 2022-23.

The 2021-22 forecast monetary contributions received includes \$3.965 million for non-recurring capital project contributions, while the forecast contributions and donations payments includes Council's \$27.000 million contribution towards the Knox Regional Sports Park project.

Materials and services are budgeted to increase by \$0.625 million. Included in materials and services is capital expenditure which is operational in nature. This expenditure is budgeted to increase by \$0.800 million on the current year forecast due to capital projects being undertaken (including capital works to be carried forward to 2022-23). Materials and services also includes \$24.399 million for waste management. This is an increase of \$3.695 million on the current year forecast.

4.4.2 Net cash flows provided by/used in investing activities

Description	Forecast	Budget	Change	
	2021-22 \$'000	2022-23 \$'000	\$'000	%
Cash flow from investing activities				
Proceeds from sale of property, infrastructure, plant and equipment	3,332	12,447	9,115	273.6%
Payments for property, infrastructure, plant and equipment	(66,291)	(73,674)	(7,383)	11.1%
Payments for investments	0	0	0	0.0%
Proceeds from sale of investments	0	0	0	0.0%
Net cash used in investing activities	(62,959)	(61,227)	1,732	(2.8%)

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 decrease in net cash outflows from investing activities is due to a \$7.383 million increase in payments for property, infrastructure, plant and equipment, offset by a \$9.115 million increase in proceeds from the sale of property, infrastructure, plant and equipment.

4.4.3 Net cash flows provided by/used in financing activities

Description	Forecast	Budget	Change	
	2021-22 \$'000	2022-23 \$'000	\$'000	%
Cash flow from financing activities				
Finance costs	(518)	(1,954)	(1,436)	277.2%
Proceeds from borrowings	50,000	34,312	(15,688)	(31.4%)
Repayment of borrowings	(1,638)	(6,284)	(4,646)	283.6%
Interest paid - lease liability	(69)	(39)	30	(43.5%)
Repayment of lease liabilities	(1,311)	(739)	572	(43.6%)
Net cash used in financing activities	46,464	25,296	(21,168)	(45.6%)

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 2022-23 budget includes new borrowings of \$34.312 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 2022-23 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	Budget	Change	
	2021-22 \$'000	2022-23 \$'000	\$'000	%
Property	33,997	20,909	(13,088)	(38.5%)
Plant and equipment	6,219	9,006	2,787	44.8%
Infrastructure	33,427	51,911	18,484	55.3%
Total contributions	73,643	81,826	8,183	11.1%

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
Property	20,909	6,621	4,918	2,526	6,844	233	0	6,364	14,312
Plant and equipment	9,006	585	6,962	1,433	26	0	0	9,006	0
Infrastructure	51,911	5,237	27,847	18,817	10	3,245	0	28,666	20,000
Total	81,826	12,443	39,727	22,776	6,880	3,478	0	44,036	34,312

* 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	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
Property Buildings	11,837	60	4,918	1,750	5,109	233	0	5,292	6,312
Modular Building Program (Modern Construction System)	60	60	0	0	0				
Replacements of components for all Council owned buildings based on Building Asset Management Systems	4,798	0	4,798	0	0				
Knox Regional Netball Centre - Court Renewals	100	0	100	0	0				
Knox Community Art Centre - Theatre Equipment Renewal	20	0	20	0	0				
Boronia Precinct Planning	650	0	0	650	0				
Knox Community Art Centre - Seating Bank Upgrade	200	0	0	200	0				
Energy Retrofits in Community Buildings	150	0	0	150	0				
Upgrades to Early Years Facilities	100	0	0	100	0				
Early Years Facility Emergency Warning System	100	0	0	100	0				
Solar panels in Community Facilities	100	0	0	100	0				
Installation of Electronic Entry System	60	0	0	60	0				
Community Facilities Signage - Upgrades	60	0	0	60	0				
Rowville Community Centre - Yard Upgrade	55	0	0	55	0				
Community Toilet Replacement Program	50	0	0	50	0				
Facility Upgrades as per Buildings Asset Management Plan	50	0	0	50	0				
Park Ridge Reserve - Pavilion Refurbishment	50	0	0	50	0				
Ambleside Park Masterplan	45	0	0	45	0				
Kitchen Retrofitting Program at sports pavilions	25	0	0	25	0				
The Basin Community House - Kitchen Upgrade	25	0	0	25	0				
Rowville Recreation Reserve - DDA and Baby Change Facilities Upgrade (Design)	20	0	0	20	0				
F W Kerr Preschool - External Upgrade (Scoping)	10	0	0	10	0				
Fairpark Reserve - Pavilion Upgrade	4,926	0	0	0	4,926				
Liberty Avenue Kindergarten - Verandah Extension	100	0	0	0	100				
Billoo Kindergarten - Storage & Verandah Extension (Design)	60	0	0	0	60				
Rosa Benedikt Coomunity Centre - Minor Upgrade	23	0	0	0	23				
Total Property	11,837	60	4,918	1,750	5,109	233	0	5,292	6,312

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrow-ings \$'000
Plant and Equipment									
Plant, machinery and equipment	1,144	0	1,144	0	0	0	0	1,144	0
Plant and machinery replacement program	1,144	0	1,144	0	0				
Computers and telecommunications	2,962	268	1,235	1,433	26	0	0	2,962	0
Artworks	200	200	0	0	0	0	0	200	0
Public Art Project	200	200	0	0	0				
Total Plant and Equipment	4,306	468	2,379	1,433	26	0	0	4,306	0
Infrastructure									
Roads	9,074	0	8,339	735	0	1,470	0	7,604	0
Road Surface Renewal Program across multiple locations within Knox	4,734	0	4,734	0	0				
Avalon Road, Rowville	835	0	835	0	0				
Mountain Gate Drive - Ferntree Gully	615	0	615	0	0				
High Risk Road Failure Program	400	0	400	0	0				
Mossfield Avenue, Ferntree Gully	375	0	375	0	0				
Studfield Shops, Rear Laneway, Wantirna South	375	0	375	0	0				
Adele Avenue, Ferntree Gully	370	0	370	0	0				
Industrial Road Renewal Program across multiple locations within Knox	200	0	200	0	0				
Marlborough Road, Bayswater	160	0	160	0	0				
Rickards Avenue, Knoxfield (Design)	90	0	90	0	0				
Chandler Road, Boronia (Design)	48	0	48	0	0				
Harley Street North, Knoxfield (Design)	35	0	35	0	0				
Harley Street, Knoxfield (Design)	34	0	34	0	0				
Allister Close, Knoxfield (Design)	33	0	33	0	0				
Essex Court, Bayswater (Design)	20	0	20	0	0				
The Haven, Ferntree Gully (Design)	15	0	15	0	0				
Knox Central - Road & Infrastructure Planning (Design)	300	0	0	300	0				
Liberty Avenue - Local Area Traffic Management	250	0	0	250	0				
Napoleon Road - Electronic Signs	80	0	0	80	0				
Victoria Road - School Crossing Kerb Outstands	60	0	0	60	0				
Parking Management Plan Implementation	30	0	0	30	0				
Sundew Ave - Local Area Traffic Management (Design)	15	0	0	15	0				
Bridges	374	0	374	0	0	0	0	374	0
Bridge Renewal Program across multiple locations within Knox	374	0	374	0	0				
Footpaths and cycleways	4,049	700	3,319	30	0	0	0	4,049	0
Napoleon Road, Lysterfield - Shared Path, East side, Kellets Road to Wellington Road	330	330	0	0	0				
Liverpool Road, The Basin - Shared Path, West side, Salvation Army to Retarding Basin (Design)	160	160	0	0	0				
Upper Ferntree Gully Rail Link	150	150	0	0	0				
Rose Street, Upper Ferntree Gully - Footpath	45	45	0	0	0				
Ferntree Gully Road, Ferntree Gully	15	15	0	0	0				
Footpaths Renewal Program across multiple locations within Knox	2,631	0	2,631	0	0				
Shared Path Renewal Program across multiple locations within Knox	688	0	688	0	0				
Brenock Park Drive Footpath and Bus Stop works	30	0	0	30	0				

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
Drainage	3,130	70	2,755	305	0	0	0	3,130	0
Egan Lee Reserve - Wetland Construction	35	35	0	0	0				
Gilbert Reserve - Wetland Scoping and Analysis	35	35	0	0	0				
Drainage Renewal Program across multiple locations within Knox	2,600	0	2,600	0	0				
Water Sensitive Urban Design System Renewal Program across multiple locations within Knox	155	0	155	0	0				
Kevin Avenue Ferntree Gully - Flood Investigation	200	0	0	200	0				
Flood Mitigation Reactive Upgrade Works 193 Forest Rd, Boronia - Flood Mitigation Works (Scoping)	100	0	0	100	0				
	5	0	0	5	0				
Recreational, leisure and community facilities	16,359	0	10,299	6,050	10	1,775	0	8,584	6,000
Knox Athletics Track - Reactive Track Renewal	3,000	0	3,000	0	0				
Egan Lee Reserve - Oval (Top) Renewal	1,500	0	1,500	0	0				
Guy Turner - Sportsfield Renewal	1,350	0	1,350	0	0				
Wantirna Reserve - Tennis Courts Renewal	1,225	0	1,225	0	0				
Street Tree Replacement Program	525	0	525	0	0				
Playground Renewal Program	440	0	440	0	0				
Bayswater Oval - Cricket Net Renewal	350	0	350	0	0				
Guy Turner Reserve - Cricket Net Renewal	300	0	300	0	0				
Reta Matthews Reserve - Tennis Courts	250	0	250	0	0				
Schultz Reserve - Cricket Net Renewal	250	0	250	0	0				
Tim Neville Arboretum Renewal	120	0	120	0	0				
Public Tennis / Netball / Basketball Court Renewal	100	0	100	0	0				
Open Space Asset Artwork Renewal	80	0	80	0	0				
Reserve Paths Renewal	75	0	75	0	0				
Park Furniture Renewal	72	0	72	0	0				
Reactive Sportsfield Surface Renewal	70	0	70	0	0				
Oversowing of Sportsfields	70	0	70	0	0				
Parkland Asset Renewal	68	0	68	0	0				
Knox Gardens Oval 1 - Fencing Renewal	65	0	65	0	0				
Bush Boulevard Renewal	64	0	64	0	0				
Templeton Reserve - Fencing Renewal	65	0	65	0	0				
Irrigation Infrastructure Renewal	60	0	60	0	0				
Sporting Oval Fencing Renewal	50	0	50	0	0				
Golf Practice Nets Installations	40	0	40	0	0				
Sportsfield Infrastructure Replacement Program	30	0	30	0	0				
Kings Park 1 - Sportsfield Renewal (Design)	20	0	20	0	0				
Bayswater Oval - Sportsfield Renewal	20	0	20	0	0				
Batterham Reserve - Oval Renewal (Design)	20	0	20	0	0				
Reactive Park Signage Renewal	15	0	15	0	0				
Pickett Reserve - Cricket Net Renewal (Design)	5	0	5	0	0				
Lewis Park, Wantirna South - Masterplan	2,120	0	0	2,120	0				
Stamford Park Development	2,000	0	0	2,000	0				
Knox Regional Netball Centre, Ferntree Gully - Building Redevelopment and Associated Works	740	0	0	740	0				
Kings Park - Floodlighting Upgrade	400	0	0	400	0				
Guy Turner Reserve - Floodlighting Upgrade	300	0	0	300	0				
Carrington Park Precinct	150	0	0	150	0				
Knox Park Athletics - Track Lighting	100	0	0	100	0				
Replanting of priority areas within Knox including tree reserves and open space.	100	0	0	100	0				
Kings Park Reserve - Masterplan Implementation	50	0	0	50	0				
Gilbert Park, Knoxfield - Masterplan (Design)	40	0	0	40	0				
Major Crescent Reserve - Landscape Plan (Design)	25	0	0	25	0				
Schultz Reserve - Landscape Plan (Design)	25	0	0	25	0				
Walker Reserve - Safety Net Extension	10	0	0	0	10				

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
Off street car parks	745	0	560	185	0	0	0	745	0
Program for asphalt resurfacing, patching, linemarking and kerb and channel renewal	560	0	560	0	0				
Rowville Recreation Reserve - Carpark	170	0	0	170	0				
Knox Regional Netball Centre, Ferntree Gully - Carpark and Landscaping work	15	0	0	15	0				
Other infrastructure	347	137	100	110	0	0	0	347	0
Installation of EV Charging Stations at Council Facilities	50	50	0	0	0				
Stud Road - Onroad Bicycle Facilities	45	45	0	0	0				
Meridian Parade - Onroad Bicycle Facilities	40	40	0	0	0				
Knox Pop Up Events Kit Upkeep	2	2	0	0	0				
Street furniture renewal program	100	0	100	0	0				
Asbestos Removal Program	40	0	0	40	0				
Essential Service Building Code Measures	40	0	0	40	0				
Boronia Bowls Club - Green Lighting	30	0	0	30	0				
Total Infrastructure	34,077	907	25,745	7,415	10	3,245	0	24,832	6,000
Total Capital Works	50,175	1,435	33,042	10,553	5,145	3,478	0	34,385	12,312

* Council cash represents council rates, reserves and proceeds from the sale of fixed assets.

4.5.3 Works carried forward from 2021-22 year

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'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
Land and Buildings	9,072	6,561	0	776	1,735	0	0	1,072	8,000
Westfield Library	3,471	3,471	0	0	0				
Modular Building Program (Modern Construction System)	1,500	1,500	0	0	0				
Operations Centre Relocation	1,494	1,494	0	0	0				
Knox Athletics Track - New Shade Structure	96	96	0	0	0				
Boronia Precinct Planning	500	0	0	500	0				
Community Toilet Replacement Program	227	0	0	227	0				
Energy Performance Audit for Community Buildings	49	0	0	49	0				
Fairpark Reserve - Pavilion Upgrade	1,700	0	0	0	1,700				
Rosa Benedikt Community Centre - Minor Upgrade	35	0	0	0	35				
Total Property	9,072	6,561	0	776	1,735	0	0	1,072	8,000
Plant and Equipment	832	0	832	0	0	0	0	832	0
Plant, machinery and equipment	832	0	832	0	0	0	0	832	0
Plant and machinery replacement program	832	0	832	0	0				
Computers and telecommunications	3,751	0	3,751	0	0	0	0	3,751	0
ICT Strategy	2,513	0	2,513	0	0			2,513	0
IT Renewals	1,238	0	1,238	0	0			1,238	0
Artworks	117	117	0	0	0	0	0	117	0
Public Art Project	117	117	0	0	0				
Total Plant and Equipment	4,700	117	4,583	0	0	0	0	4,700	0

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
Infrastructure									
Roads	155	0	0	155	0	0	155	0	
Buckingham Drive, Rowville - Local Area									
Traffic Management Treatment	120	0	0	120	0				
Major Roads Streetlight Replacement	35	0	0	35	0				
Bridges	171	171	0	0	0	0	0	171	
1000 Steps Shared Use Path Bridge and Car Parking	171	171	0	0	0				
Footpaths and cycleways	309	309	0	0	0	0	0	309	
Mountain Highway, Upper Ferntree Gully - Scoresby Road to Jersey Road	309	309	0	0	0				
Drainage	1,832	70	0	1,762	0	0	332	1,500	
Egan Lee Reserve - Wetland Construction (Design)	35	35	0	0	0				
Gilbert Reserve - Wetland Scoping and Analysis (Design)	35	35	0	0	0				
Cardiff Street - Flood Mitigation Design	650	0	0	650	0				
Forest Road to Koolunga Reserve, Ferntree Gully - Wetland Construction	386	0	0	386	0				
1825 Ferntree Gully Road - Flood Mitigation Works	366	0	0	366	0				
Olive Bank Road - Water Sensitive Urban Design	360	0	0	360	0				
Off street car parks	223	35	0	188	0	0	223	0	
Gilmour Reserve - New Car Park	35	35	0	0	0				
Rowville Recreation Reserve - Carpark	148	0	0	148	0				
Wantirna Reserve - Carpark Upgrade	40	0	0	40	0				
Recreational, leisure and community facilities	15,089	3,690	2,101	9,297	0	0	2,589	12,500	
Knox Hockey Facility Development	3,270	3,270	0	0	0				
Knox Regional Sport Park - Facility	420	420	0	0	0				
Playground Renewal Program	1,320	0	1,320	0	0				
Wantirna Reserve - Tennis Court Renewal	421	0	421	0	0				
Reta Matthews Reserve - Tennis Courts	335	0	335	0	0				
Exner Reserve - Tennis Courts Renewal	25	0	25	0	0				
Stamford Park Development	5,000	0	0	5,000	0				
Knox Regional Netball Centre, Ferntree Gully - Building Redevelopment and Associated Works	2,330	0	0	2,330	0				
HV Jones, Ferntree Gully - Masterplan Stage	600	0	0	600	0				
Lewis Park, Wantirna South - Masterplan	300	0	0	300	0				
Peregrine Reserve, Rowville - Masterplan Stage 2	300	0	0	300	0				
Knox Park Athletics - Track Lighting	282	0	0	282	0				
Quarry Reserve, Ferntree Gully - Masterplan Stage 3	125	0	0	125	0				
Wally Tew Reserve - Stormwater Harvest Upgrade Design	120	0	0	120	0				
Carrington Park Reserve - Stormwater Harvest Upgrade Design	80	0	0	80	0				
Talaskia Reserve, Upper Ferntree Gully - Masterplan Stage 3	60	0	0	60	0				
Fairpark Reserve - Safety Fencing	50	0	0	50	0				
Wantirna Reserve - Masterplan	30	0	0	30	0				
Kings Park Reserve - Masterplan Implementation	15	0	0	15	0				
The Basin Triangle - Masterplan	5	0	0	5	0				
Other infrastructure	55	55	0	0	0	0	55	0	
Community Placemaking Program - Murals & Lighting	0	55	0	0	0				
Total Infrastructure	17,834	4,331	2,101	11,403	0	0	3,834	14,000	
Total Carried Forward Capital Works 2021/22	31,606	11,008	6,685	12,179	1,735	0	0	9,606	22,000

* Council cash represents council rates, reserves and proceeds from the sale of fixed assets

4.6 Summary of Capital Works Expenditure

For the four years ended 30 June 2025

2023/24	Total Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrow-ings \$'000
Property									
Buildings	10,180	1,260	4,933	3,616	371	0	0	6,700	3,480
Total Property	10,180	1,260	4,933	3,616	371	0	0	6,700	3,480
Plant and Equipment									
Plant, machinery and equipment	862	0	862	0	0	0	0	862	0
Computers and telecommunications	6,846	0	2,005	4,841	0	0	0	6,846	0
Artworks	292	210	82	0	0	0	0	292	0
Total Plant and Equipment	8,000	210	2,949	4,841	0	0	0	8,000	0
Infrastructure									
Roads	11,584	0	8,199	3,385	0	1,949	0	9,635	0
Bridges	340	0	340	0	0	0	0	340	0
Footpaths and cycleways	5,151	796	3,689	666	0	0	0	5,151	0
Drainage	3,994	675	2,839	480	0	0	0	3,994	0
Recreational, leisure and community facilities	22,152	0	10,924	11,228	0	570	500	14,082	7,000
Off street car parks	1,987	0	577	920	490	0	0	1,987	0
Other infrastructure	4,251	792	539	2,920	0	0	0	4,251	0
Total Infrastructure	49,459	2,263	27,107	19,599	490	2,519	500	39,440	7,000
Total Capital Works Expenditure	67,639	3,733	34,989	28,056	861	2,519	500	54,140	10,480

2024/25	Total Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrow-ings \$'000
Property									
Buildings	11,425	2,805	6,144	2,446	30	0	0	6,175	5,250
Total Property	11,425	2,805	6,144	2,446	30	0	0	6,175	5,250
Plant and Equipment									
Plant, machinery and equipment	1,576	0	1,576	0	0	0	0	1,576	0
Computers and telecommunications	6,475	0	1,975	4,500	0	0	0	3,775	2,700
Artworks	303	220	83	0	0	0	0	303	0
Total Plant and Equipment	8,354	220	3,634	4,500	0	0	0	5,654	2,700
Infrastructure									
Roads	14,501	0	10,296	4,205	0	1,968	0	8,333	4,200
Bridges	385	0	385	0	0	0	0	385	0
Footpaths and cycleways	6,258	1,325	4,323	610	0	0	0	4,358	1,900
Drainage	4,359	870	3,239	250	0	0	0	3,359	1,000
Recreational, leisure and community facilities	18,813	50	9,538	9,225	0	0	0	9,563	9,250
Off street car parks	1,768	0	743	990	35	0	0	768	1,000
Other infrastructure	2,088	322	551	1,215	0	0	0	588	1,500
Total Infrastructure	48,172	2,567	29,075	16,495	35	1,968	0	27,354	18,850
Total Capital Works Expenditure	67,951	5,592	38,853	23,441	65	1,968	0	39,183	26,800

2025/26	Total Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
Property									
Buildings	10,120	2,190	5,856	1,924	150	0	0	6,620	3,500
Total Property	10,120	2,190	5,856	1,924	150	0	0	6,620	3,500
Plant and Equipment									
Plant, machinery and equipment	1,654	0	1,654	0	0	0	0	1,654	0
Computers and telecommunications	5,692	0	1,927	3,765	0	0	0	5,692	0
Artworks	315	230	85	0	0	0	0	315	0
Total Plant and Equipment	7,661	230	3,666	3,765	0	0	0	7,661	0
Infrastructure									
Roads	14,666	0	10,461	4,205	0	1,989	0	12,677	0
Bridges	397	0	397	0	0	0	0	397	0
Footpaths and cycleways	5,064	424	4,620	20	0	0	0	5,064	0
Drainage	3,468	60	3,258	150	0	0	0	3,468	0
Recreational, leisure and community facilities	12,817	200	6,197	6,420	0	0	0	6,317	6,500
Off street car parks	905	0	765	35	105	0	0	905	0
Other infrastructure	675	27	568	80	0	0	0	675	0
Total Infrastructure	37,992	711	26,266	10,910	105	1,989	0	29,503	6,500
Total Capital Works Expenditure	55,773	3,131	35,788	16,599	255	1,989	0	43,784	10,000

5. Financial Performances Indicators

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

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

Indicator	Measure	Expected Bands	Notes	Actual 2020-21	Forecast 2021-22	Budget 2022-23	Projections			Trend + / o / -
							2023-24	2024-25	2025-26	
Operating Position (measures whether a council is able to generate an underlying surplus)										
Adjusted Underlying Result	Adjusted Underlying Surplus (Deficit) / Adjusted Underlying Revenue	> 2.50%	1	4.66%	(25.19%)	2.19%	3.72%	4.40%	6.41%	+
Liquidity (measures whether a council is able to generate sufficient cash to pay bills on time)										
Working Capital	Current Assets / Current Liabilities	100.00% - 200.00%	2	144.58%	169.58%	136.98%	113.17%	110.78%	104.14%	-
Unrestricted Cash	Unrestricted Cash / Current Liabilities	50.00% - 100.00%	3	30.88%	83.68%	55.32%	29.86%	39.04%	36.27%	-
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	< 65.00%	4	0.00%	38.20%	57.23%	55.12%	65.93%	62.97%	-
Loans and borrowings	Interest and Principal Repayments / Rate Revenue	0% - 10.00%	4	0.00%	1.70%	6.17%	6.83%	7.51%	9.39%	-
Indebtedness	Non Current Liabilities / Own Source	< 60.00%	5	3.25%	31.67%	44.88%	44.19%	51.97%	49.09%	-
Asset Renewal	Asset Renewal and Upgrade Expenditure / Depreciation	90.00% - 110.00%	6	150.75%	204.05%	264.56%	249.63%	234.82%	188.78%	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	67.40%	69.40%	71.39%	73.02%	73.16%	73.51%	o
Rates Effort	Rate Revenue / Property Values (CIV)	0.20% - 0.60%	8	0.23%	0.24%	0.22%	0.23%	0.24%	0.24%	o

Indicator	Measure	Expected Bands	Notes	Actual 2020-21	Forecast 2021-22	Budget 2022-23	Projections			Trend + / o / -
							2023-24	2024-25	2025-26	
Efficiency (measures whether a council is using resources efficiently)										
Expenditure Level	Total Expenditure / No. of Assessments	N/A		\$2,544	\$3,343	\$2,660	\$2,734	\$2,759	\$2,757	o
Revenue Level	Residential Rate Revenue / No. of Residential Assessments	N/A		\$1,564	\$1,633	\$1,768	\$1,803	\$1,843	\$1,892	o
Workforce Turnover	No. of Resignations & Terminations / Average No. of Staff	5.00% - 10.00%		15.00%	10.00%	10.00%	10.00%	10.00%	10.00%	o
Additional measures (not included in the Performance Borrowing eligibility through the Government loans framework)										
Loan Borrowing Eligibility	Interest Bearing Liabilities / Own Source Revenue (excluding Open Space Contributions)	< 60.00%		0.00%	32.88%	48.64%	48.57%	58.01%	55.52%	o
Interest Levels on Borrowings	EDITBA / Interest Expense	> 2		1,004.48	10.91	17.79	17.50	17.12	15.03	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 decrease forecast in 2021-22 is largely driven by the net loss anticipated on the disposal of property, infrastructure, plant and equipment, in particular the transfer of the Knox Regional Sports Park assets to the State Government.

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. The working capital ratio is anticipated to remain around 100% for the four year period, with the decline from the current year forecast due to 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. The decline from the current year forecast 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 2024-25 and 2025-26.

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 2022-23 due to borrowings to fund the Capital Works Program, with further increases in the 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 2022-23 to fund the Capital Works Program. There will remain steady in 2023-24 before a further increase in 2024-25.

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.

6. Financial Strategies

Long Term Financial Plan

The budget has been prepared for the four-year period ending 30 June 2026. The Budget is in turn set within the Long Term Financial Plan to assist Council to adopt a budget within a longer term financial framework. The Financial Plan provides a 10 year financially sustainable projection regarding how the actions of the Council Plan may be funded to achieve the Community Vision. The Financial Plan is to be adopted in June 2022 in line with the 2022-23 Budget. The Budget is supported by the following series of Financial Strategy Principles that guide the development of both the Annual Budget and the Financial Plan.

Financial Strategy Principles

Principles relating primarily to the operating budget:

Sustainable Budgeting Principle

Council will implement a sustainable budget and financial strategy that caters for short and long-term planning responsibilities.

Community expectations are a key driver of the strategy, as reflected in the Council Plan, and Council strives to adequately resource current and future need across the City. Council has limited financial and non-financial resources and faces wide-ranging and complex community needs.

Council is committed to delivering an annual operating surplus to provide funds for capital projects and infrastructure renewal, for both current and future generations. When identifying sources of revenue and determining expenditure needs, Council will ensure that these community needs can be adequately addressed in the future.

Rating Revenue Principle

Council comply with the Victorian Government's rate capping legislation which limits rate increased to an amount set by the relevant Minister.

A rating strategy included in the Revenue and Rating Plan that determines the allocation of rate contributions across the municipality will be considered by Council each term.

Council will comply with the rate capping legislation and will consider applying for a short term increase to the rate cap if deemed necessary during any budget or long term financial planning process.

Waste Management Principle

To not impact other services and capital renewal spending Council will fully recover the cost of waste services through a waste services charge.

Waste income is at full cost recovery and is not subject to the rate capping framework.

Intergovernmental Funding Principle

Council supports other levels of government to fully fund services delivered on their behalf. Council will maximise the level of grants and subsidies received from Commonwealth and State Governments to achieve a better share of government taxes for the Knox Community.

Funds received from other levels of government will normally be expected to meet the full direct and indirect costs of providing those services. Council opposes cost shifting from other levels of government and may not contribute funding or assets to services that are the responsibility of other levels of government. In circumstances where Council provides a subsidy to a service, a determination will be made ensuring the contribution does not outweigh the community benefit.

Where cost shifting from other levels of government is apparent, Council will communicate to its community the impacts of these cost impositions.

Operating Projects Expenditure Principle

Council will separately fund projects of a non-recurring operating nature in line with considering availability of revenue to fund existing services and infrastructure renewal.

Priority projects that are not started or completed within the budget year are subject to future budget and planning considerations. These projects will be reassessed against any revised Council priorities.

Amended Budget Principle

Council will amend the Budget for internal management reporting purposes to ensure prudent and transparent budgeting and financial planning.

Council will ensure a rigorous approach to budget management. The budget will be amended where necessary following finalisation of the annual accounts.

Amended budgets enable Council to review and approve variances to revenue and expenditure resulting primarily from external factors, ensuring accountability and optimal budget control for management reporting purposes. Amendments to the adopted budget will be considered under the following circumstances:

- Additional income has been received
- Reduction in income due to identified reasons
- Transactions required subsequent to finalisation of end of year accounts
- Expenditure increase matching additional income
- Additional non discretionary expenses
- Deferred expenditure
- Sound accounting processes to meet audit requirements.

In the circumstance where additional cash surplus is identified (after taking into account cash requirements in future years), opportunities to reduce planned borrowings should be considered prior to allocation of new expenditure.

New expenditure identified (if any) should be considered within the overall priority listing of works across Knox. This may include bringing forward foreshadowed works in a staged approach. Existing commitments of staff and project management resources will be considered to ensure deliverability prior to endorsement of additional expenditure.

The Annual Report will detail performance against the original Budget as adopted by Council as the Budget.

Principles relating primarily to management of Council assets:

Asset Management Principle

This measures the renewal and upgrade expenditure that Council incurs on its existing asset base compared to depreciation expense. This assesses whether Council's assets are being renewed or upgraded as planned and compares the rate of spending on existing assets through renewing, restoring, replacing or upgrading existing assets with depreciation expense.

Council will provide well-maintained community assets that are fit for their purpose and provide best possible community benefit. Council's budget and long-term strategy will commit, with specific budget provision, an appropriate level of expenditure to ensure ongoing asset maintenance and renewal.

Council will plan and appropriately resource the necessary work on infrastructure to ensure that all assets are maintained fit for purpose. Accurate asset date and condition assessments will be drawn upon to inform the annual budgeting and works programs. Asset management involves anticipating and managing risk and asset failures. Council is committed to increasing expenditure on asset renewal in order to sustainably manage its community infrastructure. Appropriate expenditure is allocated to ensure that compliance and safety regulations are addressed for all assets.

The separate asset renewal component of total capital works expenditure will be based on needs identified in that will include amounts sufficient to fund renewal of our assets to agreed standards as established in the asset management plans, based on the replacement cost and remaining useful life of the asset in order to meet minimum community standards.

Council will maintain a capital sustainability index of greater than one-to-one until assets have reached standards defined in the asset management plans. The sustainability index is defined as the ratio of renewal expenditure on infrastructure assets compared to the annual depreciation expense incurred by these assets.

Council will seek the most effective community outcome from the application of asset renewal funds, which may not necessarily result in the replication of existing facilities but could involve the adaptive re-use of an asset. In such circumstances, asset renewal funds will complement new and upgrade funding as appropriate.

Capital Projects Budgeting Principle

Budgets to be phased according to actual build cycle leading to more appropriate accountability for expenditure and more accurate performance measures

Council will prioritise capital works expenditure based on the capital investment hierarchy as adopted by Council.

Council will budget capital expenditure in the financial year it is estimated to occur based on the methodology of scope, design, delivery.

Council Reserves Principle

Council will maintain, cash backed reserves for statutory (restricted) reserves only, allowing maximum cash availability to reduce borrowing requirements.

Council will endeavor to maintain a minimum cash balance equivalent to the identified cash backed reserves plus sufficient cash to achieve a working capital ratio of above 1.

Due to the nature of these funds, and potential for immediate use, the cash will not be considered as parts of Council's internal budgeting and management reporting processes. They will be treated as a source of funds only available for stated purpose.

Until these funds are used for the stated purpose the cash contained within these reserves will be managed in line with Council's Investment Policy.

These reserves will be held as assets in Council's balance sheet and the cash within the fund will be available for the predefined purposes for all statutory (restricted) reserves.

Property Holding Principle

Council will manage, acquire and dispose of property in the best interest of the Knox community. Council recognises the importance of property holdings over the long term to community wellbeing.

Assets will only be considered for disposal where there is no clear Council or community need for that asset in the foreseeable future. All property considered for disposal will undergo a thorough evaluation based on Council's Sale of Land and Buildings Policy Principles, which consider both financial and community benefit factors. Open space will not be sold unless it results in a net community benefit and addresses Council's Policy requirements, which includes consideration of the open space network, impact to habitat, flora and fauna, and proposed future infrastructure. Any proceeds derived from property realisation will be directed towards new/upgrade capital works or debt reduction and will not be used to fund operating expenditure. Council will not necessarily hold property that has no current or future identified purpose, or if that purpose can be met more effectively in other ways.

Existing holdings or strategic acquisitions must meet existing needs, newly identified needs or adopted strategies. To enhance community benefit opportunities for the alternative use of property (including asset realisation) will be investigated. Regular reviews of asset holdings will be conducted to identify opportunities for asset realisation. Asset management plans, asset usage, land use planning documents, strategic asset investment framework and community benefit will be consideration in such reviews.

Regular reviews of asset holdings will be conducted to identify opportunities for asset realisation. Asset management plans, asset usage, land use planning documents, strategic asset investment framework and community benefit will be consideration in such reviews.

Principles relating primarily to management of Council financial position:

Financial Principle

Council will fund all operating and capital expenditure in a prudent, ethical and responsible manner. Council will seek and accept external funding contributions to a project where the acceptance of the funding will not compromise Council's principles or objectives.

Council will seek to maximise all external funding opportunities and seek alternative revenue sources to reduce reliance upon rates, including transfers from other levels of government and other financing opportunities where appropriate, and having regard to the financial impacts and outcomes for the community. Following the decision to proceed with a project, external funding commitments will be formalised.

While an external funding opportunity should be part of the overall project, its consideration should remain only one factor in the decision-making process. Accordingly, care should be taken to not inappropriately commit Council to the acceptance of funding opportunities before the project is determined as suitable and of immediate priority. This is necessary to avoid the unreasonable distortion of Council's priorities due to the availability of external funding.

Cash Management Principle

Working capital ratio is used to assess financial performance. Low working capital ratio values, near one or lower, can indicate serious financial problems. The working capital ratio indicates Councils short-term assets to pay off its short-term debt.

Council will monitor its Working Capital Ratio (current assets/current liabilities) to ensure the maintenance of the required level of cash to meet operational requirements.

The target ratio should remain at or above 1 (see Council Reserves Principle).

Council will maximise the return on cash funds invested and ensure investment placements remain within ethical and legislative constraints. Outstanding debtors will be converted to cash by adopting commercial practices and benchmarks.

Loan Borrowing Principle

Councils ability to fund services and capital renewal expenditure from own source revenue is a key measure of sustainability.

Council will consider the use of loan funding as a viable and equitable mechanism of funding new/significantly upgraded major assets that provide a broad community benefit or funding capital projects that provide a financial return above annual loan funding costs.

Prior to undertaking any future borrowings, Council will model the implications of the proposed loan program on council's long-term financial position and determine the funding mechanism to meet annual debt servicing and redemption requirements, in line with the approved Loan Borrowing Policy.

To be eligible to access funds through the TCV loan framework, Council will remain within the stated financial ratios for the time period defined within the framework.

One of the key considerations for Council in the application of future loan borrowings is the annual operational and asset renewal needs can be met from annual funding sources. That is, Council will strive to not access funding from non-renewable sources such as loans, asset sales or reserves to meet its annual operational and renewal expenditure needs. With the exception of one off expenditure requirements such as a defined benefits call-up.

7. Schedule of Fees and Charges

This appendix presents the fees and charges which will be charged in respect to various goods and services during the financial year 2022-23. Note that this schedule only includes fees set by Council. There are other fees that are set by statute and charged by Council in addition to this listing. These are statutory fees and are made in accordance with legislative requirements. These fees are updated as of 1 July 2022 and will be reflected on Council's website.

Knox City Council

2022-23 Fees & Charges



Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
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CEO - CHIEF FINANCIAL OFFICER						
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	\$39.00	\$41.00	Y	\$2.00	5.13%
Reproduction of a Valuation and Rate Notice - Electronic Delivery Only - Up to 3 years old	Per Notice	\$13.00	\$14.00	Y	\$1.00	7.69%
Reproduction of a Valuation and Rate Notice - Mail of Printed Document - Up to 3 years old	Per Notice	\$39.00	\$41.00	Y	\$2.00	5.13%
Reproduction of a Valuation and Rate Notice - greater than 3 years old	Per Hour	\$84.00	\$88.00	Y	\$4.00	4.76%
Recovery of cost incurred to undertake a Field Call	Per Field Call	\$84.00	\$88.00	Y	\$4.00	4.76%
Recovery of Council's Agency's Professional Costs to prepare Field Call documentation.	Per Field Call	\$73.00	\$76.00	Y	\$3.00	4.11%

Knox City Council

2022-23 Fees & Charges



Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
City Strategy and Integrity - City Planning and Building						
PLANNING SERVICES						
<i>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 on Council are indicated below.</i>						
Secondary Consent & Extension of Time Requests						
Secondary Consent Requests	Per Request	\$400.00	\$420.00	Y	\$20.00	5.00%
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	\$270.00	\$285.00	Y	\$15.00	5.56%
Extension of Time Request - For Tree Removal or Pruning (single dwelling sites only).	Per Request	\$85.00	\$90.00	Y	\$5.00	5.88%
Extension of Time Request - For Multi Dwelling Permits of more than two dwellings	Per Request	\$708.00	\$740.00	Y	\$32.00	4.52%
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 - \$7,000 for incomplete works bond and \$3,000 for maintenance bond.	N		
Landscaping Bond	Per Request	\$6,600.00	\$7,000.00	N	\$400.00	6.06%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Fee to process Bonds for uncompleted works bonds, landscaping bonds and maintenance bonds	Per Request	\$400.00	\$420.00	Y	\$20.00	5.00%
Fee to provide a quote for a Bond for uncompleted works bonds, landscaping bonds and maintenance bonds	Per Request	\$125.00	\$130.00	Y	\$5.00	4.00%
Application Advertising						
- Public Notice sign for displaying on site	Per Site	\$60.00	\$65.00	Y	\$5.00	8.33%
- Erection and Management of Public Notices	Per Site	\$230.00	\$240.00	Y	\$10.00	4.35%
- Mail notices up to 10 inclusively	Flat Rate	\$200.00	\$210.00	Y	\$10.00	5.00%
- 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	\$15.00	\$16.00	Y	\$1.00	6.67%
- Mail notices between 51 and 100 inclusively	Flat Rate	\$1,040.00	\$1,085.00	Y	\$45.00	4.33%
- Mail notices between 101 and 200 inclusively	Flat Rate	\$2,273.00	\$2,365.00	Y	\$92.00	4.05%
- Mail notices greater than 200	Flat Rate	\$2,866.00	\$2,980.00	Y	\$114.00	3.98%
- Standard letter request for planning information	Flat Rate	\$90.00	\$95.00	Y	\$5.00	5.56%
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	\$170.00	\$180.00	Y	\$10.00	5.88%
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	\$85.00	\$90.00	Y	\$5.00	5.88%
Planning File Recall (Residential)	Per Request	\$198.00	\$210.00	Y	\$12.00	6.06%
Planning File Recall (Industrial / Commercial)	Per Request	\$280.00	\$295.00	Y	\$15.00	5.36%
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 planning permits that apply to the site)	Per Request	\$78.00	\$85.00	Y	\$7.00	8.97%
Planning Historical Searches Commercial (Provision of Permit Details where there are 5 or more planning permits that apply to the site)	Per Request	\$260.00	\$270.00	Y	\$10.00	3.85%
Net Gain Fee	Per Plant	\$39.00	\$41.00	Y	\$2.00	5.13%
Pre-Application Request	Per Request	\$275.00	\$290.00	Y	\$15.00	5.45%
Dishonoured Cheque Fee	Per Cheque	\$35.00	\$40.00	Y	\$5.00	14.29%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22	Adopted 2022-23	2022-23	Fee	Fee
		Fee GST Incl. (where applicable)	Fee GST Incl. (where applicable)	GST Applied 10% Y/N	Increase / (Decrease) \$	Increase / (Decrease) %
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 \$2,500.00	Value/100 or minimum fee of \$2,500.00	Y		
Multi Dwelling applications (Class 1) #	Per Permit	Value/100 or minimum fee of \$3,700.00	Value/100 or minimum fee of \$3,700.00	Y		
Dwellings Additions (including Dependant Relative Units) #	Per Permit	Value/100 or minimum fee of \$1,350.00	Value/100 or minimum fee of \$1,350.00	Y		
Variation Permits / Renewals #	Per Permit	\$300.00	\$315.00	Y	\$15.00	5.00%
Signs, Aerials, Retaining Walls etc #	Per Permit	\$600.00	\$780.00	Y	\$180.00	30.00%
Sheds, Carports, Garages, Verandas, decks, etc. #	Per Permit	\$750.00	\$780.00	Y	\$30.00	4.00%
Swimming Pools and Spas #	Per Permit	\$900.00	\$1,150.00	Y	\$250.00	27.78%
Demolitions #	Per Permit	\$820.00	\$853.00	Y	\$33.00	4.02%
Minor Variation to Report & Consent decisions #	Per Request	\$99.00	\$105.00	N	\$6.00	6.06%
Industrial / Commercial Permits						
Minor works up to \$10,000 #	Per Permit	\$600.00	\$780.00	Y	\$180.00	30.00%
Minor works \$10,000 to \$30,000 #	Per Permit	\$1,300.00	\$1,350.00	Y	\$50.00	3.85%
Fit out Permits	Per Permit	\$1,300.00	\$1,350.00	Y	\$50.00	3.85%
Classes 2 - 9 (up to \$10,000) #	Per Permit	\$600.00	\$780.00	Y	\$180.00	30.00%
Classes 2 - 9 (\$10,000 - \$50,000) #	Per Permit	\$1,950.00	\$2,030.00	Y	\$80.00	4.10%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Classes 2 - 9 (above \$50,000) #	Per Permit	(Cost/2,000 + square root of cost) * 4.5 or minimum fee of \$2,100	(Cost/2,000 + square root of cost) * 4.5 or minimum fee of \$2,100	Y		
# Fees may be varied by up to 20% by either the Manager City Planning or Co-ordinator Building Services.						
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	\$310.00	\$325.00	N	\$15.00	4.84%
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	\$295.00	\$310.00	Y	\$15.00	5.08%
Extension of Time Request for existing Building Permit - 12 Months *	Per Request	\$190.00	\$200.00	Y	\$10.00	5.26%
Sundry Additional Inspection (In Area) *	Per Inspection	\$215.00	\$225.00	Y	\$10.00	4.65%
Building File Recall Residential	Per Permit	\$198.00	\$210.00	Y	\$12.00	6.06%
Building File Recall Industrial/Commercial	Per Permit	\$280.00	\$295.00	Y	\$15.00	5.36%
Occupancy Permit - Public Entertainment *	Per Permit	\$615.00	\$640.00	Y	\$25.00	4.07%
Occupancy Permit - Public Entertainment - 5 Year Permit *	Per Permit	\$1,260.00	\$1,310.00	Y	\$50.00	3.97%
Building Historical Searches Residential (Provision of Permit Details where there are 5 or more building permits that apply to the site)	Per Information	\$78.00	\$85.00	Y	\$7.00	8.97%
Building Historical Searches Commercial (Provision of Permit Details where there are 5 or more building permits that apply to the site)	Per Information	\$260.00	\$270.00	Y	\$10.00	3.85%
Swimming Pool or Spa Barrier Certificate of Compliance	Per Certificate	New Fee	\$250.00	Y	New Fee	New Fee
Refund Request	Per Request	Variable	Variable	Y		

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Dishonoured Cheque Fee	Flat Rate	\$35.00	\$40.00	Y	\$5.00	14.29%
<i>* Non Statutory Fees may be varied by up to 20% by either the Manager City Planning or Co-ordinator Building Services.</i>						
City Strategy and Integrity - City Futures						
Custom and/or Printed Maps						
<i>Quoted prices available upon request</i>						
Electronic Files and/or Printed Copies	Per Request	Variable	Variable	Y		
City Strategy and Integrity - City Safety and Health						
TRAFFIC ENFORCEMENT, ANIMAL CONTROL & LOCAL LAWS						
<i>Fees relate to Council's Amenity Local Law, Domestic Animals Act and Road Rules Victoria.</i>						
<i>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.</i>						
<i>For ease of use, administration fees have been rounded.</i>						
Permit (including Application) Fees						
More than 2 dogs						
Application Fee	On Application	\$159.00	\$166.00	N	\$7.00	4.40%
Initial Permit/ Renewal Fee	Annual	\$90.00	\$94.00	N	\$4.00	4.44%
More than 2 cats						
Application Fee	On Application	\$159.00	\$166.00	N	\$7.00	4.40%
Initial Permit/ Renewal Fee	Annual	\$90.00	\$94.00	N	\$4.00	4.44%
More than 25 small birds						
Application Fee	On Application	\$159.00	\$166.00	N	\$7.00	4.40%
Initial Permit/ Renewal Fee	Annual	\$90.00	\$94.00	N	\$4.00	4.44%
More than 5 large birds						
Application Fee	On Application	\$159.00	\$166.00	N	\$7.00	4.40%
Initial Permit/ Renewal Fee	Annual	\$90.00	\$94.00	N	\$4.00	4.44%
More than 5 reptiles or rodents						
Application Fee	On Application	\$159.00	\$166.00	N	\$7.00	4.40%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Initial Permit/ Renewal Fee	Annual	\$90.00	\$94.00	N	\$4.00	4.44%
More than 5 poultry						
Application Fee	On Application	\$159.00	\$166.00	N	\$7.00	4.40%
Initial Permit/ Renewal Fee	Annual	\$90.00	\$94.00	N	\$4.00	4.44%
Permit (other) - i. e. any other permit triggered by the Local Law						
Application Fee	On Application	\$159.00	\$166.00	N	\$7.00	4.40%
Initial Permit/ Renewal Fee	Annual	\$90.00	\$94.00	N	\$4.00	4.44%
Temporary Accommodation/Camping (on public or private land)						
Application Fee	On Application	\$159.00	\$166.00	N	\$7.00	4.40%
Initial Permit/ Renewal Fee	Per Permit	\$90.00	\$94.00	N	\$4.00	4.44%
Display or sell goods or services on public land						
Application Fee	On Application	\$159.00	\$166.00	N	\$7.00	4.40%
Permit fee for single day use	Charge	\$90.00	\$94.00	N	\$4.00	4.44%
Initial Permit/ Renewal fee for period up to 12 months	Per Permit	\$451.00	\$470.00	N	\$19.00	4.21%
Fitness Permit - Community Group / Not for profit (up to 10 sessions per week) - on public land not managed by Council's Leisure Services	6 Monthly	Not Applicable	\$0.00	Y	\$0.00	0.00%
Fitness Permit - Commercial (up to 10 sessions per week) - on public land not managed by Council's Leisure Services	6 Monthly	New Fee	\$1,602.00	Y	New Fee	New Fee
To place tables and chairs on footpath (street furniture)						
Application Fee	On Application	\$152.00	\$159.00	N	\$7.00	4.61%
Initial Permit/ Renewal Fee - Per seated person	Per Person	\$39.00	\$41.00	N	\$2.00	5.13%
Initial Permit/ Renewal Fee - Each Table	Per Table	\$31.00	\$33.00	N	\$2.00	6.45%
Roadside Trading						
Application Fee	On Application	\$152.00	\$159.00	N	\$7.00	4.61%
Permit for one day only	Per Application	\$222.00	\$231.00	N	\$9.00	4.05%
Permit for 2-7 days	Per Application	\$438.00	\$456.00	N	\$18.00	4.11%
Permit for up to one month	Per Application	\$1,228.00	\$1,278.00	N	\$50.00	4.07%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Municipal-Wide Trading Permit (including shared bicycle/scooter operators or other business models)						
Application Fee	On Application	\$595.00	\$619.00	N	\$24.00	4.03%
Permit for up to one month	Per Application	\$1,677.00	\$1,745.00	N	\$68.00	4.05%
Place a Commercial Waste Bin						
Application Fee	On Application	\$0.00	\$0.00	N	\$0.00	0.00%
Initial Permit/ Renewal Fee	Annual	\$0.00	\$0.00	N	\$0.00	0.00%
Place a clothing recycling bin on public land						
Application Fee	On Application	\$159.00	\$166.00	N	\$7.00	4.40%
Initial Permit/ Renewal Fee - directly operated by fundraising organisation under the Fundraising Act 1998	Per Bin	\$141.00	\$147.00	N	\$6.00	4.26%
Initial Permit/ Renewal Fee - Other	Per Bin	\$591.00	\$615.00	N	\$24.00	4.06%
Place a Rubbish Skip bin on public land						
Application Fee	On Application	\$159.00	\$166.00	N	\$7.00	4.40%
Accredited provider Permit/ Renewal Fee - including up to 20 placements per annum	Annual	\$946.00	\$984.00	Y	\$38.00	4.02%
Accredited provider - placement of additional bin over 20	Per Bin	\$25.00	\$26.00	Y	\$1.00	4.00%
Permit Fee - Single Placement	Per Bin	\$98.00	\$102.00	Y	\$4.00	4.08%
To garage a long or heavy vehicle (in a residential area)						
Application Fee	On Application	\$159.00	\$166.00	N	\$7.00	4.40%
Permit Fee	Annual	\$218.00	\$227.00	N	\$9.00	4.13%
Fireworks on public land						
Application Fee	On Application	\$159.00	\$166.00	N	\$7.00	4.40%
Permit Fee	Per Permit	\$90.00	\$94.00	N	\$4.00	4.44%
Fundraising						
Application Fee	On Application	Not Applicable	Not Applicable			
Permit Fee	Per Permit	\$90.00	\$94.00	N	\$4.00	4.44%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Signage						
To erect an "A" frame sign or other sign less than 600mm by 900mm in size (on Public Land)						
Application Fee	On Application	\$152.00	\$159.00	N	\$7.00	4.61%
Initial Permit/ Renewal Fee	Annual	\$87.00	\$91.00	N	\$4.00	4.60%
Erect or place a sign (up to 1800mm by 900mm in size) (on Public Land)						
Application Fee	On Application	\$152.00	\$159.00	N	\$7.00	4.61%
Initial Permit/ Renewal Fee	Annual	\$146.00	\$152.00	N	\$6.00	4.11%
Erect or place Large Sign (greater than 1800mm x 900mm) (on Public Land)						
Application Fee	On Application	\$152.00	\$159.00	N	\$7.00	4.61%
Initial Permit/ Renewal Fee	Annual	\$210.00	\$219.00	N	\$9.00	4.29%
Temporary signage in a public place						
Application Fee	On Application	\$152.00	\$159.00	N	\$7.00	4.61%
Permit Fee - up to 6 weeks	Per Permit	\$87.00	\$91.00	N	\$4.00	4.60%
Real Estate - Open for Inspection/ Auction signage (on Public Land) (per office location)						
Application Fee	On Application	\$159.00	\$166.00	N	\$7.00	4.40%
Permit/ Renewal Fee - Single Placement	Per Permit	\$90.00	\$94.00	N	\$4.00	4.44%
Initial Permit/ Renewal Fee - Annual Permit	Annual	\$653.00	\$680.00	N	\$27.00	4.13%
Real Estate - Advertising Board specifically for a property for lease/ sale (on Public Land)						
Application Fee	On Application	\$159.00	\$166.00	N	\$7.00	4.40%
Permit Fee - up to 3 months	Per Permit	\$90.00	\$94.00	N	\$4.00	4.44%
Burning Off Permits						
Permit issued outside the bushfire management overlay area	Per Permit	\$70.00	\$73.00	N	\$3.00	4.29%
Permit issued within the bushfire management overlay area	Per Permit	No Charge	No Charge			
Works undertaken on private property						
Land management fee for works undertaken on private property (i.e. unsightly properties/fire hazard clearances or similar)	Charge	\$202.00 + Actual cost of works	\$211.00 + Actual cost of works	N	\$9.00	4.46%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Parking Permits (Domestic)						
Initial permit (up to 2 permits)	No Charge	\$0.00	\$0.00	N		
Third and subsequent permit	Per Permit	\$54.00	\$57.00	N	\$3.00	5.56%
Replacement (lost, stolen or changeover vehicle)	Per Permit	\$28.00	\$30.00	N	\$2.00	7.14%
Parking Permits (Commercial)						
Service provided by Council on behalf of private business (Sec 90D Road Safety Act) - optional service provided at request by private business	Per Permit	\$28.00	\$30.00	Y	\$2.00	7.14%
Operated by Council initial permit (up to 4 permits)(Council land)	Per Permit	\$28.00	\$30.00	Y	\$2.00	7.14%
Operated by Council (Fifth and subsequent permits)	Per Permit	\$54.00	\$57.00	Y	\$3.00	5.56%
Replacement (lost, stolen or changeover vehicle)	Per Permit	\$26.00	\$28.00	Y	\$2.00	7.69%
Private Parking Area Agreements (Sec 90D Road Safety Act)						
Application Fee	Per Permit	\$888.00	\$924.00	Y	\$36.00	4.05%
Permit/ Renewal Fee	Per Permit	\$344.00	\$358.00	Y	\$14.00	4.07%
Registration Fees						
<i>The fee structure for animal registration renewals reflects Government fees associated with animal registrations of \$4.16 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 2022 Animal Registration year, which registers an animal for the period 10 April 2022 to 9 April 2023 in accordance with the Domestic Animal Act.</i>						
Category 1D - Dog that meets any one 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	\$52.00	\$55.00	N	\$3.00	5.77%
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	\$26.00	\$27.50	N	\$1.50	5.77%
Category 2DH - Dog Unsterilised and Microchipped - Only applies to current registrations and not new registrations.	Annual	\$92.00	\$96.00	N	\$4.00	4.35%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Category DLP - Pensioner Concession Rebate for Category 2DH (Dog Unsterilised and Microchipped) - Only applies to current registrations and not new registrations.	Annual	\$34.00	\$35.00	N	\$1.00	2.94%
Category 1J - Dog or Cat meets 3 categories (i.e. desexed, microchipped, obedience trained, breeder etc) (registered pre 10 April 2016)	Annual	\$36.00	\$38.00	N	\$2.00	5.56%
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	\$18.00	\$19.00	N	\$1.00	5.56%
Category 2D - Dog Unsterilised	Annual	\$204.00	\$213.00	N	\$9.00	4.41%
Category 2DP - Pensioner Concession Rebate for Dog Unsterilised	Annual	\$102.00	\$106.50	N	\$4.50	4.41%
Category 2R Declared Menacing Dog, Restricted Breed Dog, Declared Dangerous Dog (no Pensioner Concession Rebate applies)	Annual	\$344.00	\$362.00	N	\$18.00	5.23%
Category 1DF - Dog that is kept in foster care by a registered foster carer	Annual	\$8.00	\$8.00	N	\$0.00	0.00%
Cat 1C - Cat that meets any one of the following: * desexed; * over 10 years old; * current member of an approved association; * kept for breeding at licensed premises.	Annual	\$48.00	\$50.00	N	\$2.00	4.17%
Category 1CP - Pensioner Concession Rebate for Cat 1C - Cat Desexed (also over 10 years old, current member of an approved association)	Annual	\$24.00	\$25.00	N	\$1.00	4.17%
Category 2C - Cat Unsterilised (exempt under the Domestic Animal Act from requirement to be desexed)	Annual	\$204.00	\$213.00	N	\$9.00	4.41%
Category 2CP - Pensioner Concession Rebate for Cat 2C - Cat unsterilized (exempt under the Domestic Animal Act from requirement to be desexed)	Annual	\$102.00	\$106.50	N	\$4.50	4.41%
Category 1CF - Cat that is kept in foster care by a registered foster carer	Annual	\$8.00	\$8.00	N	\$0.00	0.00%
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	\$0.00	\$0.00	N	\$0.00	0.00%
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	\$0.00	\$0.00	N	\$0.00	0.00%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Unsterilised Puppy registration - discounted initial registration at the desexed registration rate for unsterilised puppies under 6 months of age.	First Registration Per Animal	\$52.00	\$55.00	N	\$3.00	5.77%
Accessing of Pet register information	Per Entry Inspected	\$12.00	\$13.00	N	\$1.00	8.33%
Desexing refunds will only be provided for dogs desexed prior to 30th June and were registered as an 'Unsterilised Puppy' in the previous registration year (a copy of the desexing certificate must be supplied).			Refund amount is the difference between the full fee and the discounted fee.			
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			
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	\$276.00	\$288.00	N	\$12.00	4.35%
Foster Carer Registration						
Foster Carer Registration	Annual	\$57.00	\$60.00	N	\$3.00	5.26%
Pound Release Fees						
Release of domestic dog from pound (reclaim within 8 days) - unregistered	Per Animal	\$308.00	\$321.00	N	\$13.00	4.22%
Release of domestic dog from pound (reclaim within 8 days) - registered	Per Animal	\$250.00	\$250.00	N	\$0.00	0.00%
Release of domestic cat from pound (reclaimed within 8 days) - unregistered	Per Animal	\$163.00	\$170.00	N	\$7.00	4.29%
Release of domestic cat from pound (reclaimed within 8 days) - registered	Per Animal	\$122.00	\$122.00	N	\$0.00	0.00%
Per day sustenance fee (if held beyond the 8 days impounding fee period)	Per Animal Per Day	\$37.00	\$39.00	N	\$2.00	5.41%
Livestock						
Impounding fees for large animal - horse, cow or similar	Per Animal	\$389.00	\$405.00	N	\$16.00	4.11%
Impounding fees for sheep, goat, pig or similar sized animal	Per Animal	\$260.00	\$271.00	N	\$11.00	4.23%
Posting formal notice	Per Notice	\$23.00	\$24.00	Y	\$1.00	4.35%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Advertisement in newspaper (animal to be sold at auction after statutory 14 day impound period)	Per Advert	\$327.00	\$341.00	Y	\$14.00	4.28%
Offences under the Amenity 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	\$271.00	\$282.00	N	\$11.00	4.06%
Medium sign (greater than 900mm or 600mm or less than 1800mm x 900mm) i.e. A-frame sign	Per Sign	\$182.00	\$190.00	N	\$8.00	4.40%
Small sign (less than 900mm in height or 600mm in width) i.e. pointer board	Per Sign	\$82.00	\$86.00	N	\$4.00	4.88%
Shopping trolley	Per Trolley	\$130.00	\$136.00	N	\$6.00	4.62%
Skip bin / Bulk waste container / Shipping container / Clothing recycling bin	Per Item	\$664.00	\$691.00	N	\$27.00	4.07%
Other Items not mentioned above	Per Item	\$199.00	\$207.00	Y	\$8.00	4.02%
Impounded Vehicle Release						
Impounded Vehicle Administration fee	Per Vehicle	\$304.00	\$317.00	N	\$13.00	4.28%
Towing fee for Car	Per Vehicle	\$248.00	\$330.00	N	\$82.00	33.06%
Difficult recovery of vehicle	Per Vehicle	New Fee	\$204.00 + the actual cost	N	New Fee	New Fee
Towing fee for Oversized Vehicle (incl Truck, Bus, large trailer, etc)	Per Vehicle	\$608.00	\$204.00 + the actual cost	N	\$0.00	0.00%
Vehicle storage fee day 28 onwards	Per Vehicle	New Fee	Actual costs	N	New Fee	New Fee
Archived records retrieval fee	Per Request	\$31.00	\$33.00	N	\$2.00	6.45%
HEALTH SERVICES						
Public Health & Wellbeing Act Registration Fee						
Skin Penetrators / Beauty Therapies - single operation	Per Annum	\$172.00	\$179.00	N	\$7.00	4.07%
Hairdressers / Skin Penetrators / Beauty Therapies - multiple operation	Per Annum	\$233.00	\$243.00	N	\$10.00	4.29%
One-off registration for Hairdressing business/ premise (unchanged proprietor) - single operation	One-off registration	\$281.00	\$293.00	N	\$12.00	4.27%
Aquatic Facilities Category 1 (high usage e.g. Leisure Works/Learn to Swim programmes)	Per Annum	\$315.00	\$330.00	N	\$15.00	4.76%
Aquatic Facilities Category 1 (low usage)	Per Annum	\$215.00	\$225.00	N	\$10.00	4.65%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Health Act Accommodation Registration Fees						
Up to 20 residents	Per Annum	\$386.00	\$402.00	N	\$16.00	4.15%
21-40 residents	Per Annum	\$596.00	\$620.00	N	\$24.00	4.03%
More than 40 residents	Per Annum	\$900.00	\$936.00	N	\$36.00	4.00%
Food Act Registration Fees -Includes Food Act Legislative amendments. Registration Fees include registration and first follow up inspection.						
Class 1A Hospitals	Per Annum	\$658.00	\$685.00	N	\$27.00	4.10%
Class 1A Additional Inspection Fee	Per Inspection	\$232.00	\$242.00	N	\$10.00	4.31%
Class 1B Aged Care Facilities, Child Care Centres, Meals on Wheels	Per Annum	\$505.00	\$526.00	N	\$21.00	4.16%
Class 1B Additional Inspection Fee	Per Inspection	\$154.00	\$161.00	N	\$7.00	4.55%
Class 2A Large Supermarkets - 3 plus departments	Per Annum	\$2,138.00	\$2,224.00	N	\$86.00	4.02%
Class 2A Additional Inspection Fee	Per Inspection	\$309.00	\$322.00	N	\$13.00	4.21%
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)	Per Annum	\$658.00	\$685.00	N	\$27.00	4.10%
Class 2B Additional Inspection Fee	Per Inspection	\$234.00	\$244.00	N	\$10.00	4.27%
Class 2CG Class 2 Community Group registration	Per Annum	\$166.00	\$173.00	N	\$7.00	4.22%
Class 2CG Class 2 Community Group registration - single event registration	Per Application	\$92.00	\$96.00	N	\$4.00	4.35%
Class 2 Commercial business - single event registration	Per Application	\$154.00	\$161.00	N	\$7.00	4.55%
Class 2 Food vending machines	Per Vending Machine	\$89.00	\$93.00	N	\$4.00	4.49%
Class 2HB Home Businesses	Per Annum	\$470.00	\$489.00	N	\$19.00	4.04%
Class 2HB Additional Inspection Fee	Per Inspection	\$139.00	\$145.00	N	\$6.00	4.32%
Class 2ES Supermarkets - 3 plus departments. That hold non standard FSP	Per Annum	\$2,250.00	\$2,340.00	N	\$90.00	4.00%
Class 2ES Additional Inspection Fee	Per Inspection	\$309.00	\$322.00	N	\$13.00	4.21%
Class 2E Premises that hold non standard FSP's and are subject to independent audit	Per Annum	\$535.00	\$557.00	N	\$22.00	4.11%
Class 2E Additional Inspection Fee	Per Inspection	\$233.00	\$243.00	N	\$10.00	4.29%
Class 3S Large Supermarkets that sell potentially hazardous pre-packed foods. e.g. ALDI	Per Annum	\$1,687.00	\$1,755.00	N	\$68.00	4.03%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Class 3S Additional Inspection Fee	Per Inspection	\$222.00	\$231.00	N	\$9.00	4.05%
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	\$370.00	\$385.00	N	\$15.00	4.05%
Class 3 Additional Inspection Fee	Per Inspection	\$139.00	\$145.00	N	\$6.00	4.32%
Class 3CG Class 3 Community Group - single event registration	Per Application	\$92.00	\$96.00	N	\$4.00	4.35%
Class 3CG Class 3 Community Group events - annual registration	Per Annum	\$166.00	\$173.00	N	\$7.00	4.22%
Class 3 Commercial business - single event registration	Per Application	\$154.00	\$161.00	N	\$7.00	4.55%
Class 3 Food vending machines	Per Vending Machine	\$89.00	\$93.00	N	\$4.00	4.49%
Class 3 Club - Seasonal Sporting Club	Per Annum	\$187.00	\$195.00	N	\$8.00	4.28%
Class 3 Club Additional Inspection Fee	Per Inspection	\$139.00	\$145.00	N	\$6.00	4.32%
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	\$253.00	\$264.00	Y	\$11.00	4.35%
Property inquiry/ inspection of business on request (4 Working Day turnaround)	Per Request	\$349.00	\$363.00	Y	\$14.00	4.01%
Second and subsequent property inquiry/ inspection of business on request	Per Request	\$115.00	\$120.00	Y	\$5.00	4.35%
Pro Rata Refund of Registration Fees	Per Request	\$49.00	\$51.00	Y	\$2.00	4.08%
Establishment Fee - Food Act Premises	Per Request	\$351.00	\$366.00	Y	\$15.00	4.27%
Establishment Fee - Businesses Registrable under Public Health and Wellbeing Act	Per Request	\$161.00	\$168.00	Y	\$7.00	4.35%
Establishment Fee - Food Act Home Based Businesses and Mobile businesses	Per Request	\$161.00	\$168.00	Y	\$7.00	4.35%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Septic Tanks permit to install	Per Request	\$530.00	\$552.00	N	\$22.00	4.15%
Food laboratory sampling of second sample (failed)	Per Sample	Actual costs + \$182 reinspection fee	Actual costs + \$190 reinspection fee	N	\$8.00	4.40%
Archived records retrieval fee	Per Request	\$32.00	\$34.00	N	\$2.00	6.25%
Vaccines Provided at Public Sessions						
Boostrix (Adult Diphtheria, Tetanus & Pertussis)	Per Injection	\$55.00	\$58.00	Y	\$3.00	5.45%
Chicken Pox	Per Injection	\$77.00	\$81.00	Y	\$4.00	5.19%
Flu - Quad Valent	Per Injection	\$29.00	\$31.00	Y	\$2.00	6.90%
Hepatitis A (Adult)	Per Injection	\$65.00	\$68.00	Y	\$3.00	4.62%
Hepatitis B (Adult)	Per Injection	\$39.00	\$41.00	Y	\$2.00	5.13%
Twinrix (Hepatitis A & B) Adult	Per Injection	\$108.00	\$113.00	Y	\$5.00	4.63%
Nimerix (Meningococcal ACWY)	Per Injection	\$89.00	\$93.00	Y	\$4.00	4.49%
Administration of Unsubsidised Vaccine Supplied by Government Health Departments	Per Injection	\$20.00	\$21.00	Y	\$1.00	5.00%
MMR	Per Injection	\$61.00	\$64.00	Y	\$3.00	4.92%
BEXSERO (Meningococcal B)	Per Injection	\$135.00	\$141.00	Y	\$6.00	4.44%
Service Provided at Clients Business						
Corporate Businesses Service - Two Nurses minimum charge	Per First Hour for 2 Nurses	\$395.00	\$411.00	Y	\$16.00	4.05%
Corporate Businesses Service - Additional Hours	Per Nurse Per Hour	\$146.00	\$152.00	Y	\$6.00	4.11%
Boostrix (Adult Diphtheria, Tetanus & Pertussis)	Per Injection	\$55.00	\$58.00	Y	\$3.00	5.45%
Hepatitis A (Adult)	Per Injection	\$65.00	\$68.00	Y	\$3.00	4.62%
Hepatitis B (Adult)	Per Injection	\$39.00	\$41.00	Y	\$2.00	5.13%
Twinrix (Hepatitis A & B) Adult	Per Injection	\$108.00	\$113.00	Y	\$5.00	4.63%
Flu - Quad Valent	Per Injection	\$29.00	\$31.00	Y	\$2.00	6.90%
MMR	Per Injection	\$61.00	\$64.00	Y	\$3.00	4.92%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
City Strategy and Integrity - Governance						
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	\$67.00	\$70.00	Y	\$3.00	4.48%
Monday to Friday After 5.00pm for a minimum 3 Hours	Per Hour	\$112.00	\$117.00	Y	\$5.00	4.46%
Saturday or Sunday for a minimum 3 Hours	Per Hour	\$146.00	\$152.00	Y	\$6.00	4.11%
Commercial						
<u>Meeting Rooms 1 or 2</u>						
Monday to Friday 8.00am to 5.00pm	Per Day	\$692.00	\$720.00	Y	\$28.00	4.05%
- Half Day Rate - 3 Hours or Less	Half Day	\$351.00	\$366.00	Y	\$15.00	4.27%
Monday to Friday After 5.00pm	Per Day	\$1,229.00	\$1,279.00	Y	\$50.00	4.07%
- Half Day Rate - 3 Hours or Less	Half Day	\$615.00	\$640.00	Y	\$25.00	4.07%
Saturday or Sunday	Per Day	\$1,638.00	\$1,704.00	Y	\$66.00	4.03%
- Half Day Rate - 3 Hours or Less	Half Day	\$824.00	\$857.00	Y	\$33.00	4.00%
Non Profit / Charitable						
<u>Meeting Rooms 3 or 4</u>						
Monday to Friday 8.00am to 5.00pm	Per Hour	\$97.00	\$101.00	Y	\$4.00	4.12%
Monday to Friday After 5.00pm for a minimum 3 Hours	Per Hour	\$146.00	\$152.00	Y	\$6.00	4.11%
Saturday or Sunday for a minimum 3 Hours	Per Hour	\$199.00	\$207.00	Y	\$8.00	4.02%
Commercial						
<u>Meeting Rooms 3 or 4</u>						
Monday to Friday 8.00am to 5.00pm	Per Day	\$1,088.00	\$1,132.00	Y	\$44.00	4.04%
- Half Day Rate - 3 Hours or Less	Half Day	\$548.00	\$570.00	Y	\$22.00	4.01%
Monday to Friday After 5.00pm	Per Day	\$1,638.00	\$1,704.00	Y	\$66.00	4.03%
- Half Day Rate - 3 Hours or Less	Half Day	\$819.00	\$852.00	Y	\$33.00	4.03%

Description of Fees and Charges	Unit of Measure	Adopted	Adopted	2022-23	Fee	Fee
		2021-22 Fee GST Incl. (where applicable)	2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Increase / (Decrease) \$	Increase / (Decrease) %
Saturday or Sunday	Per Day	\$2,171.00	\$2,258.00	Y	\$87.00	4.01%
- Half Day Rate - 3 Hours or Less	Half Day	\$1,089.00	\$1,133.00	Y	\$44.00	4.04%
Non Profit / Charitable						
<u>Meeting Rooms - Full Function Area</u>						
Monday to Friday 8.00am to 5.00pm	Per Hour	\$194.00	\$202.00	Y	\$8.00	4.12%
Monday to Friday After 5.00pm for a minimum 3 Hours	Per Hour	\$286.00	\$298.00	Y	\$12.00	4.20%
Saturday or Sunday for a minimum 3 Hours	Per Hour	\$342.00	\$356.00	Y	\$14.00	4.09%
Commercial						
<u>Meeting Rooms – Full Function Area</u>						
Monday to Friday 8.00am to 5.00pm	Per Day	\$2,170.00	\$2,257.00	Y	\$87.00	4.01%
- Half Day Rate - 3 Hours or Less	Half Day	\$1,088.00	\$1,132.00	Y	\$44.00	4.04%
Monday to Friday After 5.00pm	Per Day	\$3,288.00	\$3,420.00	Y	\$132.00	4.01%
- Half Day Rate - 3 Hours or Less	Half Day	\$1,644.00	\$1,710.00	Y	\$66.00	4.01%
Saturday or Sunday	Per Day	\$3,821.00	\$3,974.00	Y	\$153.00	4.00%
- Half Day Rate - 3 Hours or Less	Half Day	\$1,911.00	\$1,988.00	Y	\$77.00	4.03%
FREEDOM OF INFORMATION (FOI)						
<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		
City Strategy and Integrity - Strategic Procurement and Property						
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	\$220.00	\$229.00	Y	\$9.00	4.09%
Annual Licence Fee - Scout Groups	Per Annum	\$10.00	\$10.00	Y	\$0.00	0.00%
Essential Safety Measures (for commercial properties)	Per Annum	\$392.00	\$408.00	Y	\$16.00	4.08%

Knox City Council

2022-23 Fees & Charges



Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Connected Communities - Family and Children's Services						
KINDERGARTEN SERVICES						
Kindergarten Fee (for Calendar Year 2022)	Per Child	\$1,640.00	\$1,752.00	N	\$112.00	6.83%
Kindergarten Fee (for Calendar Year 2023)	Per Child	\$1,752.00	\$1,782.00	N	\$30.00	1.71%
Kindergarten Fee Sibling 10% discount (for Calendar Year 2022)	Per Child	\$164.00	\$175.20	N	\$11.20	6.83%
Kindergarten Fee Sibling 10% discount (for Calendar Year 2023)	Per Child	\$175.20	\$178.20	N	\$3.00	1.71%
Kindergarten Fee 3YO (for Calendar Year 2022)	Per Child	\$584.00	\$584.00	N	\$0.00	0.00%
Kindergarten Fee 3YO (for Calendar Year 2023)	Per Child	\$584.00	\$594.00	N	\$10.00	1.71%
CHILD CARE						
Long Day Care						
Per Day (all centres)	Per Day	\$151.45	\$157.50	N	\$6.05	3.99%
Occasional Care	4 Hourly	\$70.00	\$70.00	N	\$0.00	0.00%
THREE YEAR OLD ACTIVITY PROGRAM						
Activity Program Fee	Per 10 Weeks	\$432.50	\$450.00	Y	\$17.50	4.05%
NETBALL CENTRE OCCASIONAL CARE						
	Per Child Per Game	\$0.00	\$0.00	N	\$0.00	0.00%
INTEGRATED EARLY YEARS OPERATIONS						
License / Contribution Fee for Early Years users, using Council owned facilities	Per Annum	\$0.00	\$500.00	N	\$500.00	0.00%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Connected Communities - Community Access and Support						
HOME & COMMUNITY CARE SERVICES						
<p><i>Commonwealth Home Support Programme (CHSP) client fees are based on Community Health Income Ranges/Centrelink Income Test for pensioners. Clients are not disadvantaged by inability to pay, fee waiving is approved as assessed as appropriate by Service Provider Coordinator.</i></p> <p><i>The income ranges per annum, effective July 2019 are as follows:</i></p> <p><i>Individual Low fee < \$39,089 Medium fee \$39,089 - \$86,208 High fee > \$86,208</i></p> <p><i>Couple Low fee < \$59,802 Medium fee \$59,802 - \$115,245 High fee > \$115,245</i></p> <p><i>*Family (1 Child) Low fee < \$66,009 Medium fee \$66,009 - \$118,546 High fee > \$118,546</i></p> <p><i>*plus \$6,206 per additional child</i></p>						
HOME MAINTENANCE/MODIFICATIONS						
<i>Clients pay for the cost of materials plus the hourly rate.</i>						
Low:						
S - Single (Income Range less than \$39,089 pa) C - Couple (Income Range less than \$59,802 pa) F - Family (1 Child) (Income Range less than \$66,009 pa) (plus \$6,206 additional child per annum)	Per Hour	\$17.00	\$17.60	N	\$0.60	3.53%
Medium:						
S - Single (Income range \$39,089 - \$86,208 pa) C - Couple (Income range \$59,802 - \$115,245 pa) F - Family (Income range \$66,009 - \$118,546 pa) (plus \$6,206 additional child per annum)	Per Hour	\$21.70	\$22.60	N	\$0.90	4.15%
High:						
S - Single (Income range more than \$86,208 pa) C - Couple (Income range more than \$115,245 pa) F - Family (Income range more than \$118,546 pa) (plus \$6,206 additional child per annum)	Per Hour	\$66.00	\$68.50	N	\$2.50	3.79%
Undisclosed income or compensation	Per Hour (& as per receipt for materials)	\$100.00	\$104.00	N	\$4.00	4.00%
Service Cancellation - less than 24 hours notice prior to service provision	Per Booking	100% of service booking	100% of service booking	N		

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
FOOD SERVICES						
Centre based & home delivered meals						
Three (3) Course Meal Vulnerable Person as assessed by Short Term Support Team (STST)	Per Meal	\$5.00	\$5.00	N	\$0.00	0.00%
Three (3) Course Meal Low Income Medium Income	Per Meal	\$10.80	\$11.20	N	\$0.40	3.70%
Three (3) Course Meal High Income	Per Meal	\$19.00	\$19.00	N	\$0.00	0.00%
Two (2) Course Meal Vulnerable Person as assessed by Short Term Support Team (STST)	Per Meal	\$4.00	\$4.00	N	\$0.00	0.00%
Two (2) Course Meal (Entrée and Main, or Main and Dessert) Low Income Medium Income	Per Meal	\$8.50	\$8.80	N	\$0.30	3.53%
Two (2) Course Meal Entree and Main, or Main and Dessert) High Income	Per Meal	\$14.60	\$15.00	N	\$0.40	2.74%
Service Cancellation - less than 24 hours notice prior to service provision	Per Booking	100% of service booking	100% of service booking	N		
ALLIED HEALTH - OCCUPATIONAL THERAPY						
Low Income	Per Consultation	\$12.00	\$12.50	N	\$0.50	4.17%
Medium Income	Per Consultation	\$18.00	\$18.70	N	\$0.70	3.89%
High Income	Per Hour	\$119.00	\$123.00	N	\$4.00	3.36%
COMMUNITY TRANSPORT						
Regular bus route passenger	Return Trip	\$6.00	\$6.00	N	\$0.00	0.00%
Regular bus route passenger	One Way Trip	\$3.00	\$3.00	N	\$0.00	0.00%
Community Outing	Per Day or Part Day	\$8.70	\$9.00	N	\$0.30	3.45%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
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	\$130.00	\$135.00	Y	\$5.00	3.85%
Out of core per hour drive time	Per Hour	\$71.00	\$74.00	Y	\$3.00	4.23%
Out of core booking fee	Per Booking	\$71.00	\$74.00	Y	\$3.00	4.23%
Emergency Services Groups - Training Courses max. of 8 hours	Per Use	\$135.00	\$141.00	Y	\$6.00	4.44%
SENIOR'S EVENTS						
Events / Workshops - Seniors Festival Events etc	Per Event	\$7.00	\$7.00	N	\$0.00	0.00%
Connected Communities - Active and Creative Communities						
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	\$130.00	\$136.00	Y	\$6.00	4.62%
Tennis Pavilions						
Batterham Park	Per Annum	\$1,013.00	\$1,054.00	Y	\$41.00	4.05%
Reta Matthews Reserve (Boronia)	Per Annum	\$975.00	\$1,014.00	Y	\$39.00	4.00%
Eildon Park	Per Annum	\$1,078.00	\$1,122.00	Y	\$44.00	4.08%
Glenfern Park (Ferntree Gully)	Per Annum	\$959.00	\$998.00	Y	\$39.00	4.07%
Guy Turner Reserve (Guy Turner)	Per Annum	\$686.00	\$714.00	Y	\$28.00	4.08%
Coleman Road Reserve (Knox City)	Per Annum	\$1,991.00	\$2,071.00	Y	\$80.00	4.02%
Knox Gardens Reserve (Knox Gardens)	Per Annum	\$1,311.00	\$1,364.00	Y	\$53.00	4.04%
Carrington Park (Knoxfield)	Per Annum	\$799.00	\$831.00	Y	\$32.00	4.01%
Miller Park	Per Annum	\$1,013.00	\$1,054.00	Y	\$41.00	4.05%
Seebeck Reserve (Rowville)	Per Annum	\$1,018.00	\$1,059.00	Y	\$41.00	4.03%
Exner Reserve (Scoresby)	Per Annum	\$1,169.00	\$1,216.00	Y	\$47.00	4.02%
Templeton Reserve (Templeton)	Per Annum	\$1,682.00	\$1,750.00	Y	\$68.00	4.04%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Wantirna Reserve (Wantirna)	Per Annum	\$1,063.00	\$1,106.00	Y	\$43.00	4.05%
Windermere Reserve	Per Annum	\$1,092.00	\$1,136.00	Y	\$44.00	4.03%
Cricket						
Junior / Vets / Women's / All Abilities Teams	Per Team Per Season	\$89.00	\$93.00	Y	\$4.00	4.49%
Senior Teams	Per Team Per Season	\$568.00	\$591.00	Y	\$23.00	4.05%
Winter Senior Teams	Per Team Per Season	\$379.00	\$395.00	Y	\$16.00	4.22%
Football						
Junior / Vets / Women's / All Abilities Teams	Per Team Per Season	\$350.00	\$364.00	Y	\$14.00	4.00%
Senior Teams (includes U 19 and Reserves)	Per Team Per Season	\$2,520.00	\$2,621.00	Y	\$101.00	4.01%
Soccer						
Junior / Vets / Women's / All Abilities Teams	Per Team Per Season	\$222.00	\$231.00	Y	\$9.00	4.05%
Senior Teams	Per Team Per Season	\$1,522.00	\$1,583.00	Y	\$61.00	4.01%
Baseball						
Junior / Vets / Women's / All Abilities Teams	Per Team Per Season	\$60.00	\$63.00	Y	\$3.00	5.00%
Senior Teams	Per Team Per Season	\$434.00	\$452.00	Y	\$18.00	4.15%
Netball / Court						
Training	Per Court Per Annum	\$92.00	\$96.00	Y	\$4.00	4.35%
Facility Lease and License Agreements						
Knox Obedience Dog Club	Per Annum	\$2,343.00	\$2,437.00	Y	\$94.00	4.01%
Knox BMX Club	Per Annum	\$732.00	\$762.00	Y	\$30.00	4.10%
Fitness Permit - Community Group / Not for profit (up to 10 sessions per week)	6 months	\$0.00	\$0.00	Y	\$0.00	0.00%
Fitness Permit - Commercial (up to 10 sessions per week)	6 months	\$ 1,540.00	\$1,602.00	Y	\$62.00	4.03%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Eastern Football Netball League - use of Tormore Reserve for the Senior Football Finals series	Per Annum	\$ 3,564.00	\$3,564.00	Y	\$0.00	0.00%
Eastern Football Netball League - use of Marie Wallace Bayswater Oval for the Senior Football Finals series	Per Annum	\$ 3,564.00	\$3,564.00	Y	\$0.00	0.00%
Preparation of Turf Wickets						
Tormore Reserve (1 oval)	Per Season	\$9,029.00	\$9,391.00	Y	\$362.00	4.01%
Marie Wallace - Bayswater Oval & Bayswater Park (2 ovals)	Per Season	\$12,035.00	\$12,517.00	Y	\$482.00	4.00%
Reserves / Ovals	Per Point Per Oval Per Season	\$236.00	\$246.00	Y	\$10.00	4.24%
<i>Charges are seasonal and are based on Council's rating of 1 to 18 points per oval, at a fixed rate per point.</i>						
Casual Users - Sporting Reserves						
Knox Schools and School Sports Associations	No Charge	\$0.00	\$0.00	Y	\$0.00	0.00%
Knox Community / Non Profit Usage	No Charge	\$0.00	\$0.00	Y	\$0.00	0.00%
Non Knox Schools / Non Knox Community Usage	Per Day	\$103.00	\$108.00	Y	\$5.00	4.85%
Commercial Usage (Corporate and Business Activities / Purposes)	Per Day	\$406.00	\$423.00	Y	\$17.00	4.19%
Pavilions – Rental						
Batterham Reserve No. 1	Per Annum	\$1,201.00	\$1,250.00	Y	\$49.00	4.08%
Batterham Reserve No. 2	Per annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Bayswater Oval	Per Annum	\$1,201.00	\$1,250.00	Y	\$49.00	4.08%
Bayswater Park	Per Annum	\$602.00	\$1,250.00	Y	\$648.00	107.64%
Benedikt Park	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Carrington Park	Per Annum	\$1,201.00	\$1,250.00	Y	\$49.00	4.08%
Chandler Park	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Colchester Park	Per Annum	\$1,201.00	\$1,250.00	Y	\$49.00	4.08%
Dobson Park	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Egan Lee Reserve	Per Annum	\$1,201.00	\$1,250.00	Y	\$49.00	4.08%
Eildon Park	Per Annum	\$1,201.00	\$1,250.00	Y	\$49.00	4.08%
Exner Reserve (Scoresby)	Per annum	\$1,201.00	\$1,250.00	Y	\$49.00	4.08%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Fairpark Reserve	Per Annum	\$602.00	\$1,250.00	Y	\$648.00	107.64%
Gilbert Park	Per Annum	\$602.00	\$1,250.00	Y	\$648.00	107.64%
Guy Turner	Per Annum	\$1,201.00	\$1,250.00	Y	\$49.00	4.08%
HV Jones Reserve	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Kings Park Athletics	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Kings Park No. 1	Per Annum	\$1,201.00	\$1,250.00	Y	\$49.00	4.08%
Kings Park B / Ball No. 1	Per Annum	\$1,201.00	\$1,250.00	Y	\$49.00	4.08%
Knox Gardens Reserve No. 1	Per Annum	\$1,201.00	\$1,250.00	Y	\$49.00	4.08%
Knox Gardens Reserve No. 2	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Knox Park Soccer	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Lakesfield Reserve	Per Annum	\$1,201.00	\$1,250.00	Y	\$49.00	4.08%
Lewis Park	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Liberty Avenue Reserve	Per Annum	\$1,201.00	\$1,250.00	Y	\$49.00	4.08%
Miller Park	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Milpera Reserve	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Park Ridge Reserve	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Pickett Reserve	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Rowville Recreation Reserve No. 1	Per Annum	\$1,201.00	\$1,250.00	Y	\$49.00	4.08%
Rowville Recreation Reserve No. 2	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Sasses Avenue Reserve	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Schultz Reserve	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Stud Park	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Talaskia Reserve	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Templeton Reserve	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Tormore Reserve	Per Annum	\$1,201.00	\$1,250.00	Y	\$49.00	4.08%
Walker Wantirna South Reserve	Per Annum	\$1,201.00	\$1,250.00	Y	\$49.00	4.08%
Wally Tew Reserve No. 1 (Ferntree Gully)	Per Annum	\$1,201.00	\$1,250.00	Y	\$49.00	4.08%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee	Adopted 2022-23 Fee	2022-23 GST Applied	Fee Increase / (Decrease)	Fee Increase / (Decrease)
		GST Incl. (where applicable)	GST Incl. (where applicable)	10% Y/N	\$	%
Wally Tew Reserve No. 2	Per Annum	New Fee	\$627.00	Y	New Fee	New Fee
Wantirna Reserve	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Windermere Reserve	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Netball Pavilions						
HV Jones Reserve Netball Pavilion	Per Annum	\$171.00	\$178.00	Y	\$7.00	4.09%
Walker Reserve Netball Pavilion	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
FESTIVALS & EVENTS						
<i>All Council run events</i>						
Stall Holders (Commercial and Other)						
Makers Market Site	Per Day	\$84.00	\$88.00	Y	\$4.00	4.76%
Commercial Food - Large	Per Day	\$454.00	\$473.00	Y	\$19.00	4.19%
Commercial Food - Medium	Per Day	\$341.00	\$355.00	Y	\$14.00	4.11%
Commercial Food - Small	Per Day	\$234.00	\$244.00	Y	\$10.00	4.27%
Market Site - Large	Per Day	\$301.00	\$314.00	Y	\$13.00	4.32%
Market Site - Medium	Per Day	\$226.00	\$236.00	Y	\$10.00	4.42%
Market Site - Small	Per Day	\$152.00	\$159.00	Y	\$7.00	4.61%
Additional - Chairs	Per Item Per Day	\$6.00	\$7.00	Y	\$1.00	16.67%
- Tables	Per Item Per Day	\$25.00	\$26.00	Y	\$1.00	4.00%
- Marquees (3x3)	Per Item Per Day	\$246.00	\$256.00	Y	\$10.00	4.07%
- Marquees (6x3)	Per Item Per Day	\$657.00	\$684.00	Y	\$27.00	4.11%
Electricity - 10 amps	Per Site Per Day	\$22.00	\$23.00	Y	\$1.00	4.55%
- 15 amps	Per Site Per Day	\$34.00	\$36.00	Y	\$2.00	5.88%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
- 30 amps	Per Site Per Day	\$56.00	\$59.00	Y	\$3.00	5.36%
Weights (marquee)	Per Site Per Day	\$11.00	\$12.00	Y	\$1.00	9.09%
Stall Holders (Community)						
Community Food Vendor Package - Small 3x3m (includes marquee 1x table, 2x chairs)	Per Day	\$0.00	\$0.00	Y	\$0.00	0.00%
Community Food Vendor Package - Medium 3x6m (includes marquee 1x table, 2x chairs)	Per Day	\$208.00	\$217.00	Y	\$9.00	4.33%
Community Food Vendor Package - Large 3x9m (includes marquee 1x table, 2x chairs)	Per Day	\$301.00	\$314.00	Y	\$13.00	4.32%
Market Site Package - Small 3x3m (includes marquee 1x table, 2x chairs)	Per Day	\$0.00	\$0.00	Y	\$0.00	0.00%
Market Site Package - Medium 3x6m (includes marquee 1x table, 2x chairs)	Per Day	\$136.00	\$142.00	Y	\$6.00	4.41%
Market Site Package - Large 3x9m (includes marquee 1x table, 2x chairs)	Per Day	\$201.00	\$210.00	Y	\$9.00	4.48%
Community Stallholder Public Liability Insurance Cover	Per Day	New Fee	\$35.00	Y	New Fee	New Fee
Commercial Filming						
Filming Permit - Commercial/High Impact	Per Permit	New Fee	\$250.00	Y	New Fee	New Fee
FERNTREE GULLY COMMUNITY ARTS CENTRE						
Regular Hire Groups (minimum 2 hire bookings per term)	Per Hour	\$36.00	\$38.00	Y	\$2.00	5.56%
Casual Hire / Room	Per Hour	\$42.00	\$44.00	Y	\$2.00	4.76%
Saturday Night Function	Per 6 Hours	\$752.00	\$783.00	Y	\$31.00	4.12%
Saturday Night Function	Per Hour	\$160.00	\$167.00	Y	\$7.00	4.38%
Clean Up Fee	Per Hour or Part Thereof	\$202.00	\$211.00	Y	\$9.00	4.46%
Delay Exit Fee	Per Hour or Part Thereof	\$202.00	\$211.00	Y	\$9.00	4.46%
<i>Bonds (refundable) - Refer to the end of the Community Services Facilities section.</i>						

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Activities						
<i>Ferntree Gully Community Arts Centre offers a range of community arts classes.</i>						
Pottery Classes Fees - Adult	Per 3 Hour Class	\$25.00	\$26.00	Y	\$1.00	4.00%
Arts/Cultural Class Fees - Adult	Per 2 Hour Class	\$20.00	\$21.00	Y	\$1.00	5.00%
Art Equipment Sales (Clay Blocks - Students only)	Per 10 Kg block	\$13.00	\$14.00	Y	\$1.00	7.69%
Pottery Firing Fees (Students Only)	Per Firing	\$5.00	\$6.00	Y	\$1.00	20.00%
Pottery Firing Fees (Non-Students)	Per Firing	New Fee	\$9.00	Y	New Fee	New Fee
Pottery Classes Fees - Children	Per 1.5 Hour Class	\$17.00	\$18.00	Y	\$1.00	5.88%
Arts/Cultural Class Fees - Children	Per 1.5 Hour Class	\$17.00	\$18.00	Y	\$1.00	5.88%
PLACEMAKERS						
Regular Hire Groups	Per Hour	New Fee	\$38.00	Y	New Fee	New Fee
Casual Hire / Room	Per Hour	New Fee	\$44.00	Y	New Fee	New Fee
ROWVILLE COMMUNITY CENTRE						
Hire Type						
Multi - purpose Hall - Function/ Show/Concert/Seminar	Per Hour	\$141.00	\$147.00	Y	\$6.00	4.26%
Multi - purpose Hall - Function/ Show/Concert/Seminar - 6 Hours	Per 6 Hours	\$688.00	\$716.00	Y	\$28.00	4.07%
Multi - purpose Hall* - Sports/Community rate	Per Hour	\$42.00	\$44.00	Y	\$2.00	4.76%
Multi - purpose Hall - Activity	Per Hour	\$52.00	\$55.00	Y	\$3.00	5.77%
Meetings / Regular Hire MR 1 and 2 (One Room)	Per Hour	\$32.00	\$32.00	Y	\$0.00	0.00%
Meetings / Regular Hire MR 1 and 2 (Both)	Per Hour	\$63.00	\$63.00	Y	\$0.00	0.00%
Meetings / Regular Hire MR 3 and 4 (One Room)	Per Hour	\$32.00	\$32.00	Y	\$0.00	0.00%
Meetings / Regular Hire MR 3 and 4 (Both)	Per Hour	\$63.00	\$63.00	Y	\$0.00	0.00%
Meetings / Regular Hire - Interview Room 1	Per Hour	\$29.00	\$29.00	Y	\$0.00	0.00%
Meetings / Regular Hire - Interview Room 2	Per Hour	\$31.00	\$31.00	Y	\$0.00	0.00%
Function - Tennis Pavilion	Per Hour	\$63.00	\$66.00	Y	\$3.00	4.76%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Function - Tennis Pavilion - 4 Hours	Per 4 Hours	\$199.00	\$207.00	Y	\$8.00	4.02%
Meetings/Activity - Tennis Pavilion	Per Hour	\$32.00	\$33.50	Y	\$1.50	4.69%
RCC Community Kitchen (max 3 hours)	Per Hour	\$35.00	\$37.00	Y	\$2.00	5.71%
Stage	Per Hour	\$12.00	\$13.00	Y	\$1.00	8.33%
Basketball Court Hire - Single Casual Entry "Drop In"	Per Hour	\$3.50	\$4.00	Y	\$0.50	14.29%
Badminton/ Pickleball Court Hire *	Per Hour	\$24.00	\$25.00	Y	\$1.00	4.17%
Tennis Court Hire *	Per Hour	\$23.00	\$24.00	Y	\$1.00	4.35%
Tennis Court Hire (including lighting)	Per Hour	\$32.00	\$34.00	Y	\$2.00	6.25%
<i>* School Hire (Knox Schools are entitled to a 20% discount)</i>						
<i>* Senior groups are eligible to received a 40% discount on hire charges specified above.</i>						
Clean Up Fee	Per Hour or part thereof	\$205.00	\$214.00	Y	\$9.00	4.39%
Delay Exit Fee	Per Hour or part thereof	\$205.00	\$214.00	Y	\$9.00	4.39%
Holding fee (regular hirers) for no show	Per Regular Booking	New Fee	50% total daily booking fee	Y	New Fee	New Fee
Administration / Cancellation Fee (Activity Group Program)	Per Term	\$63.00	\$66.00	Y	\$3.00	4.76%
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/Pilates	Per Session	\$15.00	\$16.00	Y	\$1.00	6.67%
Group Fitness Class	Per Session	\$11.00	\$11.50	Y	\$0.50	4.55%
Senior Exercise Class	Per Session	\$7.00	\$7.00	Y	\$0.00	0.00%
Senior Sports - Session	Per Session	\$5.50	\$5.50	Y	\$0.00	0.00%
KNOX REGIONAL NETBALL CENTRE (KRNC)						
Stadium Charges - For Competition						
Junior	Per Court Per Game	\$30.00	\$32.00	Y	\$2.00	6.67%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Senior	Per Court Per Game	\$66.00	\$69.00	Y	\$3.00	4.55%
Door Entry - Night Senior / Players and Spectators	Per Admission	\$3.00	\$3.00	Y	\$0.00	0.00%
Stadium Charges - For Training						
Weekdays / Court	Per Court Per Hour	\$40.00	\$42.00	Y	\$2.00	5.00%
Weekends / Court	Per Court Per Hour	\$49.00	\$51.00	Y	\$2.00	4.08%
Room Hire						
Meeting Rooms - Association	Per Hour	\$32.00	\$33.50	Y	\$1.50	4.69%
Meeting Room - Casual hire	Per Hour	\$38.00	\$40.00	Y	\$2.00	5.26%
Saturday Association Room	Per Saturday	\$136.00	\$142.00	Y	\$6.00	4.41%
MDNA Administration Office	Per Annum	\$1,311.00	\$1,364.00	Y	\$53.00	4.04%
Outdoor Courts						
Casual Hire	Per Court Per Game	\$23.00	\$24.00	Y	\$1.00	4.35%
Casual Hire - Day (Tournaments)	Per Day	\$527.00	\$549.00	Y	\$22.00	4.17%
Association - Saturday	Per Court Per Annum	\$388.00	\$404.00	Y	\$16.00	4.12%
Night Use (lights) Per Court per hour	Per Court Per Hour	\$32.00	\$34.00	Y	\$2.00	6.25%
KRNC Competitions						
Competitions (KRNC)	Per Team Per Game	\$60.00	\$60.00	Y	\$0.00	0.00%
Team Registration KCC Competition	Per Team Per Season	\$60.00	\$60.00	Y	\$0.00	0.00%
Functions						
Casual Hire - Stadium Netball Usage (for 2 courts)	Min 8 Hours	\$655.00	\$682.00	Y	\$27.00	4.12%
Casual Hire - Functions (court 1 & 2)	Min 8 Hours	\$983.00	\$1,023.00	Y	\$40.00	4.07%
Casual Hire - Functions (court 3 & 4)	Min 8 Hours	New Fee	\$1,023.00	Y	New Fee	New Fee

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Casual Hire - Functions (court 1, 2, 3 & 4)	Min 8 Hours	New Fee	\$1,987.00	Y	New Fee	New Fee
Holding fee (regular hirers) for no show	Per Regular Booking	New Fee	50% total daily booking fee	Y	New Fee	New Fee
CARRINGTON PARK LEISURE CENTRE						
Not for Profit / Community Group Rates:						
Activity Room	Per Hour	\$21.00	\$22.00	Y	\$1.00	4.76%
Art	Per Hour	\$11.00	\$12.00	Y	\$1.00	9.09%
Gym	Per Hour	\$21.00	\$22.00	Y	\$1.00	4.76%
Meeting Room 1	Per Hour	\$11.00	\$12.00	Y	\$1.00	9.09%
Meeting Room 2	Per Hour	\$13.00	\$14.00	Y	\$1.00	7.69%
Meeting Rooms 1 and 2	Per Hour	\$24.00	\$25.00	Y	\$1.00	4.17%
Office	Per Hour	\$11.00	\$12.00	Y	\$1.00	9.09%
Squash Courts	Per Hour	\$15.00	\$16.00	Y	\$1.00	6.67%
Holding fee (regular hirers) for no show	Per Regular Booking	New Fee	50% total daily booking fee	Y	New Fee	New Fee
AIMEE SEEBECK HALL						
Hall - Day rate (before 5pm)	Per Hour	New Fee	\$34.50	Y	New Fee	New Fee
Hall - Evening rate (after 5pm)	Per Hour	New Fee	\$34.50	Y	New Fee	New Fee
Function Hire - Friday night (5pm - 12am)	Per 7 hours	New Fee	\$260.00	Y	New Fee	New Fee
Function Hire - Saturday night (5pm - 12am)	Per 7 hours	New Fee	\$315.00	Y	New Fee	New Fee
Holding fee (regular hirers) for no show	Per Regular Booking	New Fee	50% total daily booking fee	Y	New Fee	New Fee
KNOX COMMUNITY ARTS CENTRE						
Not for Profit / Community Group Rates:						
Supper / Meeting Room (up to 6 hours)	Per Hour	\$40.00	\$42.00	Y	\$2.00	5.00%
Supper / Meeting Room (6 hours plus)	Per Hour	\$36.00	\$38.00	Y	\$2.00	5.56%
Theatre - No Biobox (house lights only). Eg. rehearsals, meetings, seminars etc.	Per Hour	\$40.00	\$42.00	Y	\$2.00	5.00%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Theatre - With Biobox. Includes a compulsory venue technician for biobox operation. Includes access to kitchen, green room and audience access to foyer Excludes Supper Room Minimum 4 hour booking. Eg. Theatre shows, productions, stage presentations.	Per Hour	\$121.00	\$126.00	Y	\$5.00	4.13%
Entire Facility Functions, productions and performances etc that require exclusive access to all areas. Includes bio box and one compulsory technician. Minimum 4 hour booking.	Per Hour	\$152.00	\$159.00	Y	\$7.00	4.61%
Commercial / Other Group Rates						
Supper / Meeting Room (up to 6 hours)	Per Hour	\$62.00	\$65.00	Y	\$3.00	4.84%
Supper / Meeting Room (6 hours plus or regular hirers)	Per Hour	\$54.00	\$57.00	Y	\$3.00	5.56%
Theatre - No Biobox (house lights only). Eg. rehearsals, meetings, seminars etc.	Per Hour	\$67.00	\$70.00	Y	\$3.00	4.48%
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	\$202.00	\$211.00	Y	\$9.00	4.46%
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	\$253.00	\$264.00	Y	\$11.00	4.35%
COMMUNITY SERVICES FACILITIES						
Community Services Facilities - Bonds (Refundable)						
All Functions with alcohol - Level 3	Per Function	\$1,175.00	\$1,222.00	N	\$47.00	4.00%
Major Functions (over 150 persons) without alcohol - Level 2	Per Function	\$700.00	\$728.00	N	\$28.00	4.00%
Smaller Functions (1 to 150 persons) without alcohol - Level 1	Per Function	\$360.00	\$375.00	N	\$15.00	4.17%

Knox City Council

2022-23 Fees & Charges



Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
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	\$0.00	0.00%
Road Opening Inspections:						
Nature strip opening	Per Opening	\$195.00	\$250.00	N	\$55.00	28.21%
Connection to Council Drain or Kerbing	Per Opening	\$195.00	\$250.00	N	\$55.00	28.21%
Road Opening	Per Opening	\$195.00	\$250.00	N	\$55.00	28.21%
Concrete Crossing	Per Opening	\$195.00	\$250.00	N	\$55.00	28.21%
General Concrete Works	Per Opening	\$195.00	\$250.00	N	\$55.00	28.21%
Weekend Supervision up to 3 hours	Per Hour	\$173.00	\$180.00	N	\$7.00	4.05%
Weekend Supervision greater than 3 hours	Per Hour	\$195.00	\$203.00	N	\$8.00	4.10%
Asset Protection Fees	Per Permit	\$195.00	\$260.00	N	\$65.00	33.33%
Information Request	Per Request	\$35.00	\$37.00	N	\$2.00	5.71%
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	\$1,550.00	\$1,612.00	N	\$62.00	4.00%
Temporary on - site storage material bonds	Per Application	\$775.00	\$806.00	N	\$31.00	4.00%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
MILLERS HOMESTEAD						
Wedding Ceremony	Per Wedding	\$399.00	\$415.00	Y	\$16.00	4.01%
Wedding Photographs	Per Wedding	\$258.00	\$269.00	Y	\$11.00	4.26%
Council Training						
Programs / Seminar	Per Day	\$234.00	\$244.00	Y	\$10.00	4.27%
Programs / Seminar (4 hours)	Half Day	\$129.00	\$135.00	Y	\$6.00	4.65%
Council Functions	Per Function	\$188.00	\$196.00	Y	\$8.00	4.26%
Infrastructure - Sustainable Infrastructure						
REFUSE DISPOSAL						
GARBAGE, WASTE & RECYCLE COLLECTION						
Residential:						
Residential Waste Charge (80L waste, 240L Recycle, Hard Waste, Bundled Green Waste)	Per Service	\$257.00	\$298.00	N	\$41.00	15.95%
Optional 240 litre Green Waste Bin	Per Bin	\$95.00	\$100.00	N	\$5.00	5.26%
120 litre bin Surcharge	Per Bin	\$54.00	\$96.00	N	\$42.00	77.78%
Additional 240 litre Recycle Bin	Per Bin	\$84.00	\$117.00	N	\$33.00	39.29%
Additional 120 litre Household Bin	Per Bin	\$289.00	\$431.00	N	\$142.00	49.13%
Industrial / Commercial 240 litre bin:						
Garbage weekly service, includes recycle weekly	Per Service	\$478.00	\$516.00	N	\$38.00	7.95%
Garbage 5 weekday service, includes recycle weekly	Per Service	\$1,651.00	\$1,970.00	N	\$319.00	19.32%
Additional 240 litre Recycle Bin	Per Bin	\$159.00	\$125.00	N	(\$34.00)	(21.38%)
Dorset Square Service:						
Office based premises	Annual	\$336.00	\$356.00	N	\$20.00	5.95%
Retail based premises	Annual	\$999.00	\$1,059.00	N	\$60.00	6.01%
Food based premises less than 200 square metres floor area	Annual	\$2,994.00	\$3,174.00	N	\$180.00	6.01%
Food based premises greater than 200 square metres floor area	Annual	\$6,982.00	\$7,401.00	N	\$419.00	6.00%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Non- Rateable Properties 240 litre bin with 240 litre recycle:						
Garbage weekly service, includes recycle fortnightly	Per Service	\$257.00	\$400.00	N	\$143.00	55.64%
Garbage 5 weekday service, includes recycle fortnightly	Per Service	\$1,294.00	\$1,894.00	N	\$600.00	46.37%
Additional 240 litre Recycle Bin	Per Bin	\$84.00	\$117.00	N	\$33.00	39.29%
Non- Rateable Properties 120 litre bin waste with 240 litre bin recycle:						
Garbage weekly service, includes recycle fortnightly	Per Service	\$217.00	\$294.00	N	\$77.00	35.48%
Additional 240 litre Recycle Bin	Per Bin	\$84.00	\$117.00	N	\$33.00	39.29%
MISCELLANEOUS WASTE CHARGES						
Hard Waste services						
Additional Hard Waste Service	Per Booked Service	\$115.00	\$115.00	N	\$0.00	0.00%
Infrastructure - Operations						
OPEN SPACE MANAGEMENT						
Tree Removal						
Removal of tree due to installation of new crossover	Per Request	Amenity value + Removal costs + Tree planting costs + 2 years maintenance	Amenity value + Removal costs + Tree planting costs + 2 years maintenance	Y		

2022-23 DECLARATION OF RATES, CHARGES AND REBATES

With respect to the 2022-23 financial and rating year and in accordance with Sections 158 and 169 of the *Local Government Act 1989*, Knox City Council declares:

1. That an amount of \$140,819,925 is intended to be raised by General Rates and Service Rates Charges, calculated as follows:

a. General Rates	\$112,465,459
b. Residential Garbage Charge	\$17,942,169
c. Optional Garbage Charges	\$5,967,884
d. Optional Green Waste Charges	\$4,444,413

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 seven (7) 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 (refer Schedule A)**
Any Land on which there is no building.

 - b. **Derelict Land (refer Schedule A)**
Any land that 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.

 - c. **Retirement Village Land (refer Schedule A)**
Any Land which is used primarily for the purposes of a retirement village.

 - d. **Commercial Land (refer Schedule A)**
Any Land which is used primarily for commercial purposes.

e. Industrial Land (refer Schedule A)

Any Land which is used primarily for industrial purposes.

f. Recreation Land (refer Schedule A)

Any Land as defined as Cultural and Recreational Land in accordance with the *Cultural and Recreational Lands Act 1963*.

g. 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	0.45921
Derelict Land	0.45921
Retirement Village Land	0.11480
Commercial Land	0.38268
Industrial Land	0.40564
Residential Land	0.15307
Recreational Land	0.15307

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 \$298.00 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. \$96.00 per service for each land, where the service is for the optional 120 litre bin used for the collection of domestic waste.
- ii. \$100.00 per service for each land, where the services is for the optional 240 litre bin for the collection of green waste.
- iii. \$431.00 for each additional 120 litre bin supplied in respect of the land for the collection of domestic waste.
- iv. \$117.00 for each additional 240 litre recycling bin supplied in respect of the land.
- v. \$115.00 for each additional hard waste service in respect of the land.

- b. Any land within Council's municipal district which is used primarily for commercial or industrial purposes:
- i. \$516.00 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. \$1,970.00 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. \$125.00 for each additional 240 litre recycling bin supplied in respect of the land.
 - iv. \$356.00 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. \$1,059.00 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. \$3,174.00 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. \$7,401.00 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. \$400.00 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. \$1,894.00 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. \$294.00 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. \$117.00 for each additional 240 litre recycling bin supplied in respect of the land.
 - v. \$115.00 for each additional hard waste service 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. This rebate is beneficial to the community as a whole in that it eases the rates burden of vulnerable ratepayers.
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 charged 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 2023; or
 - b. Payment made by four (4) instalments, with instalments due as follows:

i. 1 st Instalment	30 September 2022
ii. 2 nd Instalment	30 November 2022
iii. 3 rd Instalment	28 February 2023
iv. 4 th Instalment	31 May 2023; or
 - c. Payment made by nine (9) instalments, with instalments due as follows:

i. 1 st Instalment	30 September 2022
ii. 2 nd Instalment	31 October 2022
iii. 3 rd Instalment	30 November 2022
iv. 4 th Instalment	31 December 2022
v. 5 th Instalment	31 January 2021
vi. 6 th Instalment	28 February 2021
vii. 7 th Instalment	31 March 2021
viii. 8 th Instalment	30 April 2021
ix. 9 th Instalment	31 May 2021

SCHEDULE A**Vacant Land****Definition/Characteristics:**

Any land on which there is no building.

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.

Derelict Land

Definition/Characteristics:

Any land that 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.

An owner or occupier of land must not cause or allow that land to be kept in a manner which is or is likely to constitute a danger to health or property.

An owner or occupier of land must not cause or allow that land to be kept in a manner which is unsightly or detrimental to the general amenity of the neighborhood in which it is located.

An owner or occupier of land must not cause or allow that land to be used in a manner so as to be detrimental to the amenity of the immediate area.

Dilapidated buildings

An owner or occupier of land:

a) must not allow a building located on that private land to:

- i. become dilapidated; or
- ii. become dilapidated further; and

b) must not fail to maintain any building on that private land in a state of good repair.

The owner or occupier of land on which there is a vacant dilapidated building must take all reasonable steps to secure the land from authorised access.

For the purposes of sub-clause (a), a building is dilapidated if it is in a state of disrepair or has deteriorated or fallen into a state of partial ruin as a result of age, neglect, poor maintenance or misuse.

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. Promotion of the property to be maintained in a manner that does not constitute a danger to health or property or is detrimental to the general amenity of the neighborhood or immediate area; 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 2021-22 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 2021-22 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 2021-22 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 2021-22 financial year.

Community Land Rebates

In accordance with Section 169 of the *Local Government Act 1989*, Knox City 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.



Revenue and Rating Plan 2021-2025



Updated 27 June 2022

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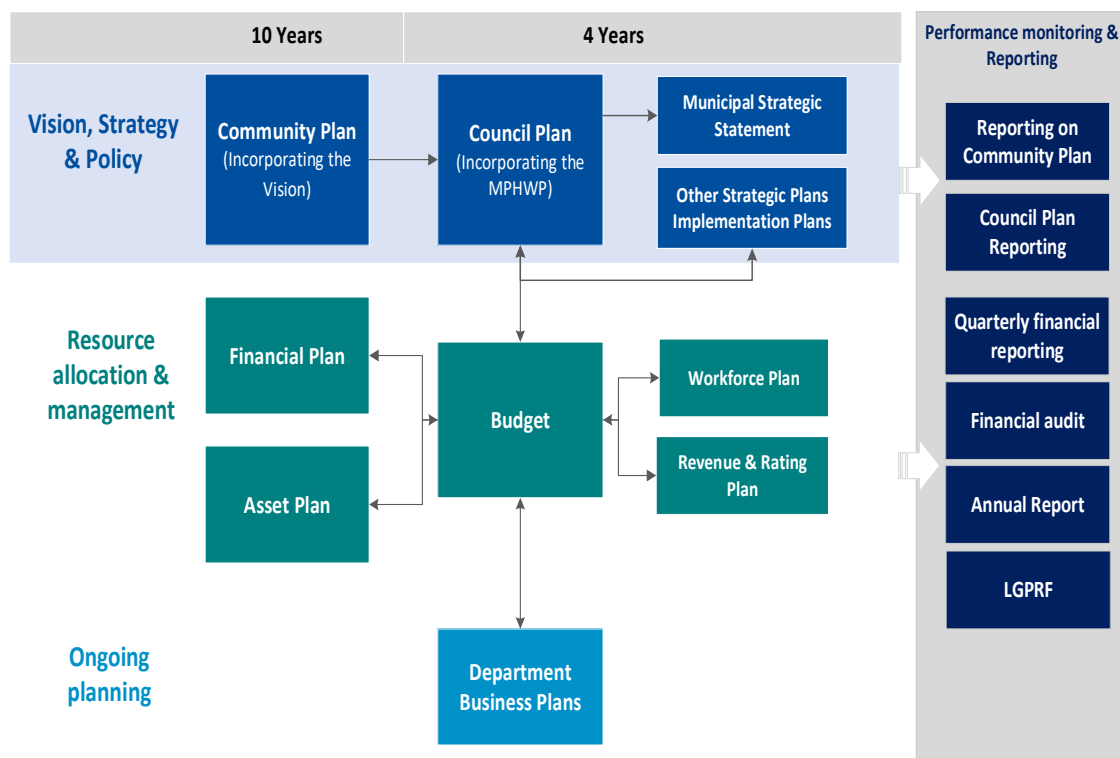
1. Purpose

The purpose of the Revenue and Rating Plan is to determine the most appropriate and affordable revenue and rating approach for Council which, in conjunction with other income sources, will adequately finance the objectives in the Council Plan.

The *Local Government Act 2020* requires each council to prepare a Revenue and Rating Plan to cover a minimum period of four years following each Council election. The Revenue and Rating Plan establishes the revenue raising framework within which the Council proposes to work.

This plan is an important part of Council’s integrated planning framework, all of which is created to help Council achieve its community vision: *“Knox: where we connect with our people and our environment, ensuring they are safe, supported and have every opportunity to thrive”*.

Strategies outlined in this plan align with the key directions contained in the Community and Council Plans and will feed into our budgeting and long-term financial planning documents, as well as other strategic planning documents under our Council’s strategic planning and reporting framework.



This plan will explain how Council calculates the revenue needed to fund its activities, and how the funding burden will be apportioned between ratepayers and other users of Council facilities and services.

In particular, this plan will set out decisions that Council has made in relation to rating options available to it under the *Local Government Act 1989* and *Local Government Act 2020* to ensure the fair and equitable distribution of rates across property owners. It will also set out principles that are used in decision making for other revenue sources such as fees and charges.

It is also important to note that this plan does not set revenue targets for Council, it outlines the strategic framework and decisions that inform how Council will go about calculating and collecting its revenue.

2. Introduction

Council provides a number of services and facilities to our local community, and in doing so, must collect revenue to cover the cost of providing these services and facilities.

Council's revenue sources include:

- Rates and Charges
- Waste and garbage charges
- Grants from other levels of Government
- Statutory Fees and Fines
- User Fees
- Cash and non-cash contributions from other parties (ie developers, community groups)
- Interest from investments
- Sale of Assets

Rates are the most significant revenue source for Council and make up just under 65% of total annual revenue, with 20% of income from grants and 9% raised through user fees, statutory fees and fines and 5% from contributions.

The introduction of rate capping under the Victorian Government's Fair Go Rates System (FGRS) has brought a renewed focus to Council's long-term financial sustainability. The FGRS continues to restrict Council's ability to raise rate revenue above the rate cap unless application is made to the Essential Services Commission for a variation. Maintaining service delivery levels and investing in community assets remain key priorities for Council. This strategy will address Council's reliance on rate income and provide options to actively reduce that reliance.

Council provides a wide range of services to the community, often for a fee or charge. The nature of these fees and charges generally depends on whether they relate to statutory or discretionary services. Some of these, such as statutory planning fees are set by State Government statute and are commonly known as regulatory fees. In these cases, councils usually have no control over service pricing. However, in relation to other services, Council has the ability to set a fee or charge and will set that fee based on the principles outlined in this Revenue and Rating Plan.

Council revenue can also be adversely affected by changes to funding from other levels of government. Some grants are tied to the delivery of council services, whilst many are tied directly to the delivery of new community assets, such as roads or sports pavilions. It is important for Council to be clear about what grants it intends to apply for, and the obligations that grants create in the delivery of services or infrastructure.

3. Community Engagement

During 2020-21 Council undertook a large research and engagement project to shape the future of Knox and inform the development of its new plans.

Almost 4,500 community members and organisations, businesses, stakeholders, partners and members of Council's Advisory Committees took part in various engagement activities to:

- Gain an understanding of the community's aspirations for the future of Knox.
- Test the data gathered through research.
- Gain feedback on the goals in the current plan.
- Identify priority areas for the community and Council.

Based on the information gathered through the engagement, five Key Directions were established to provide the framework for our plans and guide the work of Council.

Council and the community will work together, focusing on these Key Directions over the next 10 years to achieve our vision:

- **Opportunity and Innovation** - Knox strives to be a city of opportunity, embracing innovation and change, and providing local learning and employment opportunities. It's a place where people and business can thrive.
- **Neighbourhoods, Housing and Innovation** - Building on what's great about our city, Knox's housing and infrastructure will meet the changing needs of our community.
- **Natural Environment and Sustainability** - Knox's natural environment is protected and enhanced to ensure sustainability for future generations.
- **Connection, Resilience and Wellbeing** - Knox is a place to call home. Our community is strong, healthy and we support and respect each other.
- **Civic Engagement and Integrity** - Knox Council is a trusted and respected leader in our community, acting appropriately and ensuring all voices are heard

4. Rates and Charges

Rates are property taxes that allow Council to raise revenue to fund essential public services to cater to their municipal population. Importantly, it is a taxation system that includes flexibility for councils to utilise different tools in its rating structure to accommodate issues of equity and to ensure fairness in rating for all ratepayers.

Council has established a rating structure comprised of two key elements. These are:

- General Rates – Based on property values (using the Capital Improved Valuation methodology), which are indicative of perceived capacity to pay and form the central basis of rating under the *Local Government Act 1989*; and
- Service Charges – A ‘user pays’ component for council services to reflect benefits provided by Council to ratepayers who benefit from a service.

Striking a proper balance between these elements will help to improve equity in the distribution of the rate burden across residents.

Council makes a further distinction when applying general rates by applying rating differentials based on the purpose for which the property is used. That is, whether the property is used for residential, commercial / industrial, or if the land is vacant or property derelict. This distinction is based on the concept that different property categories should pay a fair and equitable contribution, taking into account the benefits those properties derive from the local community.

The Knox City Council rating structure comprises seven differential rates:

- Residential
- Retirement village
- Commercial
- Industrial
- Recreational
- Vacant land
- Derelict land

These rates are structured in accordance with the requirements of Section 161 ‘Differential Rates’ of the *Local Government Act 1989*, and the Ministerial Guidelines for Differential Rating 2013.

The formula for calculating General Rates, excluding any additional charges, arrears or additional supplementary rates is:

- Valuation (Capital Improved Value) x Rate in the Dollar (Differential Rate Type)

The rate in the dollar for each rating differential category is included in Council’s annual budget.

Rates and charges are an important source of revenue, accounting for around 65% of operating revenue received by Council. The collection of rates is an important factor in funding Council services.

Planning for future rate increases is therefore an essential component of the long-term financial planning process and plays a significant role in funding both additional service delivery and the increasing costs related to providing Council services.

Council is aware of the balance between rate revenue (as an important income source) and community

sensitivity to rate increases. With the introduction of the State Government's Fair Go Rates System, all rate increases are capped to a rate declared by the Minister for Local Government, which is announced in December for the following financial year.

4.1 Rating Legislation

Following the introduction of the *Local Government Act 2020*, council operates under provisions in the *Local Government Act 1989* and the *Local Government Act 2020*.

The legislative framework set out in the *Local Government Act 1989* determines council's ability to develop a rating system. The framework provides significant flexibility for Council to tailor a system that suits its needs.

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

The recommended strategy in relation to municipal charges, service rates and charges and special rates and charges are discussed later in this document.

In raising Council rates, Council is required to primarily use the valuation of the rateable property to levy rates. Section 157(1) of the *Local Government Act 1989* provides Council with three choices in terms of which valuation base to utilise. They are: Site Valuation, Capital Improved Valuation (CIV) and Net Annual Value (NAV).

The advantages and disadvantages of the respective valuation basis are discussed further in this document. Whilst this document outlines Council's strategy regarding rates revenue, rates data will be contained in the Council's Annual Budget as required by the *Local Government Act 2020*.

Section 94(2) of the *Local Government Act 2020* states that Council must adopt a budget by 30 June each year (or at another time fixed by the Minister) to include:

- a) the total amount that the Council intends to raise by rates and charges;
- b) a statement as to whether the rates will be raised by the application of a uniform rate or a differential rate;
- c) a description of any fixed component of the rates, if applicable;
- d) if the Council proposes to declare a uniform rate, the matters specified in section 160 of the *Local Government Act 1989*; and
- e) if the Council proposes to declare a differential rate for any land, the matters specified in section 161(2) of the *Local Government Act 1989*.

Section 94(3) of the *Local Government Act 2020* also states that Council must ensure that, if applicable, the budget also contains a statement:

- a) that the Council intends to apply for a special order to increase the Council's average rate cap for the financial year or any other financial year; or
- b) that the Council has made an application to the ESC for a special order and is waiting for the outcome of the application; or
- c) that a special Order has been made in respect of the Council and specifying the average rate cap that applies for the financial year or any other financial year.

This plan outlines the principles and strategic framework that Council will utilise in calculating and distributing the rating burden to property owners, however, the quantum of rate revenue and rating differential amounts will be determined in the annual Knox City Council budget.

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; and
- g) Ensure transparency and accountability in Council decision making.

The issue of equity must therefore be addressed in the Revenue and Rating Strategy, and this strategy has paid careful attention to this aspect.

In 2019 the Victorian State Government conducted a Local Government Rating System Review. The Local Government Rating System Review Panel presented their final report and list of recommendations to the Victorian Government in March 2020. The Victorian Government subsequently published a response to the recommendations of the Panel's report. However, at the time of publication the recommended changes have not yet been implemented, and timelines to make these changes have not been announced.

Exemptions from Rating

Section 154 of the *Local Government Act 1989* 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.

4.2 Rating Principles

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.

In considering what rating approaches are equitable, Council needs to have regard to the principles of taxation which are:

- Wealth Tax
- Equity
- Efficiency
- Simplicity
- Benefit
- Capacity to Pay
- Diversity.

Wealth Tax

The "wealth tax" principle implies that the rates paid are dependent upon the value of a ratepayer's real property and have no correlation to the individual ratepayer's consumption of services or the perceived benefits derived by individual ratepayers from the expenditures funded from rates.

Equity

Equity is a subjective concept that is difficult to define. What is considered fair for one person may be considered unfair for another. There are two main equity concepts used to guide the development of rating strategies (and taxation more generally):

Horizontal equity – refers to justice or fairness in the treatment of like properties. In other words, ratepayers in similar situations should pay similar amounts of rates (ensured mainly by accurate property valuations, undertaken in a consistent manner, their classification into homogenous property classes and the right of appeal against valuation).

Vertical equity – refers to the justice or fairness in the treatment of properties in different circumstances. Those who are better off should pay more rates than those worse off (the rationale applies for the use of progressive and proportional income taxation. It implies a “relativity” dimension to the fairness of the tax burden). 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 Revenue and 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).

Efficiency

Economic efficiency is measured by the extent to which production and consumption decisions by people are affected by rates.

Simplicity

How easily a rates system can be understood by ratepayers and the practicality and ease of administration.

Benefit

The extent to which there is a nexus between consumption/benefit and the rate burden. 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.

Capacity to Pay

The capacity of ratepayers or groups of ratepayers to pay rates. 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?

Diversity

The capacity of ratepayers within a group to pay rates. Despite the “likeness” of members of property classes, there will also be considerable diversity with each class.

Summary

Simultaneously applying all of these criteria it is imperative to ensure a balanced approach as possible. The rating challenge for Council therefore is to determine the appropriate balancing of competing

considerations.

4.3 Rates and Charges Revenue Principles

Property rates will:

- be reviewed annually;
- not change dramatically from one year to next; and
- be sufficient to fund current expenditure commitments and deliverables outlined in the Council Plan, Financial Plan and Asset Plan.

Differential rating should be applied as equitably as is practical and will comply with the *Ministerial Guidelines for Differential Rating 2013*.

4.4 Determining which Valuation Base to Use

Under the *Local Government Act 1989*, Council has three options as to the valuation base it elects to use. They are:

- Capital Improved Value (CIV) – Value of land and improvements upon the land.
- Site Value (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.

Capital Improved Value (CIV)

Capital Improved Value is the most commonly used valuation base by local government with over 90% of Victorian councils applying this methodology. Based on the value of both land and all improvements on the land, it is generally easily understood by ratepayers as it equates to the market value of the property.

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 Value (CIV)

- CIV includes all property 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 Site Value and NAV.
- With the increased frequency of valuations (previously two year intervals, now annual intervals) the market values are more predictable and has reduced the level of objections resulting from valuations.

- The concept of the market value of property is more easily understood with CIV rather than NAV or SV.
- 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 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

- The main disadvantage with CIV is the fact that rates are based on the total property value which may not necessarily reflect the income level of the property owner as with pensioners and low-income earners.

Site Value (SV)

There are currently no Victorian councils that use this valuation base. With valuations based simply on the valuation of land and with only very limited ability to apply differential rates, the implementation of Site Value in a Knox City Council context would cause a shift in rate burden from the industrial/commercial sectors onto the residential sector, and would hinder council's objective of a fair and equitable rating system.

In many ways, it is difficult to see an equity argument being served by the implementation of site valuation in the Knox City Council.

Advantages of Site Value

- There is a perception that under site value, a uniform rate would promote development of land, particularly commercial and industrial developments. There is, however, little evidence to prove that this is the case.
- Scope for possible concessions for urban farm-land and residential use land.

Disadvantages of using Site Value

- There would be further rating movements away from modern townhouse style developments on relatively small land parcels to older established homes on quarter acre residential blocks.
- Under SV, there will be a significant shift from the industrial/commercial sector onto the residential sector of council. The percentage increases in many cases would be in the extreme range.
- SV is a major 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 flats, 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 disproportionately (e.g. Farm land and residential use properties). Large landowners, such as farmers for example, are disadvantaged by the use of site value.
- SV will reduce Council's rating flexibility and options to deal with any rating inequities due to the removal of the ability to levy differential rates.
- The community may have greater difficulty in understanding the SV valuation on their rate notices, as indicated by many inquiries from ratepayers on this issue handled by council's customer service and property revenue staff each year.
- 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.

Net Annual Value (NAV)

NAV, in concept, represents the annual rental value of a property. However, in practice, NAV is loosely linked to capital improved value for residential and farm properties. Valuers derive the NAV directly as 5 per cent of CIV.

In contrast to the treatment of residential and farm properties, NAV for commercial and industrial properties are assessed with regard to actual market rental. This differing treatment of commercial versus residential and farm properties has led to some suggestions that all properties should be valued on a rental basis.

Overall, the use of NAV is not largely supported. For residential and farm 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.

Summary Valuation Base

In choosing a valuation base, councils 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 a council was to choose the former, under the *Local Government Act 1989* it must adopt either of the CIV or NAV methods of rating.

Knox City Council will apply Capital Improved Value (CIV) to all properties within the municipality to take into account the fully developed value of the property. This basis of valuation takes into account the total market value of the land plus buildings and other improvements. This application is 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.

Differential rating allows (under the CIV method) 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.

The perceived advantages of utilising a differential 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.

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.

Section 161(1) of the *Local Government Act 1989* outlines the requirements relating to differential rates, which include:

- a) 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.
- b) If a Council declares a differential rate for any land, the Council must 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 or 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 Council's district).
 - iii. Specify the characteristics of the land, which are the criteria for declaring the differential rate.

Once the Council has declared a differential rate for any land, the Council must:

- a) Specify the objectives of the differential rates;
- b) Specify the characteristics of the land which are the criteria for declaring the differential rate.

The purpose is to ensure that Council has a sound basis on which to develop the various charging features when determining its revenue strategies and ensure that these are consistent with the provisions of the *Local Government Act 1989*.

The general objectives of each of the differential rates are to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. There is no limit on the number or types of differential rates that can be levied, but the highest differential rate can be no more than four times the lowest differential rate.

All three types of valuation method have a common basis in that rates are based on the property value which may not necessarily reflect the annual income of the ratepayer for example pensioners and low income earners.

4.5 Property Valuations

The *Valuation of Land Act 1960* is the principle legislation in determining property valuations. Under the *Valuation of Land Act 1960*, the Victorian Valuer-General conducts property valuations on an annual basis. Knox City Council applies a Capital Improved Value (CIV) to all properties within the municipality to take into account the full development value of the property. This basis of valuation takes into account the total market value of the land including buildings and other improvements.

The value of land is always derived by the principal of valuing land for its highest and best use at the relevant time of valuation.

Council needs to be mindful of the impacts of revaluations on the various property types in implementing the differential rating strategy outlined in the previous section to ensure that rises and falls in council rates remain affordable and that rating 'shocks' are mitigated to some degree.

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.

4.6 Supplementary Valuations

Supplementary valuations are carried out for a variety of reasons including rezoning, subdivisions, amalgamations, renovations, new constructions, extensions, occupancy changes and corrections. The Victorian Valuer-General is tasked with undertaking supplementary valuations and advises council on a monthly basis of valuation and Australian Valuation Property Classification Code (AVPCC) changes.

Supplementary valuations bring the value of the affected property into line with the general valuation of other properties within the municipality. Objections to supplementary valuations can be lodged in accordance with Part 3 of the *Valuation of Land Act 1960*. Any objections must be lodged with Council within two months of the issue of the supplementary rate notice.

4.7 Objections to Property Valuations

Part 3 of the *Valuation of Land Act 1960* provides that a property owner may lodge an objection against the valuation of a property or the Australian Valuation Property Classification Code (AVPCC) within two months of the issue of the original or amended (supplementary) Rates and Valuation Charges Notice (Rates Notice), or within four months if the notice was not originally issued to the occupier of the land.

A property owner must lodge their objection to the valuation or the AVPCC in writing to the Knox City Council. Property owners also have the ability to object to the site valuations on receipt of their Land Tax Assessment. Property owners can appeal their land valuation within two months of receipt of their Council Rate Notice (via Council) or within two months of receipt of their Land Tax Assessment (via the State Revenue Office).

4.8 Rating Differentials

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 classes of land which are subject to each differential rate and the uses of each differential rate are set out below.

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.

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.

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.

Vacant Land**Definition/Characteristics**

Any land on which there is no building.

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 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.

Derelict Land

Definition/Characteristics

Any land that 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.

An owner or occupier of land must not cause or allow that land to be kept in a manner which is or is likely to constitute a danger to health or property.

An owner or occupier of land must not cause or allow that land to be kept in a manner which is unsightly or detrimental to the general amenity of the neighborhood in which it is located.

An owner or occupier of land must not cause or allow that land to be used in a manner so as to be detrimental to the amenity of the immediate area.

Dilapidated buildings

An owner or occupier of land:

(a) must not allow a building located on that private land to:

(i) become dilapidated; or

(ii) become dilapidated further; and

(b) must not fail to maintain any building on that private land in a state of good repair.

The owner or occupier of land on which there is a vacant dilapidated building must take all reasonable steps to secure the land from authorised access.

For the purposes of sub-clause (a), a building is dilapidated if it is in a state of disrepair or has deteriorated or fallen into a state of partial ruin as a result of age, neglect, poor maintenance or misuse.

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. Promote the property be maintained in a manner that does not constitute a danger to health or property or is detrimental to the general amenity of the neighborhood or immediate area.
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 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.

4.9 Municipal Charge

Another principle rating option available to Councils is the application of a municipal charge. Under Section 159 of the *Local Government Act 1989*, 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.

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.

Under the *Local Government Act 1989*, 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 the revenue from general rates (total rates).

The municipal charge applies equally to all properties and is 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.

Knox City Council's strategy position is that it will not apply a Municipal Charge.

4.10 Special Rates and Charges

The *Local Government Act 1989* recognises that councils need help to provide improved infrastructure for their local communities. Legislation allows councils to pass on the cost of capital infrastructure to the owner of a property that generally receives a unique benefit from the construction works. The technical explanation of a Special Charge comes from legislation (under the *Local Government Act 1989*) that allows councils to recover the cost of works from property owners who will gain special benefit from that work.

The purposes for which special rates and special charges may be used include road construction, kerb and channelling, footpath provision, drainage, and other capital improvement projects.

The special rate or special charges may be declared on the basis of any criteria specified by the council in the rate (Section 163 (2)). In accordance with Section 163 (3), council must specify:

- a. the wards, groups, uses or areas for which the special rate or charge is declared; and
- b. the land in relation to which the special rate or special charge is declared;
- c. the manner in which the special rate or special charge will be assessed and levied; and
- d. details of the period for which the special rate or special charge remains in force.

The special rates and charges provisions are flexible and can be used to achieve a wide range of community objectives. The fundamental principle of special rates and charges is proof "special benefit" applies to those being levied.

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, Section 163 of the *Local Government Act 1989* 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 *Local Government Act 1989* 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.

Council's position is that it may consider the use of special rates and charges in instances that fit the following circumstances:

- Funding of narrowly defined capital projects (e.g. 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).

Knox City Council does not have in place any special rates and charges.

4.11 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 sewage services;
- d. Any other prescribed service.

Council currently applies a Residential Garbage Service Charge for the collection and disposal of residential waste to all residential land properties eligible for a Council waste service. The Residential Garbage Charge provides for the collection and disposal of general waste, recyclables, kerbside bundled green waste and kerbside hard rubbish.

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.

Timely delivery of these bins is dependent on the property owner making contact with Council and requesting a new or changed service.

Council retains the objective of setting the service charge for waste at a level that fully recovers the cost of

the waste services. Waste services recovered in the waste charge are:

- Garbage collection service
- Kerbside recycling collection service
- Hard rubbish collection service
- Litter bin collection service
- Street cleaning service
- Landfill remediation
- Bundled green waste service
- Food and green waste collection service (from July 2023)

When determining the annual financial year waste service charge, Council will set the charge/fee levels through its annual budget and will determine value/movement in these charges with reference to changes in the cost of service delivery. The charge setting process will include deliberative engagement, as outlined in the Council's Community Engagement Policy, with the community on the proposed waste fees/charges as part of the budget process prior to their adoption in any given year.

Waste charges will be calculated on a full economic operating and capital replacement expenses cost recovery basis. This includes passing-on any cost increases resulting from State Government fees, legislation or levies associated with waste collection and disposal.

The garbage service charge is not capped under the Fair Go Rates System, and Council will allocate any surplus funds from this charge towards the provision of waste services.

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.

It is recommended that council retain the existing Residential Garbage Service Charge.

Whilst this same principle applies for rates in general, the mix of having a single fixed charge combined with valuation driven rates for the remainder of the rate invoice provides a balanced and equitable outcome.

4.12 Collection and Administration of Rates and Charges

The purpose of this section is to outline the rate payment options, processes, and the support provided to ratepayers facing financial hardship.

Payment Options

Rates and charges can be paid in full or by instalments on or before the following dates.

Payments in full must be paid by 15 February.

In accordance with section 167(1) of the *Local Government Act 1989* ratepayers have the option of paying rates and charges by way of four instalments. Payments are due on the prescribed dates below:

- 1st Instalment: 30 September
- 2nd Instalment: 30 November
- 3rd Instalment: 28 February
- 4th Instalment: 31 May

Knox City Council also offer payment by nine instalments, with due dates as follows:

- 1st Instalment: 30 September

- 2nd Instalment: 31 October
- 3rd Instalment: 30 November
- 4th Instalment: 31 December
- 5th Instalment: 31 January
- 6th Instalment: 28 February
- 7th Instalment: 31 March
- 8th Instalment: 30 April
- 9th Instalment: 31 May

Council offers a range of payment options including:

- in person at Council offices (cheques, money orders, EFTPOS, credit/debit cards and cash);
- online via Council's ratepayer portal, direct debit (available for in full, four and nine monthly instalment payments);
- BPAY;
- Telephone (credit card);
- Australia Post (over the counter); or
- by mail (cheques and money orders only).

The *Local Government Act 1989* 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.

Interest on Arrears and Overdue Rates

Interest is charged on all overdue rates in accordance with Section 172 of the *Local Government Act 1989*. The interest rate applied is fixed under Section 2 of the *Penalty Interest Rates Act 1983*, which is determined by the Minister and published by notice in the Government Gazette.

Pensioner Rebates

Holders of a Centrelink or Veteran Affairs Pension Concession card or a Veteran Affairs Gold card which stipulates TPI or War Widow may claim a rebate on their sole or principal place of residence. Upon initial application, ongoing eligibility is maintained, unless rejected by Centrelink or the Department of Veteran Affairs during the annual verification procedure. Upon confirmation of an eligible pensioner concession status, the pensioner rebate is deducted from the rate account before payment is required by the ratepayer.

With regards to new applicants, after being granted a Pensioner Concession Card (PCC), pensioners can then apply for the rebate at any time throughout the rating year. Retrospective claims up to a maximum of one previous financial year can be approved by Council on verification of eligibility criteria, for periods prior to this claims may be approved by the relevant government department.

In addition to the State Government pensioner rebate, Knox City Council offers a flat rebate for each eligible property (currently \$100) which supplements the State rebate.

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.

Deferred payments

Under Section 170 of the *Local Government Act 1989*, Council may defer the payment of any rate or charge for an eligible ratepayer whose property is their sole place of residency, allowing ratepayers an extended period of time to make payments or alternatively to forestall payments on an indefinite basis until the ratepayer ceases to own or occupy the land in respect of which rates and charges are to be levied.

Deferral of rates and charges are available to all ratepayers who satisfy the eligibility criteria and have proven financial difficulties. Where Council approves an application for deferral of rates or charges, interest will continue to be levied on the outstanding balance of rates and charges but at an interest rate fixed annually by Council. This deferred interest rate will typically be well under the penalty interest rate levied by Council on unpaid rates and charges.

Ratepayers seeking to apply for such provision will be required to apply for a payment plan or extension via the Council website. If an online application cannot be made, Council can be contacted directly on 03 9298 8000.

Payment Assistance Policy

It is acknowledged at the outset that various ratepayers may experience financial hardship for a whole range of issues and that meeting rate obligations constitutes just one element of a number of difficulties that may be faced. The purpose of the Payment Assistance Policy is to provide options for ratepayers facing such situations to deal with the situation positively and reduce the strain imposed by financial hardship.

Ratepayers may elect to either negotiate a rate payment plan or apply for a rate deferral. Ratepayers seeking to apply for such provision will be required to apply for a payment plan or extension via the Council website. If an online application cannot be made, Council can be contacted directly on 03 9298 8000.

Council does not waive rates and charges levied on a property. Council assesses each case on its merits when considering assistance.

Debt recovery

Council makes every effort to contact ratepayers at their notified address but it is the ratepayers' responsibility to properly advise Council of their contact details. The *Local Government Act 1989* Section 230 and 231 requires both the vendor and buyer of property, or their agents (e.g. solicitors and or conveyancers), to notify Council by way of notice of disposition or acquisition of an interest in land.

In the event that an account becomes overdue, Council will issue an overdue reminder notice which will include accrued penalty interest. In the event that the account remains unpaid, Council may take legal action without further notice to recover the overdue amount. All fees and court costs incurred will be recoverable from the ratepayer.

If an amount payable by way of rates in respect to land has been in arrears for three years or more, Council may take action to sell the property in accordance with the *Local Government Act 1989* Section 181.

Fire Services Property Levy

In 2013 the Victorian State Government passed legislation (the *Fire Services Property Levy Act 1989*) requiring the Fire Services Property Levy to be collected from ratepayers. Previously this was collected through building and property insurance premiums. The Fire Services Property Levy helps fund the services provided by the Metropolitan Fire Brigade (MFB) and Country Fire Authority (CFA), and all levies collected by Council are passed through to the State Government.

The Fire Services Property Levy is based on two components, a fixed charge, and a variable charge which is linked to the Capital Improved Value of the property. This levy is not included in the rate cap and increases in the levy are at the discretion of the State Government.

The pensioner concession for the Fire Services Property Levy applies to those who are eligible to receive a pensioner concession from their local council for rates. The pensioner concession is currently a \$50 reduction for the eligible pensioner's property, which is used exclusively as the owners' principal place of residence.

Property owners who currently receive a council rates concession for their principal place of residence automatically receive the Fire Services Property Levy concession.

5. Other Revenue Items

5.1 User Fees and Charges

Knox City Council provides a wide range of services, for which users pay a fee or charge which covers at least part of the cost of supply. The level of some fees and charges are statutorily set, however many are at the discretion of Council. Legislation provides for local governments to levy fees and charges.

User fees and charges are those that Council will charge for the delivery of services and use of community infrastructure.

Sound financial management of community service delivery requires fees and charges to reflect the cost of providing a service of a particular quality, moderated by considerations of affordability, accessibility and equity, as well as community expectations and values.

Council's financial resources are limited. The majority of Council's revenue comes from rates. Although a relatively small proportion; fees and charges are an important source of income and increasingly so in a rate-capped environment.

Examples of user fees and charges include:

- Kindergarten and Childcare fees
- Waste Management fees
- Aged and Health Care service fees
- Leases, recreational reserve and facility hire fees

The provision of infrastructure and services form a key part of council's role in supporting the local community and enhancing community wellbeing. In providing these, council must consider a range of 'Best Value' principles including service cost and quality standards, value-for-money, and community expectations and values. Council must also balance the affordability and accessibility of infrastructure and services with its financial capacity and in the interests of long-term financial sustainability.

Councils must also comply with the government's Competitive Neutrality Policy for significant business activities they provide and adjust their service prices to neutralise any competitive advantages when competing with the private sector.

In providing services to the community, council must determine the extent of cost recovery for particular services consistent with the level of both individual and collective benefit that the services provide and in line with the community's expectations.

Services are provided on the basis of one of the following pricing methods:

- a. Market Price
- b. Full Cost Recovery Price
- c. Subsidised Price

Market pricing (A)

This includes services that provide discretionary activities not mandated by legislation or agency agreements. These activities may provide revenue support and complement other social policy actions.

Ideally, the price should achieve full cost recovery and be at a level similar to those charged in the market as a whole. If a price less than full cost recovery is contemplated, Council may consider a review of whether it

should provide the service, or whether there is a community service obligation that warrants a public interest test.

Council is required to price services that compete in the open market on a 'level playing field' basis and to make any decision to depart from a commercial basis for pricing of services transparent. Any Council service that competes in the open market may be subject to competitive neutrality requirements if it is a significant business activity as determined by market share or sales volume.

Full cost recovery price (B)

Full cost recovery price aims to recover all direct and overhead costs incurred by Council. This pricing should be used in particular where a service provided by council benefits individual customers specifically, rather than the community as a whole. In principle, fees and charges should be set at a level that recovers the full cost of providing the services unless there is an overriding policy or imperative in favour of subsidisation.

Subsidised pricing (C)

Subsidised pricing is where council subsidises a service by not passing the full cost of that service onto the customer. Subsidies may range from full subsidies (i.e. council provides the service free of charge) to partial subsidies, where council provides the service to the user with a discount. The subsidy can be funded from council's rate revenue or other sources such as Commonwealth and state funding programs. Full council subsidy pricing and partial cost pricing should always be based on knowledge of the full cost of providing a service.

Council will develop a table of fees and charges as part of its annual budget each year. Proposed pricing changes will be included in this table and will be communicated to stakeholders before the budget is adopted, giving them the chance to review and provide valuable feedback before the fees are locked in.

5.2 Statutory Fees and Charges

Where fees are set by State Government statute (Statutory Fees); Council has no ability to alter the fee. These fees are fixed and result in a growing cost to the general ratepayer to provide services as the level of cost recovery is diminished over time. Fees will be amended in line with any increases should one be determined by State Government over the course of the year.

Examples of statutory fees and fines include:

- Planning and subdivision fees
- Building and Inspection fees
- Infringements and fines
- Land Information Certificate fees

Penalty and fee units are used in Victoria's Acts and Regulations to describe the amount of a fine or a fee.

Penalty units

Penalty units are used to define the amount payable for fines for many offences. For example, the fine for selling a tobacco product to a person aged under 18 is four penalty units.

The rate for penalty units is indexed each financial year so that it is raised in line with inflation. Any change to the value of a penalty unit will happen on 1 July each year.

Fee units

Fee units are used to calculate the cost of a certificate, registration or licence that is set out in an Act or Regulation. For example, the cost of depositing a Will with the Supreme Court registrar of probates is 1.6 fee units.

The cost of fees and penalties is calculated by multiplying the number of units by the current value of the fee or unit. The exact cost may be rounded up or down.

5.3 Grants

Grant revenue represents income usually received from other levels of government. Some grants are singular and attached to the delivery of specific projects, whilst others can be of a recurrent nature and may or may not be linked to the delivery of projects.

Council will pro-actively advocate to other levels of government for grant funding support to deliver important infrastructure and service outcomes for the community. Council may use its own funds to leverage higher grant funding and maximise external funding opportunities.

When preparing its financial plan, council considers its project proposal pipeline, advocacy priorities, upcoming grant program opportunities, and co-funding options to determine what grants to apply for. Council will only apply for and accept external funding if it is consistent with the Community Vision and does not lead to the distortion of Council Plan priorities.

Grant assumptions are then clearly detailed in council's budget document. No project that is reliant on grant funding will proceed until a signed funding agreement is in place.

5.4 Contributions

Contributions represent funds received by council, usually from non-government sources, and are usually linked to projects.

Contributions can be made to council in the form of either cash payments or asset hand-overs.

Examples of contributions include:

- Monies collected from developers under planning and development agreements;
- Monies collected under developer contribution plans and infrastructure contribution plans;
- Contributions from user groups towards the upgrade of facilities;
- Assets handed over to council from developers at the completion of a subdivision, such as roads, drainage, and streetlights.

Contributions should always be linked to a planning or funding agreement. Council will not undertake any work on a contribution-funded project until a signed agreement outlining the contribution details is in place.

Contributions linked to developments can be received well before any council expenditure occurs. In this situation, the funds will be identified and held separately for the specific works identified in the agreements

5.5 Interest on Investments

Council receives interest on funds managed as part of its investment portfolio, where funds are held in advance of expenditure, or for special purposes. The investment portfolio is managed per council's

Investment Policy, which seeks to invest public funds in a manner which will provide the highest investment return with the maximum security of invested capital while meeting the daily cash flow demands of Council.

5.6 Sale of Assets

Council's Asset Management Policy states that decisions to rationalise assets will be aligned with service planning requirements and relevant Council policies. Disposal of surplus assets shall be based on a lifecycle costs assessment and service planning demand data.

The purpose of council's Sale of Land and Buildings Policy is to:

- optimise the value of property assets to the community, including the evaluation of unused or redundant assets and realising the funds tied up in these assets in order to acquire, develop or improve other assets;
- guide the strategic management of its property portfolio for the long-term best interests of the community; and
- define the process for identifying and proceeding with the sale of any Council owned land (with or without improvements) and to identify how the proceeds from land sales are to be allocated.

The decision to sell Council owned land is made carefully, considering the current and future needs of the municipality, and maximising public value (both financial and non-financial).

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your city



Financial Plan 2022 - 2032

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1. Executive Summary

Purpose of the Long Term Financial Plan

Knox City Council's Long Term Financial Plan (LTFP) is the key financial planning document that is governed by a series of financial strategies and accompanying performance indicators that Council considers and adopts. It establishes the financial framework upon which sound financial decisions are made.

The LTFP covers a 10-year period from 2022-23 to 2031-32. The LTFP is a decision making tool and is not intended to be a document that specifically indicates what services/proposals or funds should be allocated; rather it identifies Council's current and projected financial capacity to continue delivering quality services, facilities and infrastructure, whilst living within our means.

This document outlines the key performance indicators, key assumptions and an overview of each key element of the Plan. Each year the 10-Year Financial is reviewed and updated to reflect the current circumstances of Council.

The Plan effectively takes the assumptions and budget parameters that have been applied to the 2022-23 budget (which covers a four-year period) and extends these out into years 5-10 to give a longer term view of Council's financial viability and outcomes.

Key Financial Challenges

The introduction of rate capping in the 2016-17 rating year by the State Government was a major change to the way that councils were able to raise rate revenue. For Knox City Council rate revenue represents approximately 65% of our total revenue. The State Government rate cap has a compounding impact on Council's rate revenue annually.

A major challenge Council faces is the need to renew existing and ageing infrastructure and at the same time invest in new infrastructure assets such as road improvements, drainage upgrades, better parks and recreational and community assets and establishing footpaths in areas where none currently exist. Council's capital works plan allocates money to these activities on a prioritised basis.

For Council's finances to remain sustainable and our services to remain affordable for the community, Council will need to continually assess the performance and future for current services to understand whether they are relevant and whether Council needs to continue to deliver them or whether there is a role for an alternative delivery model.

A further financial challenge comes from increased demand (and change in the service mix) arising from a growing and more diverse population. A growing population leads to increased service demand, placing a greater load on existing services and assets, resulting in more wear and tear and adding to the cost of service provision.

In addition, Council has obligations under a defined benefit superannuation scheme (operated by Vision Super) that may result in the need to make additional contributions to ensure that the liabilities of the fund are covered by its assets.

In summary, from a financial perspective Council has the same dilemma as most individuals - it has a limited budget yet many and competing demands on where to allocate its scarce resources.

2. Legislative Requirements

Knox’s integrated strategic planning and reporting framework (pictured below) illustrates the medium and long term plans that guide and manage our city.

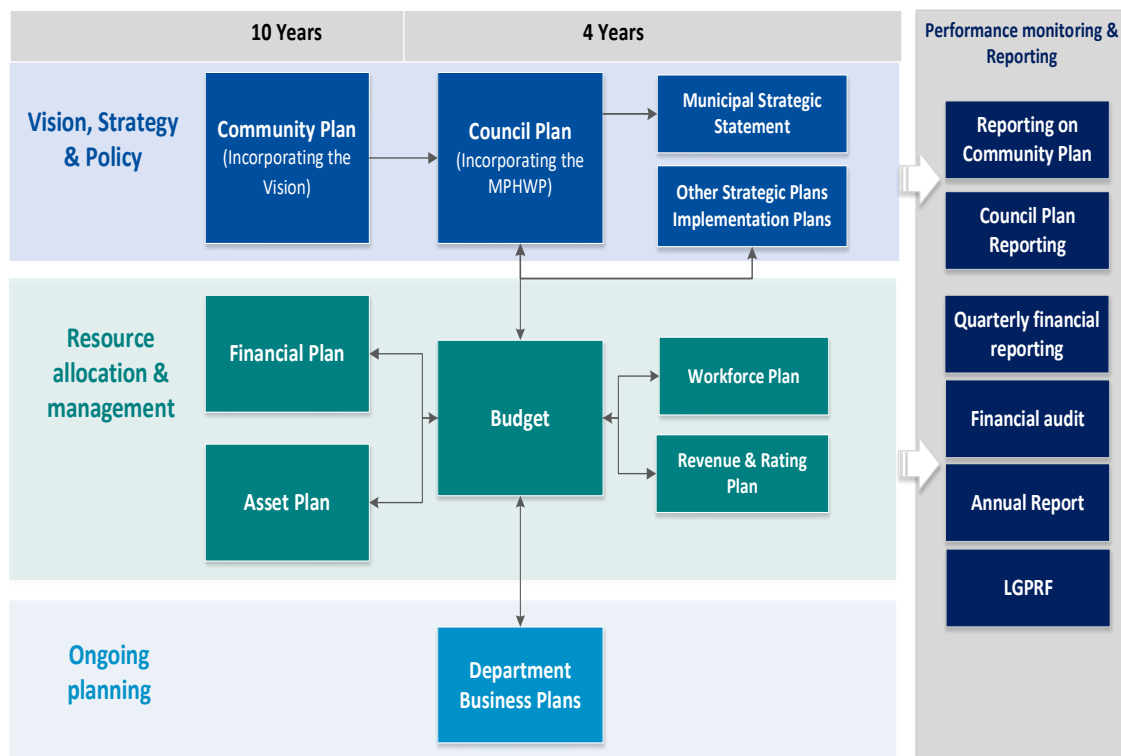
The Knox Community Plan 2021-2031 incorporates a Community Vision statement and describes our community’s aspirations for the future. It sets out Key Directions which articulate what we, as a collective, need to focus on to achieve our vision.

Knox’s Council Plan 2021-2025 provides direction to our organisation, describes how we’re going to contribute to the achievement of the Community Vision and shows how we’re going to measure our success. It also demonstrates our commitment to the health and wellbeing of our community by incorporating Knox’s Municipal Public Health & Wellbeing Plan (MPHWP).

There are also a number of other plans that guide our work. They include plans about how we’re going to manage our financial resources (the Financial Plan, Budget and Revenue and Rating Plan), how we’re going to manage and maintain our assets (the Asset Plan) and how we can make sure we have the right staff to deliver our services and initiatives (the Workforce Plan).

This plan was a new requirement of the *Local Government Act 2020*, and is an important part of Council’s integrated planning framework, all of which is created to help Council achieve its community vision:

“Knox: where we connect with our people and our environment, ensuring they are safe, supported and have every opportunity to thrive”.



2.1 Strategic Planning Principles

The Financial Plan provides a 10 year financially sustainable projection regarding how the actions of the Council Plan may be funded to achieve the Community Vision. The Financial Plan is developed in the context of the following strategic planning principles:

- a) Council has an integrated approach to planning, monitoring and performance reporting.
- b) Council's financial plan addresses the Community Vision by funding the aspirations of the Council Plan. The Council Plan aspirations and actions are formulated in the context of the Community Vision.
- c) The Financial Plan statements articulate the 10-year financial resources necessary to implement the goals and aspirations of the Council Plan to achieve the Community Vision.
- d) Council's strategic planning principles identify and address the risks to effective implementation of the Financial Plan. The financial risks are included at section 1.2.2 below.
- e) The Financial Plan provides for the strategic planning principles of progress, monitoring of progress and reviews to identify and adapt to changing circumstances.

2.2 Financial Management Principles

The Financial Plan demonstrates the following financial management principles:

- 2.2.1 Revenue, expenses, assets, liabilities, investments and financial transactions are managed in accordance with Council's financial policies and strategic plans.
- 2.2.2 Management of the following financial risks:
 - a) the financial viability of the Council (refer to section 2.1 Financial Policy Statements).
 - b) the management of current and future liabilities of the Council. The estimated 10 year liabilities are disclosed in section 3.2 Balance Sheet projections.
- 2.2.3 Financial policies and strategic plans are designed to provide financial stability and predictability to the community.
- 2.2.4 Council maintains accounts and records that explain its financial operations and financial position.

2.3 Community Engagement






During 2020-21 Council undertook a large research and engagement project to shape the future of Knox and inform the development of its new plans.

Almost 4,500 community members and organisations, businesses, stakeholders, partners and members of Council's Advisory Committees took part in various engagement activities to:

- gain an understanding of the community's aspirations for the future of Knox;
- test the data gathered through research;
- gain feedback on the goals in the current plan; and
- identify priority areas for the community and Council.

Based on the information gathered through the engagement, five Key Directions were established to provide the framework for our plans and guide the work of Council.

Council and the community will work together, focusing on these Key Directions over the next 10 years to achieve our vision:

-  **Opportunity and Innovation** - Knox strives to be a city of opportunity, embracing innovation and change, and providing local learning and employment opportunities. It's a place where people and business can thrive.
-  **Neighbourhoods, Housing and Innovation** - Building on what's great about our city, Knox's housing and infrastructure will meet the changing needs of our community.
-  **Natural Environment and Sustainability** - Knox's natural environment is protected and enhanced to ensure sustainability for future generations.
-  **Connection, Resilience and Wellbeing** - Knox is a place to call home. Our community is strong, healthy and we support and respect each other.
-  **Civic Engagement and Integrity** - Knox Council is a trusted and respected leader in our community, acting appropriately and ensuring all voices are heard.

In addition to the community engagement activities undertaken above, in early 2022, we asked our community to share their thoughts on the services and assets they think Council should prioritise. This information will help Council make important decisions about finances and assets, balance current and future community need, and ensure we achieve our Community Vision by delivering on our plans.

2.4 Service Performance Principles

Council services are designed to be purposeful, targeted to community needs and value for money. The service performance principles are listed below:

- a) Services are provided in an equitable manner and are responsive to the diverse needs of the community. The Council Plan is designed to identify the key services and projects to be delivered to the community. The Financial Plan provides the mechanism to demonstrate how the service aspirations within the Council Plan may be funded.
- b) Services are accessible to the relevant users within the community.
- c) Council provides quality services that provide value for money to the community. The Local Government Performance Reporting Framework (LGPRF) is designed to communicate council's performance regarding the provision of quality and efficient services.

2.5 Asset Plan Integration

Integration to the Asset Plan is a key principle of Council's strategic financial planning principles. The purpose of this integration is designed to ensure that future funding is allocated in a manner that supports service delivery in terms of the plans and the effective management of Council's assets into the future.

The Asset Plan identifies the operational and strategic practices which will ensure that Council manages assets across their life cycle in a financially sustainable manner. The Asset Plan, and associated asset management policies, provide council with a sound base to understand the risk associated with managing its assets for the community's benefit.

The Asset Plan is designed to inform the 10-year Financial Plan by identifying the amount of capital renewal, backlog and maintenance funding that is required over the life of each asset category. The level of funding will incorporate knowledge of asset condition, the risk assessment issues as well as the impact of reviewing and setting intervention and service levels for each asset class.

In addition to identifying the operational and strategic practices that ensure that Council manages assets across their life cycle in a financially sustainable manner, the Asset Plan quantifies the asset portfolio and the financial implications of those practices. Together the Financial Plan and Asset Plan seek to balance projected investment requirements against projected budgets.

2.6 Financial Risk Management

Knox City Council uses the VAGO sustainability ratios and other ratios specific to Councils operating environment to assess risk whilst also utilising a Risk Management framework to document strategic and operational risks. Through the assessment of the internal and external environment that impacts the Council, Financial Sustainability has been assessed as a strategic risk. There are a number in controls in place to manage this risk.

Below is a summary of causes and controls around the City's financial sustainability strategic risk.

Strategic Risk: Unable to fund services and capital investment initiatives of the type / quality expected by the community.

Risk causes

- Change in fiscal policy (State or Federal grants)
- Inability to be resilient when faced with a disaster
- Inability to sufficiently fund the renewal of the asset base or reduce the asset base
- Inability to scale operational capability / reduce costs within funding envelope
- Lack of ongoing reviews for service effectiveness, or introduction of transformational efficiencies
- Interest rate rises; labour costs are not controlled; further rate capping
- Increasing and mixed expectations from Community. There are conflicting demands; some seeking increased and diverse services, others seeking a return to more traditional services
- Poor financial and/ or resource management, poor project management, poor compliance.

Controls in place

- 10 year financial plan and 4 year Revenue & Rating Plan which focuses on maintaining good working capital; appropriate reserves and surplus positions
- Procurement and delegations framework
- Advocacy and long term relationships across government and Local Government sector
- Service reviews where appropriate
- Strong focus on Asset Management and funding of renewals
- Relevant training and inductions for staff and Councillors

3. Financial Plan Context

This section describes the context and external / internal environment and consideration in determining the 10-year financial projections and assumptions.

3.1 Financial Policy Statements

This section defines the policy statements, and associated measures, that demonstrates Council’s financial sustainability to fund the aspirations of the Community Vision and the Council Plan.

Policy Statement	Measure	Target	Forecast	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
			2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
Consistent underlying surplus results	Adjusted underlying result greater than 2.50%	>2.50%	-25.19%	2.19%	3.72%	4.40%	6.41%	7.41%	8.03%	7.90%	8.06%	8.80%	9.84%
Ensure Council maintains sufficient working capital to meet its debt obligations as they fall due	Current Assets / Current Liabilities greater than 1.00	>1.00	1.70	1.37	1.13	1.11	1.04	1.11	1.11	1.18	1.26	1.22	1.32
Allocate adequate funds towards renewal capital in order to replace assets and infrastructure as they reach the end of their service life	Asset Renewal and Upgrade Expenses / Depreciation above 1.00	>1.00	2.04	2.65	2.50	2.35	1.89	1.90	1.51	1.06	1.37	1.35	1.34
That Council applies loan funding to new capital and maintains total borrowings in line with rate and fee income and growth of the municipality	Total Interest Bearing Liabilities/Own Source Revenue (excluding Open Space) to remain below 60.00%	<60.00%	32.88%	48.64%	48.57%	58.01%	55.52%	59.80%	59.22%	54.76%	52.30%	43.67%	35.47%
Council can repay interest on outstanding interest bearing loans and borrowings	EBITDA / Interest Expense greater than 2.00	>2.00	10.91	17.79	17.50	17.12	15.03	16.12	15.06	14.65	15.62	16.53	20.17
Council could repay its borrowings commitment from the rate income	Interest and Principal Repayments on Interest Bearing Loans / Rate Revenue is less than 10.00%	<10.00%	1.70%	6.17%	6.83%	7.51%	9.39%	9.77%	11.23%	12.10%	12.53%	13.25%	12.05%
Council maintains sufficient unrestricted cash to ensure ongoing liquidity as well as to address unforeseen cash imposts if required	(Current Assets less Restricted Reserves) / Current Liabilities greater than 1.00	>1.00	1.36	1.06	0.83	0.89	0.86	0.93	0.93	1.04	1.14	1.09	1.17

3.2 Strategic Actions

Following a series of community engagement activities, Council has identified the following strategic actions that will support the community's aspirations identified in the Community Plan 2021-2031 and delivery of the Council Plan 2021-2025.

The strategic actions are included to the 10-year financial plan and, where appropriate, referenced in the commentary associated with the 10-year Comprehensive Income Statement and the 10-year Statement of Capital Works.

- That council adopt the budgeted statement of financial performance (Comprehensive Income Statement) as an integral part of the budget setting process for current and future budgets.
- That Council adopt the budgeted statement of financial position (Balance Sheet) as being an integral part of the budget setting process for current and future budgets.
- That Council adopt the budgeted statement of cash flows as being an integral part of the budget setting process for current and future budgets.
- That the working capital ratio be targeted to remain above a ratio of 1.0.
- That capital expenditure on asset renewal projects (and upgrades that have a significant renewal component) to exceed depreciation expense, and that the asset renewal gap be reduced.
- That debt funding be applied to growth infrastructure where necessary.
- That Council consider the most appropriate fees and charges strategy so that adequate funds are recovered to offset operational expenses in annual and future budgets.

3.3 Assumptions to the Financial Plan Statements

This section presents information regarding the assumptions to the Comprehensive Income Statement for the 10 years from 2022-23 to 2031-32. The assumptions comprise the annual escalations / movement for each item of the Comprehensive Income Statement.

Escalation Factors % Movements	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
CPI	1.50%	1.75%	2.00%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Growth in Properties (number)	600	600	600	600	600	600	600	600	600	600	600
Rates and Charges	1.50%	1.75%	2.00%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Supplementary Rates (\$'000)	250	250	250	250	250	250	250	250	250	250	250
Statutory Fees and Fines	1.50%	1.75%	2.00%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
User Fees	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
Grants - Operating (excluding VGC)	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Grants - Operating (VGC)	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Grants - Capital (excluding VGC)	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grants - Capital (VGC and Roads to Recovery)	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Contributions - Monetary	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Contributions - Non-Monetary (\$'000)	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Other Income	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Employee Costs	2.61%	2.61%	2.61%	2.61%	2.61%	2.20%	2.20%	2.20%	2.20%	2.20%	2.20%
Materials and Services	0.50%	1.75%	2.00%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Utilities	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
Contributions and Donations	1.50%	1.75%	2.00%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Other Expenses	1.50%	1.75%	2.00%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%

3.3.1 Rates and Charges

Planning for future rate increases has been an important component of the Financial Plan process. The State Government has introduced the *Fair Go Rates System* which sets out the maximum amount councils may increase rates in a year. The Financial Plan assumes a rate increase of 1.75 percent in 2022-23. The rates in 2023-24 (2.00 percent) and 2024-25 (2.5 percent) have been based on the Department of Treasury and Finance CPI estimates in December 2021. Increases from 2025-26 onwards are estimated to be 2.5%.

The Financial Plan assumes an additional 600 property assessments per annum, while supplementary rates are anticipated to be \$0.250 million per annum. The average Rates per Assessment for 2022-23 is estimated at \$1,632.

Waste management charges are levied on the basis of cost recovery. This is consistent with the position of the majority of councils given that waste charges are outside the Minister's Rate Cap. The budget reflects both an increase in Waste and Recycling Charges as well as increased contractor expenses.

More information can be found in *Council's Revenue and Rating Plan 2021-2025*.

3.3.2 User Fees

User fees relate mainly to the recovery of service delivery costs from Council's extensive and highly diversified range of services provided to the community. Examples of user fees include:

- Kindergarten and Childcare fees
- Waste Management fees
- Aged and Health Care service fees
- Leases, recreational reserve and facility hire fees

Council endeavours, as much as possible, to be a full cost recovery service provider.

3.3.3 Statutory Fees and Fines

Statutory fees are fees and fines levied in accordance with legislation. Examples of statutory fees and fines include:

- Planning and subdivision fees
- Building and Inspection fees
- Infringements and fines
- Land Information Certificate fees

Increases in the Financial Plan have been based on the projected CPI.

3.3.4 Grants

Council receives tied operating grant funding from State and Federal sources, with these operating grants budgeted to increase by 2 percent per annum.

Council receives untied Financial Assistance Grants via the Victorian Local Government Grants Commission. These grants are composed of an operating and capital component, and are anticipated to increase by 1 percent per annum. The Roads to Recovery grant is also anticipated to increase by 1 percent.

Council does not budget for capital grants for specific projects that have not been confirmed. However Council will pro-actively advocate to other levels of government for grant funding support to deliver important infrastructure and service outcomes for the community. Council may use its own funds to leverage higher grant funding and maximise external funding opportunities.

3.3.5 Contributions

Contributions represent funds received by council, usually from non-government sources, and are usually linked to projects. Contributions can be made to council in the form of either cash payments or asset hand-overs.

Examples of contributions include:

- Monies collected from developers under planning and development agreements;
- Monies collected under developer contribution plans and infrastructure contribution plans;
- Contributions from user groups towards the upgrade of facilities;
- Assets handed over to council from developers at the completion of a subdivision, such as roads, drainage, and streetlights.

Contributions linked to developments can be received well before any council expenditure occurs. In this situation, the funds will be identified and held separately for the specific works identified in the agreements.

Developer contributions are statutory contributions and are transferred to a restricted reserve until utilised for a specific purpose through the capital works program or delivered as works in kind by developers. Income of this nature is unpredictable and is directly contingent on developer activities in the municipality.

3.3.6 Other Income

Revenue from other income mainly comprises investment income plus the recovery of income from a variety of sources and rental income received from the hire or lease of Council buildings.

3.3.7 Employee Costs

Increases for employee costs reflect the salary increase for all staff pursuant to Council's Enterprise Bargaining Agreement. The increase in the Superannuation Guarantee of 0.5 percent each year through to 2025-26 has been factored in to the employee cost increases. No provision or allowance has been made for any call from the Defined Benefits fund.

3.3.8 Materials and Services

Material costs include items required for the maintenance and repairs of Council buildings, roads, drains and footpaths which are governed more by market forces based on availability rather than CPI. Other associated costs included under this category are utilities, waste management, materials for the supply of community meals, and consumable items for a range of services. Council also utilises external expertise on a range of matters, including legal services and audit. Discretionary material costs are budgeted to increase by CPI. Non-discretionary costs such as utility costs are budgeted to increase by 5 percent.

3.3.9 Contributions and Donations

Contributions and donations includes Council's annual contribution to the Eastern Regional Libraries Corporation. Council also offer a range of grants and funding to community members, organisations and businesses across a range of areas.

3.3.10 Depreciation and Amortisation

Depreciation estimates have been based on the projected life of Council's existing property, infrastructure, plant and equipment, together with the projected capital spending contained in this Financial Plan.

3.3.11 Borrowing Costs

Borrowing costs comprise the interest expense to service Council's loan portfolio that is described in Section 5.1 Borrowing Plan.

3.3.12 Other Expenses

Other expenses includes administration costs such as Councillor allowances, operating lease rentals and audit expenses.

4. Financial Plan Statements

This section presents information regarding the budgeted Financial Plan Statements for the 10 years from 2022-23 to 2031-32.

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

4.1 Comprehensive Income Statement

	Forecast	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
INCOME											
Rates and charges	126,607	133,468	143,832	147,702	152,765	159,236	164,670	170,280	176,072	182,053	188,228
User fees	14,757	16,566	12,314	12,723	13,055	13,599	14,165	14,956	15,571	16,012	16,680
Statutory fees and fines	3,114	4,306	4,397	4,796	4,770	4,889	5,011	5,136	5,264	5,396	5,531
Grants - operating	26,960	21,924	24,817	25,053	25,501	25,943	26,394	26,852	27,319	27,755	28,238
Grants - capital	24,002	3,478	2,519	1,968	1,989	2,009	2,829	2,050	2,071	2,092	2,113
Contributions - monetary	11,564	8,313	9,308	8,827	8,916	8,953	8,991	9,029	9,068	9,108	9,149
Contributions - non-monetary	2,000	2,000	2,000	2,020	2,040	2,000	2,000	2,000	2,000	2,000	2,000
Share of net profits (losses) of associates	0	0	0	0	0	0	0	0	0	0	0
Other income	1,028	901	859	822	829	1,038	1,042	1,032	1,003	991	996
TOTAL INCOME	210,032	190,956	200,046	203,911	209,865	217,667	225,102	231,335	238,368	245,407	252,935
EXPENSES											
Employee costs	75,221	79,480	82,377	84,205	86,076	87,970	89,905	91,883	93,904	95,970	98,081
Materials and services	70,429	75,449	78,047	76,650	75,886	76,159	77,015	77,630	77,944	79,212	80,509
Contributions and donations	33,132	5,835	5,918	5,998	6,080	6,232	6,388	6,548	6,712	6,880	7,052
Depreciation	22,748	23,625	25,255	26,528	27,750	28,857	30,142	31,293	32,319	33,451	34,604
Amortisation - intangible assets	893	893	893	893	893	893	893	893	893	893	893
Amortisation - right of use assets	1,311	739	1,069	1,086	1,096	1,096	1,096	1,096	1,096	1,096	1,096
Borrowing costs	597	1,948	2,223	2,388	3,155	3,172	3,695	3,855	3,728	3,733	3,243
Finance costs - leases	69	39	56	57	58	58	58	58	58	58	58
Bad and doubtful debts	224	308	311	314	317	325	333	341	350	359	368
Net loss (gain) on disposal of property, infrastructure, plant and equipment	23,071	(6,080)	(7,133)	(5,761)	(7,461)	(5,761)	(5,761)	(3,089)	(417)	(417)	(417)
Other expense	686	624	638	650	661	678	695	712	730	748	767
TOTAL EXPENSES	228,381	182,860	189,654	193,008	194,511	199,679	204,459	211,220	217,317	221,983	226,254
SURPLUS / (DEFICIT) FOR THE YEAR	(18,349)	8,096	10,392	10,903	15,354	17,988	20,643	20,115	21,051	23,424	26,681
TOTAL COMPREHENSIVE RESULT	(18,349)	8,096	10,392	10,903	15,354	17,988	20,643	20,115	21,051	23,424	26,681
LESS											
Grants - capital - non recurrent	21,644	2,008	570	0	0	0	800	0	0	0	0
Contributions and donations - capital	3,965	0	500	0	0	0	0	0	0	0	0
Contributions - non-monetary	2,000	2,000	2,000	2,020	2,040	2,000	2,000	2,000	2,000	2,000	2,000
UNDERLYING SURPLUS (DEFICIT) FOR THE YEAR	(45,958)	4,088	7,322	8,883	13,314	15,988	17,843	18,115	19,051	21,424	24,681

4.2 Balance Sheet

	Forecast 2021-22 \$'000	Budget 2022-23 \$'000	Budget 2023-24 \$'000	Budget 2024-25 \$'000	Budget 2025-26 \$'000	Budget 2026-27 \$'000	Budget 2027-28 \$'000	Budget 2028-29 \$'000	Budget 2029-30 \$'000	Budget 2030-31 \$'000	Budget 2031-32 \$'000
CURRENT ASSETS											
Cash and cash equivalents	47,924	39,135	29,397	31,340	29,381	35,699	38,302	44,789	52,225	49,053	49,156
Other financial assets	0	0	0	0	0	0	0	0	0	0	0
Trade and other receivables	19,585	20,491	21,795	22,476	23,286	23,994	24,723	25,477	26,254	27,057	27,885
Non-current assets classified as held for sale	0	0	0	0	0	0	0	0	0	0	0
Other assets	1,295	1,318	1,344	1,378	1,412	1,447	1,483	1,520	1,558	1,597	1,637
Inventories	11	11	11	11	11	11	11	11	11	11	11
TOTAL CURRENT ASSETS	68,815	60,955	52,547	55,205	54,090	61,151	64,519	71,797	80,048	77,718	78,689
NON CURRENT ASSETS											
Investments in associates	3,074	3,074	3,074	3,074	3,074	3,074	3,074	3,074	3,074	3,074	3,074
Property, infrastructure, plant and equipment	2,003,127	2,047,916	2,070,465	2,097,763	2,113,997	2,137,670	2,158,494	2,167,552	2,180,016	2,192,402	2,204,712
Right-of-use assets	1,371	1,371	1,371	1,371	1,371	1,371	1,371	1,371	1,371	1,371	1,371
Intangible assets	1,533	1,533	1,533	1,533	1,533	1,533	1,533	1,533	1,533	1,533	1,533
TOTAL NON CURRENT ASSETS	2,009,105	2,053,894	2,076,443	2,103,741	2,119,975	2,143,648	2,164,472	2,173,530	2,185,994	2,198,380	2,210,690
TOTAL ASSETS	2,077,920	2,114,849	2,128,990	2,158,946	2,174,065	2,204,799	2,228,991	2,245,327	2,266,042	2,276,098	2,289,379
CURRENT LIABILITIES											
Trade and other payables	14,142	14,383	14,659	14,998	15,324	15,700	16,085	16,480	16,884	17,298	17,727
Trust funds and deposits	1,885	1,918	1,956	2,005	2,055	2,106	2,159	2,213	2,268	2,325	2,383
Unearned income	0	0	0	0	0	0	0	0	0	0	0
Provisions	19,505	20,004	20,516	21,041	21,580	22,046	22,522	23,009	23,507	24,016	24,536
Interest-bearing loans and borrowings	4,443	7,590	8,695	11,185	12,378	14,796	16,746	18,325	20,381	19,441	14,483
Lease liabilities	605	605	605	605	605	605	605	605	605	605	605
TOTAL CURRENT LIABILITIES	40,580	44,500	46,431	49,834	51,942	55,253	58,117	60,632	63,645	63,685	59,734
NON CURRENT LIABILITIES											
Provisions	3,640	3,672	3,706	3,740	3,775	3,805	3,836	3,868	3,900	3,933	3,967
Interest-bearing loans and borrowings	43,919	68,800	70,584	86,200	83,822	93,227	93,881	87,555	84,174	70,733	61,250
Lease liabilities	934	934	934	934	934	934	934	934	934	934	934
TOTAL NON CURRENT LIABILITIES	48,493	73,406	75,224	90,874	88,531	97,966	98,651	92,357	89,008	75,600	66,151
TOTAL LIABILITIES	89,073	117,906	121,655	140,708	140,473	153,219	156,768	152,989	152,653	139,285	125,885
NET ASSETS	1,988,847	1,996,943	2,007,335	2,018,238	2,033,592	2,051,580	2,072,223	2,092,338	2,113,389	2,136,813	2,163,494
EQUITY											
Accumulated surplus	695,879	714,809	725,616	739,940	756,644	773,981	793,972	815,434	837,831	860,600	886,625
Reserves	1,292,968	1,282,134	1,281,719	1,278,298	1,276,948	1,277,599	1,278,251	1,276,904	1,275,558	1,276,213	1,276,869
TOTAL EQUITY	1,988,847	1,996,943	2,007,335	2,018,238	2,033,592	2,051,580	2,072,223	2,092,338	2,113,389	2,136,813	2,163,494

4.3 Statement of Changes in Equity

	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2022 FORECAST				
BALANCE AT BEGINNING OF THE FINANCIAL YEAR	2,007,196	706,532	1,261,516	39,148
Surplus/(deficit) for the year	(18,349)	(18,349)	0	0
Net asset revaluation increment (decrement)	0	0	0	0
Transfer to other reserves	0	(13,920)	0	13,920
Transfer from other reserves	0	19,616	0	(19,616)
BALANCE AT END OF THE FINANCIAL YEAR	1,988,847	693,879	1,261,516	33,452
2023 BUDGET				
BALANCE AT BEGINNING OF THE FINANCIAL YEAR	1,988,847	693,879	1,261,516	33,452
Surplus/(deficit) for the year	8,096	8,096	0	0
Net asset revaluation increment (decrement)	0	0	0	0
Transfer to other reserves	0	(6,578)	0	6,578
Transfer from other reserves	0	19,412	0	(19,412)
BALANCE AT END OF THE FINANCIAL YEAR	1,996,943	714,809	1,261,516	20,618
2024 BUDGET				
BALANCE AT BEGINNING OF THE FINANCIAL YEAR	1,996,943	714,809	1,261,516	20,618
Surplus/(deficit) for the year	10,392	10,392	0	0
Net asset revaluation increment (decrement)	0	0	0	0
Transfer to other reserves	0	(7,079)	0	7,079
Transfer from other reserves	0	7,494	0	(7,494)
BALANCE AT END OF THE FINANCIAL YEAR	2,007,335	725,616	1,261,516	20,203
2025 BUDGET				
BALANCE AT BEGINNING OF THE FINANCIAL YEAR	2,007,335	725,616	1,261,516	20,203
Surplus/(deficit) for the year	10,903	10,903	0	0
Net asset revaluation increment (decrement)	0	0	0	0
Transfer to other reserves	0	(7,079)	0	7,079
Transfer from other reserves	0	10,500	0	(10,500)
BALANCE AT END OF THE FINANCIAL YEAR	2,018,238	739,940	1,261,516	16,782
2026 BUDGET				
BALANCE AT BEGINNING OF THE FINANCIAL YEAR	2,018,238	739,940	1,261,516	16,782
Surplus/(deficit) for the year	15,354	15,354	0	0
Net asset revaluation increment (decrement)	0	0	0	0
Transfer to other reserves	0	(7,150)	0	7,150
Transfer from other reserves	0	8,500	0	(8,500)
BALANCE AT END OF THE FINANCIAL YEAR	2,033,592	756,644	1,261,516	15,432
2027 BUDGET				
BALANCE AT BEGINNING OF THE FINANCIAL YEAR	2,033,592	756,644	1,261,516	15,432
Surplus/(deficit) for the year	17,988	17,988	0	0
Net asset revaluation increment (decrement)	0	0	0	0
Transfer to other reserves	0	(7,151)	0	7,151
Transfer from other reserves	0	6,500	0	(6,500)
BALANCE AT END OF THE FINANCIAL YEAR	2,051,580	773,981	1,261,516	16,083

	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2028 BUDGET				
BALANCE AT BEGINNING OF THE FINANCIAL YEAR	2,051,580	773,981	1,261,516	16,083
Surplus/(deficit) for the year	20,643	20,643	0	0
Net asset revaluation increment (decrement)	0	0	0	0
Transfer to other reserves	0	(7,152)	0	7,152
Transfer from other reserves	0	6,500	0	(6,500)
BALANCE AT END OF THE FINANCIAL YEAR	2,072,223	793,972	1,261,516	16,735
2029 BUDGET				
BALANCE AT BEGINNING OF THE FINANCIAL YEAR	2,072,223	793,972	1,261,516	16,735
Surplus/(deficit) for the year	20,115	20,115	0	0
Net asset revaluation increment (decrement)	0	0	0	0
Transfer to other reserves	0	(7,153)	0	7,153
Transfer from other reserves	0	8,500	0	(8,500)
BALANCE AT END OF THE FINANCIAL YEAR	2,092,338	815,434	1,261,516	15,388
2030 BUDGET				
BALANCE AT BEGINNING OF THE FINANCIAL YEAR	2,092,338	815,434	1,261,516	15,388
Surplus/(deficit) for the year	21,051	21,051	0	0
Net asset revaluation increment (decrement)	0	0	0	0
Transfer to other reserves	0	(7,154)	0	7,154
Transfer from other reserves	0	8,500	0	(8,500)
BALANCE AT END OF THE FINANCIAL YEAR	2,113,389	837,831	1,261,516	14,042
2031 BUDGET				
BALANCE AT BEGINNING OF THE FINANCIAL YEAR	2,113,389	837,831	1,261,516	14,042
Surplus/(deficit) for the year	23,424	23,424	0	0
Net asset revaluation increment (decrement)	0	0	0	0
Transfer to other reserves	0	(7,155)	0	7,155
Transfer from other reserves	0	6,500	0	(6,500)
BALANCE AT END OF THE FINANCIAL YEAR	2,136,813	860,600	1,261,516	14,697
2032 BUDGET				
BALANCE AT BEGINNING OF THE FINANCIAL YEAR	2,136,813	860,600	1,261,516	14,697
Surplus/(deficit) for the year	26,681	26,681	0	0
Net asset revaluation increment (decrement)	0	0	0	0
Transfer to other reserves	0	(7,156)	0	7,156
Transfer from other reserves	0	6,500	0	(6,500)
BALANCE AT END OF THE FINANCIAL YEAR	2,163,494	886,625	1,261,516	15,353

4.4 Statement of Cash Flows

	Forecast	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
CASH FLOWS FROM OPERATING ACTIVITIES											
Rates and charges	126,274	132,838	142,815	147,323	152,268	158,862	164,287	169,887	175,670	181,641	187,805
User fees	17,683	16,373	12,113	12,512	12,836	13,366	13,922	14,704	15,309	15,739	16,397
Statutory fees and fines	4,368	4,223	4,311	4,706	4,676	4,789	4,907	5,028	5,152	5,279	5,409
Grants - operating	25,378	21,924	24,817	25,053	25,501	25,943	26,394	26,852	27,319	27,755	28,238
Grants - capital	13,927	3,478	2,519	1,968	1,989	2,009	2,829	2,050	2,071	2,092	2,113
Contributions - monetary	13,564	8,313	9,308	8,827	8,916	8,953	8,991	9,029	9,068	9,108	9,149
Interest received	16	20	20	20	20	229	233	223	194	182	187
Other receipts	1,012	881	839	802	809	809	809	809	809	809	809
Net movement in trust deposits	28	33	38	49	50	51	53	54	55	57	58
Employee costs	(74,703)	(78,949)	(81,832)	(83,646)	(85,502)	(87,474)	(89,398)	(91,364)	(93,374)	(95,428)	(97,527)
Materials and services	(74,908)	(75,533)	(78,098)	(76,633)	(75,863)	(76,136)	(76,990)	(77,605)	(77,921)	(79,187)	(80,483)
Contributions and donations	(33,132)	(5,835)	(5,918)	(5,998)	(6,080)	(6,232)	(6,388)	(6,548)	(6,712)	(6,880)	(7,052)
Short-term, low value and variable lease payments	(75)	(8)	(8)	(8)	(8)	(8)	(8)	(8)	(8)	(8)	(8)
Other payments	(611)	(616)	(630)	(642)	(653)	(670)	(687)	(704)	(722)	(740)	(759)
NET CASH PROVIDED BY / (USED IN) OPERATING ACTIVITIES	18,821	27,142	30,294	34,333	38,959	44,491	48,954	52,407	56,910	60,419	64,336
CASH FLOWS FROM INVESTING ACTIVITIES											
Proceeds from sale of property, infrastructure, plant and equipment	3,332	12,447	17,932	13,167	14,867	13,167	13,167	7,167	1,167	1,167	1,167
Payments for property, infrastructure, plant and equipment	(66,291)	(73,674)	(57,496)	(60,125)	(50,283)	(58,829)	(57,265)	(43,322)	(44,426)	(45,480)	(46,557)
Payments for investments	0	0	0	0	0	0	0	0	0	0	0
Proceeds from sale of investments	0	0	0	0	0	0	0	0	0	0	0
NET CASH PROVIDED BY / (USED IN) INVESTING ACTIVITIES	(62,959)	(61,227)	(39,564)	(46,958)	(35,416)	(45,662)	(44,098)	(36,155)	(43,259)	(44,313)	(45,390)

	Forecast	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
CASH FLOWS FROM FINANCING ACTIVITIES											
Finance costs	(518)	(1,954)	(2,232)	(2,395)	(3,163)	(3,180)	(3,703)	(3,864)	(3,737)	(3,743)	(3,248)
Proceeds from borrowings	50,000	34,312	10,480	26,800	10,000	24,200	17,400	12,000	17,000	6,000	5,000
Repayment of borrowings	(1,638)	(6,284)	(7,591)	(8,694)	(11,185)	(12,377)	(14,796)	(16,747)	(18,325)	(20,381)	(19,441)
Interest paid - lease liability	(69)	(39)	(56)	(57)	(58)	(58)	(58)	(58)	(58)	(58)	(58)
Repayment of lease liabilities	(1,311)	(739)	(1,069)	(1,086)	(1,096)	(1,096)	(1,096)	(1,096)	(1,096)	(1,096)	(1,096)
NET CASH PROVIDED BY / (USED IN) FINANCING ACTIVITIES	46,464	25,296	(468)	14,568	(5,502)	7,489	(2,253)	(9,765)	(6,216)	(19,278)	(18,843)
NET INCREASE (DECREASE) IN CASH HELD	2,326	(8,789)	(9,738)	1,943	(1,959)	6,318	2,603	6,487	7,435	(3,172)	103
Cash and cash equivalents at the beginning of the financial year	45,598	47,924	39,135	29,397	31,340	29,381	35,699	38,302	44,789	52,225	49,053
CASH AND CASH EQUIVALENTS AT END OF YEAR	47,924	39,135	29,397	31,340	29,381	35,699	38,302	44,789	52,225	49,053	49,156

4.5 Statement of Capital Works

	Forecast	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
PROPERTY											
Land and Buildings	33,997	20,909	10,180	11,425	10,120	13,841	22,850	11,171	7,774	7,968	8,167
TOTAL PROPERTY	33,997	20,909	10,180	11,425	10,120	13,841	22,850	11,171	7,774	7,968	8,167
PLANT AND EQUIPMENT											
Plant, machinery and equipment	2,707	1,976	862	1,576	1,654	1,775	1,819	1,864	1,911	1,959	2,008
Computers and telecommunications	3,325	6,713	6,846	6,475	5,692	5,975	5,024	5,075	5,127	5,180	5,235
Artworks	187	317	292	303	315	328	361	370	379	388	397
TOTAL PLANT AND EQUIPMENT	6,219	9,006	8,000	8,354	7,661	8,078	7,204	7,309	7,417	7,527	7,640
INFRASTRUCTURE											
Roads	10,007	9,229	11,584	14,501	14,666	12,146	10,469	9,232	11,000	11,275	11,557
Bridges	715	545	340	385	397	407	417	427	438	449	460
Footpaths and cycleways	5,370	4,358	5,151	6,258	5,064	8,192	7,602	7,792	7,986	8,186	8,391
Drainage	3,651	4,962	3,994	4,359	3,468	4,384	3,449	3,536	3,624	3,715	3,808
Recreational, leisure and community facilities	11,974	31,447	22,152	18,813	12,817	15,430	9,357	6,404	8,703	8,921	9,143
Off street car parks	1,294	968	1,987	1,768	905	1,268	1,300	1,333	1,366	1,400	1,435
Other infrastructure	416	402	4,251	2,088	675	1,002	282	289	296	303	310
TOTAL INFRASTRUCTURE	33,427	51,911	49,459	48,172	37,992	42,829	32,876	29,013	33,413	34,249	35,104
TOTAL CAPITAL WORKS EXPENDITURE	73,643	81,826	67,639	67,951	55,773	64,748	62,930	47,493	48,604	49,744	50,911
REPRESENTED BY											
Asset renewal	36,991	39,727	34,989	38,853	35,788	37,420	32,753	25,660	34,411	35,271	36,151
Asset upgrade	9,427	22,776	28,056	23,441	16,599	17,332	12,821	7,574	9,828	9,998	10,173
Asset new	23,123	12,443	3,733	5,592	3,131	9,856	17,356	14,259	4,365	4,475	4,587
Asset expansion	4,102	6,880	861	65	255	140	0	0	0	0	0
TOTAL CAPITAL WORKS EXPENDITURE	73,643	81,826	67,639	67,951	55,773	64,748	62,930	47,493	48,604	49,744	50,911

	Forecast	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
CAPITAL WORKS FUNDING SOURCE											
EXTERNAL											
Loan proceeds	25,000	34,312	10,480	26,800	10,000	24,200	17,400	12,000	17,000	6,000	5,000
Grants - capital	24,002	3,478	2,519	1,968	1,989	2,009	2,829	2,050	2,071	2,092	2,113
Contributions - capital	3,965	0	500	0	0	0	0	0	0	0	0
TOTAL EXTERNAL FUNDING	52,967	37,790	13,499	28,768	11,989	26,209	20,229	14,050	19,071	8,092	7,113
INTERNAL											
Proceeds from sale of fixed assets	1,260	12,447	17,932	13,167	14,867	13,167	13,167	7,167	1,167	1,167	1,167
Movement in reserve funds	15,678	14,555	7,494	10,500	8,500	6,500	6,500	8,500	8,500	6,500	6,500
Rate funding	3,738	17,034	28,714	15,516	20,417	18,872	23,034	17,776	19,866	33,985	36,131
TOTAL INTERNAL FUNDING	20,676	44,036	54,140	39,183	43,784	38,539	42,701	33,443	29,533	41,652	43,798
TOTAL CAPITAL WORKS FUNDING SOURCES	73,643	81,826	67,639	67,951	55,773	64,748	62,930	47,493	48,604	49,744	50,911
LESS OPERATING PROJECTS EXPENDITURE											
Operating Projects Expenditure	7,359	8,147	10,143	7,826	5,490	5,919	5,665	4,171	4,178	4,264	4,354
NET CAPITAL WORKS (CAPITALISED EXPENDITURE EXCLUDING OPERATING PROJECTS EXPENDITURE)	66,284	73,679	57,496	60,125	50,283	58,829	57,265	43,322	44,426	45,480	46,557

4.6 Statement of Human Resources

	Budget 2022-23 \$'000 FTE	Budget 2023-24 \$'000 FTE	Budget 2024-25 \$'000 FTE	Budget 2025-26 \$'000 FTE	Budget 2026-27 \$'000 FTE	Budget 2027-28 \$'000 FTE	Budget 2028-29 \$'000 FTE	Budget 2029-30 \$'000 FTE	Budget 2030-31 \$'000 FTE	Budget 2031-32 \$'000 FTE
STAFF EXPENDITURE										
Employee costs - operating	79,480	82,377	84,205	86,076	87,970	89,905	91,883	93,904	95,970	98,081
Employee costs - capital	3,835	3,799	3,894	3,992	4,080	4,170	4,261	4,355	4,451	4,549
TOTAL STAFF EXPENDITURE	83,315	86,176	88,099	90,068	92,050	94,075	96,144	98,259	100,421	102,630
STAFF NUMBERS										
Full time equivalent (FTE) employees	744.06	762.14	760.64	760.64	760.64	760.64	760.64	760.64	760.64	760.64
TOTAL STAFF NUMBERS	744.06	762.14	760.64	760.64	760.64	760.64	760.64	760.64	760.64	760.64

4.7 Planned Human Resource Expenditure

	Budget 2022-23 \$'000	Budget 2023-24 \$'000	Budget 2024-25 \$'000	Budget 2025-26 \$'000	Budget 2026-27 \$'000	Budget 2027-28 \$'000	Budget 2028-29 \$'000	Budget 2029-30 \$'000	Budget 2030-31 \$'000	Budget 2031-32 \$'000
CEO										
Permanent - Full Time	2,874	2,897	2,972	3,049	3,116	3,185	3,255	3,327	3,400	3,475
Female	2,420	2,439	2,503	2,568	2,624	2,682	2,741	2,801	2,863	2,926
Male	454	457	469	481	492	503	514	525	537	549
Self-described gender	0	0	0	0	0	0	0	0	0	0
Permanent - Part Time	296	299	306	314	321	328	335	343	350	358
Female	262	265	271	279	285	291	297	304	311	317
Male	34	34	35	36	37	37	38	39	40	41
Self-described gender	0	0	0	0	0	0	0	0	0	0
TOTAL CEO	3,170	3,195	3,278	3,364	3,438	3,513	3,591	3,670	3,750	3,833
CITY CENTRE										
Permanent - Full Time	3,290	3,371	3,457	3,545	3,623	3,703	3,784	3,867	3,952	4,039
Female	2,193	2,247	2,305	2,363	2,415	2,468	2,523	2,578	2,635	2,693
Male	1,097	1,124	1,152	1,182	1,208	1,234	1,261	1,289	1,317	1,346
Self-described gender	0	0	0	0	0	0	0	0	0	0
Permanent - Part Time	1,013	1,038	1,064	1,091	1,115	1,140	1,165	1,190	1,217	1,243
Female	1,013	1,038	1,064	1,091	1,115	1,140	1,165	1,190	1,217	1,243
Male	0	0	0	0	0	0	0	0	0	0
Self-described gender	0	0	0	0	0	0	0	0	0	0
TOTAL CITY CENTRE	4,302	4,409	4,521	4,636	4,738	4,842	4,949	5,058	5,169	5,283
CITY STRATEGY AND INTEGRITY										
Permanent - Full Time	14,017	14,158	14,431	14,804	15,130	15,462	15,803	16,150	16,506	16,869
Female	6,833	6,902	7,035	7,217	7,376	7,538	7,704	7,873	8,046	8,224
Male	7,184	7,256	7,396	7,587	7,754	7,925	8,099	8,277	8,459	8,645
Self-described gender	0	0	0	0	0	0	0	0	0	0
Permanent - Part Time	3,179	3,211	3,273	3,357	3,431	3,506	3,584	3,662	3,743	3,825
Female	2,346	2,369	2,415	2,477	2,532	2,588	2,645	2,703	2,762	2,823
Male	833	841	858	880	899	919	939	960	981	1,002
Self-described gender	0	0	0	0	0	0	0	0	0	0
TOTAL CITY STRATEGY AND INTEGRITY	17,195	17,368	17,704	18,161	18,561	18,969	19,386	19,813	20,249	20,694

	Budget 2022-23 \$'000	Budget 2023-24 \$'000	Budget 2024-25 \$'000	Budget 2025-26 \$'000	Budget 2026-27 \$'000	Budget 2027-28 \$'000	Budget 2028-29 \$'000	Budget 2029-30 \$'000	Budget 2030-31 \$'000	Budget 2031-32 \$'000
CONNECTED COMMUNITIES										
Permanent - Full Time	14,643	15,690	16,002	16,261	16,619	16,984	17,358	17,740	18,130	18,529
Female	13,119	14,059	14,338	14,570	14,891	15,218	15,553	15,895	16,245	16,602
Male	1,524	1,631	1,664	1,691	1,728	1,766	1,805	1,845	1,885	1,927
Self-described gender	0	0	0	0	0	0	0	0	0	0
Permanent - Part Time	13,392	14,333	14,619	14,859	15,186	15,520	15,861	16,210	16,567	16,931
Female	13,055	13,972	14,251	14,485	14,804	15,129	15,462	15,802	16,150	16,505
Male	337	360	368	374	382	390	399	408	417	426
Self-described gender	0	0	0	0	0	0	0	0	0	0
TOTAL CONNECTED COMMUNITIES	28,034	30,023	30,621	31,120	31,804	32,504	33,219	33,950	34,697	35,460
INFRASTRUCTURE										
Permanent - Full Time	14,960	15,310	15,710	16,120	16,474	16,837	17,207	17,586	17,973	18,368
Female	2,602	2,663	2,732	2,803	2,865	2,928	2,993	3,058	3,126	3,194
Male	12,359	12,647	12,977	13,316	13,609	13,909	14,215	14,527	14,847	15,174
Self-described gender	0	0	0	0	0	0	0	0	0	0
Permanent - Part Time	359	367	377	386	395	404	412	421	431	440
Female	343	351	360	369	378	386	394	403	412	421
Male	16	16	16	17	17	18	18	18	19	19
Self-described gender	0	0	0	0	0	0	0	0	0	0
TOTAL INFRASTRUCTURE	15,319	15,677	16,086	16,506	16,869	17,240	17,620	18,007	18,403	18,808
PEOPLE AND INNOVATION										
Permanent - Full Time	6,393	6,465	6,634	6,807	6,957	7,110	7,266	7,426	7,589	7,756
Female	4,262	4,310	4,423	4,538	4,638	4,740	4,844	4,951	5,060	5,171
Male	2,131	2,155	2,211	2,269	2,319	2,370	2,422	2,475	2,530	2,585
Self-described gender	0	0	0	0	0	0	0	0	0	0
Permanent - Part Time	1,392	1,408	1,444	1,482	1,515	1,548	1,582	1,617	1,652	1,689
Female	1,392	1,408	1,444	1,482	1,515	1,548	1,582	1,617	1,652	1,689
Male	0	0	0	0	0	0	0	0	0	0
Self-described gender	0	0	0	0	0	0	0	0	0	0
TOTAL PEOPLE AND INNOVATION	7,785	7,873	8,078	8,289	8,471	8,658	8,848	9,043	9,242	9,445
Casuals, temporary and other expenditure	3,674	3,832	3,917	4,001	4,089	4,179	4,271	4,364	4,460	4,558
Capitalised labour costs	3,835	3,799	3,894	3,992	4,080	4,170	4,261	4,355	4,451	4,549
TOTAL STAFF EXPENDITURE	83,315	86,176	88,099	90,068	92,050	94,075	96,145	98,259	100,421	102,630

	Budget 2022-23 FTE	Budget 2023-24 FTE	Budget 2024-25 FTE	Budget 2025-26 FTE	Budget 2026-27 FTE	Budget 2027-28 FTE	Budget 2028-29 FTE	Budget 2029-30 FTE	Budget 2030-31 FTE	Budget 2031-32 FTE
CEO										
Permanent - Full Time	18.00	18.00	18.00	18.00	18.00	18.00	18.00	18.00	18.00	18.00
Female	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00
Male	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Self-described gender	0	0	0	0	0	0	0	0	0	0
Permanent - Part Time	3.28	3.28	3.28	3.28	3.28	3.28	3.28	3.28	3.28	3.28
Female	2.90	2.90	2.90	2.90	2.90	2.90	2.90	2.90	2.90	2.90
Male	0.37	0.37	0.37	0.37	0.37	0.37	0.37	0.37	0.37	0.37
Self-described gender	0	0	0	0	0	0	0	0	0	0
TOTAL CEO	21.28	21.28	21.28	21.28	21.28	21.28	21.28	21.28	21.28	21.28
CITY CENTRE										
Permanent - Full Time	30.00	31.00	31.00	31.00	31.00	31.00	31.00	31.00	31.00	31.00
Female	20.00	21.00	21.00	21.00	21.00	21.00	21.00	21.00	21.00	21.00
Male	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
Self-described gender	0	0	0	0	0	0	0	0	0	0
Permanent - Part Time	10.82	10.82	10.82	10.82	10.82	10.82	10.82	10.82	10.82	10.82
Female	10.82	10.82	10.82	10.82	10.82	10.82	10.82	10.82	10.82	10.82
Male	0	0	0	0	0	0	0	0	0	0
Self-described gender	0	0	0	0	0	0	0	0	0	0
TOTAL CITY CENTRE	40.82	41.82	41.82	41.82	41.82	41.82	41.82	41.82	41.82	41.82
CITY STRATEGY AND INTEGRITY										
Permanent - Full Time	114.00	118.00	118.00	118.00	118.00	118.00	118.00	118.00	118.00	118.00
Female	56.00	58.00	58.00	58.00	58.00	58.00	58.00	58.00	58.00	58.00
Male	58.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00
Self-described gender	0	0	0	0	0	0	0	0	0	0
Permanent - Part Time	37.21	37.21	37.21	37.21	37.21	37.21	37.21	37.21	37.21	37.21
Female	27.46	27.46	27.46	27.46	27.46	27.46	27.46	27.46	27.46	27.46
Male	9.75	9.75	9.75	9.75	9.75	9.75	9.75	9.75	9.75	9.75
Self-described gender	0	0	0	0	0	0	0	0	0	0
TOTAL CITY STRATEGY AND INTEGRITY	151.21	155.21	155.21	155.21	155.21	155.21	155.21	155.21	155.21	155.21

	Budget 2022-23 FTE	Budget 2023-24 FTE	Budget 2024-25 FTE	Budget 2025-26 FTE	Budget 2026-27 FTE	Budget 2027-28 FTE	Budget 2028-29 FTE	Budget 2029-30 FTE	Budget 2030-31 FTE	Budget 2031-32 FTE
CONNECTED COMMUNITIES										
Permanent - Full Time	145.00	152.00	151.00	151.00	151.00	151.00	151.00	151.00	151.00	151.00
Female	130.00	136.00	135.00	135.00	135.00	135.00	135.00	135.00	135.00	135.00
Male	15.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00
Self-described gender	0	0	0	0	0	0	0	0	0	0
Permanent - Part Time	136.91	136.99	136.49	136.49	136.49	136.49	136.49	136.49	136.49	136.49
Female	133.46	133.54	133.04	133.04	133.04	133.04	133.04	133.04	133.04	133.04
Male	3.44	3.44	3.44	3.44	3.44	3.44	3.44	3.44	3.44	3.44
Self-described gender	0	0	0	0	0	0	0	0	0	0
TOTAL CONNECTED COMMUNITIES	281.91	288.99	287.49	287.49	287.49	287.49	287.49	287.49	287.49	287.49
INFRASTRUCTURE										
Permanent - Full Time	162.00	166.00	166.00	166.00	166.00	166.00	166.00	166.00	166.00	166.00
Female	28.00	29.00	29.00	29.00	29.00	29.00	29.00	29.00	29.00	29.00
Male	134.00	137.00	137.00	137.00	137.00	137.00	137.00	137.00	137.00	137.00
Self-described gender	0	0	0	0	0	0	0	0	0	0
Permanent - Part Time	3.74	3.74	3.74	3.74	3.74	3.74	3.74	3.74	3.74	3.74
Female	3.57	3.57	3.74	3.74	3.74	3.74	3.74	3.74	3.74	3.74
Male	0.16	0.16	0	0	0	0	0	0	0	0
Self-described gender	0	0	0	0	0	0	0	0	0	0
TOTAL INFRASTRUCTURE	165.74	169.74	169.74	169.74	169.74	169.74	169.74	169.74	169.74	169.74
PEOPLE AND INNOVATION										
Permanent - Full Time	53.00	55.00	55.00	55.00	55.00	55.00	55.00	55.00	55.00	55.00
Female	35.00	37.00	37.00	37.00	37.00	37.00	37.00	37.00	37.00	37.00
Male	18.00	18.00	18.00	18.00	18.00	18.00	18.00	18.00	18.00	18.00
Self-described gender	0	0	0	0	0	0	0	0	0	0
Permanent - Part Time	11.83	11.83	11.83	11.83	11.83	11.83	11.83	11.83	11.83	11.83
Female	11.83	11.83	11.83	11.83	11.83	11.83	11.83	11.83	11.83	11.83
Male	0	0	0	0	0	0	0	0	0	0
Self-described gender	0	0	0	0	0	0	0	0	0	0
TOTAL PEOPLE AND INNOVATION	64.83	66.83	66.83	66.83	66.83	66.83	66.83	66.83	66.83	66.83
Casuals, temporary and other expenditure	18.27	18.27	18.27	18.27	18.27	18.27	18.27	18.27	18.27	18.27
TOTAL STAFF NUMBERS	744.06	762.14	760.64	760.64	760.64	760.64	760.64	760.64	760.64	760.64

5. Financial Performance Indicators

The following table highlights Council’s projected performance across a range of key financial performance indicators. These indicators provide an analysis of Council’s 10-year financial projections and should be interpreted in the context of the organisation’s objectives and financial management principles.

Indicator	Measure	Notes	Forecast 2021-22	Budget 2022-23	Budget 2023-24	Budget 2024-25	Budget 2025-26	Budget 2026-27	Budget 2027-28	Budget 2028-29	Budget 2029-30	Budget 2030-31	Budget 2031-32	Trend + / o / -
Operating Position (measures whether a council is able to generate an underlying surplus)														
Adjusted Underlying Result	$\frac{\text{Adjusted Underlying Surplus (Deficit)}}{\text{Adjusted Underlying Revenue}}$	1	(25.19%)	2.19%	3.72%	4.40%	6.41%	7.41%	8.03%	7.90%	8.06%	8.80%	9.84%	+
Liquidity (measures whether a council is able to generate sufficient cash to pay bills on time)														
Working Capital	$\frac{\text{Current Assets}}{\text{Current Liabilities}}$	2	1.70	1.37	1.13	1.11	1.04	1.11	1.11	1.18	1.26	1.22	1.32	o
Unrestricted Cash	$\frac{\text{Unrestricted Cash}}{\text{Current Liabilities}}$	3	83.68%	55.32%	29.86%	39.05%	36.27%	44.77%	46.06%	57.58%	69.16%	62.99%	81.56%	+
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	$\frac{\text{Interest Bearing Loans and Borrowings}}{\text{Rate Revenue}}$	4	38.20%	57.23%	55.12%	65.93%	62.97%	67.84%	67.18%	62.18%	59.38%	49.53%	40.23%	+
Loans and borrowings	$\frac{\text{Interest and Principal Repayments}}{\text{Rate Revenue}}$	4	1.70%	6.17%	6.83%	7.51%	9.39%	9.77%	11.23%	12.10%	12.53%	13.25%	12.05%	-
Indebtedness	$\frac{\text{Non Current Liabilities}}{\text{Own Source Revenue(Excluding Open Space)}}$	5	32.88%	48.64%	48.57%	58.01%	55.52%	59.80%	59.22%	54.76%	52.30%	43.67%	35.47%	+
Asset Renewal	$\frac{\text{Asset Renewal and Upgrade Expenditure}}{\text{Depreciation}}$	6	2.04	2.65	2.50	2.35	1.89	1.90	1.51	1.06	1.37	1.35	1.34	o
Stability (measures whether a council is able to generate revenue from a range of sources)														
Rates Concentration	$\frac{\text{Rate Revenue}}{\text{Adjusted Underlying Revenue}}$	7	69.40%	71.39%	73.02%	73.16%	73.51%	73.83%	74.07%	74.25%	74.49%	74.79%	75.01%	o
Rates Effort	$\frac{\text{Rate Revenue}}{\text{Property Values (CIV)}}$	8	0.24%	0.22%	0.23%	0.24%	0.24%	0.25%	0.26%	0.27%	0.27%	0.28%	0.29%	o
Efficiency (measures whether a council is using resources efficiently)														
Expenditure Level	$\frac{\text{Total Expenditure}}{\text{No. of Assessments}}$		\$3,343	\$2,660	\$2,734	\$2,759	\$2,757	\$2,806	\$2,849	\$2,919	\$2,979	\$3,018	\$3,051	o
Revenue Level	$\frac{\text{Residential Rate Revenue}}{\text{No. of Residential Assessments}}$		\$1,633	\$1,768	\$1,803	\$1,843	\$1,892	\$1,943	\$1,987	\$2,031	\$2,077	\$2,125	\$2,174	o
Workforce Turnover	$\frac{\text{No. of Resignations \& Terminations}}{\text{Average No. of Staff}}$		10.00%	10.00%	10.00%	10.00%	10.00%	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 indicators

Notes on indicators

5.1 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 decrease in 2021-22 is largely driven by the net loss anticipated on the disposal of property, infrastructure, plant and equipment, in particular the transfer of the Knox Regional Sports Park assets to the State Government. This transfer will be carried forward from the 2020-21 financial year.

5.2 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. The working capital ratio is anticipated to remain around 1.00 for the ten-year period, with an increase in the current year forecast due the carry-forward of capital works and the early payment of Victorian Grants Commission funding.

5.3 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. The decline from the current year forecast demonstrates a reduction of cash and cash equivalents together with the utilisation of interest-bearing loans and borrowings to fund the Capital Works Program. Council will continue to review and strengthen this position in future budgets.

5.4 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 over to fund major initiatives in the Capital Works Program, with this debt then being progressively paid down over the ten-year period.

5.5 Indebtedness

Indebtedness compares non-current liabilities to own source revenue (excluding open space reserve). 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 between 2021-22 to 2027-28 followed by decreases for the remainder of the ten-year period, funding a component of the Capital Works Program.

5.6 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). An greater than 1.00 indicates Council is maintaining its existing assets, while a percentage less than 1.00 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 1.00 through the ten-year outlook.

Council will continue to improve asset renewal and upgrade decisions based on asset performance (condition, risk-criticality, utilisation, capacity and maintenance history) when better data becomes available.

Through asset management improvement actions, we will progressively improve the selection and timing of renew and upgrade options of our assets as they reach the end of their useful lives. We will continue to improve decision-making capability and transparency of decisions through use of tools and robust processes.

Annual renewal programs are prioritised by condition and remaining life, with consideration to functional hierarchy.

5.7 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.

5.8 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.

6. Strategies and Plans

6.1 Borrowing Strategy

6.1.1 Current Debt Position

Council is expecting to have borrowings of \$48.362M as at 30 June 2022.

Council has budgeted to access further debt funding to complete a range of major infrastructure projects.

6.1.2 Future Borrowing Requirements

The following table highlights Council's projected loan balance, including new loans and loan repayments for the 10 years of the Financial Plan.

	Forecast 2021-22	Budget 2022-23	Budget 2023-24	Budget 2024-25	Budget 2025-26	Budget 2026-27	Budget 2027-28	Budget 2028-29	Budget 2029-30	Budget 2030-31	Budget 2031-32
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
OPENING BALANCE	0	48,362	76,390	79,279	97,385	96,200	108,023	110,627	105,880	104,555	90,174
Plus new loans	50,000	34,312	10,480	26,800	10,000	24,200	17,400	12,000	17,000	6,000	5,000
Less principal repayment	(1,638)	(6,284)	(7,591)	(8,694)	(11,185)	(12,377)	(14,796)	(16,747)	(18,325)	(20,381)	(19,441)
CLOSING BALANCE	48,362	76,390	79,279	97,385	96,200	108,023	110,627	105,880	104,555	90,174	75,733
Interest payment	518	1,954	2,232	2,395	3,163	3,180	3,703	3,864	3,737	3,743	3,248

6.1.3 Performance Indicators

The following table highlights Council's projected performance across a range of debt management performance indicators.

Performance Indicator	Target	Forecast 2021-22	Budget 2022-23	Budget 2023-24	Budget 2024-25	Budget 2025-26	Budget 2026-27	Budget 2027-28	Budget 2028-29	Budget 2029-30	Budget 2030-31	Budget 2031-32
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Total Borrowings / Rate Revenue	Below 80%	38.20%	57.23%	55.12%	65.93%	62.97%	67.84%	67.18%	62.18%	59.38%	49.53%	40.23%
Debt Servicing / Rate Revenue	Below 5%	0.41%	1.46%	1.55%	1.62%	2.07%	2.00%	2.25%	2.27%	2.12%	2.06%	1.73%
Debt Commitment / Rate Revenue	Below 10%	1.70%	6.17%	6.83%	7.51%	9.39%	9.77%	11.23%	12.10%	12.53%	13.25%	12.05%
Indebtedness / Own Source Revenue	Below 80%	31.67%	44.88%	44.19%	51.97%	49.09%	52.19%	50.88%	46.08%	43.00%	35.40%	29.99%

6.2 Reserves Strategy

6.2.1 Current Reserves

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.

Library reserve

The purpose of this reserve is for major capital expenditure for acquiring, refurbishing or redeveloping library premises as standalone premises or as part of community hubs for Knox Library branches.

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).

Unexpended grants reserve

The purpose of this reserve is to quarantine early payment of Victoria Grants Commission General Purpose and Local Roads Federal Grant funding for use in the following year.

6.2.2 Reserve Usage Projections

The table below discloses the balance and annual movement for each reserve over the 10-year life of the Financial Plan. Total amount of reserves, for each year, is to align with the Statement of Changes in Equity.

Reserves	Statutory / Discretionary	Forecast 2021-22 \$'000	Budget 2022-23 \$'000	Budget 2023-24 \$'000	Budget 2024-25 \$'000	Budget 2025-26 \$'000	Budget 2026-27 \$'000	Budget 2027-28 \$'000	Budget 2028-29 \$'000	Budget 2029-30 \$'000	Budget 2030-31 \$'000	Budget 2031-32 \$'000
HACC Capital Reserve	Statutory											
Opening balance		635	635	635	635	635	635	635	635	635	635	635
Transfer to reserve		0	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		0	0	0	0	0	0	0	0	0	0	0
Closing balance		635	635	635	635	635	635	635	635	635	635	635
Open Space Reserve	Statutory											
Opening balance		15,630	13,025	13,025	13,525	10,025	8,595	9,165	9,735	8,305	6,875	7,445
Transfer to reserve		6,000	6,500	7,000	7,000	7,070	7,070	7,070	7,070	7,070	7,070	7,070
Transfer from reserve		(8,605)	(6,500)	(6,500)	(10,500)	(8,500)	(6,500)	(6,500)	(8,500)	(8,500)	(6,500)	(6,500)
Closing balance		13,025	13,025	13,525	10,025	8,595	9,165	9,735	8,305	6,875	7,445	8,015
Statutory Reserves Summary	Total Statutory											
Opening balance		16,265	13,660	13,660	14,160	10,660	9,230	9,800	10,370	8,940	7,510	8,080
Transfer to reserve		6,000	6,500	7,000	7,000	7,070	7,070	7,070	7,070	7,070	7,070	7,070
Transfer from reserve		(8,605)	(6,500)	(6,500)	(10,500)	(8,500)	(6,500)	(6,500)	(8,500)	(8,500)	(6,500)	(6,500)
Closing balance		13,660	13,660	14,160	10,660	9,230	9,800	10,370	8,940	7,510	8,080	8,650
Aged Care Reserve	Discretionary											
Opening balance		4,891	3,317	3,248	3,177	3,177	3,177	3,177	3,177	3,177	3,177	3,177
Transfer to reserve		0	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		(1,574)	(69)	(71)	0	0	0	0	0	0	0	0
Closing balance		3,317	3,248	3,177	3,177	3,177	3,177	3,177	3,177	3,177	3,177	3,177
Basketball Stadium Infrastructure Reserve	Discretionary											
Opening balance		100	100	100	100	100	100	100	100	100	100	100
Transfer to reserve		0	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		0	0	0	0	0	0	0	0	0	0	0
Closing balance		100	100	100	100	100	100	100	100	100	100	100
Blue Hills Reserve	Discretionary											
Opening balance		3	3	3	3	3	3	3	3	3	3	3
Transfer to reserve		0	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		0	0	0	0	0	0	0	0	0	0	0
Closing balance		3	3	3	3	3	3	3	3	3	3	3
City Futures Reserve	Discretionary											
Opening balance		2,915	247	247	247	247	247	247	247	247	247	247
Transfer to reserve		0	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		(2,668)	0	0	0	0	0	0	0	0	0	0
Closing balance		247	247	247	247	247	247	247	247	247	247	247

Reserves	Statutory / Discretionary	Forecast 2021-22 \$'000	Budget 2022-23 \$'000	Budget 2023-24 \$'000	Budget 2024-25 \$'000	Budget 2025-26 \$'000	Budget 2026-27 \$'000	Budget 2027-28 \$'000	Budget 2028-29 \$'000	Budget 2029-30 \$'000	Budget 2030-31 \$'000	Budget 2031-32 \$'000
Knox Regional Sports Park - Football Renewal	Discretionary											
Opening balance		612	0	0	0	0	0	0	0	0	0	0
Transfer to reserve		0	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		(612)	0	0	0	0	0	0	0	0	0	0
Closing balance		0	0	0	0	0	0	0	0	0	0	0
Library Reserve	Discretionary											
Opening balance		0	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Transfer to reserve		2,000	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		0	0	0	0	0	0	0	0	0	0	0
Closing balance		2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Mountain Gate Reserve	Discretionary											
Opening balance		140	140	140	140	140	140	140	140	140	140	140
Transfer to reserve		0	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		0	0	0	0	0	0	0	0	0	0	0
Closing balance		140	140	140	140	140	140	140	140	140	140	140
Revegetation Net Gain Reserve	Discretionary											
Opening balance		461	11	61	111	161	211	261	311	361	411	461
Transfer to reserve		50	50	50	50	50	50	50	50	50	50	50
Transfer from reserve		(500)	0	0	0	0	0	0	0	0	0	0
Closing balance		11	61	111	161	211	261	311	361	411	461	511
Revolving Energy Fund	Discretionary											
Opening balance		60	37	37	37	37	37	37	37	37	37	37
Transfer to reserve		0	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		(23)	0	0	0	0	0	0	0	0	0	0
Closing balance		37	37	37	37	37	37	37	37	37	37	37
Scoresby Recreational Reserve	Discretionary											
Opening balance		144	171	199	228	257	287	318	350	383	417	452
Transfer to reserve		27	28	29	29	30	31	32	33	34	35	36
Transfer from reserve		0	0	0	0	0	0	0	0	0	0	0
Closing balance		171	199	228	257	287	318	350	383	417	452	488
Stamford Park Reserve	Discretionary											
Opening balance		8,923	7,923	923	0	0	0	0	0	0	0	0
Transfer to reserve		0	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		(1,000)	(7,000)	(923)	0	0	0	0	0	0	0	0
Closing balance		7,923	923	0	0	0	0	0	0	0	0	0
State Basketball Centre Asset Renewal	Discretionary											
Opening balance		597	0	0	0	0	0	0	0	0	0	0
Transfer to reserve		0	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		(597)	0	0	0	0	0	0	0	0	0	0
Closing balance		0	0	0	0	0	0	0	0	0	0	0

Reserves	Statutory / Discretionary	Forecast	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
		2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Unexpended Grants Reserve	Discretionary											
Opening balance		4,038	5,843	0	0	0	0	0	0	0	0	0
Transfer to reserve		5,843	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		(4,038)	(5,843)	0	0	0	0	0	0	0	0	0
Closing balance		5,843	0	0	0	0	0	0	0	0	0	0
Discretionary Reserves Summary	Total Discretionary											
Opening balance		22,884	19,792	6,958	6,043	6,122	6,202	6,283	6,365	6,448	6,532	6,617
Transfer to reserve		7,920	78	79	79	80	81	82	83	84	85	86
Transfer from reserve		(11,012)	(12,912)	(994)	0	0	0	0	0	0	0	0
Closing balance		19,792	6,958	6,043	6,122	6,202	6,283	6,365	6,448	6,532	6,617	6,703
Total Reserves Summary	Statutory & Discretionary											
Opening balance		39,149	33,452	20,618	20,203	16,782	15,432	16,083	16,735	15,388	14,042	14,697
Transfer to reserve		13,920	6,578	7,079	7,079	7,150	7,151	7,152	7,153	7,154	7,155	7,156
Transfer from reserve		(19,617)	(19,412)	(7,494)	(10,500)	(8,500)	(6,500)	(6,500)	(8,500)	(8,500)	(6,500)	(6,500)
Closing balance		33,452	20,618	20,203	16,782	15,432	16,083	16,735	15,388	14,042	14,697	15,353

Public Submissions – 2022/23

No.	Submission	Request to be Heard
1.	<p><u>Proposed Annual Budget</u></p> <p>In 2010 Knox Council, following public consultation, adopted the Ambleside Masterplan and commenced implementation of that Masterplan by demolishing a brick home on the site, used as a Resource Centre.</p> <p>Upon demolition council rented a “temporary” shipping container with compactus for storage of documents and later rented a site shed for use by volunteers both of which were to be temporary and both of which are no longer fit for purpose 12 years on. It is estimated that council has spent approximately \$400,000 on rent over this time but this will need to be confirmed.</p> <p>Knox Historical Society currently holds over 500,000 documents and artefacts with local provenance and over 20,000 school photos of the Knox district dating back to the late 1800’s – the largest of its kind in Australian and certainly one of the biggest points of interest and engagements with residents of Knox.</p> <p>Of note, Ambleside through Knox Historical Society is an accredited museum in Australia and a registered place of deposit, open to the public since 1977.</p> <p>The shipping container requires consistent temperature control to maintain the integrity of the documents resulting in electricity costs consuming a large part of our limited funds annually. The container is not an appropriate working environment for volunteers who describe it as dark and claustrophobic.</p> <p>The container is at capacity and the site shed isolated at the back of the property is uninviting, occasionally leaks and both were not intended as permanent arrangements.’</p> <p>We do not know why the Masterplan was not completed following formal adoption by council, nor why no further was done following a design for the new Resource Centre was commissioned by Council in July 2016.</p> <p>We request consideration be given to the allocation in the 2022/23 budget of \$40,000 to \$60,000* to recommence planning and design for a new Resource Centre as Step 1 of a 3 year program to deliver the facility in its entirety.</p> <p>We also wish to be heard on June 16th, 2022.</p> <p><i>*Estimate only – will need to be confirmed</i></p>	Yes

No.	Submission	Request to be Heard
2.	<p><u>Proposed Annual Budget</u></p> <p>Community Partnership Fund grants. While I appreciate that the partnerships have been approved separately from the budget process, which I believe is poor process, It is still part of the annual budget.</p> <p>Funds have been increased by 1% for each year over the 4 year period of the agreements- the next 4 years. This is wholly inadequate given the current level of inflation. For the current year alone this represents a 4.1% reduction in real terms. There are still hungry people in Knox. There are still homeless people in Knox. There are still many vulnerable people in need of support yet you cut their resources. These people do not have a voice of their own. Clearly Covid is all over in your minds. At Infolink staff are looking at a significant reduction in paid hours to make ends meet. The staff are bearing the brunt of the cut in order to protect the vulnerable. Are you offering a reduction in your pay packets to protect the vulnerable?</p>	Yes

No.	Submission	Request to be Heard
3.	<p><u>Proposed Annual Budget</u></p> <p>I am disgusted to see that child care fees are set to rise by approximately 4% KCFC child care fees are already THE MOST expensive fees that I know of anywhere in the area. Council child care appears to be operating at a higher profit margin than any other child care in the area judging by their fees. I would prefer not to have to uproot my children from this service as it has taken a considerable amount of time for them to become comfortable there and I don't want to upset this purely because I can't afford the fees. The average cost of child care in the Knox area is approximately \$130 per day. How can Knox council charge \$27 per child per day more than this!</p>	No

No.	Submission	Request to be Heard
4.	<p><u>Proposed Annual Budget</u></p> <p>I want to know who will own the Knox Library inside this shopping centre and how much you pay Westfield to have it there year on year? It should be on council land not shopping centre land.</p> <p>What money are you putting in to Save Lake Knox from being draining. It is clear the community does not want it drained and wants the animals there saved from extinction. Please save the blue billed duck.</p> <p>I would like to see the new bins introduced this year NOT next year, why are we waitin? Where are the glass bins we are meant to be getting?</p> <p><u>Proposed Financial Plan</u></p> <p>Im not happy with no money to save knox lake from being dredged and wasted money on carparking when buses and car pooling should be encouraged. More parking means more cars on the roads means higher admissions. Id also like to see councils enforce ALL businesses to have both recycling and rubbish bins not just inside as a gimmick but being picked up by council.</p>	No

No.	Submission	Request to be Heard
5.	<p><u>Proposed Financial Plan</u></p> <p>Dear Knox City,</p> <p>I am a local resident from Ferntree Gully. My son goes to KCFC Wantirna South.</p> <p>I went to a couple of kindergartens and childcare. I found out that the fees at KCFC Wantirna South are highest among all childcare centres in Knox.</p> <p>I under Wantirna South is a brand new building and with a lot of service.</p> <p>Under the current economic environment, I believe no increase on Childcare centre fees would be great help to lock residents in the Knox.</p>	No

No.	Submission	Request to be Heard
6.	<p><u>Proposed Annual Budget</u></p> <p>Thank you for the opportunity to submit to the 2022/2023 budget process.</p> <p>I recognise council has spent significant time to develop the draft budget, however history has shown that council has been known to overlook important issues to both the community and opportunities for itself. I would request council give consideration to the following issues:</p> <ul style="list-style-type: none"> - Council to develop a proactive and strategic control program for Ariel Ivy (Hedera helix) where present within the municipality. - Council to advocate for, and or initiate a planning study into residential properties in Knox, at high threat of future bushfire and storm damage risk, with a view to creating a buy back and house removal scheme. - Council to allocate increased resources to the maintenance of its many Water Sensetive Urban Design assets throughout the municipality, of which many appear to have lost functionality due to lack of sediment removal. - Council to aggressively explore actions to further reduce its CO2 emissions, including significantly increasing its electric vehicle fleet and committing to investment in a renewable energy facility. 	No

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Annual Budget 2022-23

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Schedule of Fees and Charges

Mayor & CEO's Introduction

The following is the Knox City Council budget for 2022-23. It invests \$107 million in services and facilities to ensure Knox is a place where people and businesses can thrive. It sets the groundwork to action the Council Plan and things that the community told us were most important to them in the future while being conscious of what we need and can afford right now.

This is a forward thinking, realistic and responsible budget influenced by many factors. It reflects the challenges and changes forced on Council and our community by the COVID-19 pandemic over the past two years. It also reflects the significant financial constraints of state government mandated rate capping at 1.75%.

We know the last two years have been tough and that the impacts of the pandemic continue to be felt. This is why helping local residents, businesses, and sport and community organisations to recover is at the forefront of our agenda, as is maintaining and delivering the services and facilities that our community values.

Overall rates will increase by 1.75%, in line with the Victorian Government's rates cap. This budget details how rates will be spent to maintain and deliver the services and facilities our community values and relies on. This is so much more than just roads, rates and rubbish. It includes important things like:

- assisting older people to live independently at home
- maintaining our parks and reserves and cleaning public facilities
- upgrading street lights to use energy saving LED bulbs
- installing solar panels on community facilities
- providing support to new parents and their babies
- repairing footpaths and drains
- improving and maintaining sporting facilities
- sweeping our streets, and
- managing venues that host community and cultural activities.

The state government cap on rates limits Council's ability to keep up with the increasing demand for services from a growing population and rising costs of providing services and facilities, which includes construction materials and fuel prices, utilities and wages. This leaves us with some increasingly difficult choices about the services we provide and the investment we can make in facilities.

Our investment in community facilities and infrastructure totals \$81.8 million. This will boost local construction and employment opportunities. It will also provide important spaces for residents to connect with each other and the environment through shared interests and activities. It funds initiatives to address emerging social and health issues resulting from the pandemic, including worsening mental health, increasing rates of family violence and lower physical activity. The budget also looks to the future of our city, through funding actions to reach our target of net zero emissions by 2040 and preparing to introduce a new food waste recycling service.

Our vision is for Knox to be a city of opportunity. A city that embraces innovation and change, and provides local learning and employment opportunities for all. Council wants Knox to be a place where people and business can thrive. This budget outlines where your rates are spent to ensure we achieve this vision.

Highlights of the capital works budget include:

- \$18.3 million on sporting upgrades, including a new hockey facility at Wantirna Reserve and upgrading facilities at Knox Athletics track
- \$11.4 million on parks and reserves including construction of wetlands at Stamford Park and the next stage of daylighting Blind Creek to Lewis Park
- \$11.6 million to improve roads and drainage
- \$4.5 million to improve footpaths and cycling paths
- \$3.5 million for a new library in Westfield Knox
- \$0.9 million to upgrade Erica Ave, Boronia

Thank you for sharing your priorities to shape this new financially responsible budget, and for making Knox such a great place to live.



Cr Susan Laukens
Mayor



Bruce Dobson
Chief Executive Officer

Executive Summary

Knox City Councils 2022-26 Budget seeks to maintain services as well as deliver projects and infrastructure that are valued by our community, while ensuring Council remains financially sustainable in the long-term to continue to invest in the future generations of our people and communities.

Over the coming years we will continue our work to ensure we remain financially sustainable in a rate capped environment.

Rates and Charges

Total revenue from rates and charges is projected to be \$133.5 million, which incorporates an average rate increase of 1.75%. This is in line with the Fair Go Rates System (FGRS) which caps rates increases by Victorian councils to the forecast movement in the Consumer Price Index (CPI) of 1.75%. Council has elected not to apply to the Essential Services Commission (ESC) for a variation.

It is important to note, the actual rate increases experienced by individual ratepayers may differ from the 1.75% increase due to revaluations. Rate increases are impacted by the average rate increase (1.75%) and the property valuation increases (or decreases) of individual properties relative to the average across the municipality. If your property increased in value by more than the average for the Council (16.8%), your rates will increase by more than 1.75%. If your property value increased by less than the average, your rates will increase by less than 1.75% and may in fact reduce from the previous year. Refer to section 4.1.1 Rates and Charges for more information.

Operating Result

Planning for a surplus is fiscally responsible to maintain uninterrupted service delivery to our community and to provide essential funding for capital works including the redevelopment of major community facilities. The expected operating result for the 2022-23 year is a surplus of \$8.1 million, which is budgeted to increase year on year. This Budget assumes demand for Council services will largely return to normal levels following the COVID-19 pandemic that has impacted the 2021-22 financial results.

Financial Sustainability

This budget has been developed through a rigorous process. More detailed budget information is available throughout this document.

The introduction of rate capping in the 2016-17 rating year by the State Government was a major change to the way that councils were able to raise rate revenue. For Knox City Council rate revenue represents approximately 70% of our total revenue. The State Government rate cap has a compounding impact on Council's rate revenue annually.

A major challenge Council faces is the need to renew existing and ageing infrastructure and at the same time invest in new infrastructure assets such as road improvements, drainage upgrades, better parks and recreational and community assets and establishing footpaths in areas where none currently exist. Council's capital works plan allocates money to these activities on a prioritised basis.

For Councils finances to remain sustainable and our services to remain affordable for the community, Council will need to continually assess the performance and future for current services to understand whether they are relevant and whether Council needs to continue to deliver them or whether there is a role for an alternative delivery model.

A further financial challenge comes from increased demand (and change in the service mix) arising from a growing and more diverse population. A growing population leads to increased service demand, placing a greater load on existing services and assets, resulting in more wear and tear and adding to the cost of service provision.

The budget has been prepared for the four-year period ending 30 June 2026. The adjusted underlying result, which is a measure of financial sustainability, shows improvement over the term of the Budget.

In summary, from a financial perspective Council has the same dilemma as most individuals - it has a limited budget yet many and competing demands on where to allocate its scarce resources.

Funding in 2022-23

Delivery of ongoing services:

Council has allocated \$106.9 million towards the ongoing delivery of services to the Knox community. These services are summarised from page 9 with Council's major initiatives, initiatives and service performance indicators.

Capital works program:

This budget allocates \$81.8 million towards several capital works projects (including \$31.6 million worth of projects carried forward from 2021-22). Of this, \$39.7 million is allocated for renewing community assets and \$42.1 million for new, upgraded and expanded community assets.

Key Financial Statistics

	2022/23 \$'000	2021/22 \$'000
Total revenue	190,956	210,032
Total expenditure	182,860	228,381
Account result - surplus/(deficit)		
<i>(Refer Income Statement in Section 3.1)</i> <i>(Note: Based on total income of \$XX which includes capital grants and contributions)</i>	8,096	(18,349)
Underlying operating result - surplus/(deficit)		
<i>(Note: Underlying operating result is an important measure of financial sustainability as it excludes income which is to be used for capital, from being allocated to cover operating expenses.)</i>		
<i>The 2022-23 surplus result has been adjusted by \$4.0 million relating to capital grants and contributions.</i>		
<i>The 2021-22 deficit has been adjusted by \$27.6 million relating to capital grants and contributions.</i>	4,088	(45,958)
Total Capital Works Program funded from	81,826	73,643
<i>Council operations (rates funded)</i>	31,589	19,416
<i>External grants and contributions</i>	3,478	24,002
<i>Borrowings</i>	34,312	25,000
<i>Asset sales</i>	12,447	1,260

Budget Influences

This section sets out the key budget influences arising from the internal and external environment within which Council operates. The four years represented within the Budget are 2022-23 through to 2025-26. In preparing the 2022-23 budget, a number of these influences have been taken into consideration which are outlined below:

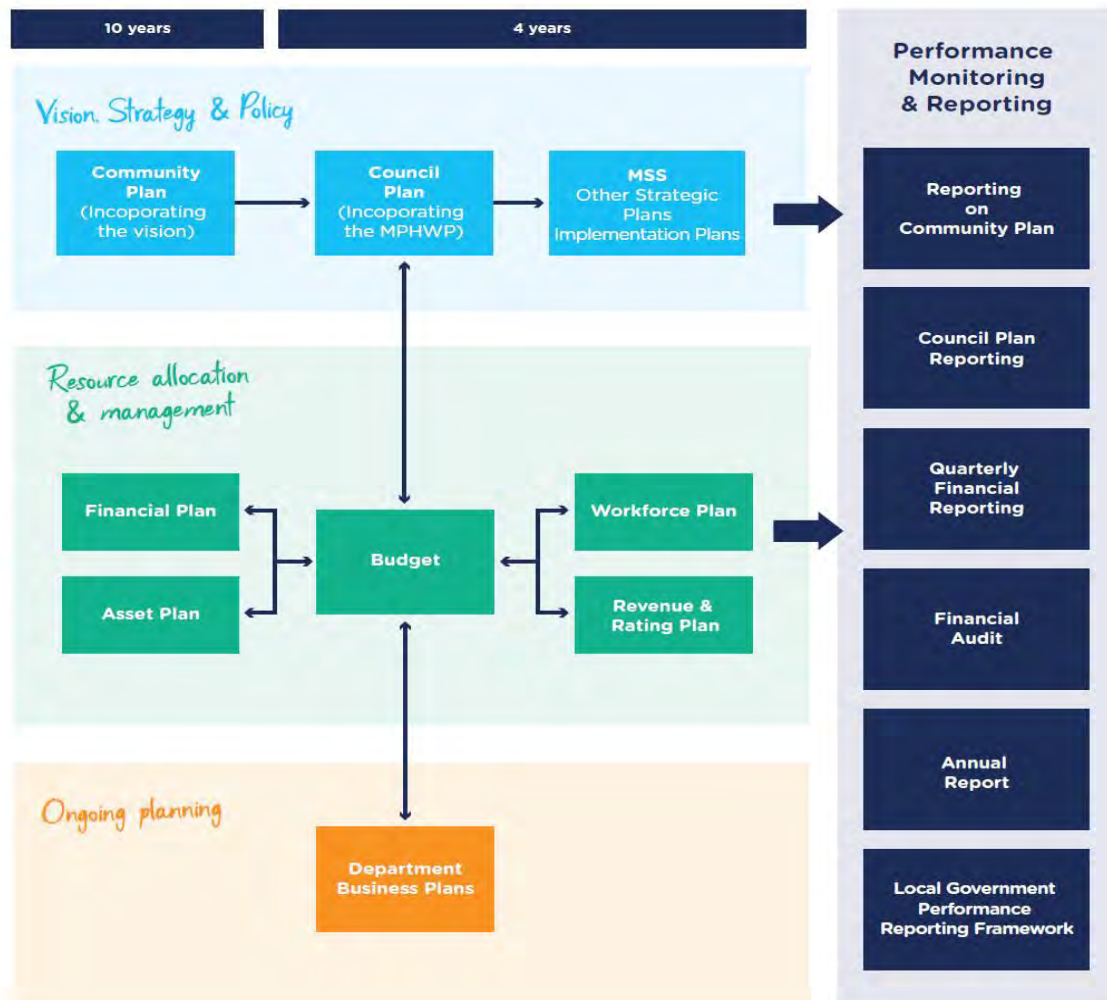
- Rate Capping – The Victorian State Government continues with a cap on rate increases. The cap for 2022-23 has been set at 1.75%.
- Coronavirus (COVID-19) – COVID-19 has presented a fast-evolving significant challenge to businesses, households, and the economy worldwide. Council has acted in the interest of keeping our community, residents and workforce safe.
- Cost shifting - this occurs where Local Government provides a service to the community on behalf of the State and/or Federal Government. Over time, the funds received by Local Governments' do not increase in line with real cost increases, such as school crossing or library services, resulting in a further reliance on rate revenue to meet service delivery expectations.
- Employee costs are largely driven by Council's Enterprise Agreements. In 2022-23 the compulsory Superannuation Guarantee Scheme (SGC) will increase from 10.00% to 10.50% and up to 12.00% by 2025-26.
- Superannuation – Council has an ongoing obligation to fund any investment shortfalls in the Defined Benefits Scheme. The last call on Local Government was in the 2011-12 financial year where Council was required to pay \$11.6 million to top up its share of the Defined Benefits Scheme. The amount and timing of any liability is dependent on the global investment market. At present the actuarial ratios are at a level that additional calls from Local Government are not expected in the next 12 months.
- Capital Grant Funding – Capital grant opportunities are likely to continually arise, which may re-prioritise projects in order to maximise funding opportunities.
- Supplementary Rates – Supplementary rates are additional rates received after the budget is adopted each year, for the part of the year when a property value increases in value (e.g. due to improvements made or change in land class), or new residents become assessable. Importantly, supplementary rates recognises that new residents require services on the day they move into the Council is committed to providing these. Supplementary rates income is based on historical and forecast data and is set at anticipated levels.
- Waste Disposal Costs – The Environment Protection Agency (EPA) regulation has a sustained impact on Council with regards to compliance with existing and past landfills sites. Waste disposal costs are also impacted by industry changes such as increasing EPA landfill levies and negotiation of contracts e.g. recycling, sorting and acceptance. Council is working to introduce Food Organics and Garden Organics (FOGO) service to all residential properties by 1 July 2023. During 2022-23 bin lids on the rubbish and recycling bins will be changed to comply with industry standard.
- Development Contributions – The rate of growth and flow of development contributions income depends on land sales and the desire of developers to construct new developments within the municipality.
- The Fire Services Property Levy will continue to be collected by Council on behalf of the State Government with the introduction of the Fire Services Property Levy Act 2012.

1. Link to the Community and Council Plans

This section describes how the Budget links to the achievement of the Community Plan 2021-2031 and Council Plan 2021-2025 within an overall integrated planning and reporting framework. This framework guides Council in identifying community needs and aspirations over the long term (Community and Financial Plans), medium term (Council Plan, Workforce Plan, and Revenue and Rating Plan) and short term (Budget) and then holding itself accountable (Annual Report).

Planning and Accountability Framework

The Budget is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the key directions described in the Council Plan. The diagram below depicts Knox’s integrated planning and reporting framework. At each stage of the integrated planning and reporting framework there are opportunities for community and stakeholder input. This is important to ensure transparency and accountability.



Our Community Vision

Knox's ten year community vision was developed with and for the community and forms part of the Community Plan 2021-31.

Knox: where we connect with our people and our environment, ensuring they are safe, supported and have every opportunity to thrive.

Key Directions

Together with the community, Council identified five key directions, with associated strategies, to ensure we progress towards achievement of the vision.



Opportunity and innovation

Knox strives to be a city of opportunity, embracing innovation and change, and providing local learning and employment opportunities for all. It's a place where people and business can thrive.



Neighbourhoods, housing and infrastructure

Building on what's great about our city, Knox's housing and infrastructure will meet the changing needs of our community.



Natural environment and sustainability

Knox's natural environment is protected and enhanced to ensure sustainability for future generations.



Connection, resilience and wellbeing

Knox is a place to call home. Our community is strong, healthy and we support and respect each other.



Civic engagement and integrity

Knox Council is a trusted and respected leader in our community, acting appropriately and ensuring all voices are heard.

2. Services, Initiatives and Service Performance Indicators

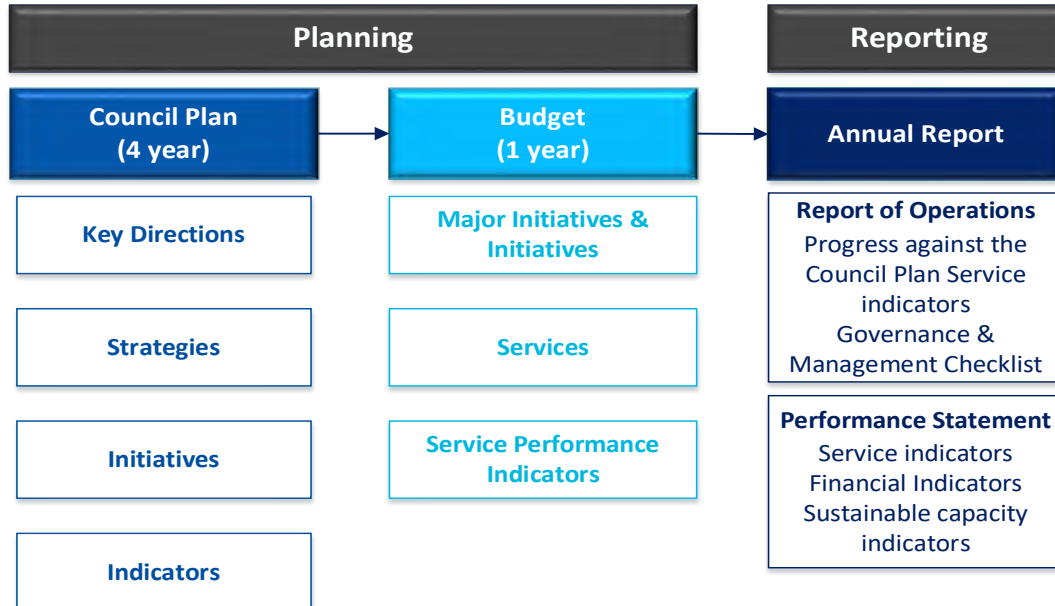
The Council Plan 2021-2025 was developed with the community and adopted by Council in October 2021. The plan identifies initiatives that Council will deliver over the four years to support the achievement of our Community Vision. The Annual Budget includes the following information that will support the delivery of the Council Plan:

Services: the services that Council provides to the Knox community are listed in the Budget document under the key direction where they make a significant contribution.

Major initiatives and initiatives: the Council Plan initiatives that will be funded in the current financial year are listed in the Budget. From these initiatives, Council identifies its priorities under each of the Key Directions for the financial year. These are referred to as ‘major initiatives’.

Service performance indicators: there are a number of prescribed indicators that are listed in the Budget and will be audited and included in the Performance Statement. These indicators form part of the Local Government Performance Reporting Framework (LGPRF). The LGPRF is a mandatory system of performance reporting for all Victorian councils. It ensures that all councils are measuring and reporting on their performance in a consistent way to promote transparency and accountability in the local government sector.

Council is required by legislation to identify the major initiatives, initiatives and service performance outcome indicators in the Annual Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below.



This section provides a description of the services and Council Plan initiatives to be funded in the 2022-23 Annual Budget.



Opportunity and innovation

Knox strives to be a city of opportunity, embracing innovation and change, and providing local learning and employment opportunities for all. It's a place where people and business can thrive.

Strategies

The strategies we will undertake to achieve success in this area are:

Maximise the local economy by supporting existing businesses and attracting new investment

Encourage and support opportunities for skills development and lifelong learning for all people in Knox

Support organisations in Knox to navigate recovery and new ways of working

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

Services

Service	2020-21	2021-22	2022-23
	Actual	Forecast	Budget
	\$'000	\$'000	\$'000

Economic Development

The Economic Development service provides information, advice and action to support a prosperous and sustainable economy. It helps generate local employment opportunities and encourages and attracts new investment, to position Knox as a vibrant and diverse place of business.	Inc	430	1,240	13
	Exp	2,030	3,118	1,948
	Net	1,600	1,878	1,935
	Deficit			

Innovation

The Innovation service supports Council to continue our journey to become a customer centric and innovative organisation. It facilitates change management and process improvement to improve our customer and employee experiences.	Inc	0	0	0
	Exp	570	897	1,268
	Net	570	897	1,268
	Deficit			

Service		2020-21	2021-22	2022-23
		Actual	Forecast	Budget
		\$'000	\$'000	\$'000
Integrated Strategy and Partnerships for Children				
The Integrated Strategy and Partnerships for Children service focuses on the current Kindergarten Expansion project, strategic early years' service review projects, strategic workforce design and development, and strategic monitoring, evaluation and reporting. It also undertakes broader municipal partnership projects and builds relationships to strengthen the voice of the child across Council and our community.	Inc	70	253	0
	Exp	637	783	734
	Net Deficit	567	530	734
Investment & Partnership				
The Investment and Partnership service undertakes projects and provides implementation frameworks supporting Council to activate and create opportunities in our city. The service employs a venture planning and partnership building approach to create a sustainable and resilient community.	Inc	0	0	0
	Exp	815	883	878
	Net Deficit	815	883	878
TOTAL				
	Inc	500	1,493	13
	Exp	4,052	5,681	4,828
	Net Deficit	3,552	4,188	4,815

Initiatives

Initiatives from the Council Plan 2021-25 to be funded in 2022-23.

Major Initiative	Coordinate the implementation of Knox's Retail Activation Strategy.
	Work with Maroondah and Yarra Ranges Councils to deliver key initiatives of the Bayswater Business Precinct Transformation Strategy.
	Work alongside the State Government on the implementation of the Wantirna Health Precinct Masterplan.
	Research and review supply chain connectivity and networks, to enable and advance the circular economy.
Initiatives	Continue to monitor the local economy to inform the strategic direction of future economic development initiatives.
	Implement Council's decision regarding kindergarten expansion.
	Explore opportunities to increase the number and diversity of creative learning opportunities offered through Council's cultural and community venues.



Neighbourhoods, housing and infrastructure

Building on what's great about our city, Knox's housing and infrastructure will meet the changing needs of our community.

Strategies

The strategies we will undertake to achieve success in this area are:

Plan for and support diverse housing to meet changing community needs

Create, enhance and maintain places and spaces for people to live, work, play and connect

Provide, maintain and advocate for accessible and sustainable ways to move around Knox

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

Services

Service	2020-21	2021-22	2022-23	
	Actual \$'000	Forecast \$'000	Budget \$'000	
Asset Management				
The Asset Management service develops processes and systems to maintain and regularly update Council's asset register, collect asset condition data and develop and implement strategic asset management plans. It aims to preserve and protect all assets in areas associated with subdivisions, private developments, Council infrastructure projects and works undertaken by service authorities, contractors and government agencies. This service also plans, coordinates, and monitors the delivery of Council's Capital Works Program.	Inc	0	0	0
	Exp	1,213	1,292	1,363
	Net	1,213	1,292	1,363
	Deficit			
Building				
The Building service provides building assessment and regulatory services in accordance with the Building Act 1993 and other relevant legislation. It issues Building Permits, performs building inspections, responds to complaints with inspections, and performs swimming pool inspections.	Inc	956	1,261	1,197
	Exp	1,509	1,499	1,464
	Net	553	238	267
	Deficit			

Service		2020-21	2021-22	2022-23
		Actual	Forecast	Budget
		\$'000	\$'000	\$'000
Community Planning and Places				
The Community Planning and Places service manages tenancy agreements for Council owned facilities, and supports the implementation of Council's capital works projects. It also supports the planning and advocacy for social and affordable housing.	Inc	5	103	123
	Exp	424	560	701
	Net Deficit	419	457	578
Facilities				
The Facilities service constructs and maintains all Council buildings, and undertakes services such as graffiti control and security. It also provides internal architectural advice and building management services on land where Council has an interest.	Inc	5	12	17
	Exp	3,447	3,416	3,529
	Net Deficit	3,442	3,404	3,512
Major Initiatives				
The Major Initiatives service delivers major projects that supplement the full program of capital projects being delivered by Council. It provides architectural advice, quantity surveying, project and construction management, specialist engineering and site supervision services.	Inc	82	0	0
	Exp	374	357	339
	Net Deficit	292	357	339
Open Space Management				
The Open Space Management service plans, designs, and delivers passive open spaces, streetscapes and playgrounds. It also develops strategic plans and policies, and provides landscape architectural design expertise for other areas of Council.	Inc	316	289	285
	Exp	11,847	12,072	12,826
	Net Deficit	11,531	11,783	12,541
Operations				
The Operations service is responsible for maintenance services and delivery of new, renewed and upgraded Council infrastructure assets. The service provides well-maintained infrastructure assets that meet present day and future needs of our community.	Inc	400	374	348
	Exp	2,660	3,212	3,404
	Net Deficit	2,260	2,838	3,056

Service		2020-21	2021-22	2022-23
		Actual	Forecast	Budget
		\$'000	\$'000	\$'000
Planning				
The Planning service provides statutory planning assessments, enforcement and regulatory services under the Planning and Environment Act and related Acts and Regulations.	Inc	1,541	1,766	2,022
	Exp	3,362	3,739	4,103
	Net Deficit	1,821	1,973	2,081
Social Policy and Projects				
The Social Policy and Projects service conducts research, strategic planning, analysis and community consultation to inform the development of evidence-based social policy and strategic planning responses for Council and community partners.	Inc	3	0	0
	Exp	226	171	176
	Net Deficit	223	171	176
Strategic Land Use Planning				
The Strategic Land Use Planning service undertakes research to inform planning policies and decisions. It prepares and assesses planning scheme amendments, internal referral responses to planning applications, and provides general strategic land use planning advice to internal and external customers. It also reviews the Knox Planning Scheme every four years to ensure it reflects the Community and Council Plans.	Inc	122	148	145
	Exp	1,081	1,644	1,354
	Net Deficit	959	1,496	1,209
Traffic and Transport				
The Traffic and Transport service provides local traffic management advice for Knox's on roads, footpaths, and shared paths. It also advocates for a broad range of transport choices for our community.	Inc	8	29	12
	Exp	3,641	3,729	3,725
	Net Deficit	3,633	3,700	3,713
Total				
	Inc	3,438	3,980	4,150
	Exp	29,784	31,689	32,986
	Net Deficit	26,346	27,709	28,836

Initiatives

Initiatives from the Council Plan 2021-25 to be funded in 2022-23.

Major Initiative	Develop and implement a Social and Affordable Housing Strategy and Action Plan to increase the supply of social housing and address homelessness in Knox.
	Build on regional partnerships by contributing to the work of the Eastern Affordable Housing Alliance (EAHA).
	Facilitate and support the implementation of the Boronia Renewal program.
	Progress implementation of the Knox Central program.
	Commence review and upgrade of Council's strategic planning documents including the Open Space Plan, Play Space Plan and Liveable Streets Plan.
Initiatives	Advocate to State Government for improved public transport and arterial road connectivity in Knox.
	Enhance sustainable transport utilisation through delivery of active transport infrastructure.
	Develop an Integrated Major Infrastructure Development Plan for sport, leisure and recreation.
	Implement Knox's Parking Strategy.

Service Performance Indicators

The prescribed LGPRF indicators that will be audited and included in the Performance Statement.

Service	Indicator	2020-21 Actual	2021-22 Forecast	2022-23 Budget
Statutory Planning	Decision Making	47.06%	47.42%	48.00%
Roads	Satisfaction	70	71	71



Natural environment and sustainability

Knox's natural environment is protected and enhanced to ensure sustainability for future generations.

Strategies

The strategies we will undertake to achieve success in this area are:

Preserve and enhance our biodiversity, waterways and urban landscape

Prepare for, mitigate and adapt to the effects of climate change

Lead by example and encourage our community to reduce waste

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

Services

Service	2020-21	2021-22	2022-23
	Actual \$'000	Forecast \$'000	Budget \$'000

Biodiversity

The Biodiversity service works to conserve, enhance and celebrate our local biodiversity. It provides bushland management to over 100 Council bushland reserves and over 120 sites of biological significance. This service also runs programs to increase the understanding and appreciation of the value of biodiversity, and encourage community participation to protect and enhance remnant vegetation on public and private land.

Inc	9	76	5
Exp	1,228	1,594	1,433
Net Deficit	1,219	1,518	1,428

Integrated Water Management

The Integrated Water Management service provides technical and strategic advice to developers and residents. It aims to protect our community against flooding, provide a drainage system that is safe and fit for purpose, maintain clean waterways and ensure that storm water is a valued and well used resource.

Inc	98	100	88
Exp	2,249	2,549	2,518
Net Deficit	2,151	2,449	2,430

Service		2020-21	2021-22	2022-23
		Actual	Forecast	Budget
		\$'000	\$'000	\$'000
Sustainable Futures				
The Sustainable Futures service undertakes environmental planning, community engagement, policy development and project implementation. It provides a range of learning and engagement programs that focus on supporting Council and our community to move towards environmental, social and economic sustainability.	Inc	0	0	0
	Exp	998	1,096	1,094
	Net	998	1,096	1,094
	Deficit			
Waste Management				
The Waste Management service provides waste collection and disposal services, with the aim of minimising waste in our community.	Inc	8,888	8,485	10,563
	Exp	20,448	23,424	27,663
	Net	11,560	14,939	17,100
	Deficit			
TOTAL				
	Inc	8,996	8,661	10,656
	Exp	24,924	28,663	32,708
	Net	15,928	20,003	22,052
	Deficit			

Initiatives

Initiatives from the Council Plan 2021-25 to be funded in 2022-23.

Major Initiatives	Implement Food and Green Organics (FOGO) waste service across Knox.
	Implement the high priority actions from Years 2-4 of the Climate Response Plan.
Initiatives	Trial new and recycled materials in the construction of shared paths and as part of Council's road renewal program.
	Investigate electric heavy vehicle transport options to deliver Council services.
	Secure long-term solutions for the treatment and disposal of residual waste streams.
	Progress planning and programming to standardise bin lids across Knox in line with Recycling Victoria policy.

Service Performance Indicators

The prescribed LGPRF indicators that will be audited and included in the Performance Statement.

Service	Indicator	2020-21 Actual	2021-22 Forecast	2022-23 Budget
Waste Collection	Waste Diversion	52.10%	53.00%	53.00%



Connection, resilience and wellbeing

Knox is a place to call home. Our community is strong, healthy and we support and respect each other.

Strategies

The strategies we will undertake to achieve success in this area are:

Support our community to improve their physical, mental and social health and wellbeing

Foster inclusivity, equality, belonging and safety within our community

Support the community to identify and lead community strengthening initiatives

Honour and integrate First Nations culture into actions and environments

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

Services

Service		2020-21	2021-22	2022-23
		Actual \$'000	Forecast \$'000	Budget \$'000
Arts & Cultural Services				
The Arts and Cultural service delivers and engages our community in a range of arts and cultural services and programs, including performing arts, events, festivals, arts courses, performances and public art projects.	Inc	83	510	208
	Exp	1,827	2,605	2,772
	Net Deficit	1,744	2,095	2,564
Community Access and Support Management				
The Community Access and Support Management service provides services and programs to support older people, people with a disability, and youth, within our community. It supports planning, performance monitoring, continuous improvement and research.	Inc	4,521	898	908
	Exp	7,110	1,975	2,109
	Net Deficit	2,589	1,077	1,201
Community Partnerships				
The Community Partnerships service supports and strengthens local not-for-profit groups to be active, sustainable and resilient, through capacity building, partnering and connecting.	Inc	30	53	0
	Exp	1,987	2,009	1,959
	Net Deficit	1,957	1,956	1,959

Service		2020-21	2021-22	2022-23
		Actual	Forecast	Budget
		\$'000	\$'000	\$'000
Emergency Management				
The Emergency Management service 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. This service also plans for response and recovery, ensuring preparedness and resilience in our community.	Inc	19	13	15
	Exp	477	603	508
	Net Deficit	458	590	493
Health Planning and Livability				
The Health Planning and Livability service supports our community to reach their full potential through health promotion, advocacy, sector collaboration and education across priority health and wellbeing areas.	Inc	0	14	0
	Exp	615	497	353
	Net Deficit	615	483	353
Healthy and Safe Communities				
The Healthy and Safe Communities service provides advocacy, delivers projects and programs, and partners with others to address access, equity and community safety issues in our community.	Inc	377	1,440	1,186
	Exp	2,748	3,309	2,883
	Net Deficit	2,371	1,869	1,697
Inclusive Communities				
The Inclusive Communities service provides support for eligible Knox residents aged 55 years or older who are homeless or at risk of homelessness. This support may include advice, advocacy, referrals and assistance for public housing. It also provides a range of accessible and inclusive support services for those living with a disability in Knox, as well as for their carers. The service also aims to connect those in need with other Council services and external service providers, to help access a range of support with issues such as isolation or loneliness, financial hardship, emotional or mental health support, practical needs, ageing, illness, family relationships, and other issues.	Inc	242	57	47
	Exp	706	869	846
	Net Deficit	464	812	799

Service		2020-21	2021-22	2022-23
		Actual	Forecast	Budget
		\$'000	\$'000	\$'000
Integrated Services and Practice				
Integrated Services and Practice focuses on leadership and support of Council's Early Years Hubs, Kindergartens, Maternal & Child Health services, playgroups and parenting support.	Inc	15,665	15,840	17,347
	Exp	17,310	18,282	19,125
	Net Deficit	1,645	2,442	1,778
Integrated Systems Quality and Operations				
The Integrated Systems Quality and Operations service focuses on maximizing the design and delivery of systems, processes, policies and procedures. It also supports workforce and operational planning and reporting for Family and Children's Services.	Inc	176	425	6
	Exp	2,513	3,028	2,892
	Net Deficit	2,337	2,603	2,886
Leisure Services				
Leisure Services provides strategic advice to community organisations that offer opportunities for sport, leisure, recreation and wellbeing in our community. It also manages and operates Council's two leisure centres (including aquatic facilities).	Inc	972	1,875	2,527
	Exp	3,495	3,723	3,752
	Net Deficit	2,523	1,848	1,225
Libraries				
The Libraries service provides resources, 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.	Inc	0	0	0
	Exp	4,638	4,994	5,016
	Net Deficit	4,638	4,994	5,016
Local Laws				
The Local Laws service ensures compliance with Council's local laws, parking enforcement, school crossing supervision, and animal management programs.	Inc	3,106	3,303	4,487
	Exp	3,948	4,838	5,543
	Net Deficit	842	1,535	1,056

Service		2020-21	2021-22	2022-23
		Actual	Forecast	Budget
		\$'000	\$'000	\$'000
Regional Assessment Service				
The Regional Assessment service provides a range of information and resources about aged care to individuals, community groups and organisations, and sector based organisations across Knox.	Inc	737	748	759
	Exp	704	728	629
	Net Deficit	(33)	(20)	(130)
Social Connections				
The Social Connections service provides programs, transport options and opportunities for our community members who are 65 years old and over to stay connected, active and engaged. This includes delivery and facilitation of exercise, recreation and leisure activities, advocacy for improved access to existing technology, delivery of meals for those in need and running a range of clubs and learning centres. It also aims to raise awareness of and support research into community attitudes towards older persons, and deliver a range of intergenerational activities, events and programs.	Inc	1,050	790	748
	Exp	2,021	1,705	1,769
	Net Deficit	971	915	1,021
Youth Services				
Youth Services promotes, develops and encourages the physical, social and mental wellbeing of young people aged 10-25 years in Knox. It plans, advocates, funds and provides information, referral and support programs for young people, their families and their community. Youth Services includes counselling, leadership development, parenting programs, and partnerships with schools in Knox.	Inc	253	295	266
	Exp	1,065	1,189	1,245
	Net Deficit	812	894	979
TOTAL				
	Inc	27,232	26,260	28,506
	Exp	51,165	50,353	51,404
	Net Deficit	23,933	24,093	22,898

Initiatives

Initiatives from the Council Plan 2021-25 to be funded in 2022-23.

Major Initiatives	Work in partnership with local First Nations people, relevant services and key networks to progress Reconciliation.
	Respond to emerging social and health issues caused by COVID-19 pandemic.
	Prioritise mental health and wellbeing initiatives by focusing on community partnerships and collective impact.
	Progress implementation of the Children, Youth and Seniors Plan.
	Develop and implement an Active Participation Plan - Beyond Structured Sport.
	Review the Sports Club Development Program and usage of Council resources to support club sustainability.
	Support the creation of new physical activity-based programs and community infrastructure across the municipality.
	Contribute to the collective efforts in preventing and responding to family violence.
	Embed the State Government's Child Information Sharing Scheme (CISS) to support the safety and wellbeing of children.
	Initiatives
	Work and partner with the multicultural community and key services to support our diverse communities.
	Implement Council's adopted Gender Equality Action Plan.
	Develop and implement education and advocacy programs to address ageism and increase community respect and inclusion for all ages across Knox.
	Develop and deliver a range of evidence based community training initiatives to build volunteer capacity.
	Develop and implement a Resilience Plan to support the community to cope with stresses, emergencies and disasters.
	Participate in the review of the Eastern Region Pandemic Plan.
	Support the review of the Knox Municipal Emergency Management Plan and associated sub plans.

Service Performance Indicators

The prescribed LGPRF indicators that will be audited and included in the Performance Statement.

Service	Indicator	2020-21 Actual	2021-22 Forecast	2022-23 Budget
Animal Management	Service Standard	100%	100%	100%
Aquatic Facilities	Utilisation	0.85	2.00	2.00
Food Safety	Health & Safety	98%	99%	100%
Maternal and Child Health	Participation	75.83%	76.00%	76.00%
	Participation by Aboriginal children	85.48%	86.00%	86.00%
Libraries	Participation	11.41%	11.68%	12.00%



Civic engagement and integrity

Knox Council is a trusted and respected leader in our community, acting appropriately and ensuring all voices are heard.

Strategies

The strategies we will undertake to achieve success in this area are:

Provide opportunities for all people in Knox to have their say

Manage our resources effectively to ensure financial sustainability and improved customer experience

Ensure our processes are transparent and our decisions are accountable

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

Services

Service		2020-21 Actual \$'000	2021-22 Forecast \$'000	2022-23 Budget \$'000
Communications				
Communications is responsible for providing our community with information about the decisions Council makes and how we invests our resources in order to respond to the needs of the community.	Inc	0	0	0
	Exp	1,122	1,403	1,493
	Net Deficit	1,122	1,403	1,493
Customer Service				
Customer Service supports the delivery of a range of programs and services to our community via telephone, counter contact centres and online. The service provides guidance and support for all customer interactions and exists to support information and connection between Council and our community.	Inc	9	0	0
	Exp	1,804	1,947	2,183
	Net Deficit	1,795	1,947	2,183
Digital Experience				
The Digital Experience service is responsible for helping the community easily access the information and services they need online.	Inc	0	0	0
	Exp	560	701	746
	Net Deficit	560	701	746

Service		2020-21 Actual \$'000	2021-22 Forecast \$'000	2022-23 Budget \$'000
Financial Services				
Financial Services leads the processes for budgeting and forecasting, provides regular financial reporting, and prepares the Annual Financial Accounts. It also coordinates the rating services and provides oversight of Council's property management obligations.	Inc	694	786	656
	Exp	3,367	3,411	3,281
	Net Deficit	2,673	2,625	2,625
Governance				
The Governance service ensures Council's legislative compliance, provides Councillor support and development, coordinates Council meetings and maintains Council's Civic Centre meeting rooms. It is also responsible for Council's integrity framework, including the Audit Committee, fraud and corruption prevention, privacy compliance and Freedom of Information.	Inc	85	133	1
	Exp	3,642	3,135	3,416
	Net Deficit	3,557	3,002	3,415
Information Technology				
The Information Technology service (IT) provides services and support for the organisation in all aspects of IT. It provides hardware and software support, as well as internal and external telecommunications, ensuring efficient service delivery for the organisation and our community.	Inc	1	0	0
	Exp	6,467	6,633	8,800
	Net Deficit	6,466	6,633	8,800
People and Culture				
The People and Culture service provides 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 also includes Council's risk management systems, insurances and the front line support to customers and residents for insurance related issues.	Inc	2,852	136	70
	Exp	9,512	8,269	8,015
	Net Deficit	6,660	8,132	7,945

Service		2020-21 Actual \$'000	2021-22 Forecast \$'000	2022-23 Budget \$'000
Research and Mapping				
<p>The Research and Mapping service supports an evidence-based approach to policy development and decision-making. It undertakes specialist research and mapping activities, provides advice, builds organisational capacity and develops and implements new tools and applications in the area of research and mapping. This service is responsible for the maintenance of Council's Geographic Information System (GIS), spatial database and online data resources.</p>	Inc	0	0	0
	Exp	85	108	140
	Net Deficit	85	108	140
Strategy and Business Intelligence				
<p>The Strategy and Business Intelligence service is an integrated suite of functions designed to enhance business insights, strategic planning and engagement to shape decision-making. The team leads the organisation in the development and implementation of Council's Integrated Strategic Planning and Reporting Framework, including the Community and Council plans and aims to improve outcomes for the Knox community through developing and sharing crucial insights.</p>	Inc	0	0	0
	Exp	667	914	953
	Net Deficit	667	914	953
TOTAL				
	Inc	3,641	1,056	727
	Exp	27,226	26,521	29,027
	Net Deficit	23,585	25,465	28,300

Initiatives

Initiatives from the Council Plan 2021-25 to be funded in 2022-23.

Major Initiative	Develop and implement a Customer Experience Strategy and Action Plan.
Initiative	Implement an internal self-assessment process to monitor Council's performance in decision making.

Service Performance Indicators

The prescribed LGPRF indicators that will be audited and included in the Performance Statement.

Service	Indicator	2020-21 Actual	2021-22 Forecast	2022-23 Budget
Governance	Satisfaction	60	61	62

Service Performance Indicators

Service	Indicator	Performance Measure	Computation
Animal Management	Health and safety	Animal management prosecutions. (Percentage of animal management prosecutions which are successful)	Number of successful animal management prosecutions / Total number of animal management prosecutions
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities. (Number of visits to aquatic facilities per head of population)	Number of visits to aquatic facilities / Population
Food safety	Health and safety	Critical and major non-compliance outcome notifications. (Percentage of critical and major non-compliance outcome notifications that are followed up by Council)	[Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x100
Governance	Satisfaction	Satisfaction with Council decisions. (Community satisfaction rating out of 100 with how Council has performed in making decisions in the interest of the community)	Community satisfaction rating out of 100 with the performance of Council in making decisions in the interest of the community
Libraries	Participation	Active library borrowers. (Percentage of the population that are active library borrowers)	[The sum of the number of active library borrowers in the last 3 financial years / The sum of the population in the last 3 financial years] 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 financial year) / Number of children enrolled in the MCH service] x100

Service	Indicator	Performance Measure	Computation
Maternal and Child Health		Participation in the MCH service by Aboriginal children. (Percentage of Aboriginal children enrolled who participate in the MCH service)	[Number of Aboriginal children who attend the MCH service at least once (in the financial year) / Number of Aboriginal children enrolled in the MCH service] x100
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

Key Directions	Income \$'000	Expenditure \$'000	Net Cost \$'000
Opportunity and innovation	13	4,828	4,815
Neighbourhoods, housing and infrastructure	4,150	32,986	28,836
Natural environment and sustainability	10,656	32,708	22,052
Connection, resilience and wellbeing	28,506	51,404	22,898
Civic engagement and integrity	727	29,027	28,300
Total Net Cost of Activities and Initiatives	44,052	150,952	106,900
Non Attributable Expenditure			
Effective corporate governance			2,598
Depreciation			23,625
Amortisation - intangible assets			893
Amortisation - right of use assets			739
Capital projects - operational expenses			8,147
Borrowing costs			1,948
Finance costs - leases			39
Total Non Attributable Expenditure			37,989
Deficit before Funding Sources			144,889
Funding Sources			
Rates and charges			111,877
Garbage charges			17,942
Victoria Grants Commission (VGC) - grants - operating - recurrent			5,087
Interest			20
Developers' contributions			6,500
Grants - capital			3,478
Contributions and donations - capital			0
Contributions - non monetary assets			2,000
Net gain on disposal of property, infrastructure, plant & equipment			6,080
Total Funding Sources			152,984
Surplus / (Deficit) for the Year			8,096

3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2022-23 has been supplemented with projections to 2025-26.

This section includes the following financial statements prepared in accordance with the Local Government Act 2020 and the Local Government (Planning and Reporting) Regulations 2020.

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

3.1 Comprehensive Income Statement

For the four years ending 30 June 2026

	Notes	Forecast	Budget	Projections		
		2021-22 \$'000	2022-23 \$'000	2023-24 \$'000	2024-25 \$'000	2025-26 \$'000
INCOME						
Rates and charges	4.1.1	126,607	133,468	143,832	147,702	152,765
User fees	4.1.2	14,757	16,566	12,314	12,723	13,055
Statutory fees and fines	4.1.3	3,114	4,306	4,397	4,796	4,770
Grants - operating	4.1.4	26,960	21,924	24,817	25,053	25,501
Grants - capital	4.1.4	24,002	3,478	2,519	1,968	1,989
Contributions - monetary	4.1.5	11,564	8,313	9,308	8,827	8,916
Contributions - non-monetary	4.1.5	2,000	2,000	2,000	2,020	2,040
Other income	4.1.6	1,028	901	859	822	829
TOTAL INCOME		210,032	190,956	200,046	203,911	209,865
EXPENSES						
Employee costs	4.1.7	75,221	79,480	82,377	84,205	86,076
Materials and services	4.1.8	70,429	75,449	78,047	76,650	75,886
Contributions and donations	4.1.9	33,132	5,835	5,918	5,998	6,080
Depreciation	4.1.10	22,748	23,625	25,255	26,528	27,750
Amortisation - intangible assets	4.1.11	893	893	893	893	893
Amortisation - right of use assets	4.1.12	1,311	739	1,069	1,086	1,096
Borrowing costs		597	1,948	2,223	2,388	3,155
Finance costs - leases		69	39	56	57	58
Bad and doubtful debts		224	308	311	314	317
Net loss (gain) on disposal of property, infrastructure, plant and equipment		23,071	(6,080)	(7,133)	(5,761)	(7,461)
Other expense	4.1.13	686	624	638	650	661
TOTAL EXPENSES		228,381	182,860	189,654	193,008	194,511
SURPLUS / (DEFICIT) FOR THE YEAR		(18,349)	8,096	10,392	10,903	15,354
TOTAL COMPREHENSIVE RESULT		(18,349)	8,096	10,392	10,903	15,354
LESS						
Grants - capital - non recurrent		21,644	2,008	570	0	0
Contributions and donations - capital		3,965	0	500	0	0
Contributions - non-monetary		2,000	2,000	2,000	2,020	2,040
UNDERLYING SURPLUS (DEFICIT) FOR THE YEAR		(45,958)	4,088	7,322	8,883	13,314

3.2 Balance Sheet

For the four years ending 30 June 2026

	Notes	Forecast	Budget	Projections		
		2021-22 \$'000	2022-23 \$'000	2023-24 \$'000	2024-25 \$'000	2025-26 \$'000
CURRENT ASSETS						
Cash and cash equivalents		47,924	39,135	29,397	31,340	29,381
Other financial assets		0	0	0	0	0
Trade and other receivables		19,585	20,491	21,795	22,476	23,286
Other assets		1,295	1,318	1,344	1,378	1,412
Inventories		11	11	11	11	11
TOTAL CURRENT ASSETS	4.2.1	68,815	60,955	52,547	55,205	54,090
NON CURRENT ASSETS						
Investments in associates		3,074	3,074	3,074	3,074	3,074
Property, infrastructure, plant and equipment		2,003,127	2,047,916	2,070,465	2,097,763	2,113,997
Right-of-use assets	4.2.4	1,533	1,533	1,533	1,533	1,533
Intangible assets		1,371	1,371	1,371	1,371	1,371
TOTAL NON CURRENT ASSETS	4.2.1	2,009,105	2,053,894	2,076,443	2,103,741	2,119,975
TOTAL ASSETS		2,077,920	2,114,849	2,128,990	2,158,946	2,174,065
CURRENT LIABILITIES						
Trade and other payables		14,142	14,383	14,659	14,998	15,324
Trust funds and deposits		1,885	1,918	1,956	2,005	2,055
Provisions		19,505	20,004	20,516	21,041	21,580
Interest-bearing loans and borrowings	4.2.3	4,443	7,590	8,695	11,185	12,378
Lease liabilities	4.2.4	605	605	605	605	605
TOTAL CURRENT LIABILITIES	4.2.2	40,580	44,500	46,431	49,834	51,942
NON CURRENT LIABILITIES						
Provisions		3,640	3,672	3,706	3,740	3,775
Interest-bearing loans and borrowings	4.2.3	43,919	68,800	70,584	86,200	83,822
Lease liabilities	4.2.4	934	934	934	934	934
TOTAL NON CURRENT LIABILITIES	4.2.2	48,493	73,406	75,224	90,874	88,531
TOTAL LIABILITIES		89,073	117,906	121,655	140,708	140,473
NET ASSETS		1,988,847	1,996,943	2,007,335	2,018,238	2,033,592
EQUITY						
Accumulated surplus		695,879	714,809	725,616	739,940	756,644
Reserves		1,292,968	1,282,134	1,281,719	1,278,298	1,276,948
TOTAL EQUITY		1,988,847	1,996,943	2,007,335	2,018,238	2,033,592

3.3 Statement of Changes in Equity

For the four years ending 30 June 2026

	Notes	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2022 FORECAST					
BALANCE AT BEGINNING OF THE FINANCIAL YEAR		2,007,196	706,532	1,261,516	39,148
Surplus/(deficit) for the year		(18,349)	(18,349)	0	0
Net asset revaluation increment (decrement)		0	0	0	0
Transfer to other reserves		0	(13,920)	0	13,920
Transfer from other reserves		0	19,616	0	(19,616)
BALANCE AT END OF THE FINANCIAL YEAR		1,988,847	693,879	1,261,516	33,452
2023 BUDGET					
BALANCE AT BEGINNING OF THE FINANCIAL YEAR		1,988,847	693,879	1,261,516	33,452
Surplus/(deficit) for the year		8,096	8,096	0	0
Net asset revaluation increment (decrement)		0	0	0	0
Transfer to other reserves	4.3.1	0	(6,578)	0	6,578
Transfer from other reserves	4.3.1	0	19,412	0	(19,412)
BALANCE AT END OF THE FINANCIAL YEAR	4.3.2	1,996,943	714,809	1,261,516	20,618
2024					
BALANCE AT BEGINNING OF THE FINANCIAL YEAR		1,996,943	714,809	1,261,516	20,618
Surplus/(deficit) for the year		10,392	10,392	0	0
Net asset revaluation increment (decrement)		0	0	0	0
Transfer to other reserves		0	(7,079)	0	7,079
Transfer from other reserves		0	7,494	0	(7,494)
BALANCE AT END OF THE FINANCIAL YEAR		2,007,335	725,616	1,261,516	20,203
2025					
BALANCE AT BEGINNING OF THE FINANCIAL YEAR		2,007,335	725,616	1,261,516	20,203
Surplus/(deficit) for the year		10,903	10,903	0	0
Net asset revaluation increment (decrement)		0	0	0	0
Transfer to other reserves		0	(7,079)	0	7,079
Transfer from other reserves		0	10,500	0	(10,500)
BALANCE AT END OF THE FINANCIAL YEAR		2,018,238	739,940	1,261,516	16,782
2026					
BALANCE AT BEGINNING OF THE FINANCIAL YEAR		2,018,238	739,940	1,261,516	16,782
Surplus/(deficit) for the year		15,354	15,354	0	0
Net asset revaluation increment (decrement)		0	0	0	0
Transfer to other reserves		0	(7,150)	0	7,150
Transfer from other reserves		0	8,500	0	(8,500)
BALANCE AT END OF THE FINANCIAL YEAR		2,033,592	756,644	1,261,516	15,432

3.4 Statement of Cash Flows

For the four years ending 30 June 2026

	Notes	Forecast	Budget	Projections		
		2021-22	2022-23	2023-24	2024-25	2025-26
		\$'000	\$'000	\$'000	\$'000	\$'000
		Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
CASH FLOWS FROM OPERATING ACTIVITIES						
Rates and charges		126,274	132,838	142,815	147,323	152,268
User fees		17,683	16,373	12,113	12,512	12,836
Statutory fees and fines		4,368	4,223	4,311	4,706	4,676
Grants - operating		25,378	21,924	24,817	25,053	25,501
Grants - capital		13,927	3,478	2,519	1,968	1,989
Contributions - monetary		13,564	8,313	9,308	8,827	8,916
Interest received		16	20	20	20	20
Other receipts		1,012	881	839	802	809
Net movement in trust deposits		28	33	38	49	50
Employee costs		(74,703)	(78,949)	(81,832)	(83,646)	(85,502)
Materials and services		(74,908)	(75,533)	(78,098)	(76,633)	(75,863)
Contributions and donations		(33,132)	(5,835)	(5,918)	(5,998)	(6,080)
Short-term, low value and variable lease payments		(75)	(8)	(8)	(8)	(8)
Other payments		(611)	(616)	(630)	(642)	(653)
NET CASH PROVIDED BY / (USED IN) OPERATING ACTIVITIES	4.4.1	18,821	27,142	30,294	34,333	38,959
CASH FLOWS FROM INVESTING ACTIVITIES						
Proceeds from sale of property, infrastructure, plant and equipment		3,332	12,447	17,932	13,167	14,867
Payments for property, infrastructure, plant and equipment		(66,291)	(73,674)	(57,496)	(60,125)	(50,283)
Payments for investments		0	0	0	0	0
Proceeds from sale of investments		0	0	0	0	0
NET CASH PROVIDED BY / (USED IN) INVESTING ACTIVITIES	4.4.2	(62,959)	(61,227)	(39,564)	(46,958)	(35,416)
CASH FLOWS FROM FINANCING ACTIVITIES						
Finance costs		(518)	(1,954)	(2,232)	(2,395)	(3,163)
Proceeds from borrowings		50,000	34,312	10,480	26,800	10,000
Repayment of borrowings		(1,638)	(6,284)	(7,591)	(8,694)	(11,185)
Interest paid - lease liability		(69)	(39)	(56)	(57)	(58)
Repayment of lease liabilities		(1,311)	(739)	(1,069)	(1,086)	(1,096)
NET CASH PROVIDED BY / (USED IN) FINANCING ACTIVITIES	4.4.3	46,464	25,296	(468)	14,568	(5,502)
NET INCREASE (DECREASE) IN CASH HELD		2,326	(8,789)	(9,738)	1,943	(1,959)
Cash and cash equivalents at the beginning of the financial year		45,598	47,924	39,135	29,397	31,340
CASH AND CASH EQUIVALENTS AT END OF YEAR		47,924	39,135	29,397	31,340	29,381

3.5 Statement of Capital Works

For the four years ending 30 June 2026

	Notes	Forecast	Budget	Projections		
		2021-22 \$'000	2022-23 \$'000	2023-24 \$'000	2024-25 \$'000	2025-26 \$'000
PROPERTY						
Land and Buildings		33,997	20,909	10,180	11,425	10,120
TOTAL PROPERTY		33,997	20,909	10,180	11,425	10,120
PLANT AND EQUIPMENT						
Plant, machinery and equipment		2,707	1,976	862	1,576	1,654
Computers and telecommunications		3,325	6,713	6,846	6,475	5,692
Artworks		187	317	292	303	315
TOTAL PLANT AND EQUIPMENT		6,219	9,006	8,000	8,354	7,661
INFRASTRUCTURE						
Roads		10,007	9,229	11,584	14,501	14,666
Bridges		715	545	340	385	397
Footpaths and cycleways		5,370	4,358	5,151	6,258	5,064
Drainage		3,651	4,962	3,994	4,359	3,468
Recreational, leisure and community facilities		11,974	31,447	22,152	18,813	12,817
Off street car parks		1,294	968	1,987	1,768	905
Other infrastructure		416	402	4,251	2,088	675
TOTAL INFRASTRUCTURE		33,427	51,911	49,459	48,172	37,992
TOTAL CAPITAL WORKS EXPENDITURE	4.5.1	73,643	81,826	67,639	67,951	55,773
REPRESENTED BY						
Asset renewal		36,991	39,727	34,989	38,853	35,788
Asset upgrade		9,427	22,776	28,056	23,441	16,599
Asset new		23,123	12,443	3,733	5,592	3,131
Asset expansion		4,102	6,880	861	65	255
TOTAL CAPITAL WORKS EXPENDITURE	4.5.1	73,643	81,826	67,639	67,951	55,773
CAPITAL WORKS FUNDING SOURCE						
EXTERNAL						
Loan proceeds		25,000	34,312	10,480	26,800	10,000
Grants - capital		24,002	3,478	2,519	1,968	1,989
Contributions - capital		3,965	0	500	0	0
TOTAL EXTERNAL FUNDING		52,967	37,790	13,499	28,768	11,989
INTERNAL						
Proceeds from sale of fixed assets		1,260	12,447	17,932	13,167	14,867
Movement in reserve funds		15,678	14,555	7,494	10,500	8,500
Rate funding		3,738	17,034	28,714	15,516	20,417
TOTAL INTERNAL FUNDING		20,676	44,036	54,140	39,183	43,784
TOTAL CAPITAL WORKS FUNDING SOURCES	4.5.1	73,643	81,826	67,639	67,951	55,773
LESS OPERATING PROJECTS EXPENDITURE						
Operating Projects Expenditure		7,359	8,147	10,143	7,826	5,490
NET CAPITAL WORKS (CAPITALISED EXPENDITURE EXCLUDING OPERATING PROJECTS EXPENDITURE)		66,284	73,679	57,496	60,125	50,283

3.6 Statement of Human Resources

For the four years ending 30 June 2026

	Forecast	Budget	Projections		
	2021-22	2022-23	2023-24	2024-25	2025-26
	\$'000	\$'000	\$'000	\$'000	\$'000
	FTE	FTE	FTE	FTE	FTE
STAFF EXPENDITURE					
Employee costs - operating	75,221	79,480	82,377	84,205	86,076
Employee costs - capital	2,110	3,835	3,799	3,895	3,993
TOTAL STAFF EXPENDITURE	77,331	83,315	86,176	88,100	90,069
STAFF NUMBERS					
Full time equivalent (FTE) employees	723.87	744.06	762.14	760.64	760.64
TOTAL STAFF NUMBERS	723.87	744.06	762.14	760.64	760.64

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

	Budget 2022-23 \$'000	Comprises			
		Permanent			
		Full Time \$'000	Part Time \$'000	Casual \$'000	Temporary \$'000
DEPARTMENT					
CEO	3,172	2,874	296	0	2
City Centre	4,493	3,289	1,013	0	191
City Strategy and Integrity	17,546	14,017	3,179	84	266
Connected Communities	29,770	14,642	13,391	120	1,617
Infrastructure	16,222	14,960	359	10	893
People and Innovation	8,277	6,393	1,392	6	486
TOTAL PERMANENT STAFF EXPENDITURE	79,480	56,175	19,630	220	3,455
Capitalised labour costs	3,835				
TOTAL EXPENDITURE	83,315				

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

	Budget 2022-23 FTE	Comprises			
		Permanent			
		Full Time FTE	Part Time FTE	Casual FTE	Temporary FTE
DEPARTMENT					
CEO	21.28	18.00	3.28	0.00	0.00
City Centre	40.82	29.80	11.02	0.00	0.00
City Strategy and Integrity	153.26	113.95	37.27	0.84	1.20
Connected Communities	290.66	145.00	136.91	1.27	7.48
Infrastructure	172.16	162.00	3.73	0.11	6.32
People and Innovation	65.88	53.43	11.40	0.05	1.00
TOTAL PERMANENT STAFF FTE	744.06	522.18	203.61	2.27	16.00

3.7 Summary of Planned Human Resources Expenditure

For the four years ending 30 June 2026

	2022-23 \$'000	2023-24 \$'000	2024-25 \$'000	2025-26 \$'000
CEO				
Permanent - Full Time	2,874	2,897	2,972	3,049
Female	2,420	2,439	2,503	2,568
Male	454	457	469	481
Self-described gender	0	0	0	0
Permanent - Part Time	296	299	306	314
Female	262	265	271	279
Male	34	34	35	36
Self-described gender	0	0	0	0
Total CEO	3,170	3,195	3,278	3,364
City Centre				
Permanent - Full Time	3,290	3,371	3,457	3,545
Female	2,193	2,247	2,305	2,363
Male	1,097	1,124	1,152	1,182
Self-described gender	0	0	0	0
Permanent - Part Time	1,013	1,038	1,064	1,091
Female	1,013	1,038	1,064	1,091
Male	0	0	0	0
Self-described gender	0	0	0	0
Total City Centre	4,302	4,409	4,521	4,636
City Strategy and Integrity				
Permanent - Full Time	14,017	14,158	14,431	14,804
Female	6,833	6,902	7,035	7,217
Male	7,184	7,256	7,396	7,587
Self-described gender	0	0	0	0
Permanent - Part Time	3,179	3,211	3,273	3,357
Female	2,346	2,369	2,415	2,477
Male	833	841	858	880
Self-described gender	0	0	0	0
Total City Strategy and Integrity	17,195	17,368	17,704	18,161
Connected Communities				
Permanent - Full Time	14,643	15,690	16,002	16,261
Female	13,119	14,059	14,338	14,570
Male	1,524	1,631	1,664	1,691
Self-described gender	0	0	0	0
Permanent - Part Time	13,392	14,333	14,619	14,859
Female	13,055	13,972	14,251	14,485
Male	337	360	368	374
Self-described gender	0	0	0	0
Total Connected Communities	28,034	30,023	30,621	31,120

	2022-23 \$'000	2023-24 \$'000	2024-25 \$'000	2025-26 \$'000
Infrastructure				
Permanent - Full Time	14,960	15,310	15,710	16,120
Female	2,602	2,663	2,732	2,803
Male	12,359	12,647	12,977	13,316
Self-described gender	0	0	0	0
Permanent - Part Time	359	367	377	386
Female	343	351	360	369
Male	16	16	16	17
Self-described gender	0	0	0	0
Total Infrastructure	15,319	15,677	16,086	16,506
People and Innovation				
Permanent - Full Time	6,393	6,465	6,634	6,807
Female	4,262	4,310	4,423	4,538
Male	2,131	2,155	2,211	2,269
Self-described gender	0	0	0	0
Permanent - Part Time	1,392	1,408	1,444	1,482
Female	1,392	1,408	1,444	1,482
Male	0	0	0	0
Self-described gender	0	0	0	0
Total People and Innovation	7,785	7,873	8,078	8,289
Casuals, temporary and other expenditure	3,674	3,831	3,917	4,001
Capitalised labour costs	3,835	3,799	3,895	3,993
Total staff expenditure	83,315	86,176	88,100	90,069

	2022-23 FTE	2023-24 FTE	2024-25 FTE	2025-26 FTE
CEO				
Permanent - Full Time	18.00	18.00	18.00	18.00
Female	15.00	15.00	15.00	15.00
Male	3.00	3.00	3.00	3.00
Self-described gender	0	0	0	0
Permanent - Part Time	3.28	3.28	3.28	3.28
Female	2.90	2.90	2.90	2.90
Male	0.37	0.37	0.37	0.37
Self-described gender	0	0	0	0
Total CEO	21.28	21.28	21.28	21.28
City Centre				
Permanent - Full Time	30.00	31.00	31.00	31.00
Female	20.00	21.00	21.00	21.00
Male	10.00	10.00	10.00	10.00
Self-described gender	0	0	0	0
Permanent - Part Time	10.82	10.82	10.82	10.82
Female	10.82	10.82	10.82	10.82
Male	0	0	0	0
Self-described gender	0	0	0	0
Total City Centre	40.82	41.82	41.82	41.82

	2022-23 FTE	2023-24 FTE	2024-25 FTE	2025-26 FTE
City Strategy and Integrity				
Permanent - Full Time	114.00	118.00	118.00	118.00
Female	56.00	58.00	58.00	58.00
Male	58.00	60.00	60.00	60.00
Self-described gender	0	0	0	0
Permanent - Part Time	37.21	37.21	37.21	37.21
Female	27.46	27.46	27.46	27.46
Male	9.75	9.75	9.75	9.75
Self-described gender	0	0	0	0
Total City Strategy and Integrity	151.21	155.21	155.21	155.21
Connected Communities				
Permanent - Full Time	145.00	152.00	151.00	151.00
Female	130.00	136.00	135.00	135.00
Male	15.00	16.00	16.00	16.00
Self-described gender	0	0	0	0
Permanent - Part Time	136.91	136.99	136.49	136.49
Female	133.46	133.54	133.04	133.04
Male	3.44	3.44	3.44	3.44
Self-described gender	0	0	0	0
Total Connected Communities	281.91	288.99	287.49	287.49
Infrastructure				
Permanent - Full Time	162.00	166.00	166.00	166.00
Female	28.00	29.00	29.00	29.00
Male	134.00	137.00	137.00	137.00
Self-described gender	0	0	0	0
Permanent - Part Time	3.74	3.74	3.74	3.74
Female	3.57	3.57	3.74	3.74
Male	0.16	0.16	0	0
Self-described gender	0	0	0	0
Total Infrastructure	165.74	169.74	169.74	169.74
People and Innovation				
Permanent - Full Time	53.00	55.00	55.00	55.00
Female	35.00	37.00	37.00	37.00
Male	18.00	18.00	18.00	18.00
Self-described gender	0	0	0	0
Permanent - Part Time	11.83	11.83	11.83	11.83
Female	11.83	11.83	11.83	11.83
Male	0	0	0	0
Self-described gender	0	0	0	0
Total People and Innovation	64.83	66.83	66.83	66.83
Casuals, temporary and other expenditure	18.27	18.27	18.27	18.27
Total staff expenditure	744.06	762.14	760.64	760.64

4. Notes on the Financial Statements

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

4.1 Comprehensive Income Statement

4.1.1 Rates and charges

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

As per the Local Government Act 2020, Council is required to have a Revenue and Rating Plan which is a four year plan for how Council will generate income to deliver the Council Plan, program and services and capital works commitments over a four-year period.

In developing the Budget, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the financial planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2022-23 the FGRS cap has been set at 1.75%. 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 rate will increase by 1.75% in line with the rate cap.

Council's Residential Garbage Charge for the 2022-23 financial year 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 \$41 (15.95%) in line with the projected increase in costs.

This will raise total rates and charges for 2022-23 to \$133,468,537, exclusive of optional services.

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

	Forecast	Budget	Change	
	2021-22 \$'000	2022-23 \$'000	\$'000	%
General rates *	109,793	112,215	2,422	2.2%
Rate rebates	(1,161)	(1,175)	(14)	1.2%
Residential garbage charge	15,550	17,942	2,392	15.4%
Service rates and charges	2,030	3,649	1,619	79.8%
Supplementary rates and rate adjustments	250	250	0	0.0%
Interest on rates and charges	145	587	442	304.8%
Total rates and charges	126,607	133,468	6,861	5.4%

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

Interest on rates and charges 2022-23 Budget is higher than the 2021-22 due to the interest free period on rates coming to an end as of 1 April 2022.

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 2021-22 cents/\$CIV	Budget 2022-23 cents/\$CIV	Change %
Differential rate for Vacant Land or Derelict Land	0.51411	0.00000	(100.0%)
Differential rate for Vacant Land	0.00000	0.45921	100.0%
Differential rate for Derelict Land	0.00000	0.45921	100.0%
Differential rate for Retirement Village Land properties	0.12853	0.11480	(10.7%)
Differential rate for Commercial Land properties	0.42842	0.38268	(10.7%)
Differential rate for Industrial Land properties	0.45413	0.40564	(10.7%)
Differential rate for Residential Land properties	0.17137	0.15307	(10.7%)
Recreational Land rate for rateable recreational properties	0.17137	0.15307	(10.7%)

The differential rate for vacant land and derelict land have previously been combined, but have been split for the 2022-23 financial year.

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 2021-22 \$'000	Budget 2022-23 \$'000	Change \$'000	%
Rates				
Vacant Land or Derelict Land	1,414	0	(1,414)	(100.0%)
Vacant Land	0	1,574	1,574	100.0%
Derelict Land	0	10	10	100.0%
Retirement Village Land	1,079	1,017	(62)	(5.7%)
Commercial Land	14,138	12,168	(1,970)	(13.9%)
Industrial Land	18,004	17,737	(267)	(1.5%)
Residential Land	75,347	79,901	4,554	6.0%
Recreational Land Rate	61	58	(3)	(4.9%)
Total amount to be raised by general rates	110,043	112,465	2,422	2.2%

Total rates to be raised in the 2022-23 Budget includes Supplementary Rates of \$250,000. The total rates to be raised in the 2021-22 Forecast 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	Budget	Change	
	2021-22 Number	2022-23 Number	Number	%
Vacant Land or Derelict land	410	0	(410)	(100.0%)
Vacant Land	0	360	360	100.0%
Derelict Land	0	2	2	100.0%
Retirement Village Land	1,884	1,878	(6)	(0.3%)
Commercial Land	2,529	2,534	5	0.2%
Industrial Land	3,672	3,675	3	0.1%
Residential Land	59,805	60,301	496	0.8%
Recreational Land Rate	7	7	0	0.0%
Total number of assessments	68,307	68,757	450	0.7%

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	
	2021-22 \$'000	2022-23 \$'000	\$'000	%
Vacant Land or Derelict Land	313,105	0	(313,105)	(100.0%)
Vacant Land	0	342,710	342,710	100.0%
Derelict Land	0	2,185	2,185	100.0%
Retirement Village Land	841,550	885,825	44,275	5.3%
Commercial Land	3,242,365	3,179,631	(62,734)	(1.9%)
Industrial Land	3,954,290	4,372,795	418,505	10.6%
Residential Land	43,696,871	52,035,968	8,339,097	19.1%
Recreational Land Rate	35,625	37,850	2,225	6.2%
Total value of land	52,083,806	60,856,964	8,773,158	16.8%

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 2021-22 \$	Property 2022-23 \$	\$	%
Residential Garbage Charge	257	298	41	16.0%
Garbage Surcharge – 120 Litre Bin	54	96	42	77.8%
Additional Household Bins	289	431	142	49.1%
Optional Household Green Waste Bin	95	100	5	5.3%
Additional Recycle Bin	84	117	33	39.3%
Additional Recycle Bin - Industrial / Commercial	159	125	(34)	(21.4%)
Optional Industrial / Commercial Garbage, Daily Service	1,651	1,970	319	19.3%
Optional Industrial / Commercial Garbage, Weekly Service	478	516	38	7.9%
Waste Management and Recycling for Non Rateable Properties – Daily Service (240 Litre Bin)	1,294	1,894	600	46.4%
Waste Management and Recycling for Non Rateable Properties – Weekly Service (240 Litre Bin)	257	400	143	55.6%
Waste Management and Recycling for Non Rateable Properties – Weekly Service (120 Litre Bin)	217	294	77	35.5%
<i>Dorset Square</i>				
– Annual Waste Charge, office based premises	336	356	20	6.0%
– Annual Waste Charge, retail based premises	999	1,059	60	6.0%
– Annual Waste Charge, food based premises less than 200 square metres floor area.	2,994	3,174	180	6.0%
– Annual Waste Charge, food based premises greater than 200 square metres floor area.	6,982	7,401	419	6.0%
Additional Hard Waste Service	115	115	0	0.0%

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	
	2021-22 \$	2022-23 \$	\$	%
Residential Garbage Charge	15,550,000	17,942,169	2,392,169	15.4%
Garbage Surcharge – 120 Litre Bin	2,029,644	3,649,350	1,619,706	79.8%
Additional Household Bins	360,000	566,145	206,145	57.3%
Optional Household Green Waste Bin	4,300,000	4,444,413	144,413	3.4%
Additional Recycle Bin	90,072	132,028	41,956	46.6%
Optional Industrial / Commercial Garbage Service	1,440,573	1,493,934	53,361	3.7%
Non Rateable Properties	80,485	81,089	604	0.8%
<i>Dorset Square:</i>				
Office based premises	5,376	5,696	320	6.0%
Retail based premises	12,380	12,144	(236)	(1.9%)
Food based premises less than 200 square metres floor area	11,976	12,696	720	6.0%
Food based premises greater than 200 square metres	13,964	14,802	838	6.0%
Total	23,894,470	28,354,466	4,459,996	18.7%

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

	Forecast 2021-22 \$'000	Budget 2022-23 \$'000	Change	
			\$'000	%
Total General Rates to be Raised				
- Refer item 4.1.1(c)	110,043	112,465	2,422	2.2%
Total Service Charges and Service Rates to be Raised				
- Refer item 4.1.1(h)	23,894	28,354	4,460	18.7%
Total rates and charges	133,937	140,819	6,882	5.1%

4.1.1 (j) Fair Go Rates System Compliance

Knox City Council is fully compliant with the State Government’s Fair Go Rates System (FGRS). The table below details the budget assumptions consistent with the requirements of the Fair Go Rates System.

	2021-22	2022-23
Total Rates	\$ 107,866,329	\$ 110,285,463
Number of Rateable Properties	68,307	68,757
Base Average Rate	\$ 1,579.14	\$ 1,603.99
Maximum Rate Increase (set by the State Government)	1.50%	1.75%
Capped Average Rate	\$ 1,602.83	\$ 1,632.06
Maximum General Rates and Municipal Charges Revenue	\$ 109,484,324	\$ 112,215,459
Revenue	\$ 109,234,324	\$ 112,215,459
Budgeted Supplementary Rates	\$ 250,000	\$ 250,000
Budgeted Total Rates and Municipal Charges Revenue	\$ 109,484,324	\$ 112,465,459

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 (2022-23: estimated \$250,000 and 2021-22: \$250,000)
- The variation of returned levels of value (e.g. valuation appeals)
- Changes of use of land such that rateable land becomes non-rateable land and vice versa
- Changes of use of land such that residential land becomes business land and vice versa.

4.1.1 (I) Differential rates

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

- A general rate of 0.45921% (0.45921 cents in the dollar of capital improved value) for all rateable Vacant Land; and
- A general rate of 0.45921% (0.45921 cents in the dollar of capital improved value) for all rateable Derelict Land; and
- A general rate of 0.11480% (0.11480 cents in the dollar of capital improved value) for all rateable Retirement Village Land; and
- A general rate of 0.15307% (0.15307 cents in the dollar of capital improved value) for all rateable Recreational Land; and
- A general rate of 0.40564% for (0.40564 cents in the dollar of capital improved value) rateable Industrial Land; and
- A general rate of 0.38268% (0.38268 cents in the dollar of capital improved value) for all rateable Commercial Land; and
- A general rate of 0.15307% (0.15307 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

Definition/Characteristics

Any land on which there is no building.

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.

Derelict Land

Definition/Characteristics

Any land that 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.

An owner or occupier of land must not cause or allow that land to be kept in a manner which is or is likely to constitute a danger to health or property.

An owner or occupier of land must not cause or allow that land to be kept in a manner which is unsightly or detrimental to the general amenity of the neighborhood in which it is located.

An owner or occupier of land must not cause or allow that land to be used in a manner so as to be detrimental to the amenity of the immediate area.

Dilapidated buildings

An owner or occupier of land:

- a) must not allow a building located on that private land to:
 - i. become dilapidated; or
 - ii. become dilapidated further; and
- b) must not fail to maintain any building on that private land in a state of good repair.

The owner or occupier of land on which there is a vacant dilapidated building must take all reasonable steps to secure the land from authorised access.

For the purposes of sub-clause (a), a building is dilapidated if it is in a state of disrepair or has deteriorated or fallen into a state of partial ruin as a result of age, neglect, poor maintenance or misuse.

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. Promote the property be maintained in a manner that does not constitute a danger to health or property or is detrimental to the general amenity of the neighborhood or immediate area.
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	
	2021-22 \$'000	2022-23 \$'000	\$'000	%
Waste management services	6,355	6,813	458	7.2%
Child care/children's programs	2,933	3,848	915	31.2%
Registration and other permits	2,257	2,260	3	0.1%
Leisure centre and recreation	781	1,066	285	36.5%
Building services	720	889	169	23.5%
Aged and health services	516	571	55	10.7%
Other fees and charges	1,195	1,119	(76)	(6.4%)
Total user fees	14,757	16,566	1,809	12.3%

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, kindergartens, recreational facilities and home care, and garbage charges for optional services. User fees are budgeted to increase by 12.3% on the current year forecast.

The user fees in the current year forecast have been impacted by COVID-19, in particular due to the closure of Community facilities during the pandemic, and the waiving of fees for not-for-profit organisations and other leisure groups. The decrease in parent fees for Council's early year hubs and kindergartens was offset by an increase in Government grants received.

4.1.3 Statutory fees and fines

	Forecast	Budget	Change	
	2021-22 \$'000	2022-23 \$'000	\$'000	%
Permits	2,305	2,329	24	1.0%
Infringements and costs	540	1,632	1,092	202.2%
Town planning fees	156	212	56	35.9%
Land information certificates	111	112	1	0.9%
Court recoveries	0	20	20	0.0%
Other statutory fees and fines	2	1	(1)	(50.0%)
Total statutory fees and fines	3,114	4,306	1,192	38.3%

Statutory fees and fines relate mainly to fees and fines levied in accordance with legislation and include statutory 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 increase by 38.3% on the current year forecast due to an expected increase in infringements and related costs.

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

4.1.4 Grants

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

	Forecast 2021-22 \$'000	Budget 2022-23 \$'000	Change	
			\$'000	%
Grants were received in respect of the following:				
Summary of grants				
Commonwealth funded grants	26,084	12,820	(13,264)	(50.9%)
State funded grants	24,878	12,582	(12,296)	(49.4%)
Total grants received	50,962	25,402	(25,560)	(50.2%)
(a) Operating grants				
Recurrent - Commonwealth Government				
Victoria Grants Commission	8,023	5,087	(2,936)	(36.6%)
Family and children - early years hubs	3,673	4,476	803	21.9%
General home care	915	929	14	1.5%
Aged care	147	150	3	2.0%
Recurrent - State Government				
Family and children - kindergarten	5,634	6,550	916	16.3%
Family and children - maternal and child health	2,001	1,803	(198)	(9.9%)
General home care	794	806	12	1.5%
School crossing supervisors	679	740	61	9.0%
Family and children - early years hubs	695	655	(40)	(5.8%)
Family and children - youth services	295	266	(29)	(9.8%)
Community health	138	141	3	2.2%
Aged care	12	6	(6)	(50.0%)
Arts and cultural	9	0	(9)	(100.0%)
Other	335	235	(100)	(29.9%)
Total recurrent operating grants	23,350	21,844	(1,506)	(6.4%)
Non-recurrent - Commonwealth Government				
Community health	93	50	(43)	(46.2%)
Other	14	0	(14)	(100.0%)
Non-recurrent - State Government				
Community safety	167	10	(157)	(94.0%)
Economic development	1,227	0	(1,227)	(100.0%)
Family and children - kindergarten	912	0	(912)	(100.0%)
Family and children - early years hubs	563	0	(563)	(100.0%)
Arts and cultural	380	0	(380)	(100.0%)
Recreational, leisure and community facilities	53	0	(53)	(100.0%)
Community health	30	0	(30)	(100.0%)
Aged care	22	0	(22)	(100.0%)
General home care	10	0	(10)	(100.0%)
Other	139	20	(119)	(85.6%)
Total non-recurrent operating grants	3,610	80	(3,530)	(97.8%)
Total operating grants	26,960	21,924	(5,036)	(18.7%)

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 decrease by 18.7% or \$5.036 million compared to 2021-22 forecast. Grants received in 2021-22 related to COVID-19 include \$1.255 million received for the kindergarten and child care services and \$0.751 million received for the outdoor dining program, while a portion of the Victoria Grants Commission 2022-23 funding has been received in advance, leading to a \$2.936 million decrease for this grant in 2022-23.

	Forecast 2021-22 \$'000	Budget 2022-23 \$'000	Change	
			\$'000	%
(b) Capital grants				
Recurrent - Commonwealth Government				
Roads to recovery	733	740	7	1.0%
Victoria Grants Commission - local roads	1,625	730	(895)	(55.1%)
Recurrent - State Government				
Recreational, leisure and community facilities	8,837	1,250	(7,587)	(85.9%)
Total recurrent capital grants	11,195	2,720	(8,475)	(75.7%)
Non-recurrent - Commonwealth Government				
Recreational, leisure and community facilities	3,621	425	(3,196)	(88.3%)
Buildings	3,786	233	(3,553)	(93.8%)
Roads and bridges	1,549	0	(1,549)	(100.0%)
Footpaths and cycleways	1,245	0	(1,245)	(100.0%)
Drainage	660	0	(660)	(100.0%)
Non-recurrent - State Government				
Recreational, leisure and community facilities	284	100	(184)	(64.8%)
Roads and bridges	810	0	(810)	(100.0%)
Buildings	492	0	(492)	(100.0%)
Footpaths and cycleways	245	0	(245)	(100.0%)
Drainage	115	0	(115)	(100.0%)
Total non-recurrent capital grants	12,807	758	(12,049)	(94.1%)
Total capital grants	24,002	3,478	(20,524)	(85.5%)
Total grants	50,962	25,402	(25,560)	(50.2%)

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 85.5% or \$20.524 million compared to 2021-22 forecast. The 2021-22 forecast includes \$10.075 million received in the previous financial year but treated as unearned income at year-end. Capital grants are not budgeted for unless an agreement is in place at the time of preparation of the budget.

Refer to section 4.5 'Capital works program' for a more detailed analysis of the grants and contributions expected to be received during the 2022-23 financial year.

4.1.5 Contributions

	Forecast 2021-22 \$'000	Budget 2022-23 \$'000	Change	
			\$'000	%
Monetary	11,564	8,313	(3,251)	(28.1%)
Non-monetary	2,000	2,000	0	0.0%
Total contributions	13,564	10,313	(3,251)	(24.0%)

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 24.0% on the current year forecast. The 2021-22 forecast includes \$3.965 million for non-recurring capital project contributions.

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 2021-22 \$'000	Budget 2022-23 \$'000	Change	
			\$'000	%
Rent	453	579	126	27.8%
Reimbursements	484	211	(273)	(56.4%)
Interest	16	20	4	25.0%
Other	75	91	16	21.3%
Total other income	1,028	901	(127)	(12.4%)

Other income relates to a range of items such as interest, rental income, cost recovery and other miscellaneous income items.

4.1.7 Employee costs

	Forecast 2021-22 \$'000	Budget 2022-23 \$'000	Change	
			\$'000	%
Wages and salaries	55,724	59,283	3,559	6.4%
Annual leave and long service leave	8,311	9,157	846	10.2%
Superannuation	6,186	6,873	687	11.1%
Agency staff	3,193	1,786	(1,407)	(44.1%)
WorkCover	1,567	2,131	564	36.0%
Fringe benefits tax	240	250	10	4.2%
Total employee costs	75,221	79,480	4,259	5.7%

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 5.7% on the current year forecast. A driver for the decreased forecast for wages and salaries in 2021/22 relates to some positions being vacant during the financial year. In 2022/23 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, and the increase in the superannuation guarantee rate from 10.00% to 10.50%. The superannuation guarantee rate will increase 0.50% per year, until it reaches 12.00% in 2025-26.

4.1.8 Materials and services

	Forecast	Budget	Change	
	2021-22 \$'000	2022-23 \$'000	\$'000	%
Contract payments				
Waste Management	20,704	24,399	3,695	17.8%
Operating Projects Expenditure	7,352	8,152	800	10.9%
Operations Maintenance	7,192	7,685	493	6.9%
Active Ageing & Disability	1,294	1,325	31	2.4%
Corporate Services	903	777	(126)	(14.0%)
People & Culture	670	645	(25)	(3.7%)
Arts & Cultural Services	681	588	(93)	(13.7%)
Community Law	443	529	86	19.4%
Other	4,144	2,401	(1,743)	(42.1%)
Administration costs	7,975	8,492	517	6.5%
Information technology	2,953	3,159	206	7.0%
Consultants	3,503	3,499	(4)	(0.1%)
Utilities	3,212	3,299	87	2.7%
Consumable materials and equipment	3,756	4,536	780	20.8%
Insurance	1,910	2,160	250	13.1%
Building maintenance	1,731	1,808	77	4.4%
Finance and legal costs	1,148	1,096	(52)	(4.5%)
General maintenance	858	899	41	4.8%
Total materials and services	70,429	75,449	5,020	7.1%

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 increase by 7.1% on the current year forecast.

Contract payments includes capital expenditure which is operational in nature. This is budgeted to increase by \$0.800 million on the current year forecast due to the capital projects being undertaken (including capital works to be carried forward to 2022-23).

Consumable materials and equipment includes computer hardware and software totalling \$1.150 million that has been moved from the Capital Works Program from 2022-23.

4.1.9 Contributions and donations

	Forecast	Budget	Change	
	2021-22 \$'000	2022-23 \$'000	\$'000	%
Contribution to the Eastern Regional Libraries Corporation	4,344	4,410	66	1.5%
Community support payments	1,788	1,425	(363)	(20.3%)
Knox Regional Sports Park	27,000	0	(27,000)	(100.0%)
Total contributions and donations	33,132	5,835	(27,297)	(82.4%)

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. The 2021-22 forecast includes Council's one-off contribution towards the Knox Regional Sports Park project.

4.1.10 Depreciation

	Forecast 2021-22 \$'000	Budget 2022-23 \$'000	Change	
			\$'000	%
Property	4,875	4,735	(140)	(2.9%)
Plant and equipment	1,736	2,048	312	18.0%
Infrastructure	16,137	16,842	705	4.4%
Total depreciation	22,748	23,625	877	3.9%

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 3.9% on the current year forecast. This increase is due to the forecast completion of the 2021-22 capital works program and the full year effect of depreciation on the 2021-22 capital works program.

Refer to section 4.5 'Capital works program' for a more detailed analysis of Council's capital works program for the 2022-23 financial year.

4.1.11 Amortisation – Intangible assets

	Forecast 2021-22 \$'000	Budget 2022-23 \$'000	Change	
			\$'000	%
Intangible assets	893	893	0	0.0%
Total amortisation - intangible assets	893	893	0	0.0%

Amortisation is an accounting measure which attempts to allocate the value of an intangible asset over its useful life. Council's intangible assets is software. Amortisation of intangible assets is budgeted to be consistent with the current year forecast.

4.1.12 Amortisation – Right of use assets

	Forecast 2021-22 \$'000	Budget 2022-23 \$'000	Change	
			\$'000	%
Right of use assets	1,311	739	(572)	(43.6%)
Total amortisation - right of use assets	1,311	739	(572)	(43.6%)

Commencing for the 2019-20 financial year, the implementation of AASB 16 Leases requires most operating leases to be recognised on the balance sheet, including the creation of a right of use asset. Similar to intangible assets, right of use assets are amortised over the life of the lease.

4.1.13 Other expenses

	Forecast 2021-22 \$'000	Budget 2022-23 \$'000	Change	
			\$'000	%
Councillors allowances	418	407	(11)	(2.6%)
Auditor's remuneration - internal	150	155	5	3.3%
Auditor's remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals	63	62	(1)	(1.6%)
Operating lease rentals - short term, low value	55	0	(55)	(100.0%)
Total other expenses	686	624	(62)	(9.0%)

Other expenses relate to a range of unclassified items including Councillor allowances, audits and low value lease expenses. Other expenses are budgeted to decrease by 9.0% on the current year forecast.

4.2 Balance Sheet

4.2.1 Assets

	Forecast 2021-22 \$'000	Budget 2022-23 \$'000	Change	
			\$'000	%
CURRENT ASSETS				
Cash and cash equivalents	47,924	39,135	(8,789)	(18.3%)
Other financial assets	0	0	0	0.0%
Trade and other receivables	19,585	20,491	906	4.6%
Other assets	1,295	1,318	23	1.8%
Inventories	11	11	0	0.0%
TOTAL CURRENT ASSETS	68,815	60,955	(7,860)	(11.4%)
NON CURRENT ASSETS				
Investments in associates	3,074	3,074	0	0.0%
Property, infrastructure, plant and equipment	2,003,127	2,047,916	44,789	2.2%
Right-of-use assets	1,533	1,533	0	0.0%
Intangible assets	1,371	1,371	0	0.0%
TOTAL NON CURRENT ASSETS	2,009,105	2,053,894	44,789	2.2%
TOTAL ASSETS	2,077,920	2,114,849	36,929	1.8%

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 \$8.789 million during 2022-23 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 4.6% on the current year forecast.

Other assets include 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 \$44.789 million increase in this balance is attributable to the anticipated capitalisation of the budgeted capital works program of \$81.826 million and the contribution of non-monetary assets of \$2.000 million. This is offset by \$24.518 million in depreciation and amortisation expense, \$8.147 million in capital expenditure deemed to be operational in nature, and the disposal of \$6.367 million of non-current assets through the sale of property, plant and equipment. The majority of the disposal of non-current assets is the transfer of the Knox Regional Sports Park assets to the State Government.

The implementation of AASB 16 Leases requires most operating leases to be recognised on the balance sheet as a right of use asset. Council's right of use assets primarily relate to property and information technology leases.

4.2.2 Liabilities

	Forecast 2021-22 \$'000	Budget 2022-23 \$'000	Change	
			\$'000	%
CURRENT LIABILITIES				
Trade and other payables	14,142	14,383	241	1.7%
Trust funds and deposits	1,885	1,918	33	1.8%
Provisions	19,505	20,004	499	2.6%
Interest-bearing loans and borrowings	4,443	7,590	3,147	70.8%
Lease liabilities	605	605	0	0.0%
TOTAL CURRENT LIABILITIES	40,580	44,500	3,920	9.7%
NON CURRENT LIABILITIES				
Provisions	3,640	3,672	32	0.9%
Interest-bearing loans and borrowings	43,919	68,800	24,881	56.7%
Lease liabilities	934	934	0	0.0%
TOTAL NON CURRENT LIABILITIES	48,493	73,406	24,913	51.4%
TOTAL LIABILITIES	89,073	117,906	28,833	32.4%

Trade and other payables are those to whom Council owes money as at 30 June. Trade and other payables are budgeted to increase by 1.7% 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 1.8% 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 2.2% 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.

The implementation of *AASB 16 Leases* requires most operating leases to be recognised on the balance sheet as a lease liability. The lease liability is split between lease liabilities expected to be repaid within the next twelve months and those expected to be repaid beyond the next year.

4.2.3 Borrowings

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

	Forecast 2021-22 \$'000	Budget 2022-23 \$'000
Amount borrowed as at 30 June of the prior year	0	48,362
Amount proposed to be borrowed	50,000	34,312
Amount projected to be redeemed	1,638	6,284
Amount of borrowings as at 30 June	48,362	76,390

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.

4.2.4 Leases by category

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

	Forecast 2021-22 \$'000	Budget 2022-23 \$'000
RIGHT-OF-USE ASSETS		
Property	662	662
Computers and telecommunications	806	806
Plant and Equipment	65	65
TOTAL RIGHT-OF-USE ASSETS	1,533	1,533
LEASE LIABILITIES		
Current lease liabilities		
Property	179	179
Computers and telecommunications	410	410
Plant and Equipment	16	16
Total current lease liabilities	605	605
Non-current lease liabilities		
Property	491	491
Computers and telecommunications	392	392
Plant and Equipment	51	51
Non-current lease liabilities	934	934
TOTAL LEASE LIABILITIES	1,539	1,539

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	635	0	0	635
Open Space	13,025	6,500	6,500	13,025
Total Statutory Reserves	13,660	6,500	6,500	13,660
Discretionary Reserves				
Aged Care Reserve	3,317	0	69	3,248
Basketball Stadium infrastructure	100	0	0	100
Blue Hills Reserve	3	0	0	3
City Futures	247	0	0	247
Knox Regional Sports Park - Football Renewal	0	0	0	0
Library Reserve	2,000	0	0	2,000
Mountain Gate Reserve	140	0	0	140
Revegetation Net Gain	11	50	0	61
Revolving Energy Fund	37	0	0	37
Scoresby Recreational Reserve	171	28	0	199
Stamford Park Project	7,923	0	7,000	923
State Basketball Centre Asset Renewal	0	0	0	0
Unexpended Grants Reserve	5,843	0	5,843	0
Total Discretionary Reserves	19,792	78	12,912	6,958
Total Reserves	33,452	6,578	19,412	20,618

Statutory reserves must be applied for specified statutory purposes in accordance with various legislative and contractual requirements. Whilst these funds can 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.

Library reserve

The purpose of this reserve is for major capital expenditure for acquiring, refurbishing or redeveloping library premises as standalone premises or as part of community hubs for Knox Library branches.

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).

Unexpended grants reserve (Victoria Grants Commission)

The purpose of this reserve is to quarantine early payment of Victoria Grants Commission General Purpose and Local Roads Federal Grant funding for use in the following year.

4.3.2 Equity

	Forecast 2021-22 \$'000	Budget 2022-23 \$'000	Change	
			\$'000	%
EQUITY				
Accumulated surplus	695,879	714,809	18,930	2.7%
Reserves	1,292,968	1,282,134	(10,834)	(0.8%)
TOTAL EQUITY	1,988,847	1,996,943	8,096	0.4%

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. \$8.096 million of the \$20.930 million increase in accumulated surplus results directly from the surplus for the year. An amount of \$12.834 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 \$8.096 million results directly from the 2022-23 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	
	2021-22 \$'000	2022-23 \$'000	\$'000	%
Cash flow from operating activities				
Rates and charges	126,274	132,838	6,564	5.2%
User fees	17,683	16,373	(1,310)	(7.4%)
Statutory fees and fines	4,368	4,223	(145)	(3.3%)
Grants - operating	25,378	21,924	(3,454)	(13.6%)
Grants - capital	13,927	3,478	(10,449)	(75.0%)
Contributions - monetary	13,564	8,313	(5,251)	(38.7%)
Interest received	16	20	4	25.0%
Other receipts	1,012	881	(131)	(12.9%)
Net movement in trust deposits	28	33	5	17.9%
Employee costs	(74,703)	(78,949)	(4,246)	5.7%
Materials and services	(74,908)	(75,533)	(625)	0.8%
Contributions and donations	(33,132)	(5,835)	27,297	(82.4%)
Short-term, low value and variable lease payments	(75)	(8)	67	(89.3%)
Other payments	(611)	(616)	(5)	0.8%
Net cash provided by operating activities	18,821	27,142	8,321	44.2%

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 2022-23 budgeted capital grants income is budgeted to decrease by \$10.449 million. This is due to specific funding for some large capital works projects in 2021-22. Capital grants are not budgeted unless there is confirmation that the funds will be received. Refer to section 4.5 'Capital works program' for a more detailed analysis of Council's capital works program for the 2022-23 financial year.

The 2022-23 operating grants income is budgeted to decrease by \$3.454 million on the 2021-22 forecast. This is mainly due to the operating grants received in 2021-22 related to COVID-19 including \$1.255 million received for the kindergarten and child care services and \$0.751 million received for the outdoor dining program, while a portion of the Victoria Grants Commission 2022-23 funding has been received in advance, leading to a \$2.936 million decrease for this grant in 2022-23.

The 2021-22 forecast monetary contributions received includes \$3.965 million for non-recurring capital project contributions, while the forecast contributions and donations payments includes Council's \$27.000 million contribution towards the Knox Regional Sports Park project.

Materials and services are budgeted to increase by \$0.625 million. Included in materials and services is capital expenditure which is operational in nature. This expenditure is budgeted to increase by \$0.800 million on the current year forecast due to capital projects being undertaken (including capital works to be carried forward to 2022-23). Materials and services also includes \$24.399 million for waste management. This is an increase of \$3.695 million on the current year forecast.

4.4.2 Net cash flows provided by/used in investing activities

Description	Forecast	Budget	Change	
	2021-22 \$'000	2022-23 \$'000	\$'000	%
Cash flow from investing activities				
Proceeds from sale of property, infrastructure, plant and equipment	3,332	12,447	9,115	273.6%
Payments for property, infrastructure, plant and equipment	(66,291)	(73,674)	(7,383)	11.1%
Payments for investments	0	0	0	0.0%
Proceeds from sale of investments	0	0	0	0.0%
Net cash used in investing activities	(62,959)	(61,227)	1,732	(2.8%)

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 decrease in net cash outflows from investing activities is due to a \$7.383 million increase in payments for property, infrastructure, plant and equipment, offset by a \$9.115 million increase in proceeds from the sale of property, infrastructure, plant and equipment.

4.4.3 Net cash flows provided by/used in financing activities

Description	Forecast	Budget	Change	
	2021-22 \$'000	2022-23 \$'000	\$'000	%
Cash flow from financing activities				
Finance costs	(518)	(1,954)	(1,436)	277.2%
Proceeds from borrowings	50,000	34,312	(15,688)	(31.4%)
Repayment of borrowings	(1,638)	(6,284)	(4,646)	283.6%
Interest paid - lease liability	(69)	(39)	30	(43.5%)
Repayment of lease liabilities	(1,311)	(739)	572	(43.6%)
Net cash used in financing activities	46,464	25,296	(21,168)	(45.6%)

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 2022-23 budget includes new borrowings of \$34.312 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 2022-23 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	Budget	Change	
	2021-22 \$'000	2022-23 \$'000	\$'000	%
Property	33,997	20,909	(13,088)	(38.5%)
Plant and equipment	6,219	9,006	2,787	44.8%
Infrastructure	33,427	51,911	18,484	55.3%
Total contributions	73,643	81,826	8,183	11.1%

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
Property	20,909	6,621	4,918	2,526	6,844	233	0	6,364	14,312
Plant and equipment	9,006	585	6,962	1,433	26	0	0	9,006	0
Infrastructure	51,911	5,237	27,847	18,817	10	3,245	0	28,666	20,000
Total	81,826	12,443	39,727	22,776	6,880	3,478	0	44,036	34,312

* 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	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
Property Buildings	11,837	60	4,918	1,750	5,109	233	0	5,292	6,312
Modular Building Program (Modern Construction System)	60	60	0	0	0				
Replacements of components for all Council owned buildings based on Building Asset Management Systems	4,798	0	4,798	0	0				
Knox Regional Netball Centre - Court Renewals	100	0	100	0	0				
Knox Community Art Centre - Theatre Equipment Renewal	20	0	20	0	0				
Boronia Precinct Planning	650	0	0	650	0				
Knox Community Art Centre - Seating Bank Upgrade	200	0	0	200	0				
Energy Retrofits in Community Buildings	150	0	0	150	0				
Upgrades to Early Years Facilities	100	0	0	100	0				
Early Years Facility Emergency Warning System	100	0	0	100	0				
Solar panels in Community Facilities	100	0	0	100	0				
Installation of Electronic Entry System	60	0	0	60	0				
Community Facilities Signage - Upgrades	60	0	0	60	0				
Rowville Community Centre - Yard Upgrade	55	0	0	55	0				
Community Toilet Replacement Program	50	0	0	50	0				
Facility Upgrades as per Buildings Asset Management Plan	50	0	0	50	0				
Park Ridge Reserve - Pavilion Refurbishment	50	0	0	50	0				
Ambleside Park Masterplan	45	0	0	45	0				
Kitchen Retrofitting Program at sports pavilions	25	0	0	25	0				
The Basin Community House - Kitchen Upgrade	25	0	0	25	0				
Rowville Recreation Reserve - DDA and Baby Change Facilities Upgrade (Design)	20	0	0	20	0				
F W Kerr Preschool - External Upgrade (Scoping)	10	0	0	10	0				
Fairpark Reserve - Pavilion Upgrade	4,926	0	0	0	4,926				
Liberty Avenue Kindergarten - Verandah Extension	100	0	0	0	100				
Billoo Kindergarten - Storage & Verandah Extension (Design)	60	0	0	0	60				
Rosa Benedikt Coomunity Centre - Minor Upgrade	23	0	0	0	23				
Total Property	11,837	60	4,918	1,750	5,109	233	0	5,292	6,312

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrow-ings \$'000
Plant and Equipment									
Plant, machinery and equipment	1,144	0	1,144	0	0	0	0	1,144	0
Plant and machinery replacement program	1,144	0	1,144	0	0				
Computers and telecommunications	2,962	268	1,235	1,433	26	0	0	2,962	0
Artworks	200	200	0	0	0	0	0	200	0
Public Art Project	200	200	0	0	0				
Total Plant and Equipment	4,306	468	2,379	1,433	26	0	0	4,306	0
Infrastructure									
Roads	9,074	0	8,339	735	0	1,470	0	7,604	0
Road Surface Renewal Program across multiple locations within Knox	4,734	0	4,734	0	0				
Avalon Road, Rowville	835	0	835	0	0				
Mountain Gate Drive - Ferntree Gully	615	0	615	0	0				
High Risk Road Failure Program	400	0	400	0	0				
Mossfield Avenue, Ferntree Gully	375	0	375	0	0				
Studfield Shops, Rear Laneway, Wantirna South	375	0	375	0	0				
Adele Avenue, Ferntree Gully	370	0	370	0	0				
Industrial Road Renewal Program across multiple locations within Knox	200	0	200	0	0				
Marlborough Road, Bayswater	160	0	160	0	0				
Rickards Avenue, Knoxfield (Design)	90	0	90	0	0				
Chandler Road, Boronia (Design)	48	0	48	0	0				
Harley Street North, Knoxfield (Design)	35	0	35	0	0				
Harley Street, Knoxfield (Design)	34	0	34	0	0				
Allister Close, Knoxfield (Design)	33	0	33	0	0				
Essex Court, Bayswater (Design)	20	0	20	0	0				
The Haven, Ferntree Gully (Design)	15	0	15	0	0				
Knox Central - Road & Infrastructure Planning (Design)	300	0	0	300	0				
Liberty Avenue - Local Area Traffic Management	250	0	0	250	0				
Napoleon Road - Electronic Signs	80	0	0	80	0				
Victoria Road - School Crossing Kerb Outstands	60	0	0	60	0				
Parking Management Plan Implementation	30	0	0	30	0				
Sundew Ave - Local Area Traffic Management (Design)	15	0	0	15	0				
Bridges	374	0	374	0	0	0	0	374	0
Bridge Renewal Program across multiple locations within Knox	374	0	374	0	0				
Footpaths and cycleways	4,049	700	3,319	30	0	0	0	4,049	0
Napoleon Road, Lysterfield - Shared Path, East side, Kellets Road to Wellington Road	330	330	0	0	0				
Liverpool Road, The Basin - Shared Path, West side, Salvation Army to Retarding Basin (Design)	160	160	0	0	0				
Upper Ferntree Gully Rail Link	150	150	0	0	0				
Rose Street, Upper Ferntree Gully - Footpath	45	45	0	0	0				
Ferntree Gully Road, Ferntree Gully	15	15	0	0	0				
Footpaths Renewal Program across multiple locations within Knox	2,631	0	2,631	0	0				
Shared Path Renewal Program across multiple locations within Knox	688	0	688	0	0				
Brenock Park Drive Footpath and Bus Stop works	30	0	0	30	0				

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
Drainage	3,130	70	2,755	305	0	0	0	3,130	0
Egan Lee Reserve - Wetland Construction	35	35	0	0	0				
Gilbert Reserve - Wetland Scoping and Analysis	35	35	0	0	0				
Drainage Renewal Program across multiple locations within Knox	2,600	0	2,600	0	0				
Water Sensitive Urban Design System Renewal Program across multiple locations within Knox	155	0	155	0	0				
Kevin Avenue Ferntree Gully - Flood Investigation	200	0	0	200	0				
Flood Mitigation Reactive Upgrade Works 193 Forest Rd, Boronia - Flood Mitigation Works (Scoping)	100	0	0	100	0				
	5	0	0	5	0				
Recreational, leisure and community facilities	16,359	0	10,299	6,050	10	1,775	0	8,584	6,000
Knox Athletics Track - Reactive Track Renewal	3,000	0	3,000	0	0				
Egan Lee Reserve - Oval (Top) Renewal	1,500	0	1,500	0	0				
Guy Turner - Sportsfield Renewal	1,350	0	1,350	0	0				
Wantirna Reserve - Tennis Courts Renewal	1,225	0	1,225	0	0				
Street Tree Replacement Program	525	0	525	0	0				
Playground Renewal Program	440	0	440	0	0				
Bayswater Oval - Cricket Net Renewal	350	0	350	0	0				
Guy Turner Reserve - Cricket Net Renewal	300	0	300	0	0				
Reta Matthews Reserve - Tennis Courts	250	0	250	0	0				
Schultz Reserve - Cricket Net Renewal	250	0	250	0	0				
Tim Neville Arboretum Renewal	120	0	120	0	0				
Public Tennis / Netball / Basketball Court Renewal	100	0	100	0	0				
Open Space Asset Artwork Renewal	80	0	80	0	0				
Reserve Paths Renewal	75	0	75	0	0				
Park Furniture Renewal	72	0	72	0	0				
Reactive Sportsfield Surface Renewal	70	0	70	0	0				
Oversowing of Sportsfields	70	0	70	0	0				
Parkland Asset Renewal	68	0	68	0	0				
Knox Gardens Oval 1 - Fencing Renewal	65	0	65	0	0				
Bush Boulevard Renewal	64	0	64	0	0				
Templeton Reserve - Fencing Renewal	65	0	65	0	0				
Irrigation Infrastructure Renewal	60	0	60	0	0				
Sporting Oval Fencing Renewal	50	0	50	0	0				
Golf Practice Nets Installations	40	0	40	0	0				
Sportsfield Infrastructure Replacement Program	30	0	30	0	0				
Kings Park 1 - Sportsfield Renewal (Design)	20	0	20	0	0				
Bayswater Oval - Sportsfield Renewal	20	0	20	0	0				
Batterham Reserve - Oval Renewal (Design)	20	0	20	0	0				
Reactive Park Signage Renewal	15	0	15	0	0				
Pickett Reserve - Cricket Net Renewal (Design)	5	0	5	0	0				
Lewis Park, Wantirna South - Masterplan	2,120	0	0	2,120	0				
Stamford Park Development	2,000	0	0	2,000	0				
Knox Regional Netball Centre, Ferntree Gully - Building Redevelopment and Associated Works	740	0	0	740	0				
Kings Park - Floodlighting Upgrade	400	0	0	400	0				
Guy Turner Reserve - Floodlighting Upgrade	300	0	0	300	0				
Carrington Park Precinct	150	0	0	150	0				
Knox Park Athletics - Track Lighting	100	0	0	100	0				
Replanting of priority areas within Knox including tree reserves and open space.	100	0	0	100	0				
Kings Park Reserve - Masterplan Implementation	50	0	0	50	0				
Gilbert Park, Knoxfield - Masterplan (Design)	40	0	0	40	0				
Major Crescent Reserve - Landscape Plan (Design)	25	0	0	25	0				
Schultz Reserve - Landscape Plan (Design)	25	0	0	25	0				
Walker Reserve - Safety Net Extension	10	0	0	0	10				

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
Off street car parks	745	0	560	185	0	0	0	745	0
Program for asphalt resurfacing, patching, linemarking and kerb and channel renewal	560	0	560	0	0				
Rowville Recreation Reserve - Carpark	170	0	0	170	0				
Knox Regional Netball Centre, Ferntree Gully - Carpark and Landscaping work	15	0	0	15	0				
Other infrastructure	347	137	100	110	0	0	0	347	0
Installation of EV Charging Stations at Council Facilities	50	50	0	0	0				
Stud Road - Onroad Bicycle Facilities	45	45	0	0	0				
Meridian Parade - Onroad Bicycle Facilities	40	40	0	0	0				
Knox Pop Up Events Kit Upkeep	2	2	0	0	0				
Street furniture renewal program	100	0	100	0	0				
Asbestos Removal Program	40	0	0	40	0				
Essential Service Building Code Measures	40	0	0	40	0				
Boronia Bowls Club - Green Lighting	30	0	0	30	0				
Total Infrastructure	34,077	907	25,745	7,415	10	3,245	0	24,832	6,000
Total Capital Works	50,175	1,435	33,042	10,553	5,145	3,478	0	34,385	12,312

* Council cash represents council rates, reserves and proceeds from the sale of fixed assets.

4.5.3 Works carried forward from 2021-22 year

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'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
Land and Buildings	9,072	6,561	0	776	1,735	0	0	1,072	8,000
Westfield Library	3,471	3,471	0	0	0				
Modular Building Program (Modern Construction System)	1,500	1,500	0	0	0				
Operations Centre Relocation	1,494	1,494	0	0	0				
Knox Athletics Track - New Shade Structure	96	96	0	0	0				
Boronia Precinct Planning	500	0	0	500	0				
Community Toilet Replacement Program	227	0	0	227	0				
Energy Performance Audit for Community Buildings	49	0	0	49	0				
Fairpark Reserve - Pavilion Upgrade	1,700	0	0	0	1,700				
Rosa Benedikt Community Centre - Minor Upgrade	35	0	0	0	35				
Total Property	9,072	6,561	0	776	1,735	0	0	1,072	8,000
Plant and Equipment	832	0	832	0	0	0	0	832	0
Plant, machinery and equipment	832	0	832	0	0	0	0	832	0
Plant and machinery replacement program	832	0	832	0	0				
Computers and telecommunications	3,751	0	3,751	0	0	0	0	3,751	0
ICT Strategy	2,513	0	2,513	0	0			2,513	0
IT Renewals	1,238	0	1,238	0	0			1,238	0
Artworks	117	117	0	0	0	0	0	117	0
Public Art Project	117	117	0	0	0				
Total Plant and Equipment	4,700	117	4,583	0	0	0	0	4,700	0

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
Infrastructure Roads	155	0	0	155	0	0	155	0	
Buckingham Drive, Rowville - Local Area									
Traffic Management Treatment	120	0	0	120	0				
Major Roads Streetlight Replacement	35	0	0	35	0				
Bridges	171	171	0	0	0	0	0	171	
1000 Steps Shared Use Path Bridge and Car Parking	171	171	0	0	0				
Footpaths and cycleways	309	309	0	0	0	0	0	309	
Mountain Highway, Upper Ferntree Gully - Scoresby Road to Jersey Road	309	309	0	0	0				
Drainage	1,832	70	0	1,762	0	0	332	1,500	
Egan Lee Reserve - Wetland Construction (Design)	35	35	0	0	0				
Gilbert Reserve - Wetland Scoping and Analysis (Design)	35	35	0	0	0				
Cardiff Street - Flood Mitigation Design	650	0	0	650	0				
Forest Road to Koolunga Reserve, Ferntree Gully - Wetland Construction	386	0	0	386	0				
1825 Ferntree Gully Road - Flood Mitigation Works	366	0	0	366	0				
Olive Bank Road - Water Sensitive Urban Design	360	0	0	360	0				
Off street car parks	223	35	0	188	0	0	223	0	
Gilmour Reserve - New Car Park	35	35	0	0	0				
Rowville Recreation Reserve - Carpark	148	0	0	148	0				
Wantirna Reserve - Carpark Upgrade	40	0	0	40	0				
Recreational, leisure and community facilities	15,089	3,690	2,101	9,297	0	0	2,589	12,500	
Knox Hockey Facility Development	3,270	3,270	0	0	0				
Knox Regional Sport Park - Facility	420	420	0	0	0				
Playground Renewal Program	1,320	0	1,320	0	0				
Wantirna Reserve - Tennis Court Renewal	421	0	421	0	0				
Reta Matthews Reserve - Tennis Courts	335	0	335	0	0				
Exner Reserve - Tennis Courts Renewal	25	0	25	0	0				
Stamford Park Development	5,000	0	0	5,000	0				
Knox Regional Netball Centre, Ferntree Gully - Building Redevelopment and Associated Works	2,330	0	0	2,330	0				
HV Jones, Ferntree Gully - Masterplan Stage	600	0	0	600	0				
Lewis Park, Wantirna South - Masterplan	300	0	0	300	0				
Peregrine Reserve, Rowville - Masterplan Stage 2	300	0	0	300	0				
Knox Park Athletics - Track Lighting	282	0	0	282	0				
Quarry Reserve, Ferntree Gully - Masterplan Stage 3	125	0	0	125	0				
Wally Tew Reserve - Stormwater Harvest Upgrade Design	120	0	0	120	0				
Carrington Park Reserve - Stormwater Harvest Upgrade Design	80	0	0	80	0				
Talaskia Reserve, Upper Ferntree Gully - Masterplan Stage 3	60	0	0	60	0				
Fairpark Reserve - Safety Fencing	50	0	0	50	0				
Wantirna Reserve - Masterplan	30	0	0	30	0				
Kings Park Reserve - Masterplan Implementation	15	0	0	15	0				
The Basin Triangle - Masterplan	5	0	0	5	0				
Other infrastructure	55	55	0	0	0	0	55	0	
Community Placemaking Program - Murals & Lighting	0	55	0	0	0				
Total Infrastructure	17,834	4,331	2,101	11,403	0	0	3,834	14,000	
Total Carried Forward Capital Works 2021/22	31,606	11,008	6,685	12,179	1,735	0	0	9,606	22,000

* Council cash represents council rates, reserves and proceeds from the sale of fixed assets

4.6 Summary of Capital Works Expenditure

For the four years ended 30 June 2025

2023/24	Total Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrow-ings \$'000
Property									
Buildings	10,180	1,260	4,933	3,616	371	0	0	6,700	3,480
Total Property	10,180	1,260	4,933	3,616	371	0	0	6,700	3,480
Plant and Equipment									
Plant, machinery and equipment	862	0	862	0	0	0	0	862	0
Computers and telecommunications	6,846	0	2,005	4,841	0	0	0	6,846	0
Artworks	292	210	82	0	0	0	0	292	0
Total Plant and Equipment	8,000	210	2,949	4,841	0	0	0	8,000	0
Infrastructure									
Roads	11,584	0	8,199	3,385	0	1,949	0	9,635	0
Bridges	340	0	340	0	0	0	0	340	0
Footpaths and cycleways	5,151	796	3,689	666	0	0	0	5,151	0
Drainage	3,994	675	2,839	480	0	0	0	3,994	0
Recreational, leisure and community facilities	22,152	0	10,924	11,228	0	570	500	14,082	7,000
Off street car parks	1,987	0	577	920	490	0	0	1,987	0
Other infrastructure	4,251	792	539	2,920	0	0	0	4,251	0
Total Infrastructure	49,459	2,263	27,107	19,599	490	2,519	500	39,440	7,000
Total Capital Works Expenditure	67,639	3,733	34,989	28,056	861	2,519	500	54,140	10,480

2024/25	Total Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrow-ings \$'000
Property									
Buildings	11,425	2,805	6,144	2,446	30	0	0	6,175	5,250
Total Property	11,425	2,805	6,144	2,446	30	0	0	6,175	5,250
Plant and Equipment									
Plant, machinery and equipment	1,576	0	1,576	0	0	0	0	1,576	0
Computers and telecommunications	6,475	0	1,975	4,500	0	0	0	3,775	2,700
Artworks	303	220	83	0	0	0	0	303	0
Total Plant and Equipment	8,354	220	3,634	4,500	0	0	0	5,654	2,700
Infrastructure									
Roads	14,501	0	10,296	4,205	0	1,968	0	8,333	4,200
Bridges	385	0	385	0	0	0	0	385	0
Footpaths and cycleways	6,258	1,325	4,323	610	0	0	0	4,358	1,900
Drainage	4,359	870	3,239	250	0	0	0	3,359	1,000
Recreational, leisure and community facilities	18,813	50	9,538	9,225	0	0	0	9,563	9,250
Off street car parks	1,768	0	743	990	35	0	0	768	1,000
Other infrastructure	2,088	322	551	1,215	0	0	0	588	1,500
Total Infrastructure	48,172	2,567	29,075	16,495	35	1,968	0	27,354	18,850
Total Capital Works Expenditure	67,951	5,592	38,853	23,441	65	1,968	0	39,183	26,800

2025/26	Total Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
Property									
Buildings	10,120	2,190	5,856	1,924	150	0	0	6,620	3,500
Total Property	10,120	2,190	5,856	1,924	150	0	0	6,620	3,500
Plant and Equipment									
Plant, machinery and equipment	1,654	0	1,654	0	0	0	0	1,654	0
Computers and telecommunications	5,692	0	1,927	3,765	0	0	0	5,692	0
Artworks	315	230	85	0	0	0	0	315	0
Total Plant and Equipment	7,661	230	3,666	3,765	0	0	0	7,661	0
Infrastructure									
Roads	14,666	0	10,461	4,205	0	1,989	0	12,677	0
Bridges	397	0	397	0	0	0	0	397	0
Footpaths and cycleways	5,064	424	4,620	20	0	0	0	5,064	0
Drainage	3,468	60	3,258	150	0	0	0	3,468	0
Recreational, leisure and community facilities	12,817	200	6,197	6,420	0	0	0	6,317	6,500
Off street car parks	905	0	765	35	105	0	0	905	0
Other infrastructure	675	27	568	80	0	0	0	675	0
Total Infrastructure	37,992	711	26,266	10,910	105	1,989	0	29,503	6,500
Total Capital Works Expenditure	55,773	3,131	35,788	16,599	255	1,989	0	43,784	10,000

5. Financial Performances Indicators

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

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

Indicator	Measure	Expected Bands	Notes	Actual 2020-21	Forecast 2021-22	Budget 2022-23	Projections			Trend + / o / -
							2023-24	2024-25	2025-26	
Operating Position (measures whether a council is able to generate an underlying surplus)										
Adjusted Underlying Result	Adjusted Underlying Surplus (Deficit) / Adjusted Underlying Revenue	> 2.50%	1	4.66%	(25.19%)	2.19%	3.72%	4.40%	6.41%	+
Liquidity (measures whether a council is able to generate sufficient cash to pay bills on time)										
Working Capital	Current Assets / Current Liabilities	100.00% - 200.00%	2	144.58%	169.58%	136.98%	113.17%	110.78%	104.14%	-
Unrestricted Cash	Unrestricted Cash / Current Liabilities	50.00% - 100.00%	3	30.88%	83.68%	55.32%	29.86%	39.04%	36.27%	-
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	< 65.00%	4	0.00%	38.20%	57.23%	55.12%	65.93%	62.97%	-
Loans and borrowings	Interest and Principal Repayments / Rate Revenue	0% - 10.00%	4	0.00%	1.70%	6.17%	6.83%	7.51%	9.39%	-
Indebtedness	Non Current Liabilities / Own Source	< 60.00%	5	3.25%	31.67%	44.88%	44.19%	51.97%	49.09%	-
Asset Renewal	Asset Renewal and Upgrade Expenditure / Depreciation	90.00% - 110.00%	6	150.75%	204.05%	264.56%	249.63%	234.82%	188.78%	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	67.40%	69.40%	71.39%	73.02%	73.16%	73.51%	o
Rates Effort	Rate Revenue / Property Values (CIV)	0.20% - 0.60%	8	0.23%	0.24%	0.22%	0.23%	0.24%	0.24%	o

Indicator	Measure	Expected Bands	Notes	Actual 2020-21	Forecast 2021-22	Budget 2022-23	Projections			Trend + / o / -
							2023-24	2024-25	2025-26	
Efficiency (measures whether a council is using resources efficiently)										
Expenditure Level	Total Expenditure / No. of Assessments	N/A		\$2,544	\$3,343	\$2,660	\$2,734	\$2,759	\$2,757	o
Revenue Level	Residential Rate Revenue / No. of Residential Assessments	N/A		\$1,564	\$1,633	\$1,768	\$1,803	\$1,843	\$1,892	o
Workforce Turnover	No. of Resignations & Terminations / Average No. of Staff	5.00% - 10.00%		15.00%	10.00%	10.00%	10.00%	10.00%	10.00%	o
Additional measures (not included in the Performance Borrowing eligibility through the Government loans framework)										
Loan Borrowing Eligibility	Interest Bearing Liabilities / Own Source Revenue (excluding Open Space Contributions)	< 60.00%		0.00%	32.88%	48.64%	48.57%	58.01%	55.52%	o
Interest Levels on Borrowings	EDITBA / Interest Expense	> 2		1,004.48	10.91	17.79	17.50	17.12	15.03	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 decrease forecast in 2021-22 is largely driven by the net loss anticipated on the disposal of property, infrastructure, plant and equipment, in particular the transfer of the Knox Regional Sports Park assets to the State Government.

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. The working capital ratio is anticipated to remain around 100% for the four year period, with the decline from the current year forecast due to 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. The decline from the current year forecast 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 2024-25 and 2025-26.

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 2022-23 due to borrowings to fund the Capital Works Program, with further increases in the 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 2022-23 to fund the Capital Works Program. There will remain steady in 2023-24 before a further increase in 2024-25.

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.

6. Financial Strategies

Long Term Financial Plan

The budget has been prepared for the four-year period ending 30 June 2026. The Budget is in turn set within the Long Term Financial Plan to assist Council to adopt a budget within a longer term financial framework. The Financial Plan provides a 10 year financially sustainable projection regarding how the actions of the Council Plan may be funded to achieve the Community Vision. The Financial Plan is to be adopted in June 2022 in line with the 2022-23 Budget. The Budget is supported by the following series of Financial Strategy Principles that guide the development of both the Annual Budget and the Financial Plan.

Financial Strategy Principles

Principles relating primarily to the operating budget:

Sustainable Budgeting Principle

Council will implement a sustainable budget and financial strategy that caters for short and long-term planning responsibilities.

Community expectations are a key driver of the strategy, as reflected in the Council Plan, and Council strives to adequately resource current and future need across the City. Council has limited financial and non-financial resources and faces wide-ranging and complex community needs.

Council is committed to delivering an annual operating surplus to provide funds for capital projects and infrastructure renewal, for both current and future generations. When identifying sources of revenue and determining expenditure needs, Council will ensure that these community needs can be adequately addressed in the future.

Rating Revenue Principle

Council comply with the Victorian Government's rate capping legislation which limits rate increased to an amount set by the relevant Minister.

A rating strategy included in the Revenue and Rating Plan that determines the allocation of rate contributions across the municipality will be considered by Council each term.

Council will comply with the rate capping legislation and will consider applying for a short term increase to the rate cap if deemed necessary during any budget or long term financial planning process.

Waste Management Principle

To not impact other services and capital renewal spending Council will fully recover the cost of waste services through a waste services charge.

Waste income is at full cost recovery and is not subject to the rate capping framework.

Intergovernmental Funding Principle

Council supports other levels of government to fully fund services delivered on their behalf. Council will maximise the level of grants and subsidies received from Commonwealth and State Governments to achieve a better share of government taxes for the Knox Community.

Funds received from other levels of government will normally be expected to meet the full direct and indirect costs of providing those services. Council opposes cost shifting from other levels of government and may not contribute funding or assets to services that are the responsibility of other levels of government. In circumstances where Council provides a subsidy to a service, a determination will be made ensuring the contribution does not outweigh the community benefit.

Where cost shifting from other levels of government is apparent, Council will communicate to its community the impacts of these cost impositions.

Operating Projects Expenditure Principle

Council will separately fund projects of a non-recurring operating nature in line with considering availability of revenue to fund existing services and infrastructure renewal.

Priority projects that are not started or completed within the budget year are subject to future budget and planning considerations. These projects will be reassessed against any revised Council priorities.

Amended Budget Principle

Council will amend the Budget for internal management reporting purposes to ensure prudent and transparent budgeting and financial planning.

Council will ensure a rigorous approach to budget management. The budget will be amended where necessary following finalisation of the annual accounts.

Amended budgets enable Council to review and approve variances to revenue and expenditure resulting primarily from external factors, ensuring accountability and optimal budget control for management reporting purposes. Amendments to the adopted budget will be considered under the following circumstances:

- Additional income has been received
- Reduction in income due to identified reasons
- Transactions required subsequent to finalisation of end of year accounts
- Expenditure increase matching additional income
- Additional non discretionary expenses
- Deferred expenditure
- Sound accounting processes to meet audit requirements.

In the circumstance where additional cash surplus is identified (after taking into account cash requirements in future years), opportunities to reduce planned borrowings should be considered prior to allocation of new expenditure.

New expenditure identified (if any) should be considered within the overall priority listing of works across Knox. This may include bringing forward foreshadowed works in a staged approach. Existing commitments of staff and project management resources will be considered to ensure deliverability prior to endorsement of additional expenditure.

The Annual Report will detail performance against the original Budget as adopted by Council as the Budget.

Principles relating primarily to management of Council assets:

Asset Management Principle

This measures the renewal and upgrade expenditure that Council incurs on its existing asset base compared to depreciation expense. This assesses whether Council's assets are being renewed or upgraded as planned and compares the rate of spending on existing assets through renewing, restoring, replacing or upgrading existing assets with depreciation expense.

Council will provide well-maintained community assets that are fit for their purpose and provide best possible community benefit. Council's budget and long-term strategy will commit, with specific budget provision, an appropriate level of expenditure to ensure ongoing asset maintenance and renewal.

Council will plan and appropriately resource the necessary work on infrastructure to ensure that all assets are maintained fit for purpose. Accurate asset date and condition assessments will be drawn upon to inform the annual budgeting and works programs.

Asset management involves anticipating and managing risk and asset failures. Council is committed to increasing expenditure on asset renewal in order to sustainably manage its community infrastructure. Appropriate expenditure is allocated to ensure that compliance and safety regulations are addressed for all assets.

The separate asset renewal component of total capital works expenditure will be based on needs identified in that will include amounts sufficient to fund renewal of our assets to agreed standards as established in the asset management plans, based on the replacement cost and remaining useful life of the asset in order to meet minimum community standards.

Council will maintain a capital sustainability index of greater than one-to-one until assets have reached standards defined in the asset management plans. The sustainability index is defined as the ratio of renewal expenditure on infrastructure assets compared to the annual depreciation expense incurred by these assets.

Council will seek the most effective community outcome from the application of asset renewal funds, which may not necessarily result in the replication of existing facilities but could involve the adaptive re-use of an asset. In such circumstances, asset renewal funds will complement new and upgrade funding as appropriate.

Capital Projects Budgeting Principle

Budgets to be phased according to actual build cycle leading to more appropriate accountability for expenditure and more accurate performance measures

Council will prioritise capital works expenditure based on the capital investment hierarchy as adopted by Council.

Council will budget capital expenditure in the financial year it is estimated to occur based on the methodology of scope, design, delivery.

Council Reserves Principle

Council will maintain, cash backed reserves for statutory (restricted) reserves only, allowing maximum cash availability to reduce borrowing requirements.

Council will endeavor to maintain a minimum cash balance equivalent to the identified cash backed reserves plus sufficient cash to achieve a working capital ratio of above 1.

Due to the nature of these funds, and potential for immediate use, the cash will not be considered as parts of Council's internal budgeting and management reporting processes. They will be treated as a source of funds only available for stated purpose.

Until these funds are used for the stated purpose the cash contained within these reserves will be managed in line with Council's Investment Policy.

These reserves will be held as assets in Council's balance sheet and the cash within the fund will be available for the predefined purposes for all statutory (restricted) reserves.

Property Holding Principle

Council will manage, acquire and dispose of property in the best interest of the Knox community. Council recognises the importance of property holdings over the long term to community wellbeing.

Assets will only be considered for disposal where there is no clear Council or community need for that asset in the foreseeable future. All property considered for disposal will undergo a thorough evaluation based on Council's Sale of Land and Buildings Policy Principles, which consider both financial and community benefit factors. Open space will not be sold unless it results in a net community benefit and addresses Council's Policy requirements, which includes consideration of the open space network, impact to habitat, flora and fauna, and proposed future infrastructure. Any proceeds derived from property realisation will be directed towards new/upgrade capital works or debt reduction and will not be used to fund operating expenditure. Council will not necessarily hold property that has no current or future identified purpose, or if that purpose can be met more effectively in other ways.

Existing holdings or strategic acquisitions must meet existing needs, newly identified needs or adopted strategies. To enhance community benefit opportunities for the alternative use of property (including asset realisation) will be investigated. Regular reviews of asset holdings will be conducted to identify opportunities for asset realisation. Asset management plans, asset usage, land use planning documents, strategic asset investment framework and community benefit will be consideration in such reviews.

Regular reviews of asset holdings will be conducted to identify opportunities for asset realisation. Asset management plans, asset usage, land use planning documents, strategic asset investment framework and community benefit will be consideration in such reviews.

Principles relating primarily to management of Council financial position:

Financial Principle

Council will fund all operating and capital expenditure in a prudent, ethical and responsible manner. Council will seek and accept external funding contributions to a project where the acceptance of the funding will not compromise Council's principles or objectives.

Council will seek to maximise all external funding opportunities and seek alternative revenue sources to reduce reliance upon rates, including transfers from other levels of government and other financing opportunities where appropriate, and having regard to the financial impacts and outcomes for the community. Following the decision to proceed with a project, external funding commitments will be formalised.

While an external funding opportunity should be part of the overall project, its consideration should remain only one factor in the decision-making process. Accordingly, care should be taken to not inappropriately commit Council to the acceptance of funding opportunities before the project is determined as suitable and of immediate priority. This is necessary to avoid the unreasonable distortion of Council's priorities due to the availability of external funding.

Cash Management Principle

Working capital ratio is used to assess financial performance. Low working capital ratio values, near one or lower, can indicate serious financial problems. The working capital ratio indicates Councils short-term assets to pay off its short-term debt.

Council will monitor its Working Capital Ratio (current assets/current liabilities) to ensure the maintenance of the required level of cash to meet operational requirements.

The target ratio should remain at or above 1 (see Council Reserves Principle).

Council will maximise the return on cash funds invested and ensure investment placements remain within ethical and legislative constraints. Outstanding debtors will be converted to cash by adopting commercial practices and benchmarks.

Loan Borrowing Principle

Councils ability to fund services and capital renewal expenditure from own source revenue is a key measure of sustainability.

Council will consider the use of loan funding as a viable and equitable mechanism of funding new/significantly upgraded major assets that provide a broad community benefit or funding capital projects that provide a financial return above annual loan funding costs.

Prior to undertaking any future borrowings, Council will model the implications of the proposed loan program on council's long-term financial position and determine the funding mechanism to meet annual debt servicing and redemption requirements, in line with the approved Loan Borrowing Policy.

To be eligible to access funds through the TCV loan framework, Council will remain within the stated financial ratios for the time period defined within the framework.

One of the key considerations for Council in the application of future loan borrowings is the annual operational and asset renewal needs can be met from annual funding sources. That is, Council will strive to not access funding from non-renewable sources such as loans, asset sales or reserves to meet its annual operational and renewal expenditure needs. With the exception of one off expenditure requirements such as a defined benefits call-up.

7. Schedule of Fees and Charges

This appendix presents the fees and charges which will be charged in respect to various goods and services during the financial year 2022-23. Note that this schedule only includes fees set by Council. There are other fees that are set by statute and charged by Council in addition to this listing. These are statutory fees and are made in accordance with legislative requirements. These fees are updated as of 1 July 2022 and will be reflected on Council's website.

Knox City Council

2022-23 Fees & Charges



Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
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CEO - CHIEF FINANCIAL OFFICER						
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	\$39.00	\$41.00	Y	\$2.00	5.13%
Reproduction of a Valuation and Rate Notice - Electronic Delivery Only - Up to 3 years old	Per Notice	\$13.00	\$14.00	Y	\$1.00	7.69%
Reproduction of a Valuation and Rate Notice - Mail of Printed Document - Up to 3 years old	Per Notice	\$39.00	\$41.00	Y	\$2.00	5.13%
Reproduction of a Valuation and Rate Notice - greater than 3 years old	Per Hour	\$84.00	\$88.00	Y	\$4.00	4.76%
Recovery of cost incurred to undertake a Field Call	Per Field Call	\$84.00	\$88.00	Y	\$4.00	4.76%
Recovery of Council's Agency's Professional Costs to prepare Field Call documentation.	Per Field Call	\$73.00	\$76.00	Y	\$3.00	4.11%

Knox City Council

2022-23 Fees & Charges



Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
City Strategy and Integrity - City Planning and Building						
PLANNING SERVICES						
<i>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 on Council are indicated below.</i>						
Secondary Consent & Extension of Time Requests						
Secondary Consent Requests	Per Request	\$400.00	\$420.00	Y	\$20.00	5.00%
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	\$270.00	\$285.00	Y	\$15.00	5.56%
Extension of Time Request - For Tree Removal or Pruning (single dwelling sites only).	Per Request	\$85.00	\$90.00	Y	\$5.00	5.88%
Extension of Time Request - For Multi Dwelling Permits of more than two dwellings	Per Request	\$708.00	\$740.00	Y	\$32.00	4.52%
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 - \$7,000 for incomplete works bond and \$3,000 for maintenance bond.	N		
Landscaping Bond	Per Request	\$6,600.00	\$7,000.00	N	\$400.00	6.06%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Fee to process Bonds for uncompleted works bonds, landscaping bonds and maintenance bonds	Per Request	\$400.00	\$420.00	Y	\$20.00	5.00%
Fee to provide a quote for a Bond for uncompleted works bonds, landscaping bonds and maintenance bonds	Per Request	\$125.00	\$130.00	Y	\$5.00	4.00%
Application Advertising						
- Public Notice sign for displaying on site	Per Site	\$60.00	\$65.00	Y	\$5.00	8.33%
- Erection and Management of Public Notices	Per Site	\$230.00	\$240.00	Y	\$10.00	4.35%
- Mail notices up to 10 inclusively	Flat Rate	\$200.00	\$210.00	Y	\$10.00	5.00%
- 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	\$15.00	\$16.00	Y	\$1.00	6.67%
- Mail notices between 51 and 100 inclusively	Flat Rate	\$1,040.00	\$1,085.00	Y	\$45.00	4.33%
- Mail notices between 101 and 200 inclusively	Flat Rate	\$2,273.00	\$2,365.00	Y	\$92.00	4.05%
- Mail notices greater than 200	Flat Rate	\$2,866.00	\$2,980.00	Y	\$114.00	3.98%
- Standard letter request for planning information	Flat Rate	\$90.00	\$95.00	Y	\$5.00	5.56%
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	\$170.00	\$180.00	Y	\$10.00	5.88%
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	\$85.00	\$90.00	Y	\$5.00	5.88%
Planning File Recall (Residential)	Per Request	\$198.00	\$210.00	Y	\$12.00	6.06%
Planning File Recall (Industrial / Commercial)	Per Request	\$280.00	\$295.00	Y	\$15.00	5.36%
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 planning permits that apply to the site)	Per Request	\$78.00	\$85.00	Y	\$7.00	8.97%
Planning Historical Searches Commercial (Provision of Permit Details where there are 5 or more planning permits that apply to the site)	Per Request	\$260.00	\$270.00	Y	\$10.00	3.85%
Net Gain Fee	Per Plant	\$39.00	\$41.00	Y	\$2.00	5.13%
Pre-Application Request	Per Request	\$275.00	\$290.00	Y	\$15.00	5.45%
Dishonoured Cheque Fee	Per Cheque	\$35.00	\$40.00	Y	\$5.00	14.29%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22	Adopted 2022-23	2022-23	Fee	Fee
		Fee GST Incl. (where applicable)	Fee GST Incl. (where applicable)	GST Applied 10% Y/N	Increase / (Decrease) \$	Increase / (Decrease) %
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 \$2,500.00	Value/100 or minimum fee of \$2,500.00	Y		
Multi Dwelling applications (Class 1) #	Per Permit	Value/100 or minimum fee of \$3,700.00	Value/100 or minimum fee of \$3,700.00	Y		
Dwellings Additions (including Dependant Relative Units) #	Per Permit	Value/100 or minimum fee of \$1,350.00	Value/100 or minimum fee of \$1,350.00	Y		
Variation Permits / Renewals #	Per Permit	\$300.00	\$315.00	Y	\$15.00	5.00%
Signs, Aerials, Retaining Walls etc #	Per Permit	\$600.00	\$780.00	Y	\$180.00	30.00%
Sheds, Carports, Garages, Verandas, decks, etc. #	Per Permit	\$750.00	\$780.00	Y	\$30.00	4.00%
Swimming Pools and Spas #	Per Permit	\$900.00	\$1,150.00	Y	\$250.00	27.78%
Demolitions #	Per Permit	\$820.00	\$853.00	Y	\$33.00	4.02%
Minor Variation to Report & Consent decisions #	Per Request	\$99.00	\$105.00	N	\$6.00	6.06%
Industrial / Commercial Permits						
Minor works up to \$10,000 #	Per Permit	\$600.00	\$780.00	Y	\$180.00	30.00%
Minor works \$10,000 to \$30,000 #	Per Permit	\$1,300.00	\$1,350.00	Y	\$50.00	3.85%
Fit out Permits	Per Permit	\$1,300.00	\$1,350.00	Y	\$50.00	3.85%
Classes 2 - 9 (up to \$10,000) #	Per Permit	\$600.00	\$780.00	Y	\$180.00	30.00%
Classes 2 - 9 (\$10,000 - \$50,000) #	Per Permit	\$1,950.00	\$2,030.00	Y	\$80.00	4.10%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Classes 2 - 9 (above \$50,000) #	Per Permit	(Cost/2,000 + square root of cost) * 4.5 or minimum fee of \$2,100	(Cost/2,000 + square root of cost) * 4.5 or minimum fee of \$2,100	Y		
# Fees may be varied by up to 20% by either the Manager City Planning or Co-ordinator Building Services.						
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	\$310.00	\$325.00	N	\$15.00	4.84%
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	\$295.00	\$310.00	Y	\$15.00	5.08%
Extension of Time Request for existing Building Permit - 12 Months *	Per Request	\$190.00	\$200.00	Y	\$10.00	5.26%
Sundry Additional Inspection (In Area) *	Per Inspection	\$215.00	\$225.00	Y	\$10.00	4.65%
Building File Recall Residential	Per Permit	\$198.00	\$210.00	Y	\$12.00	6.06%
Building File Recall Industrial/Commercial	Per Permit	\$280.00	\$295.00	Y	\$15.00	5.36%
Occupancy Permit - Public Entertainment *	Per Permit	\$615.00	\$640.00	Y	\$25.00	4.07%
Occupancy Permit - Public Entertainment - 5 Year Permit *	Per Permit	\$1,260.00	\$1,310.00	Y	\$50.00	3.97%
Building Historical Searches Residential (Provision of Permit Details where there are 5 or more building permits that apply to the site)	Per Information	\$78.00	\$85.00	Y	\$7.00	8.97%
Building Historical Searches Commercial (Provision of Permit Details where there are 5 or more building permits that apply to the site)	Per Information	\$260.00	\$270.00	Y	\$10.00	3.85%
Swimming Pool or Spa Barrier Certificate of Compliance	Per Certificate	New Fee	\$250.00	Y	New Fee	New Fee
Refund Request	Per Request	Variable	Variable	Y		

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Dishonoured Cheque Fee	Flat Rate	\$35.00	\$40.00	Y	\$5.00	14.29%
<i>* Non Statutory Fees may be varied by up to 20% by either the Manager City Planning or Co-ordinator Building Services.</i>						
City Strategy and Integrity - City Futures						
Custom and/or Printed Maps						
<i>Quoted prices available upon request</i>						
Electronic Files and/or Printed Copies	Per Request	Variable	Variable	Y		
City Strategy and Integrity - City Safety and Health						
TRAFFIC ENFORCEMENT, ANIMAL CONTROL & LOCAL LAWS						
<i>Fees relate to Council's Amenity Local Law, Domestic Animals Act and Road Rules Victoria.</i>						
<i>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.</i>						
<i>For ease of use, administration fees have been rounded.</i>						
Permit (including Application) Fees						
More than 2 dogs						
Application Fee	On Application	\$159.00	\$166.00	N	\$7.00	4.40%
Initial Permit/ Renewal Fee	Annual	\$90.00	\$94.00	N	\$4.00	4.44%
More than 2 cats						
Application Fee	On Application	\$159.00	\$166.00	N	\$7.00	4.40%
Initial Permit/ Renewal Fee	Annual	\$90.00	\$94.00	N	\$4.00	4.44%
More than 25 small birds						
Application Fee	On Application	\$159.00	\$166.00	N	\$7.00	4.40%
Initial Permit/ Renewal Fee	Annual	\$90.00	\$94.00	N	\$4.00	4.44%
More than 5 large birds						
Application Fee	On Application	\$159.00	\$166.00	N	\$7.00	4.40%
Initial Permit/ Renewal Fee	Annual	\$90.00	\$94.00	N	\$4.00	4.44%
More than 5 reptiles or rodents						
Application Fee	On Application	\$159.00	\$166.00	N	\$7.00	4.40%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Initial Permit/ Renewal Fee	Annual	\$90.00	\$94.00	N	\$4.00	4.44%
More than 5 poultry						
Application Fee	On Application	\$159.00	\$166.00	N	\$7.00	4.40%
Initial Permit/ Renewal Fee	Annual	\$90.00	\$94.00	N	\$4.00	4.44%
Permit (other) - i. e. any other permit triggered by the Local Law						
Application Fee	On Application	\$159.00	\$166.00	N	\$7.00	4.40%
Initial Permit/ Renewal Fee	Annual	\$90.00	\$94.00	N	\$4.00	4.44%
Temporary Accommodation/Camping (on public or private land)						
Application Fee	On Application	\$159.00	\$166.00	N	\$7.00	4.40%
Initial Permit/ Renewal Fee	Per Permit	\$90.00	\$94.00	N	\$4.00	4.44%
Display or sell goods or services on public land						
Application Fee	On Application	\$159.00	\$166.00	N	\$7.00	4.40%
Permit fee for single day use	Charge	\$90.00	\$94.00	N	\$4.00	4.44%
Initial Permit/ Renewal fee for period up to 12 months	Per Permit	\$451.00	\$470.00	N	\$19.00	4.21%
Fitness Permit - Community Group / Not for profit (up to 10 sessions per week) - on public land not managed by Council's Leisure Services	6 Monthly	Not Applicable	\$0.00	Y	\$0.00	0.00%
Fitness Permit - Commercial (up to 10 sessions per week) - on public land not managed by Council's Leisure Services	6 Monthly	New Fee	\$1,602.00	Y	New Fee	New Fee
To place tables and chairs on footpath (street furniture)						
Application Fee	On Application	\$152.00	\$159.00	N	\$7.00	4.61%
Initial Permit/ Renewal Fee - Per seated person	Per Person	\$39.00	\$41.00	N	\$2.00	5.13%
Initial Permit/ Renewal Fee - Each Table	Per Table	\$31.00	\$33.00	N	\$2.00	6.45%
Roadside Trading						
Application Fee	On Application	\$152.00	\$159.00	N	\$7.00	4.61%
Permit for one day only	Per Application	\$222.00	\$231.00	N	\$9.00	4.05%
Permit for 2-7 days	Per Application	\$438.00	\$456.00	N	\$18.00	4.11%
Permit for up to one month	Per Application	\$1,228.00	\$1,278.00	N	\$50.00	4.07%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Municipal-Wide Trading Permit (including shared bicycle/scooter operators or other business models)						
Application Fee	On Application	\$595.00	\$619.00	N	\$24.00	4.03%
Permit for up to one month	Per Application	\$1,677.00	\$1,745.00	N	\$68.00	4.05%
Place a Commercial Waste Bin						
Application Fee	On Application	\$0.00	\$0.00	N	\$0.00	0.00%
Initial Permit/ Renewal Fee	Annual	\$0.00	\$0.00	N	\$0.00	0.00%
Place a clothing recycling bin on public land						
Application Fee	On Application	\$159.00	\$166.00	N	\$7.00	4.40%
Initial Permit/ Renewal Fee - directly operated by fundraising organisation under the Fundraising Act 1998	Per Bin	\$141.00	\$147.00	N	\$6.00	4.26%
Initial Permit/ Renewal Fee - Other	Per Bin	\$591.00	\$615.00	N	\$24.00	4.06%
Place a Rubbish Skip bin on public land						
Application Fee	On Application	\$159.00	\$166.00	N	\$7.00	4.40%
Accredited provider Permit/ Renewal Fee - including up to 20 placements per annum	Annual	\$946.00	\$984.00	Y	\$38.00	4.02%
Accredited provider - placement of additional bin over 20	Per Bin	\$25.00	\$26.00	Y	\$1.00	4.00%
Permit Fee - Single Placement	Per Bin	\$98.00	\$102.00	Y	\$4.00	4.08%
To garage a long or heavy vehicle (in a residential area)						
Application Fee	On Application	\$159.00	\$166.00	N	\$7.00	4.40%
Permit Fee	Annual	\$218.00	\$227.00	N	\$9.00	4.13%
Fireworks on public land						
Application Fee	On Application	\$159.00	\$166.00	N	\$7.00	4.40%
Permit Fee	Per Permit	\$90.00	\$94.00	N	\$4.00	4.44%
Fundraising						
Application Fee	On Application	Not Applicable	Not Applicable			
Permit Fee	Per Permit	\$90.00	\$94.00	N	\$4.00	4.44%

Description of Fees and Charges	Unit of Measure	Adopted	Adopted	2022-23	Fee	Fee
		2021-22 Fee GST Incl. (where applicable)	2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Increase / (Decrease) \$	Increase / (Decrease) %
Signage						
To erect an "A" frame sign or other sign less than 600mm by 900mm in size (on Public Land)						
Application Fee	On Application	\$152.00	\$159.00	N	\$7.00	4.61%
Initial Permit/ Renewal Fee	Annual	\$87.00	\$91.00	N	\$4.00	4.60%
Erect or place a sign (up to 1800mm by 900mm in size) (on Public Land)						
Application Fee	On Application	\$152.00	\$159.00	N	\$7.00	4.61%
Initial Permit/ Renewal Fee	Annual	\$146.00	\$152.00	N	\$6.00	4.11%
Erect or place Large Sign (greater than 1800mm x 900mm) (on Public Land)						
Application Fee	On Application	\$152.00	\$159.00	N	\$7.00	4.61%
Initial Permit/ Renewal Fee	Annual	\$210.00	\$219.00	N	\$9.00	4.29%
Temporary signage in a public place						
Application Fee	On Application	\$152.00	\$159.00	N	\$7.00	4.61%
Permit Fee - up to 6 weeks	Per Permit	\$87.00	\$91.00	N	\$4.00	4.60%
Real Estate - Open for Inspection/ Auction signage (on Public Land) (per office location)						
Application Fee	On Application	\$159.00	\$166.00	N	\$7.00	4.40%
Permit/ Renewal Fee - Single Placement	Per Permit	\$90.00	\$94.00	N	\$4.00	4.44%
Initial Permit/ Renewal Fee - Annual Permit	Annual	\$653.00	\$680.00	N	\$27.00	4.13%
Real Estate - Advertising Board specifically for a property for lease/ sale (on Public Land)						
Application Fee	On Application	\$159.00	\$166.00	N	\$7.00	4.40%
Permit Fee - up to 3 months	Per Permit	\$90.00	\$94.00	N	\$4.00	4.44%
Burning Off Permits						
Permit issued outside the bushfire management overlay area	Per Permit	\$70.00	\$73.00	N	\$3.00	4.29%
Permit issued within the bushfire management overlay area	Per Permit	No Charge	No Charge			
Works undertaken on private property						
Land management fee for works undertaken on private property (i.e. unsightly properties/fire hazard clearances or similar)	Charge	\$202.00 + Actual cost of works	\$211.00 + Actual cost of works	N	\$9.00	4.46%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Parking Permits (Domestic)						
Initial permit (up to 2 permits)	No Charge	\$0.00	\$0.00	N		
Third and subsequent permit	Per Permit	\$54.00	\$57.00	N	\$3.00	5.56%
Replacement (lost, stolen or changeover vehicle)	Per Permit	\$28.00	\$30.00	N	\$2.00	7.14%
Parking Permits (Commercial)						
Service provided by Council on behalf of private business (Sec 90D Road Safety Act) - optional service provided at request by private business	Per Permit	\$28.00	\$30.00	Y	\$2.00	7.14%
Operated by Council initial permit (up to 4 permits)(Council land)	Per Permit	\$28.00	\$30.00	Y	\$2.00	7.14%
Operated by Council (Fifth and subsequent permits)	Per Permit	\$54.00	\$57.00	Y	\$3.00	5.56%
Replacement (lost, stolen or changeover vehicle)	Per Permit	\$26.00	\$28.00	Y	\$2.00	7.69%
Private Parking Area Agreements (Sec 90D Road Safety Act)						
Application Fee	Per Permit	\$888.00	\$924.00	Y	\$36.00	4.05%
Permit/ Renewal Fee	Per Permit	\$344.00	\$358.00	Y	\$14.00	4.07%
Registration Fees						
<i>The fee structure for animal registration renewals reflects Government fees associated with animal registrations of \$4.16 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 2022 Animal Registration year, which registers an animal for the period 10 April 2022 to 9 April 2023 in accordance with the Domestic Animal Act.</i>						
Category 1D - Dog that meets any one 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	\$52.00	\$55.00	N	\$3.00	5.77%
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	\$26.00	\$27.50	N	\$1.50	5.77%
Category 2DH - Dog Unsterilised and Microchipped - Only applies to current registrations and not new registrations.	Annual	\$92.00	\$96.00	N	\$4.00	4.35%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Category DLP - Pensioner Concession Rebate for Category 2DH (Dog Unsterilised and Microchipped) - Only applies to current registrations and not new registrations.	Annual	\$34.00	\$35.00	N	\$1.00	2.94%
Category 1J - Dog or Cat meets 3 categories (i.e. desexed, microchipped, obedience trained, breeder etc) (registered pre 10 April 2016)	Annual	\$36.00	\$38.00	N	\$2.00	5.56%
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	\$18.00	\$19.00	N	\$1.00	5.56%
Category 2D - Dog Unsterilised	Annual	\$204.00	\$213.00	N	\$9.00	4.41%
Category 2DP - Pensioner Concession Rebate for Dog Unsterilised	Annual	\$102.00	\$106.50	N	\$4.50	4.41%
Category 2R Declared Menacing Dog, Restricted Breed Dog, Declared Dangerous Dog (no Pensioner Concession Rebate applies)	Annual	\$344.00	\$362.00	N	\$18.00	5.23%
Category 1DF - Dog that is kept in foster care by a registered foster carer	Annual	\$8.00	\$8.00	N	\$0.00	0.00%
Cat 1C - Cat that meets any one of the following: * desexed; * over 10 years old; * current member of an approved association; * kept for breeding at licensed premises.	Annual	\$48.00	\$50.00	N	\$2.00	4.17%
Category 1CP - Pensioner Concession Rebate for Cat 1C - Cat Desexed (also over 10 years old, current member of an approved association)	Annual	\$24.00	\$25.00	N	\$1.00	4.17%
Category 2C - Cat Unsterilised (exempt under the Domestic Animal Act from requirement to be desexed)	Annual	\$204.00	\$213.00	N	\$9.00	4.41%
Category 2CP - Pensioner Concession Rebate for Cat 2C - Cat unsterilized (exempt under the Domestic Animal Act from requirement to be desexed)	Annual	\$102.00	\$106.50	N	\$4.50	4.41%
Category 1CF - Cat that is kept in foster care by a registered foster carer	Annual	\$8.00	\$8.00	N	\$0.00	0.00%
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	\$0.00	\$0.00	N	\$0.00	0.00%
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	\$0.00	\$0.00	N	\$0.00	0.00%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Unsterilised Puppy registration - discounted initial registration at the desexed registration rate for unsterilised puppies under 6 months of age.	First Registration Per Animal	\$52.00	\$55.00	N	\$3.00	5.77%
Accessing of Pet register information	Per Entry Inspected	\$12.00	\$13.00	N	\$1.00	8.33%
Desexing refunds will only be provided for dogs desexed prior to 30th June and were registered as an 'Unsterilised Puppy' in the previous registration year (a copy of the desexing certificate must be supplied).			Refund amount is the difference between the full fee and the discounted fee.			
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			
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	\$276.00	\$288.00	N	\$12.00	4.35%
Foster Carer Registration						
Foster Carer Registration	Annual	\$57.00	\$60.00	N	\$3.00	5.26%
Pound Release Fees						
Release of domestic dog from pound (reclaim within 8 days) - unregistered	Per Animal	\$308.00	\$321.00	N	\$13.00	4.22%
Release of domestic dog from pound (reclaim within 8 days) - registered	Per Animal	\$250.00	\$250.00	N	\$0.00	0.00%
Release of domestic cat from pound (reclaimed within 8 days) - unregistered	Per Animal	\$163.00	\$170.00	N	\$7.00	4.29%
Release of domestic cat from pound (reclaimed within 8 days) - registered	Per Animal	\$122.00	\$122.00	N	\$0.00	0.00%
Per day sustenance fee (if held beyond the 8 days impounding fee period)	Per Animal Per Day	\$37.00	\$39.00	N	\$2.00	5.41%
Livestock						
Impounding fees for large animal - horse, cow or similar	Per Animal	\$389.00	\$405.00	N	\$16.00	4.11%
Impounding fees for sheep, goat, pig or similar sized animal	Per Animal	\$260.00	\$271.00	N	\$11.00	4.23%
Posting formal notice	Per Notice	\$23.00	\$24.00	Y	\$1.00	4.35%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Advertisement in newspaper (animal to be sold at auction after statutory 14 day impound period)	Per Advert	\$327.00	\$341.00	Y	\$14.00	4.28%
Offences under the Amenity 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	\$271.00	\$282.00	N	\$11.00	4.06%
Medium sign (greater than 900mm or 600mm or less than 1800mm x 900mm) i.e. A-frame sign	Per Sign	\$182.00	\$190.00	N	\$8.00	4.40%
Small sign (less than 900mm in height or 600mm in width) i.e. pointer board	Per Sign	\$82.00	\$86.00	N	\$4.00	4.88%
Shopping trolley	Per Trolley	\$130.00	\$136.00	N	\$6.00	4.62%
Skip bin / Bulk waste container / Shipping container / Clothing recycling bin	Per Item	\$664.00	\$691.00	N	\$27.00	4.07%
Other Items not mentioned above	Per Item	\$199.00	\$207.00	Y	\$8.00	4.02%
Impounded Vehicle Release						
Impounded Vehicle Administration fee	Per Vehicle	\$304.00	\$317.00	N	\$13.00	4.28%
Towing fee for Car	Per Vehicle	\$248.00	\$330.00	N	\$82.00	33.06%
Difficult recovery of vehicle	Per Vehicle	New Fee	\$204.00 + the actual cost	N	New Fee	New Fee
Towing fee for Oversized Vehicle (incl Truck, Bus, large trailer, etc)	Per Vehicle	\$608.00	\$204.00 + the actual cost	N	\$0.00	0.00%
Vehicle storage fee day 28 onwards	Per Vehicle	New Fee	Actual costs	N	New Fee	New Fee
Archived records retrieval fee	Per Request	\$31.00	\$33.00	N	\$2.00	6.45%
HEALTH SERVICES						
Public Health & Wellbeing Act Registration Fee						
Skin Penetrators / Beauty Therapies - single operation	Per Annum	\$172.00	\$179.00	N	\$7.00	4.07%
Hairdressers / Skin Penetrators / Beauty Therapies - multiple operation	Per Annum	\$233.00	\$243.00	N	\$10.00	4.29%
One-off registration for Hairdressing business/ premise (unchanged proprietor) - single operation	One-off registration	\$281.00	\$293.00	N	\$12.00	4.27%
Aquatic Facilities Category 1 (high usage e.g. Leisure Works/Learn to Swim programmes)	Per Annum	\$315.00	\$330.00	N	\$15.00	4.76%
Aquatic Facilities Category 1 (low usage)	Per Annum	\$215.00	\$225.00	N	\$10.00	4.65%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Health Act Accommodation Registration Fees						
Up to 20 residents	Per Annum	\$386.00	\$402.00	N	\$16.00	4.15%
21-40 residents	Per Annum	\$596.00	\$620.00	N	\$24.00	4.03%
More than 40 residents	Per Annum	\$900.00	\$936.00	N	\$36.00	4.00%
Food Act Registration Fees -Includes Food Act Legislative amendments. Registration Fees include registration and first follow up inspection.						
Class 1A Hospitals	Per Annum	\$658.00	\$685.00	N	\$27.00	4.10%
Class 1A Additional Inspection Fee	Per Inspection	\$232.00	\$242.00	N	\$10.00	4.31%
Class 1B Aged Care Facilities, Child Care Centres, Meals on Wheels	Per Annum	\$505.00	\$526.00	N	\$21.00	4.16%
Class 1B Additional Inspection Fee	Per Inspection	\$154.00	\$161.00	N	\$7.00	4.55%
Class 2A Large Supermarkets - 3 plus departments	Per Annum	\$2,138.00	\$2,224.00	N	\$86.00	4.02%
Class 2A Additional Inspection Fee	Per Inspection	\$309.00	\$322.00	N	\$13.00	4.21%
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)	Per Annum	\$658.00	\$685.00	N	\$27.00	4.10%
Class 2B Additional Inspection Fee	Per Inspection	\$234.00	\$244.00	N	\$10.00	4.27%
Class 2CG Class 2 Community Group registration	Per Annum	\$166.00	\$173.00	N	\$7.00	4.22%
Class 2CG Class 2 Community Group registration - single event registration	Per Application	\$92.00	\$96.00	N	\$4.00	4.35%
Class 2 Commercial business - single event registration	Per Application	\$154.00	\$161.00	N	\$7.00	4.55%
Class 2 Food vending machines	Per Vending Machine	\$89.00	\$93.00	N	\$4.00	4.49%
Class 2HB Home Businesses	Per Annum	\$470.00	\$489.00	N	\$19.00	4.04%
Class 2HB Additional Inspection Fee	Per Inspection	\$139.00	\$145.00	N	\$6.00	4.32%
Class 2ES Supermarkets - 3 plus departments. That hold non standard FSP	Per Annum	\$2,250.00	\$2,340.00	N	\$90.00	4.00%
Class 2ES Additional Inspection Fee	Per Inspection	\$309.00	\$322.00	N	\$13.00	4.21%
Class 2E Premises that hold non standard FSP's and are subject to independent audit	Per Annum	\$535.00	\$557.00	N	\$22.00	4.11%
Class 2E Additional Inspection Fee	Per Inspection	\$233.00	\$243.00	N	\$10.00	4.29%
Class 3S Large Supermarkets that sell potentially hazardous pre-packed foods. e.g. ALDI	Per Annum	\$1,687.00	\$1,755.00	N	\$68.00	4.03%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Class 3S Additional Inspection Fee	Per Inspection	\$222.00	\$231.00	N	\$9.00	4.05%
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	\$370.00	\$385.00	N	\$15.00	4.05%
Class 3 Additional Inspection Fee	Per Inspection	\$139.00	\$145.00	N	\$6.00	4.32%
Class 3CG Class 3 Community Group - single event registration	Per Application	\$92.00	\$96.00	N	\$4.00	4.35%
Class 3CG Class 3 Community Group events - annual registration	Per Annum	\$166.00	\$173.00	N	\$7.00	4.22%
Class 3 Commercial business - single event registration	Per Application	\$154.00	\$161.00	N	\$7.00	4.55%
Class 3 Food vending machines	Per Vending Machine	\$89.00	\$93.00	N	\$4.00	4.49%
Class 3 Club - Seasonal Sporting Club	Per Annum	\$187.00	\$195.00	N	\$8.00	4.28%
Class 3 Club Additional Inspection Fee	Per Inspection	\$139.00	\$145.00	N	\$6.00	4.32%
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	\$253.00	\$264.00	Y	\$11.00	4.35%
Property inquiry/ inspection of business on request (4 Working Day turnaround)	Per Request	\$349.00	\$363.00	Y	\$14.00	4.01%
Second and subsequent property inquiry/ inspection of business on request	Per Request	\$115.00	\$120.00	Y	\$5.00	4.35%
Pro Rata Refund of Registration Fees	Per Request	\$49.00	\$51.00	Y	\$2.00	4.08%
Establishment Fee - Food Act Premises	Per Request	\$351.00	\$366.00	Y	\$15.00	4.27%
Establishment Fee - Businesses Registrable under Public Health and Wellbeing Act	Per Request	\$161.00	\$168.00	Y	\$7.00	4.35%
Establishment Fee - Food Act Home Based Businesses and Mobile businesses	Per Request	\$161.00	\$168.00	Y	\$7.00	4.35%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Septic Tanks permit to install	Per Request	\$530.00	\$552.00	N	\$22.00	4.15%
Food laboratory sampling of second sample (failed)	Per Sample	Actual costs + \$182 reinspection fee	Actual costs + \$190 reinspection fee	N	\$8.00	4.40%
Archived records retrieval fee	Per Request	\$32.00	\$34.00	N	\$2.00	6.25%
Vaccines Provided at Public Sessions						
Boostrix (Adult Diphtheria, Tetanus & Pertussis)	Per Injection	\$55.00	\$58.00	Y	\$3.00	5.45%
Chicken Pox	Per Injection	\$77.00	\$81.00	Y	\$4.00	5.19%
Flu - Quad Valent	Per Injection	\$29.00	\$31.00	Y	\$2.00	6.90%
Hepatitis A (Adult)	Per Injection	\$65.00	\$68.00	Y	\$3.00	4.62%
Hepatitis B (Adult)	Per Injection	\$39.00	\$41.00	Y	\$2.00	5.13%
Twinrix (Hepatitis A & B) Adult	Per Injection	\$108.00	\$113.00	Y	\$5.00	4.63%
Nimerix (Meningococcal ACWY)	Per Injection	\$89.00	\$93.00	Y	\$4.00	4.49%
Administration of Unsubsidised Vaccine Supplied by Government Health Departments	Per Injection	\$20.00	\$21.00	Y	\$1.00	5.00%
MMR	Per Injection	\$61.00	\$64.00	Y	\$3.00	4.92%
BEXSERO (Meningococcal B)	Per Injection	\$135.00	\$141.00	Y	\$6.00	4.44%
Service Provided at Clients Business						
Corporate Businesses Service - Two Nurses minimum charge	Per First Hour for 2 Nurses	\$395.00	\$411.00	Y	\$16.00	4.05%
Corporate Businesses Service - Additional Hours	Per Nurse Per Hour	\$146.00	\$152.00	Y	\$6.00	4.11%
Boostrix (Adult Diphtheria, Tetanus & Pertussis)	Per Injection	\$55.00	\$58.00	Y	\$3.00	5.45%
Hepatitis A (Adult)	Per Injection	\$65.00	\$68.00	Y	\$3.00	4.62%
Hepatitis B (Adult)	Per Injection	\$39.00	\$41.00	Y	\$2.00	5.13%
Twinrix (Hepatitis A & B) Adult	Per Injection	\$108.00	\$113.00	Y	\$5.00	4.63%
Flu - Quad Valent	Per Injection	\$29.00	\$31.00	Y	\$2.00	6.90%
MMR	Per Injection	\$61.00	\$64.00	Y	\$3.00	4.92%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
City Strategy and Integrity - Governance						
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	\$67.00	\$70.00	Y	\$3.00	4.48%
Monday to Friday After 5.00pm for a minimum 3 Hours	Per Hour	\$112.00	\$117.00	Y	\$5.00	4.46%
Saturday or Sunday for a minimum 3 Hours	Per Hour	\$146.00	\$152.00	Y	\$6.00	4.11%
Commercial						
<u>Meeting Rooms 1 or 2</u>						
Monday to Friday 8.00am to 5.00pm	Per Day	\$692.00	\$720.00	Y	\$28.00	4.05%
- Half Day Rate - 3 Hours or Less	Half Day	\$351.00	\$366.00	Y	\$15.00	4.27%
Monday to Friday After 5.00pm	Per Day	\$1,229.00	\$1,279.00	Y	\$50.00	4.07%
- Half Day Rate - 3 Hours or Less	Half Day	\$615.00	\$640.00	Y	\$25.00	4.07%
Saturday or Sunday	Per Day	\$1,638.00	\$1,704.00	Y	\$66.00	4.03%
- Half Day Rate - 3 Hours or Less	Half Day	\$824.00	\$857.00	Y	\$33.00	4.00%
Non Profit / Charitable						
<u>Meeting Rooms 3 or 4</u>						
Monday to Friday 8.00am to 5.00pm	Per Hour	\$97.00	\$101.00	Y	\$4.00	4.12%
Monday to Friday After 5.00pm for a minimum 3 Hours	Per Hour	\$146.00	\$152.00	Y	\$6.00	4.11%
Saturday or Sunday for a minimum 3 Hours	Per Hour	\$199.00	\$207.00	Y	\$8.00	4.02%
Commercial						
<u>Meeting Rooms 3 or 4</u>						
Monday to Friday 8.00am to 5.00pm	Per Day	\$1,088.00	\$1,132.00	Y	\$44.00	4.04%
- Half Day Rate - 3 Hours or Less	Half Day	\$548.00	\$570.00	Y	\$22.00	4.01%
Monday to Friday After 5.00pm	Per Day	\$1,638.00	\$1,704.00	Y	\$66.00	4.03%
- Half Day Rate - 3 Hours or Less	Half Day	\$819.00	\$852.00	Y	\$33.00	4.03%

Description of Fees and Charges	Unit of Measure	Adopted	Adopted	2022-23	Fee	Fee
		2021-22 Fee GST Incl. (where applicable)	2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Increase / (Decrease) \$	Increase / (Decrease) %
Saturday or Sunday	Per Day	\$2,171.00	\$2,258.00	Y	\$87.00	4.01%
- Half Day Rate - 3 Hours or Less	Half Day	\$1,089.00	\$1,133.00	Y	\$44.00	4.04%
Non Profit / Charitable						
<u>Meeting Rooms - Full Function Area</u>						
Monday to Friday 8.00am to 5.00pm	Per Hour	\$194.00	\$202.00	Y	\$8.00	4.12%
Monday to Friday After 5.00pm for a minimum 3 Hours	Per Hour	\$286.00	\$298.00	Y	\$12.00	4.20%
Saturday or Sunday for a minimum 3 Hours	Per Hour	\$342.00	\$356.00	Y	\$14.00	4.09%
Commercial						
<u>Meeting Rooms – Full Function Area</u>						
Monday to Friday 8.00am to 5.00pm	Per Day	\$2,170.00	\$2,257.00	Y	\$87.00	4.01%
- Half Day Rate - 3 Hours or Less	Half Day	\$1,088.00	\$1,132.00	Y	\$44.00	4.04%
Monday to Friday After 5.00pm	Per Day	\$3,288.00	\$3,420.00	Y	\$132.00	4.01%
- Half Day Rate - 3 Hours or Less	Half Day	\$1,644.00	\$1,710.00	Y	\$66.00	4.01%
Saturday or Sunday	Per Day	\$3,821.00	\$3,974.00	Y	\$153.00	4.00%
- Half Day Rate - 3 Hours or Less	Half Day	\$1,911.00	\$1,988.00	Y	\$77.00	4.03%
FREEDOM OF INFORMATION (FOI)						
<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		
City Strategy and Integrity - Strategic Procurement and Property						
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	\$220.00	\$229.00	Y	\$9.00	4.09%
Annual Licence Fee - Scout Groups	Per Annum	\$10.00	\$10.00	Y	\$0.00	0.00%
Essential Safety Measures (for commercial properties)	Per Annum	\$392.00	\$408.00	Y	\$16.00	4.08%

Knox City Council

2022-23 Fees & Charges



Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Connected Communities - Family and Children's Services						
KINDERGARTEN SERVICES						
Kindergarten Fee (for Calendar Year 2022)	Per Child	\$1,640.00	\$1,752.00	N	\$112.00	6.83%
Kindergarten Fee (for Calendar Year 2023)	Per Child	\$1,752.00	\$1,782.00	N	\$30.00	1.71%
Kindergarten Fee Sibling 10% discount (for Calendar Year 2022)	Per Child	\$164.00	\$175.20	N	\$11.20	6.83%
Kindergarten Fee Sibling 10% discount (for Calendar Year 2023)	Per Child	\$175.20	\$178.20	N	\$3.00	1.71%
Kindergarten Fee 3YO (for Calendar Year 2022)	Per Child	\$584.00	\$584.00	N	\$0.00	0.00%
Kindergarten Fee 3YO (for Calendar Year 2023)	Per Child	\$584.00	\$594.00	N	\$10.00	1.71%
CHILD CARE						
Long Day Care						
Per Day (all centres)	Per Day	\$151.45	\$157.50	N	\$6.05	3.99%
Occasional Care	4 Hourly	\$70.00	\$70.00	N	\$0.00	0.00%
THREE YEAR OLD ACTIVITY PROGRAM						
Activity Program Fee	Per 10 Weeks	\$432.50	\$450.00	Y	\$17.50	4.05%
NETBALL CENTRE OCCASIONAL CARE						
	Per Child Per Game	\$0.00	\$0.00	N	\$0.00	0.00%
INTEGRATED EARLY YEARS OPERATIONS						
License / Contribution Fee for Early Years users, using Council owned facilities	Per Annum	\$0.00	\$500.00	N	\$500.00	0.00%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Connected Communities - Community Access and Support						
HOME & COMMUNITY CARE SERVICES						
<p><i>Commonwealth Home Support Programme (CHSP) client fees are based on Community Health Income Ranges/Centrelink Income Test for pensioners. Clients are not disadvantaged by inability to pay, fee waiving is approved as assessed as appropriate by Service Provider Coordinator.</i></p> <p><i>The income ranges per annum, effective July 2019 are as follows:</i></p> <p><i>Individual Low fee < \$39,089 Medium fee \$39,089 - \$86,208 High fee > \$86,208</i></p> <p><i>Couple Low fee < \$59,802 Medium fee \$59,802 - \$115,245 High fee > \$115,245</i></p> <p><i>*Family (1 Child) Low fee < \$66,009 Medium fee \$66,009 - \$118,546 High fee > \$118,546</i></p> <p><i>*plus \$6,206 per additional child</i></p>						
HOME MAINTENANCE/MODIFICATIONS						
<i>Clients pay for the cost of materials plus the hourly rate.</i>						
Low:						
S - Single (Income Range less than \$39,089 pa)	Per Hour	\$17.00	\$17.60	N	\$0.60	3.53%
C - Couple (Income Range less than \$59,802 pa)						
F - Family (1 Child) (Income Range less than \$66,009 pa) (plus \$6,206 additional child per annum)						
Medium:						
S - Single (Income range \$39,089 - \$86,208 pa)	Per Hour	\$21.70	\$22.60	N	\$0.90	4.15%
C - Couple (Income range \$59,802 - \$115,245 pa)						
F - Family (Income range \$66,009 - \$118,546 pa) (plus \$6,206 additional child per annum)						
High:						
S - Single (Income range more than \$86,208 pa)	Per Hour	\$66.00	\$68.50	N	\$2.50	3.79%
C - Couple (Income range more than \$115,245 pa)						
F - Family (Income range more than \$118,546 pa) (plus \$6,206 additional child per annum)						
Undisclosed income or compensation	Per Hour (& as per receipt for materials)	\$100.00	\$104.00	N	\$4.00	4.00%
Service Cancellation - less than 24 hours notice prior to service provision	Per Booking	100% of service booking	100% of service booking	N		

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
FOOD SERVICES						
Centre based & home delivered meals						
Three (3) Course Meal Vulnerable Person as assessed by Short Term Support Team (STST)	Per Meal	\$5.00	\$5.00	N	\$0.00	0.00%
Three (3) Course Meal Low Income Medium Income	Per Meal	\$10.80	\$11.20	N	\$0.40	3.70%
Three (3) Course Meal High Income	Per Meal	\$19.00	\$19.00	N	\$0.00	0.00%
Two (2) Course Meal Vulnerable Person as assessed by Short Term Support Team (STST)	Per Meal	\$4.00	\$4.00	N	\$0.00	0.00%
Two (2) Course Meal (Entrée and Main, or Main and Dessert) Low Income Medium Income	Per Meal	\$8.50	\$8.80	N	\$0.30	3.53%
Two (2) Course Meal Entree and Main, or Main and Dessert) High Income	Per Meal	\$14.60	\$15.00	N	\$0.40	2.74%
Service Cancellation - less than 24 hours notice prior to service provision	Per Booking	100% of service booking	100% of service booking	N		
ALLIED HEALTH - OCCUPATIONAL THERAPY						
Low Income	Per Consultation	\$12.00	\$12.50	N	\$0.50	4.17%
Medium Income	Per Consultation	\$18.00	\$18.70	N	\$0.70	3.89%
High Income	Per Hour	\$119.00	\$123.00	N	\$4.00	3.36%
COMMUNITY TRANSPORT						
Regular bus route passenger	Return Trip	\$6.00	\$6.00	N	\$0.00	0.00%
Regular bus route passenger	One Way Trip	\$3.00	\$3.00	N	\$0.00	0.00%
Community Outing	Per Day or Part Day	\$8.70	\$9.00	N	\$0.30	3.45%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
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	\$130.00	\$135.00	Y	\$5.00	3.85%
Out of core per hour drive time	Per Hour	\$71.00	\$74.00	Y	\$3.00	4.23%
Out of core booking fee	Per Booking	\$71.00	\$74.00	Y	\$3.00	4.23%
Emergency Services Groups - Training Courses max. of 8 hours	Per Use	\$135.00	\$141.00	Y	\$6.00	4.44%
SENIOR'S EVENTS						
Events / Workshops - Seniors Festival Events etc	Per Event	\$7.00	\$7.00	N	\$0.00	0.00%
Connected Communities - Active and Creative Communities						
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	\$130.00	\$136.00	Y	\$6.00	4.62%
Tennis Pavilions						
Batterham Park	Per Annum	\$1,013.00	\$1,054.00	Y	\$41.00	4.05%
Reta Matthews Reserve (Boronia)	Per Annum	\$975.00	\$1,014.00	Y	\$39.00	4.00%
Eildon Park	Per Annum	\$1,078.00	\$1,122.00	Y	\$44.00	4.08%
Glenfern Park (Ferntree Gully)	Per Annum	\$959.00	\$998.00	Y	\$39.00	4.07%
Guy Turner Reserve (Guy Turner)	Per Annum	\$686.00	\$714.00	Y	\$28.00	4.08%
Coleman Road Reserve (Knox City)	Per Annum	\$1,991.00	\$2,071.00	Y	\$80.00	4.02%
Knox Gardens Reserve (Knox Gardens)	Per Annum	\$1,311.00	\$1,364.00	Y	\$53.00	4.04%
Carrington Park (Knoxfield)	Per Annum	\$799.00	\$831.00	Y	\$32.00	4.01%
Miller Park	Per Annum	\$1,013.00	\$1,054.00	Y	\$41.00	4.05%
Seebeck Reserve (Rowville)	Per Annum	\$1,018.00	\$1,059.00	Y	\$41.00	4.03%
Exner Reserve (Scoresby)	Per Annum	\$1,169.00	\$1,216.00	Y	\$47.00	4.02%
Templeton Reserve (Templeton)	Per Annum	\$1,682.00	\$1,750.00	Y	\$68.00	4.04%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Wantirna Reserve (Wantirna)	Per Annum	\$1,063.00	\$1,106.00	Y	\$43.00	4.05%
Windermere Reserve	Per Annum	\$1,092.00	\$1,136.00	Y	\$44.00	4.03%
Cricket						
Junior / Vets / Women's / All Abilities Teams	Per Team Per Season	\$89.00	\$93.00	Y	\$4.00	4.49%
Senior Teams	Per Team Per Season	\$568.00	\$591.00	Y	\$23.00	4.05%
Winter Senior Teams	Per Team Per Season	\$379.00	\$395.00	Y	\$16.00	4.22%
Football						
Junior / Vets / Women's / All Abilities Teams	Per Team Per Season	\$350.00	\$364.00	Y	\$14.00	4.00%
Senior Teams (includes U 19 and Reserves)	Per Team Per Season	\$2,520.00	\$2,621.00	Y	\$101.00	4.01%
Soccer						
Junior / Vets / Women's / All Abilities Teams	Per Team Per Season	\$222.00	\$231.00	Y	\$9.00	4.05%
Senior Teams	Per Team Per Season	\$1,522.00	\$1,583.00	Y	\$61.00	4.01%
Baseball						
Junior / Vets / Women's / All Abilities Teams	Per Team Per Season	\$60.00	\$63.00	Y	\$3.00	5.00%
Senior Teams	Per Team Per Season	\$434.00	\$452.00	Y	\$18.00	4.15%
Netball / Court						
Training	Per Court Per Annum	\$92.00	\$96.00	Y	\$4.00	4.35%
Facility Lease and License Agreements						
Knox Obedience Dog Club	Per Annum	\$2,343.00	\$2,437.00	Y	\$94.00	4.01%
Knox BMX Club	Per Annum	\$732.00	\$762.00	Y	\$30.00	4.10%
Fitness Permit - Community Group / Not for profit (up to 10 sessions per week)	6 months	\$0.00	\$0.00	Y	\$0.00	0.00%
Fitness Permit - Commercial (up to 10 sessions per week)	6 months	\$ 1,540.00	\$1,602.00	Y	\$62.00	4.03%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Eastern Football Netball League - use of Tormore Reserve for the Senior Football Finals series	Per Annum	\$ 3,564.00	\$3,564.00	Y	\$0.00	0.00%
Eastern Football Netball League - use of Marie Wallace Bayswater Oval for the Senior Football Finals series	Per Annum	\$ 3,564.00	\$3,564.00	Y	\$0.00	0.00%
Preparation of Turf Wickets						
Tormore Reserve (1 oval)	Per Season	\$9,029.00	\$9,391.00	Y	\$362.00	4.01%
Marie Wallace - Bayswater Oval & Bayswater Park (2 ovals)	Per Season	\$12,035.00	\$12,517.00	Y	\$482.00	4.00%
Reserves / Ovals	Per Point Per Oval Per Season	\$236.00	\$246.00	Y	\$10.00	4.24%
<i>Charges are seasonal and are based on Council's rating of 1 to 18 points per oval, at a fixed rate per point.</i>						
Casual Users - Sporting Reserves						
Knox Schools and School Sports Associations	No Charge	\$0.00	\$0.00	Y	\$0.00	0.00%
Knox Community / Non Profit Usage	No Charge	\$0.00	\$0.00	Y	\$0.00	0.00%
Non Knox Schools / Non Knox Community Usage	Per Day	\$103.00	\$108.00	Y	\$5.00	4.85%
Commercial Usage (Corporate and Business Activities / Purposes)	Per Day	\$406.00	\$423.00	Y	\$17.00	4.19%
Pavilions – Rental						
Batterham Reserve No. 1	Per Annum	\$1,201.00	\$1,250.00	Y	\$49.00	4.08%
Batterham Reserve No. 2	Per annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Bayswater Oval	Per Annum	\$1,201.00	\$1,250.00	Y	\$49.00	4.08%
Bayswater Park	Per Annum	\$602.00	\$1,250.00	Y	\$648.00	107.64%
Benedikt Park	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Carrington Park	Per Annum	\$1,201.00	\$1,250.00	Y	\$49.00	4.08%
Chandler Park	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Colchester Park	Per Annum	\$1,201.00	\$1,250.00	Y	\$49.00	4.08%
Dobson Park	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Egan Lee Reserve	Per Annum	\$1,201.00	\$1,250.00	Y	\$49.00	4.08%
Eildon Park	Per Annum	\$1,201.00	\$1,250.00	Y	\$49.00	4.08%
Exner Reserve (Scoresby)	Per annum	\$1,201.00	\$1,250.00	Y	\$49.00	4.08%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Fairpark Reserve	Per Annum	\$602.00	\$1,250.00	Y	\$648.00	107.64%
Gilbert Park	Per Annum	\$602.00	\$1,250.00	Y	\$648.00	107.64%
Guy Turner	Per Annum	\$1,201.00	\$1,250.00	Y	\$49.00	4.08%
HV Jones Reserve	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Kings Park Athletics	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Kings Park No. 1	Per Annum	\$1,201.00	\$1,250.00	Y	\$49.00	4.08%
Kings Park B / Ball No. 1	Per Annum	\$1,201.00	\$1,250.00	Y	\$49.00	4.08%
Knox Gardens Reserve No. 1	Per Annum	\$1,201.00	\$1,250.00	Y	\$49.00	4.08%
Knox Gardens Reserve No. 2	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Knox Park Soccer	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Lakesfield Reserve	Per Annum	\$1,201.00	\$1,250.00	Y	\$49.00	4.08%
Lewis Park	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Liberty Avenue Reserve	Per Annum	\$1,201.00	\$1,250.00	Y	\$49.00	4.08%
Miller Park	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Milpera Reserve	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Park Ridge Reserve	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Pickett Reserve	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Rowville Recreation Reserve No. 1	Per Annum	\$1,201.00	\$1,250.00	Y	\$49.00	4.08%
Rowville Recreation Reserve No. 2	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Sasses Avenue Reserve	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Schultz Reserve	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Stud Park	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Talaskia Reserve	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Templeton Reserve	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Tormore Reserve	Per Annum	\$1,201.00	\$1,250.00	Y	\$49.00	4.08%
Walker Wantirna South Reserve	Per Annum	\$1,201.00	\$1,250.00	Y	\$49.00	4.08%
Wally Tew Reserve No. 1 (Ferntree Gully)	Per Annum	\$1,201.00	\$1,250.00	Y	\$49.00	4.08%

Description of Fees and Charges	Unit of Measure	Adopted	Adopted	2022-23	Fee	Fee
		2021-22 Fee GST Incl. (where applicable)	2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Increase / (Decrease) \$	Increase / (Decrease) %
Wally Tew Reserve No. 2	Per Annum	New Fee	\$627.00	Y	New Fee	New Fee
Wantirna Reserve	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Windermere Reserve	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
Netball Pavilions						
HV Jones Reserve Netball Pavilion	Per Annum	\$171.00	\$178.00	Y	\$7.00	4.09%
Walker Reserve Netball Pavilion	Per Annum	\$602.00	\$627.00	Y	\$25.00	4.15%
FESTIVALS & EVENTS						
<i>All Council run events</i>						
Stall Holders (Commercial and Other)						
Makers Market Site	Per Day	\$84.00	\$88.00	Y	\$4.00	4.76%
Commercial Food - Large	Per Day	\$454.00	\$473.00	Y	\$19.00	4.19%
Commercial Food - Medium	Per Day	\$341.00	\$355.00	Y	\$14.00	4.11%
Commercial Food - Small	Per Day	\$234.00	\$244.00	Y	\$10.00	4.27%
Market Site - Large	Per Day	\$301.00	\$314.00	Y	\$13.00	4.32%
Market Site - Medium	Per Day	\$226.00	\$236.00	Y	\$10.00	4.42%
Market Site - Small	Per Day	\$152.00	\$159.00	Y	\$7.00	4.61%
Additional - Chairs	Per Item Per Day	\$6.00	\$7.00	Y	\$1.00	16.67%
- Tables	Per Item Per Day	\$25.00	\$26.00	Y	\$1.00	4.00%
- Marquees (3x3)	Per Item Per Day	\$246.00	\$256.00	Y	\$10.00	4.07%
- Marquees (6x3)	Per Item Per Day	\$657.00	\$684.00	Y	\$27.00	4.11%
Electricity - 10 amps	Per Site Per Day	\$22.00	\$23.00	Y	\$1.00	4.55%
- 15 amps	Per Site Per Day	\$34.00	\$36.00	Y	\$2.00	5.88%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
- 30 amps	Per Site Per Day	\$56.00	\$59.00	Y	\$3.00	5.36%
Weights (marquee)	Per Site Per Day	\$11.00	\$12.00	Y	\$1.00	9.09%
Stall Holders (Community)						
Community Food Vendor Package - Small 3x3m (includes marquee 1x table, 2x chairs)	Per Day	\$0.00	\$0.00	Y	\$0.00	0.00%
Community Food Vendor Package - Medium 3x6m (includes marquee 1x table, 2x chairs)	Per Day	\$208.00	\$217.00	Y	\$9.00	4.33%
Community Food Vendor Package - Large 3x9m (includes marquee 1x table, 2x chairs)	Per Day	\$301.00	\$314.00	Y	\$13.00	4.32%
Market Site Package - Small 3x3m (includes marquee 1x table, 2x chairs)	Per Day	\$0.00	\$0.00	Y	\$0.00	0.00%
Market Site Package - Medium 3x6m (includes marquee 1x table, 2x chairs)	Per Day	\$136.00	\$142.00	Y	\$6.00	4.41%
Market Site Package - Large 3x9m (includes marquee 1x table, 2x chairs)	Per Day	\$201.00	\$210.00	Y	\$9.00	4.48%
Community Stallholder Public Liability Insurance Cover	Per Day	New Fee	\$35.00	Y	New Fee	New Fee
Commercial Filming						
Filming Permit - Commercial/High Impact	Per Permit	New Fee	\$250.00	Y	New Fee	New Fee
FERNTREE GULLY COMMUNITY ARTS CENTRE						
Regular Hire Groups (minimum 2 hire bookings per term)	Per Hour	\$36.00	\$38.00	Y	\$2.00	5.56%
Casual Hire / Room	Per Hour	\$42.00	\$44.00	Y	\$2.00	4.76%
Saturday Night Function	Per 6 Hours	\$752.00	\$783.00	Y	\$31.00	4.12%
Saturday Night Function	Per Hour	\$160.00	\$167.00	Y	\$7.00	4.38%
Clean Up Fee	Per Hour or Part Thereof	\$202.00	\$211.00	Y	\$9.00	4.46%
Delay Exit Fee	Per Hour or Part Thereof	\$202.00	\$211.00	Y	\$9.00	4.46%
<i>Bonds (refundable) - Refer to the end of the Community Services Facilities section.</i>						

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Activities						
<i>Ferntree Gully Community Arts Centre offers a range of community arts classes.</i>						
Pottery Classes Fees - Adult	Per 3 Hour Class	\$25.00	\$26.00	Y	\$1.00	4.00%
Arts/Cultural Class Fees - Adult	Per 2 Hour Class	\$20.00	\$21.00	Y	\$1.00	5.00%
Art Equipment Sales (Clay Blocks - Students only)	Per 10 Kg block	\$13.00	\$14.00	Y	\$1.00	7.69%
Pottery Firing Fees (Students Only)	Per Firing	\$5.00	\$6.00	Y	\$1.00	20.00%
Pottery Firing Fees (Non-Students)	Per Firing	New Fee	\$9.00	Y	New Fee	New Fee
Pottery Classes Fees - Children	Per 1.5 Hour Class	\$17.00	\$18.00	Y	\$1.00	5.88%
Arts/Cultural Class Fees - Children	Per 1.5 Hour Class	\$17.00	\$18.00	Y	\$1.00	5.88%
PLACEMAKERS						
Regular Hire Groups	Per Hour	New Fee	\$38.00	Y	New Fee	New Fee
Casual Hire / Room	Per Hour	New Fee	\$44.00	Y	New Fee	New Fee
ROWVILLE COMMUNITY CENTRE						
Hire Type						
Multi - purpose Hall - Function/ Show/Concert/Seminar	Per Hour	\$141.00	\$147.00	Y	\$6.00	4.26%
Multi - purpose Hall - Function/ Show/Concert/Seminar - 6 Hours	Per 6 Hours	\$688.00	\$716.00	Y	\$28.00	4.07%
Multi - purpose Hall* - Sports/Community rate	Per Hour	\$42.00	\$44.00	Y	\$2.00	4.76%
Multi - purpose Hall - Activity	Per Hour	\$52.00	\$55.00	Y	\$3.00	5.77%
Meetings / Regular Hire MR 1 and 2 (One Room)	Per Hour	\$32.00	\$32.00	Y	\$0.00	0.00%
Meetings / Regular Hire MR 1 and 2 (Both)	Per Hour	\$63.00	\$63.00	Y	\$0.00	0.00%
Meetings / Regular Hire MR 3 and 4 (One Room)	Per Hour	\$32.00	\$32.00	Y	\$0.00	0.00%
Meetings / Regular Hire MR 3 and 4 (Both)	Per Hour	\$63.00	\$63.00	Y	\$0.00	0.00%
Meetings / Regular Hire - Interview Room 1	Per Hour	\$29.00	\$29.00	Y	\$0.00	0.00%
Meetings / Regular Hire - Interview Room 2	Per Hour	\$31.00	\$31.00	Y	\$0.00	0.00%
Function - Tennis Pavilion	Per Hour	\$63.00	\$66.00	Y	\$3.00	4.76%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Function - Tennis Pavilion - 4 Hours	Per 4 Hours	\$199.00	\$207.00	Y	\$8.00	4.02%
Meetings/Activity - Tennis Pavilion	Per Hour	\$32.00	\$33.50	Y	\$1.50	4.69%
RCC Community Kitchen (max 3 hours)	Per Hour	\$35.00	\$37.00	Y	\$2.00	5.71%
Stage	Per Hour	\$12.00	\$13.00	Y	\$1.00	8.33%
Basketball Court Hire - Single Casual Entry "Drop In"	Per Hour	\$3.50	\$4.00	Y	\$0.50	14.29%
Badminton/ Pickleball Court Hire *	Per Hour	\$24.00	\$25.00	Y	\$1.00	4.17%
Tennis Court Hire *	Per Hour	\$23.00	\$24.00	Y	\$1.00	4.35%
Tennis Court Hire (including lighting)	Per Hour	\$32.00	\$34.00	Y	\$2.00	6.25%
<i>* School Hire (Knox Schools are entitled to a 20% discount)</i>						
<i>* Senior groups are eligible to received a 40% discount on hire charges specified above.</i>						
Clean Up Fee	Per Hour or part thereof	\$205.00	\$214.00	Y	\$9.00	4.39%
Delay Exit Fee	Per Hour or part thereof	\$205.00	\$214.00	Y	\$9.00	4.39%
Holding fee (regular hirers) for no show	Per Regular Booking	New Fee	50% total daily booking fee	Y	New Fee	New Fee
Administration / Cancellation Fee (Activity Group Program)	Per Term	\$63.00	\$66.00	Y	\$3.00	4.76%
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/Pilates	Per Session	\$15.00	\$16.00	Y	\$1.00	6.67%
Group Fitness Class	Per Session	\$11.00	\$11.50	Y	\$0.50	4.55%
Senior Exercise Class	Per Session	\$7.00	\$7.00	Y	\$0.00	0.00%
Senior Sports - Session	Per Session	\$5.50	\$5.50	Y	\$0.00	0.00%
KNOX REGIONAL NETBALL CENTRE (KRNC)						
Stadium Charges - For Competition						
Junior	Per Court Per Game	\$30.00	\$32.00	Y	\$2.00	6.67%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Senior	Per Court Per Game	\$66.00	\$69.00	Y	\$3.00	4.55%
Door Entry - Night Senior / Players and Spectators	Per Admission	\$3.00	\$3.00	Y	\$0.00	0.00%
Stadium Charges - For Training						
Weekdays / Court	Per Court Per Hour	\$40.00	\$42.00	Y	\$2.00	5.00%
Weekends / Court	Per Court Per Hour	\$49.00	\$51.00	Y	\$2.00	4.08%
Room Hire						
Meeting Rooms - Association	Per Hour	\$32.00	\$33.50	Y	\$1.50	4.69%
Meeting Room - Casual hire	Per Hour	\$38.00	\$40.00	Y	\$2.00	5.26%
Saturday Association Room	Per Saturday	\$136.00	\$142.00	Y	\$6.00	4.41%
MDNA Administration Office	Per Annum	\$1,311.00	\$1,364.00	Y	\$53.00	4.04%
Outdoor Courts						
Casual Hire	Per Court Per Game	\$23.00	\$24.00	Y	\$1.00	4.35%
Casual Hire - Day (Tournaments)	Per Day	\$527.00	\$549.00	Y	\$22.00	4.17%
Association - Saturday	Per Court Per Annum	\$388.00	\$404.00	Y	\$16.00	4.12%
Night Use (lights) Per Court per hour	Per Court Per Hour	\$32.00	\$34.00	Y	\$2.00	6.25%
KRNC Competitions						
Competitions (KRNC)	Per Team Per Game	\$60.00	\$60.00	Y	\$0.00	0.00%
Team Registration KCC Competition	Per Team Per Season	\$60.00	\$60.00	Y	\$0.00	0.00%
Functions						
Casual Hire - Stadium Netball Usage (for 2 courts)	Min 8 Hours	\$655.00	\$682.00	Y	\$27.00	4.12%
Casual Hire - Functions (court 1 & 2)	Min 8 Hours	\$983.00	\$1,023.00	Y	\$40.00	4.07%
Casual Hire - Functions (court 3 & 4)	Min 8 Hours	New Fee	\$1,023.00	Y	New Fee	New Fee

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Casual Hire - Functions (court 1, 2, 3 & 4)	Min 8 Hours	New Fee	\$1,987.00	Y	New Fee	New Fee
Holding fee (regular hirers) for no show	Per Regular Booking	New Fee	50% total daily booking fee	Y	New Fee	New Fee
CARRINGTON PARK LEISURE CENTRE						
Not for Profit / Community Group Rates:						
Activity Room	Per Hour	\$21.00	\$22.00	Y	\$1.00	4.76%
Art	Per Hour	\$11.00	\$12.00	Y	\$1.00	9.09%
Gym	Per Hour	\$21.00	\$22.00	Y	\$1.00	4.76%
Meeting Room 1	Per Hour	\$11.00	\$12.00	Y	\$1.00	9.09%
Meeting Room 2	Per Hour	\$13.00	\$14.00	Y	\$1.00	7.69%
Meeting Rooms 1 and 2	Per Hour	\$24.00	\$25.00	Y	\$1.00	4.17%
Office	Per Hour	\$11.00	\$12.00	Y	\$1.00	9.09%
Squash Courts	Per Hour	\$15.00	\$16.00	Y	\$1.00	6.67%
Holding fee (regular hirers) for no show	Per Regular Booking	New Fee	50% total daily booking fee	Y	New Fee	New Fee
AIMEE SEEBECK HALL						
Hall - Day rate (before 5pm)	Per Hour	New Fee	\$34.50	Y	New Fee	New Fee
Hall - Evening rate (after 5pm)	Per Hour	New Fee	\$34.50	Y	New Fee	New Fee
Function Hire - Friday night (5pm - 12am)	Per 7 hours	New Fee	\$260.00	Y	New Fee	New Fee
Function Hire - Saturday night (5pm - 12am)	Per 7 hours	New Fee	\$315.00	Y	New Fee	New Fee
Holding fee (regular hirers) for no show	Per Regular Booking	New Fee	50% total daily booking fee	Y	New Fee	New Fee
KNOX COMMUNITY ARTS CENTRE						
Not for Profit / Community Group Rates:						
Supper / Meeting Room (up to 6 hours)	Per Hour	\$40.00	\$42.00	Y	\$2.00	5.00%
Supper / Meeting Room (6 hours plus)	Per Hour	\$36.00	\$38.00	Y	\$2.00	5.56%
Theatre - No Biobox (house lights only). Eg. rehearsals, meetings, seminars etc.	Per Hour	\$40.00	\$42.00	Y	\$2.00	5.00%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Theatre - With Biobox. Includes a compulsory venue technician for biobox operation. Includes access to kitchen, green room and audience access to foyer Excludes Supper Room Minimum 4 hour booking. Eg. Theatre shows, productions, stage presentations.	Per Hour	\$121.00	\$126.00	Y	\$5.00	4.13%
Entire Facility Functions, productions and performances etc that require exclusive access to all areas. Includes bio box and one compulsory technician. Minimum 4 hour booking.	Per Hour	\$152.00	\$159.00	Y	\$7.00	4.61%
Commercial / Other Group Rates						
Supper / Meeting Room (up to 6 hours)	Per Hour	\$62.00	\$65.00	Y	\$3.00	4.84%
Supper / Meeting Room (6 hours plus or regular hirers)	Per Hour	\$54.00	\$57.00	Y	\$3.00	5.56%
Theatre - No Biobox (house lights only). Eg. rehearsals, meetings, seminars etc.	Per Hour	\$67.00	\$70.00	Y	\$3.00	4.48%
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	\$202.00	\$211.00	Y	\$9.00	4.46%
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	\$253.00	\$264.00	Y	\$11.00	4.35%
COMMUNITY SERVICES FACILITIES						
Community Services Facilities - Bonds (Refundable)						
All Functions with alcohol - Level 3	Per Function	\$1,175.00	\$1,222.00	N	\$47.00	4.00%
Major Functions (over 150 persons) without alcohol - Level 2	Per Function	\$700.00	\$728.00	N	\$28.00	4.00%
Smaller Functions (1 to 150 persons) without alcohol - Level 1	Per Function	\$360.00	\$375.00	N	\$15.00	4.17%

Knox City Council

2022-23 Fees & Charges



Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
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	\$0.00	0.00%
Road Opening Inspections:						
Nature strip opening	Per Opening	\$195.00	\$250.00	N	\$55.00	28.21%
Connection to Council Drain or Kerbing	Per Opening	\$195.00	\$250.00	N	\$55.00	28.21%
Road Opening	Per Opening	\$195.00	\$250.00	N	\$55.00	28.21%
Concrete Crossing	Per Opening	\$195.00	\$250.00	N	\$55.00	28.21%
General Concrete Works	Per Opening	\$195.00	\$250.00	N	\$55.00	28.21%
Weekend Supervision up to 3 hours	Per Hour	\$173.00	\$180.00	N	\$7.00	4.05%
Weekend Supervision greater than 3 hours	Per Hour	\$195.00	\$203.00	N	\$8.00	4.10%
Asset Protection Fees	Per Permit	\$195.00	\$260.00	N	\$65.00	33.33%
Information Request	Per Request	\$35.00	\$37.00	N	\$2.00	5.71%
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	\$1,550.00	\$1,612.00	N	\$62.00	4.00%
Temporary on - site storage material bonds	Per Application	\$775.00	\$806.00	N	\$31.00	4.00%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
MILLERS HOMESTEAD						
Wedding Ceremony	Per Wedding	\$399.00	\$415.00	Y	\$16.00	4.01%
Wedding Photographs	Per Wedding	\$258.00	\$269.00	Y	\$11.00	4.26%
Council Training						
Programs / Seminar	Per Day	\$234.00	\$244.00	Y	\$10.00	4.27%
Programs / Seminar (4 hours)	Half Day	\$129.00	\$135.00	Y	\$6.00	4.65%
Council Functions	Per Function	\$188.00	\$196.00	Y	\$8.00	4.26%
Infrastructure - Sustainable Infrastructure						
REFUSE DISPOSAL						
GARBAGE, WASTE & RECYCLE COLLECTION						
Residential:						
Residential Waste Charge (80L waste, 240L Recycle, Hard Waste, Bundled Green Waste)	Per Service	\$257.00	\$298.00	N	\$41.00	15.95%
Optional 240 litre Green Waste Bin	Per Bin	\$95.00	\$100.00	N	\$5.00	5.26%
120 litre bin Surcharge	Per Bin	\$54.00	\$96.00	N	\$42.00	77.78%
Additional 240 litre Recycle Bin	Per Bin	\$84.00	\$117.00	N	\$33.00	39.29%
Additional 120 litre Household Bin	Per Bin	\$289.00	\$431.00	N	\$142.00	49.13%
Industrial / Commercial 240 litre bin:						
Garbage weekly service, includes recycle weekly	Per Service	\$478.00	\$516.00	N	\$38.00	7.95%
Garbage 5 weekday service, includes recycle weekly	Per Service	\$1,651.00	\$1,970.00	N	\$319.00	19.32%
Additional 240 litre Recycle Bin	Per Bin	\$159.00	\$125.00	N	(\$34.00)	(21.38%)
Dorset Square Service:						
Office based premises	Annual	\$336.00	\$356.00	N	\$20.00	5.95%
Retail based premises	Annual	\$999.00	\$1,059.00	N	\$60.00	6.01%
Food based premises less than 200 square metres floor area	Annual	\$2,994.00	\$3,174.00	N	\$180.00	6.01%
Food based premises greater than 200 square metres floor area	Annual	\$6,982.00	\$7,401.00	N	\$419.00	6.00%

Description of Fees and Charges	Unit of Measure	Adopted 2021-22 Fee GST Incl. (where applicable)	Adopted 2022-23 Fee GST Incl. (where applicable)	2022-23 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Non- Rateable Properties 240 litre bin with 240 litre recycle:						
Garbage weekly service, includes recycle fortnightly	Per Service	\$257.00	\$400.00	N	\$143.00	55.64%
Garbage 5 weekday service, includes recycle fortnightly	Per Service	\$1,294.00	\$1,894.00	N	\$600.00	46.37%
Additional 240 litre Recycle Bin	Per Bin	\$84.00	\$117.00	N	\$33.00	39.29%
Non- Rateable Properties 120 litre bin waste with 240 litre bin recycle:						
Garbage weekly service, includes recycle fortnightly	Per Service	\$217.00	\$294.00	N	\$77.00	35.48%
Additional 240 litre Recycle Bin	Per Bin	\$84.00	\$117.00	N	\$33.00	39.29%
MISCELLANEOUS WASTE CHARGES						
Hard Waste services						
Additional Hard Waste Service	Per Booked Service	\$115.00	\$115.00	N	\$0.00	0.00%
Infrastructure - Operations						
OPEN SPACE MANAGEMENT						
Tree Removal						
Removal of tree due to installation of new crossover	Per Request	Amenity value + Removal costs + Tree planting costs + 2 years maintenance	Amenity value + Removal costs + Tree planting costs + 2 years maintenance	Y		

11 City Centre Reports for Consideration

12 Items for Information

13 Notices of Motion

14 Supplementary Items

15 Urgent Business

16 Questions Without Notice

17 Confidential Items