

# AGENDA

Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 28 November 2022 at 7:00 PM

This meeting will be conducted as a hybrid meeting



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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 24 October 2022

Confirmation of Minutes of Meeting of Council for the Election of the Mayor, Deputy Mayor and Appointment of Committees held on Monday 14 November 2022

**4 Presentations, Petitions and Memorials**

**5 Reports by Councillors**

## 6 Planning Matters

### 6.1 3 Gregory Road, Boronia

**SUMMARY: Senior Planner, Leonard Tyssen**

**This report considers Planning Application P/2021/6729 for the Development of the land for three dwellings (two (2) double storey dwellings and one (1) single storey dwelling) at 3 Gregory Road, Boronia.**

#### **RECOMMENDATION (SUMMARY)**

**That Council issue a Notice of Decision to Grant a Planning Permit for the Development of the land for three dwellings (two (2) double storey dwellings and one (1) single storey dwelling) at 3 Gregory Road, Boronia, subject to the conditions detailed in the full recommendation in section 10 below.**

#### **1. INTRODUCTION**

Application P/2021/6729 has been lodged with Council for the development of the land for three dwellings (two (2) double storey dwellings and one (1) single storey dwelling) at 3 Gregory Road, Boronia.

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

#### **2 DISCUSSION**

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

The development generally complies with Council's Neighbourhood Character Policy and ResCode. The proposal complies with the purpose of the Neighbourhood Residential Zone – Schedule 5 and the Vegetation Protection Overlay – Schedule 4. 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, subject to conditions.

#### **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 four (4) objections were received.

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

#### **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 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 2030 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.

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 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 development for Council.

#### **7. SOCIAL IMPLICATIONS**

There are no significant social implications associated with the proposed 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 2021-2031 AND COUNCIL PLAN 2021-2025 Neighbourhoods, Housing & Infrastructure**

- 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. RECOMMENDATION**

**That Council issue a Notice of Decision to Grant a Planning Permit for the development of the development of the land for three dwellings (two (2) double storey dwellings and one (1) single storey dwelling) at 3 Gregory Road, Boronia, subject to the 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 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 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.**
- 1.4 Delete reference of water tank capacity sizes from Development and Landscape plans.**
- 1.5 Dwelling 3 tandem parking space to be identified with the use of an alternative paving with colour contrast or line marking and to be a minimum 2.6m wide and 5.4m long in accordance with Clause 52.06 of the Knox Planning Scheme.**
- 1.6 An annotation stating, "landscaping adjoining turning areas must be kept at a maximum height of 150mm to allow for an unimpeded maneuvering area for an exiting vehicle to turn around."**
- 1.7 An annotation stating "on-site access lighting must be provided to the satisfaction of the relevant authority and in accordance with AS1158."**
- 1.8 Removal of existing crossing and provision of new 3 metre wide crossing to Council standard a minimum of 500 mm from the boundary, aligning with the internal driveway.**
- 1.9 Removal of Tree 1 – Melaleuca armillaris within the front setback.**
- 1.10 An annotation of the plans stating, "The existing driveway must be kept in situ within the Tree Protection Zone of Tree 2 - Corymbia citriodora until the end of the construction period."**
- 1.11 The Driveway constructed on the alignment of original driveway, above grade using approved permeable paving with excavation limited to removal of surface debris only, within TPZ of Tree 2 – Corymbia citriodora.**
- 1.12 The location of Tree Protection Fencing and Tree Protection Zones to be drawn on the Development, Drainage and Landscape Plans in accordance with Condition 15-22.**
- 1.13 All levels to be to AHD (Australian Height Datum).**
- 1.14 Key sustainability features that are required as part of the Sustainable Design Assessment (SDA) report including:
  - 1.14.1 Note showing WELS rating for water fittings/fixtures (refer to SDA report) provided as part of base building work have to be chosen within one WELS star of best available at the time of purchase.****

- 1.14.2 Commitment to 6.5 Star average energy rating for the development (on planning and construction drawings)**
- 1.14.3 Lighting sensors for external lighting (motion detectors, timers etc.)**
- 1.14.4 2kW Solar PV system per dwelling on roof of development**
- 1.14.5 External Adjustable shading (east/west/north) or improved horizontal fixed shading (north only)**
- 1.14.6 Note showing double glazing on all living areas and bedrooms (elevations)**
- 1.14.7 Notes showing other key elements of the SDA report including reverse cycle electric heating and cooling systems include a minimum 3 star energy efficiency rating and solar or Heat pump hot water systems.**
- 1.14.8 An updated SDA report in accordance with condition 13.**

**To the satisfaction of the Responsible Authority.**

#### **Other Plans**

- 2. Prior to the commencement of the development and issue of a Building Permit for the development approved under this Permit, 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 Tree Management Plan in accordance with Condition 12.**
  - 2.4 Construction Management Plan in accordance with Condition 26.**

**To the satisfaction of the Responsible Authority.**

#### **Drainage Plans**

- 3. Prior to the commencement of the development approved under this Permit, 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 commencement of the development approved under this Permit, 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 6 additional indigenous or native canopy trees and 3 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 and 1 large feature shrub with a mature height of 4-5 metres in addition to existing *Corymbia citriodora* to be retained and protected.**

- 4.8.2 Dwelling 1 SPOS – 1 small canopy tree and 1 large feature shrub with a mature height of 4-5 metres.
- 4.8.3 Dwelling 2 SPOS – 1 small canopy tree.
- 4.8.4 Dwelling 3 SPOS – 2 small canopy trees and 1 large feature shrub with a mature height of 4-5 metres.
- 4.8.5 Driveway Bump-out – 1 small canopy tree.
- 4.9 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.
- 4.10 Deletion of raingarden.
- 4.11 Deletion of *Melaleuca armillaris* proposed to be retained in front setback. (Environmental weed).
- 4.12 Tree protection for neighbouring trees (T14, T17) and subject site tree (T2) to be shown on all plans. NB Large Eucalypt in neighbouring property to rear will not be impacted by proposal.
- 4.13 Driveway must be constructed, under supervision of a suitably qualified Project Arborist, on alignment of original driveway, above grade using approved permeable paving with excavation limited to removal of surface debris only, within TPZ of *Corymbia citriodora* on subject site (T2).

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. This does not apply to:
  - 8.1 An open-sided pergola or verandah to a dwelling with a finished floor level not more than 800mm above ground level and a maximum building height of three metres above ground level; or
  - 8.2 A deck to a dwelling with a finished floor level not more than 800mm above ground level.

Where the total floor area of decks, pergolas and verandahs for each dwelling does not exceed 16m<sup>2</sup>.

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.**

#### **Tree Management Plan**

12. **Prior to the commencement of any buildings or works ,a tree management plan created for the management of the *Corymbia citriodora* (Treee 2) within the nature strip must be submitted to the satisfaction of the responsible authority. The tree management plan must include the entire TPZ of the tree. Any tree roots identified during works must be pruned under the guidance of a suitably qualified arborist in accordance with AS 4373-2007 – Pruning of amenity trees. The management plan must include TPZ fencing.**

#### **Sustainable Design Assessment**

13. **Prior to the commencement of any buildings or demolition works, an updated Sustainable Design Assessment (SDA) must be submitted to and approved by the Responsible Authority including:**
  - 13.1 **An InSite Water Report or equivalent addressing stormwater quality performance, in addition to ensuring that the Responsible Authority’s collective integrated water management expectations and requirements pursuant to a person’s general environmental duty under section 25 of the Environment Protection Act 2017 (Vic) and with regard to the Environment Reference Standard issued under section 93 of the Environment Protection Act 2017 (Vic), are satisfied. This includes sufficiently sized rainwater tank(s) for retention purposes for each dwelling, as well as, permeable paving to parts of the driveway areas in lieu of raingardens, to the satisfaction of the Responsible Authority.**
  - 13.2 **Commitment to 6.5 Star average energy rating for the development (on planning and construction drawings)**
  - 13.3 **Hot water systems noted as energy efficient electric solar / heat pump hot water heating system. Electric systems are net zero emissions ready in line with Knox planning clause 22.04 (To reduce total operating greenhouse gas emissions).**
  - 13.4 **32 Amp power is to be supplied to a garage switchboard of each dwelling for future EV car charging.**
  - 13.5 **Solar photovoltaic panels with capacity maximised for the available roof area (min 2kW/dwelling).**
14. **Prior to the occupation of the development, the development must be constructed in accordance with the endorsed Sustainable Design Assessment, except for stormwater and Water Sensitive Urban Design (WSUD) requirements which are adopted, pursuant to the collective Responsible Authority’s expectations and requirements, reflected on Drainage Plans.**

#### **Tree Protection**

15. **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.

- 15.1 Tree 2 – *Corymbia citriodora*. TPZ 7.1m. Install protection measures prior to works commencing.
- 15.2 Tree 11 – *Pittosporum tenuifolium* 'cv'. TPZs 2m. Install ground protection measures between boundary fence and proposed building prior to works commencing.
- 15.3 Tree 14 – *Eucalyptus nicholii*. TPZ 7.8m. Install ground protection measures between boundary fence and proposed building prior to works commencing.
- 15.4 Tree 17 – *Pyrus calleryana*. TPZ 4.2m. Boundary fence will be sufficient protection.
16. 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.
17. 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.
18. The fence and signage is to be maintained throughout the construction period and removed at the completion of all works.
19. No temporary removal of the fence, or encroachment into the protection zone is permitted without the written consent of the responsible authority.
20. 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.
21. The following activities are prohibited from the tree protection area, without the written consent of the responsible authority:
  - 21.1 Construction activities.
  - 21.2 Dumping and/or storage of materials, goods and/or soil.
  - 21.3 Trenching or excavation.
  - 21.4 Lopping branches, nailing or affixing signs, service lines, lights etc. to the trees.
22. Prior to any works commencing on site, the Responsible Authority must be contacted to inspect the Tree Protection fencing.

#### **Car Parking & Accessways**

23. Before the dwellings are occupied, driveways and car parking areas must be:

- 23.1 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.**
  - 23.2 Formed to such levels and drained so that they can be used in accordance with the approved plan.**
  - 23.3 Treated with an all-weather seal or some other durable surface.**
- To the satisfaction of the Responsible Authority.**
- 24. Parking areas and driveways must be kept available and maintained for these purposes at all times to the satisfaction of the Responsible Authority.**
  - 25. Before the development is occupied vehicular crossing(s) must be constructed to align with approved driveways to the satisfaction of the Responsible Authority. All redundant crossing(s), crossing opening(s) or parts thereof must be removed and replaced with footpath, naturestrip and kerb and channel to the satisfaction of the Responsible Authority.**

#### **Construction Management Plan**

- 26. Prior to the commencement of the development approved under this Permit, 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:**
  - 26.1 A detailed schedule of works including a full project timing.**
  - 26.2 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.**
  - 26.3 The location for the parking of all construction vehicles and construction worker vehicles during construction.**
  - 26.4 A fully detailed plan indicating where construction hoardings would be located.**
  - 26.5 A waste management plan including the containment of waste on site, disposal of waste, stormwater treatment and on-site facilities for vehicle washing.**
  - 26.6 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.**
  - 26.7 Site security.**
  - 26.8 Public safety measures.**
  - 26.9 Construction times, noise and vibration controls.**
  - 26.10 Restoration of any Council assets removed and/or damaged during construction.**

- 26.11** Protection works necessary to road and other infrastructure (limited to an area reasonably proximate to the site).
  - 26.12** Remediation of any damage to road and other infrastructure (limited to an areas reasonably proximate to the site).
  - 26.13** An emergency contact that is available for 24 hours a day.
  - 26.14** All contractors associated with the construction of the development must be made aware of the requirements of the Construction Management Plan.
- 27.** During the construction, the following must occur to the satisfaction of the Responsible Authority:
- 27.1** Any stormwater discharges into the stormwater drainage system is to comply with EPA guidelines.
  - 27.2** 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.
  - 27.3** Vehicle borne material must not accumulate on the roads abutting the site.
  - 27.4** The cleaning of machinery and equipment must take place on site and not on adjacent footpaths, roads or parks.
  - 27.5** All litter (including items such as cement bags, food packaging and plastic strapping) must be disposed of responsibly.
  - 27.6** All site operations must comply with the EPA Publication 1254 (including all revisions or replacement guidelines).

#### **Fencing**

- 28.** All costs associated with the provision of the fencing are to be borne by the owner/developer under this permit.
- 29.** 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**

- 30.** 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:
  - 30.1** The appearance of building, works or materials on the land.
  - 30.2** Parking of motor vehicles.
  - 30.3** Transporting of materials or goods to or from the site.
  - 30.4** Hours of operation.
  - 30.5** Stockpiling of top soil or fill materials.
  - 30.6** Air borne dust emanating from the site.

- 30.7 Noise.**
- 30.8 Rubbish and litter.**
- 30.9 Sediment runoff.**
- 30.10 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**

- 31. 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**

- 32. This permit will expire if one of the following circumstances applies:**
  - 32.1 The development is not started within two years of the date of this permit.**
  - 32.2 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.
- Stormwater discharge from property is to be directed to the kerb & channel near the northern corner of the property to Council standards and satisfaction.
- The total Permissible Site Discharge (PSD) for the property, including all dwellings, is 3.7 L/s to the existing Council drainage system for a 5 year ARI (18.13% AEP) event.
- 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.**
- **A minimum of 80% of all new vegetation (both canopy trees and understorey) should be indigenous species.**
- **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: Senior Planner, Leonard Tyssen**

**Report Authorised By: Director, City Liveability, Matt Kelleher**

**Attachments**

1. Attachment 1 - Officer Report - 3 Gregory Road, Boronia [6.1.1 - 8 pages]
2. Attachment 2 - Council Attachments - 3 Gregory Road Boronia [6.1.2 - 7 pages]





# Attachment 1



## Planning Application P/2021/6729 for the development of land for three dwellings (two (2) double storey dwellings and one (1) single storey dwelling) at 3 Gregory Road, BORONIA.

### 1. Summary:

Subject Site:	3 Gregory Road, BORONIA VIC 3155
Proposed Development:	Development of the land for three dwellings (two (2) double storey dwellings and one (1) single storey dwelling)
Existing Land Use:	Single dwelling
Site Area:	982m <sup>2</sup>
Planning Scheme Controls:	Neighbourhood Residential Zone Schedule 5, Vegetation Protection Overlay – Schedule 4
Application Received:	24 November 2021
Number of Objections:	Four
PCC Meeting:	Not applicable
Ward:	Baird

### 2. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of Planning Permit Application P/2021/6729 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 982m<sup>2</sup>, located on the southern side of Gregory Road, Boronia.
- The subject site is irregular in shape and has an approximate fall of 8.3m from the west to the east.
- 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, including three properties to the east which contains three dwellings on a previous single lot.
- There is no Drainage and Sewerage Easements within the subject site.
- No covenants or restrictions are registered on the copy of title.
- The site has vehicular access via a single width crossover to Gregory Road.
- Significant existing vegetation exists on the site protected by the Vegetation Protection Overlay Schedule 4.



## Attachment 1

### 3.2 The Proposal

The proposal seeks permission for the development of land for three dwellings (two (2) double storey dwellings and one (1) single storey dwelling). Refer to attached plans at Attachment 2. Details of the proposal are as follows:

- The existing single storey dwelling and associated structures will be removed (planning permit not required for demolition).
- The development comprises of three dwellings (two (2) double storey dwellings and one (1) single storey dwelling).
- Dwellings 1 and 2 are double storey dwellings with double garages and Dwelling 3 is a single storey dwelling with a single garage and tandem space.
- Vehicle access to the site is maintained via the Gregory Road frontage, with all dwellings being accessed by a single accessway.
- The front fence setback for Dwelling 1 to Gregory Road is 8.47 metres.
- Each dwelling is provided with private open space area ranging in size between 60m<sup>2</sup> and 82m<sup>2</sup>.
- Site coverage is 36% and permeability is 34.64%.

## 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 4 objections were received and are summarised below.

#### ***Over-development and insufficient infrastructure***

- 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, in particular garden area, private open space and landscaping.
- The proposal also complies with ResCode Standards (Clause 55) and is considered to achieve the neighbourhood character design objectives of the Knox Neighbourhood Area.
- 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 4.2.2 of this report. The proposal is considered consistent with the preferred neighbourhood character.

#### ***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. Further, Council's Traffic and Transport Department have not raised concerns with reference to the street networks ability to cater for the proposed development. A condition of permit will ensure that sightlines of vehicles exiting the site are not unreasonably compromised.



## Attachment 1

### **Overlooking**

- The development will meet the requirements of Clause 55.04-6 (Overlooking objective), subject to a condition requiring the Dwelling 3 upper floor bedroom window to be screened to a height of 1.7m above finished floor level.

### **Access to sunlight**

- The proposal will not unreasonably overshadow the windows and secluded open space areas of the adjoining dwellings. It is understood that there will be a loss of sunlight however this is within acceptable standards and consistent with Standard B21. (See clause 55 assessment below).

### **Removal of a significant tree**

- The original proposal intended to remove Tree 2, which was not supported.
- The applicant amended the layout of Dwelling 1 and relocated the Secluded Private Open Space to be forward of the dwelling to allow the retention of this tree. Subject to tree protection conditions of a permit to issue, this is considered an acceptable design response.

## 4.2 Referrals

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

**Building:** No objection.

**Arborist:** No objection to the proposal subject to conditions relating to the provision of above grade using approved permeable paving with excavation limited, tree protection fencing on the plans, a Tree Management Plan for Tree 2, relocation of the driveway adjoining tree 5, and general Tree protection fencing within the subject site.

**Traffic Engineer:** No objection. Standard conditions to be included on any permit issued, including protection of sightlines, lighting to the common driveway, and the provision of a Construction Management Plan (CMP).

**Stormwater:** No objection. Standard conditions to be included on any permit issued.

**Landscape:** No objection. The site can accommodate 6 canopy trees and 3 large shrubs. Standard conditions to be included on any permit issued. A permit condition will require the removal of the *Melaleuca armillaris* which is an environmental weed.

**ESD Officer:** No objection. The Sustainable Design Assessment (SDA) submitted with the application is satisfactory subject to conditions.

**Assets:** No objection. Standard conditions to be included on any permit issued subject to a condition. A permit condition will require the removal of the existing crossing and show new 3 metre wide crossing to Council standard a minimum of 500 mm from boundary to align with the internal driveway.

## 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.



## Attachment 1

### 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 B13 (Landscaping), Standard B28 (Private Open Space) and Standard B32 (Front Fence Height).

- The proposal is consistent with the purpose of the Neighbourhood Residential Zone by providing for diversity in housing types that respects the neighbourhood character of the area.
- Landscaping - The site can accommodate 9 canopy trees, which exceeds the minimum landscaping requirements for Standard B13.
- Front Fence Height - Complies, no front fence is proposed.
- Front setback – Complies.
- Private Open Space - Complies. All dwellings are provided with a minimum 80m<sup>2</sup> of private open space, including 60m<sup>2</sup> of secluded private open space with a minimum dimension of 5m.
- Garden Area – Complies – 39.82% (391sqm) Garden Area is provided.

#### 5.1.2 Overlays

##### **Vegetation Protection Overlay – Schedule 4**

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

Vegetation protection objectives of the relevant Schedule to the overlay are 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.

- No trees requiring a permit are proposed for removal. Tree 2 – *Corymbia citriodora* is protected under the Vegetation Protection Overlay 4. Council's Arborist response mentioned that there is a 53% incursion into Tree Protection Zone and Structural Root Zone is considered a 'Major' encroachment. This is mitigated by presence of existing driveway (45.5% incursion).
- The applicant amended the application by relocating the Secluded Private Open Space to be forward of the dwelling, thus retaining Tree 2 within the common driveway area. Subject to permit condition to for tree protection measures to mitigate any impacts, this is considered an acceptable outcome pursuant to the VPO4.

### 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



## Attachment 1

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 have distinctive and significant environmental and biological values. These areas will continue to contribute to the protection and enhancement of Knox's distinctive environmental and biological values.

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, whilst allowing appropriate landscaping setbacks and building articulation to ensure the development transitions to the adjoining properties, including the retention of the significant tree on the site.
- Housing choice – The development provides a range of housing choices.
- Existing infrastructure – The site is located within a fully serviced area.
- Energy efficiency – The Sustainable Design Assessment submitted with the application is considered to be acceptable.
- 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. 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.

**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 and consistent with this Clause.



## Attachment 1

### 5.2.3 Transport

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

- The site is located within a 190 metre walk of bus stops on the Maryborough Road for 753 bus route.

### 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:** Bush Suburban 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 finishes, eaves and car parking located behind or alongside the proposed dwellings.
- It is considered that the upper levels of the dwellings are generally reduced in size and the development incorporates a single storey dwelling to the rear of the site. Clause 22.07 seeks to ensure upper floor levels are designed appropriately and are to be significantly setback from the ground floor level, which has been achieved.
- 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, meaningful landscaping opportunities, upper floors being significantly setback from ground floor areas and boundaries, and setbacks that allow for the retention of existing vegetation whilst providing area for new planting.

### 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 Dwellings 1 - 2 are provided with two car parking spaces in the way of double garages. Dwelling 3 at the rear are provided with a single car garage and a tandem single car space in front of the garage.
- Car parking design - Complies.
- Car Parking Spaces – Can comply subject to condition. The Dwelling 3 tandem parking spaces must be at least 2.6m wide and 5.4m long and sufficiently delineated from the driveway.

### 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 – Complies.

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.

#### **Amenity Impacts**

Side and rear setbacks – Complies.

Walls on boundaries – Not applicable. No walls on boundary proposed.

Daylight to existing windows/north facing windows – Complies.



## Attachment 1

North-facing windows – Complies.

Overshadowing open space – Complies.

Overlooking – Can comply, as discussed in report.

Noise Impacts – Complies.

### **On-Site Amenity and Facilities**

Accessibility – Complies.

Daylight to new windows – Complies.

Private Open Space – Complies.

Solar access – Complies.

Storage – Complies.

### **Detailed Design**

Design Detail – Complies.

Common Property – Complies.

Site Services – Complies.

Front fence – Not applicable, no front fence proposed.

## 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 10.04 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 compliant with ResCode (Clause 55 of the Knox Planning Scheme).
- It is considered that the proposal will contribute to the green and leafy character of Knox, with the provision of 9 canopy trees in a combination of indigenous or native canopy trees and large feature shrubs across the site, and includes the retention of a significant tree protected by the VPO4.
- Subject to conditions, the development will provide an appropriate balance between the need for additional housing within an established residential area whilst ensuring the amenity of occupants and adjoining residents is not compromised.





**ATTACHMENT 2**

**Address** 3 Gregory Road, BORONIA  
**Application Number** P/2021/6729  
**Description** Development of the land for three dwellings (two (2) double storey dwellings and one (1) single storey dwelling)  
**Wardname** Baird

**LEGEND:**

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

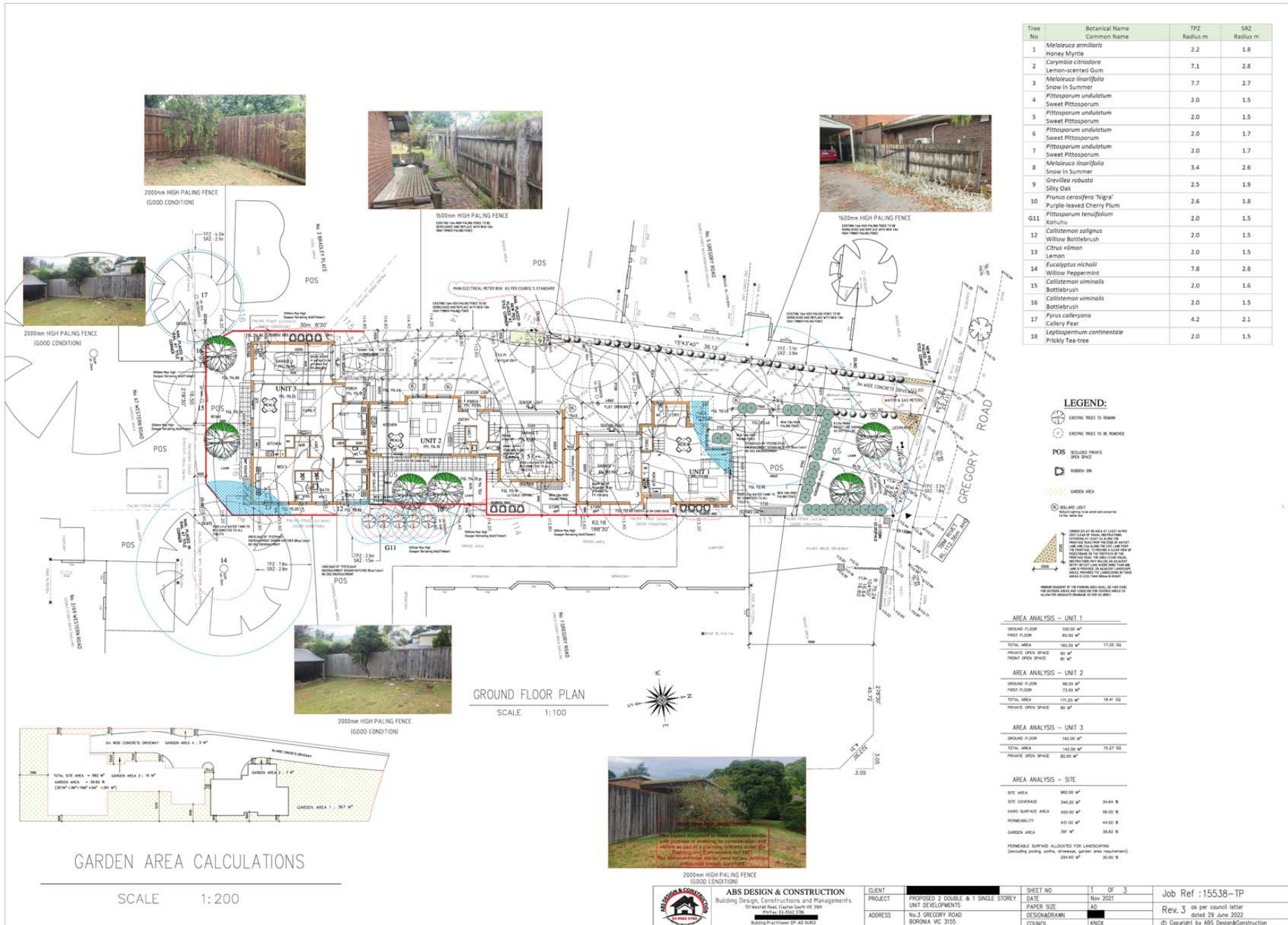
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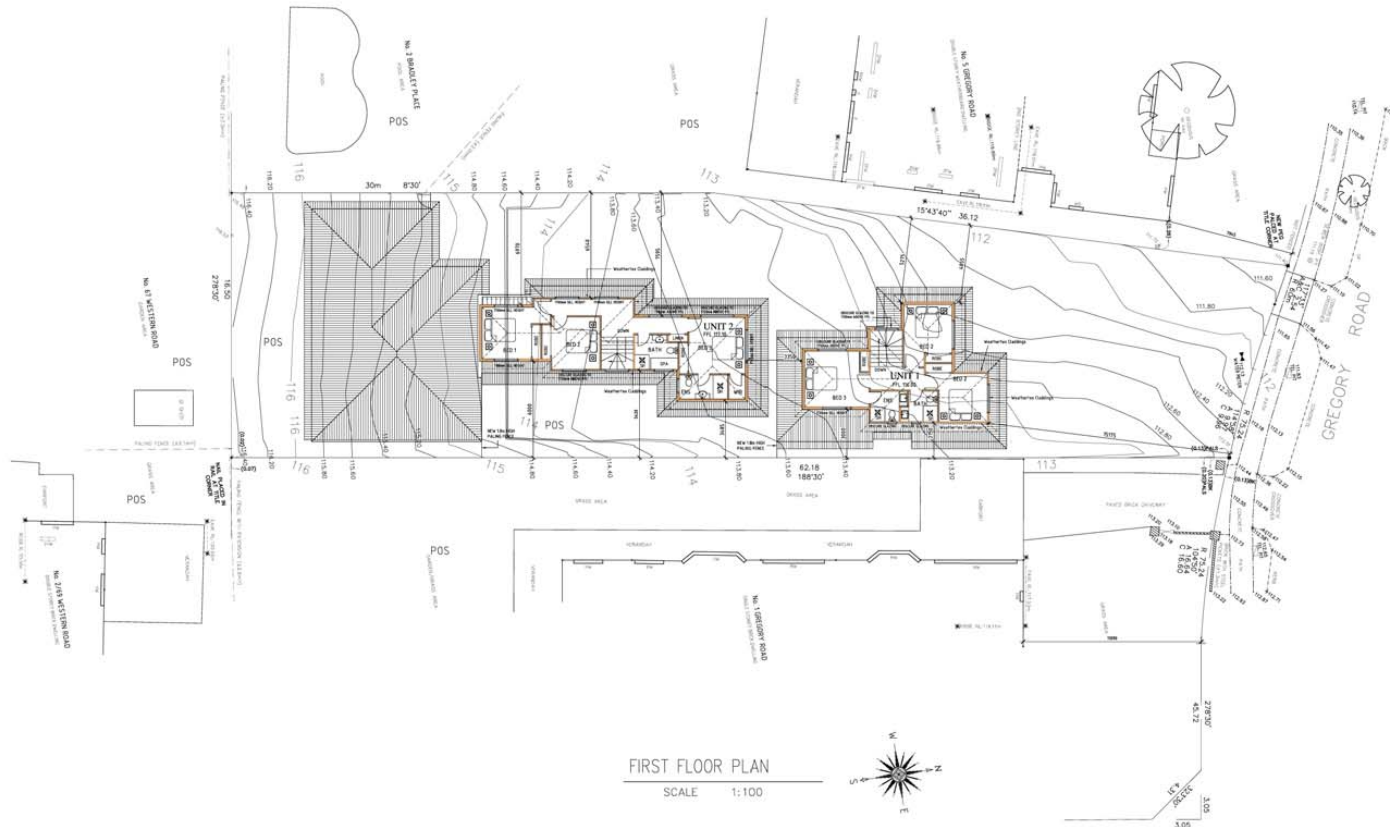
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 Aerial Photography - AAM (Flown February 2022 - unless otherwise stated)  
 Melbourne Water Drainage Information - Melbourne Water

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	PROJECT	PROPOSED 2 DOUBLE & 1 SINGLE STOREY UNIT DEVELOPMENTS	DATE	Nov 2021	Rev. 3 as per council letter dated 29 June 2022
	ADDRESS	No.3 GREGORY ROAD BORONIA VIC 3155	PAPER SIZE	A3	© Copyright by ABS Design&Construction
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	PROJECT	PROPOSED 2 DOUBLE & 1 SINGLE STOREY UNIT DEVELOPMENTS	DATE	Nov 2021	Rev. 3 as per council letter dated 29 June 2022
	ADDRESS	No.3 GREGORY ROAD BORNINA VIC 3155	PAPER SIZE	A3	
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## 6.2 Consideration of submissions in relation to Amendment C189Knox - Rowville (Murray Crescent, Taylors Lane, Vista Crescent, Fordham Court)

**SUMMARY:** Strategic Planner, David Cameron

At its meeting of 26 April 2021, Council resolved to commence Amendment C189knox to the Knox Planning Scheme to rezone specific properties along Murray Crescent, Vista Crescent, Fordham Court and Silkwood Way in Rowville from the Neighbourhood Residential Zone – Schedule 4 (NRZ4) to the proposed Neighbourhood Residential Zone – Schedule 9 (NRZ9). It was also resolved to include a new strategy under clause 21.06-3 (Design and Character) of the Knox Planning Scheme.

The planning scheme amendment was initiated following a strategic review of the current planning scheme provisions prepared for Council by Glossop Town Planning which recommended creating a ‘buffer area’ between small lot residential subdivision and larger Low Density Residential Zone (LDRZ) lots by applying the proposed NRZ9. The NRZ9 notably includes modified Rescode requirements for landscaping, side and rear setbacks, and private open space to reinforce the existing backyard orientated ‘buffer’ to the LDRZ.

Amendment C189knox underwent public exhibition between 7 July and 9 August 2022. A total of 6 submissions (2 supporting, 4 opposing) were received by Council.

Key issues raised in the submissions include:

- Indication of support for the amendment and its intention.
- Objection to the amendment on grounds of existing planning permit approvals, which are suggested to have already altered the transitional neighbourhood character beyond what the amendment seeks to reinforce.
- Objection to the proposed setbacks within the NRZ9.
- Existing outbuildings contrary to the identified neighbourhood character by the amendment, and clarity of language surrounding the construction of outbuildings within amendment sites.
- Where existing sewerage connections within the LDRZ border properties subject of the amendment, they should be removed from the amendment.
- Removal of properties from the amendment area that have no direct connection with the LDRZ.
- Clarification of the language within the NRZ9 used to refer to dwellings and buildings.
- Biodiversity considerations.

Officers have reviewed all submissions received and have provided a response to the points raised in Attachment 1 to this report. Based on this assessment, officers are not recommending any changes to be made to the Amendment in response to submissions received.

To enable the amendment to proceed, it is recommended that Council resolve to request that the Minister for Planning appoints an independent Planning Panel to consider all submissions received. If Council opts not to refer these unresolved submissions to an independent Planning Panel, Council is required to abandon the amendment.



## **RECOMMENDATION**

### **That Council:**

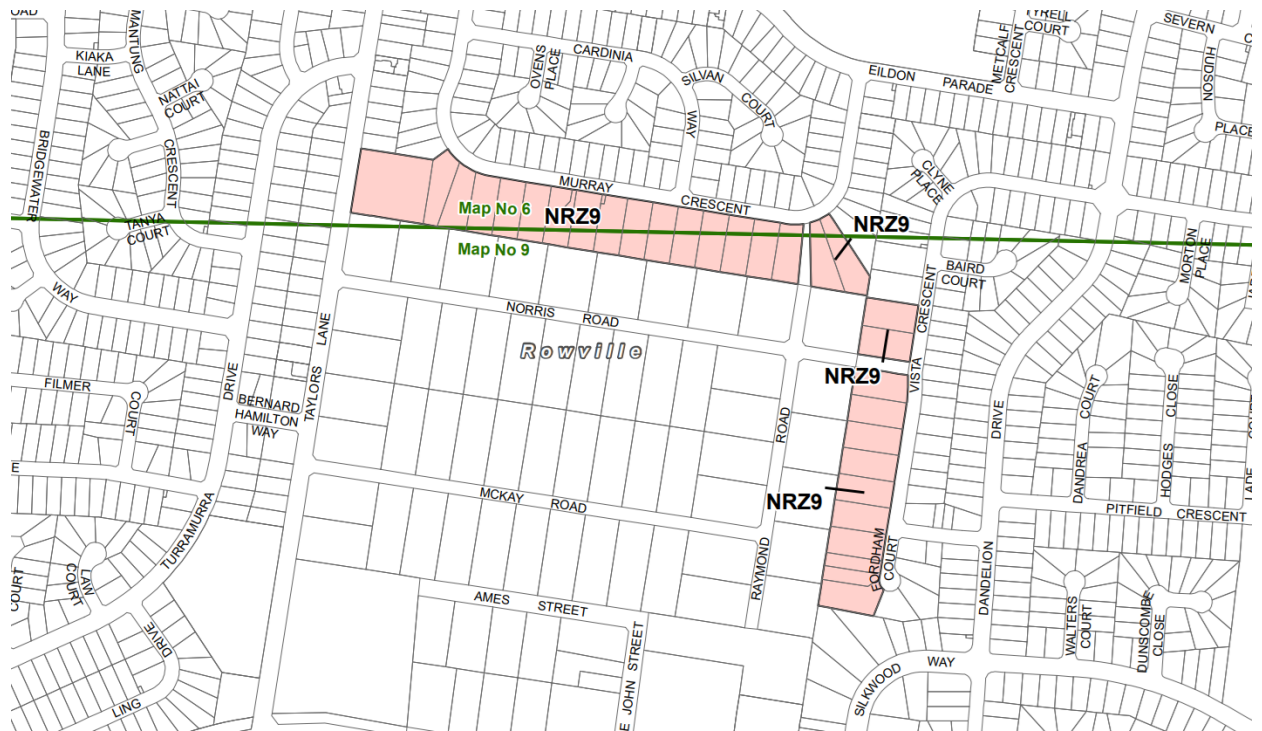
- 1. Receives and notes the submissions to Amendment C189knox (Attachment 1) to the Knox Planning Scheme in accordance with Section 22 of the Planning and Environment Act 1987.**
- 2. Endorses the officers' response and recommendations regarding submissions to Amendment C189knox as shown at Attachment 1, noting that no further changes are proposed to the exhibited planning scheme amendment documents as a result of submissions.**
- 3. Requests the Minister for Planning to appoint a Planning Panel under Section 153 of the Planning and Environment Act 1987, to consider all submissions to Amendment C189knox.**
- 4. Refers the Amendment (as exhibited) and all submissions to a Planning Panel in accordance with Section 23(1) of the Planning and Environment Act 1987.**
- 5. Authorises the Chief Executive Officer (or such person nominated by the Chief Executive Officer) to undertake administrative changes to Amendment C189knox prior to the Panel Hearing where the changes do not affect the purpose or intent of the Amendment.**

### **1. INTRODUCTION**

On 26 April 2021, Council resolved to seek authorisation from the Minister for Planning to prepare and exhibit Amendment C189knox to the Knox Planning Scheme.

Amendment C189knox involves the rezoning of the following sites (indicated on the map below) from the NRZ4 to the proposed NRZ9:

- 24–26 Taylors Lane, Rowville;
- 26–58 Murray Crescent, Rowville (even numbers only);
- 42–70 Vista Crescent, Rowville (even numbers only); and
- 5, 6A, 6B, 7 Fordham Court, Rowville.



The rezoning to the NRZ9 is intended to provide a ‘buffer’ area around the periphery of land currently zoned as the LDRZ, noting the transitional nature of the lots subject to the amendment between smaller lot subdivision, and the LDRZ lots. The buffer properties have been subject to repeated Victorian Civil and Administrative Tribunal (VCAT) appeals.

Changes to the Knox Planning Scheme were recommended by VCAT to provide an appropriate transition in this area, to differentiate the area from its surroundings and manage development pressures and expectations.

On 3 December 2021 DELWP authorised Amendment C189knox subject to one condition to *“Remove the following decision guideline from Section 7.0 of the proposed NRZ9: In developments of three or more dwellings, whether the rear dwellings, and any dwellings along a boundary with the Low Density Residential Zone are single storey in height”*.

To address the authorisation condition, the above decision guideline was removed. To achieve the intended transition outcome while addressing DELWP’s condition, further changes were made to the Neighbourhood Character Objectives within the NRZ9 to better clarify the transitional built form objectives. These changes did not affect the intent of the amendment and were approved under the delegation provided in the Council resolution of 26 April 2021.

Subsequently the amendment was placed on exhibition in accordance with the requirements of the Planning and Environment Act 1987 (the Act). The amendment documents as exhibited are available on DELWP’s website.

## 2. DISCUSSION

Amendment C189knox was publicly exhibited between 7 July 2022 and 9 August 2022. The exhibition included the following:

- Letters sent to all affected and adjoining property owners and occupiers.
- Letters sent to prescribed Ministers and authorities.
- Notices published in the Victorian Government Gazette and The Age newspaper.

- Information and documentation available to view on a dedicated webpage on Council's website, and a Knox 'Have your say' page.
- Amendment material available at the Knox Civic Centre.

As a result six submissions to the amendment were received during this period including:

- 4 opposing submissions
- 2 supporting submission

A summary of all submissions, and recommended responses is provided in Attachment 1 to this report. The following provides an overview of the issues raised.

#### Support for the amendment and its intention

- Two submissions supported the proposed amendment, with one submission mentioning support for preserving existing neighbourhood character.

#### Objection that the neighbourhood character that the amendment is attempting to consolidate has already been eroded

- One objection raised concern that the protection of backyards, landscaping, tree planting and open space is redundant, as they have already been altered beyond what the amendment aims to retain, through previous VCAT decisions. The submission refers to specific addresses where development was approved previously.

It is acknowledged that two VCAT decisions have occurred within the amendment area for approval of multi-unit development, in March 2020 at 24-26 Taylors Lane (for 18 dwellings), and in January 2022 at 30 Murray Crescent (for 6 dwellings).

The decision at 24-26 Taylors Lane was made prior to the preparation of the Glossop Town Planning report 'Review of Rowville LDRZ and adjoining GRZ land' that informed the amendment. This decision was considered to be an impetus for the amendment, as the VCAT member mentioned the area should anticipate some level of change, and that while the development was more intense it would adequately 'fit in' with its surrounds. This development outcome was taken into consideration when preparing the Glossop Town Planning report. The objection suggests we should not proceed with the amendment altogether based on development approvals, however, the objection identifies only one property where this concern is of relevance. The development approved also applies to a 2 lot site which can arguably accommodate more intensive development whilst incorporating other design elements e.g. setbacks and landscaping to meet any character requirements. On this basis, there is no justification to either remove 24-26 Taylors Lane or abandon the amendment altogether.

A separate VCAT decision approved 6 dwellings at 30 Murray Crescent. While the submission indicates this has altered the character of the area, the submitted plans to VCAT provided for a rear setback greater than the 9m rear setback required by the proposed NRZ9, and includes approximately 2m side setbacks to both sides (the NRZ9 proposes 1m and 3m side setbacks). The approved development is considered a representation of what the amendment proposes in terms of future development.

#### Objection to proposed setbacks within the NRZ9

- Two submissions raise issues with the proposed 9m rear setback of the proposed NRZ9 suggesting it is excessive.

The submissions raise concerns that the proposed 9m setback is unjustified and not supported within other planning schemes within Victoria.

In this respect, adequate justification for a 9m rear setback is provided in the Glossop Town Planning Report, including the following discussion:

*‘However, within the study area, both Council and VCAT have determined that a 6 metre setback was not acceptable in the case of four applications along Murray Crescent, placing emphasis on the retention of the backyard spine. Therefore, the starting point for varying the rear setback standard was that it should be greater than 6 metres.*

*Based on the site context which includes substantial backyards and direct abuttal to the LDRZ (with a recommendation that the LDRZ is retained) we believe that a 9 metre rear setback is appropriate to retain the backyard ‘spine’ in this location. A 9 metre setback will allow sufficient space for canopy trees(s) along the rear interface and retain the backyard spine.*

*It is an accepted principle within the Victorian Planning System that a 9 metre front setback can achieve a relatively generous landscaped setting – that includes the provision of canopy trees. On this basis we believe it would be difficult to justify a rear setback that is in larger than front setback requirements.’*

It is therefore considered that the rear setback requirement of the NRZ9 has adequate justification to be proposed within the amendment area.

Existing outbuildings contrary to the identified neighbourhood character by the amendment, and clarity of language surrounding the construction of outbuildings within amendment sites

- Two submissions have noted that the amendment should not apply to sheds, carports and garages to existing single dwellings (including within the proposed 9m rear setback of the NRZ9).

Under the Neighbourhood Residential Zone, a permit is required to construct or extend a dwelling on a lot less than 300sqm. Within the Knox Planning Scheme under clause 73.03 (Land Use Terms), a ‘dwelling’ includes ‘... *outbuildings and works normal to a dwelling*’. Therefore, in relation to sheds, carports and garages, no planning permit will continue to be applied to lots in excess of 300sqm (as is currently the case under the NRZ4).

- One submission noted that existing LDRZ properties have large outbuildings adjacent to the proposed backyard spine, and the identified character is therefore erroneous in that development can already be placed opposite where the proposed NRZ9 would apply.

From aerial photography it does not appear that the majority of the shared boundary between the amendment lots and the LDRZ is occupied by outbuildings, and an open character is considered to be intact.

Where amendment sites border Low Density Residential Zone (LDRZ) lots with existing sewerage connections, they should be removed from the amendment

- One submission raised, as their property borders LDRZ properties with an existing connection to reticulated sewerage, the amendment is not justified in its application.

While properties within the LDRZ that have an existing reticulated sewerage connection are able to subdivide from a single > 4000sqm lot to two 2000sqm lots, they will continue to be large lots with limited development potential comparative to the NRZ9.

It is therefore considered that the transitional arrangement proposed through the application of the NRZ9 to the amendment lots continues to be appropriate to temper development around the LDRZ lots, as there is no current plan to modify the LDRZ zoning.

Removal of properties that have no direct connection with the LDRZ

- One submission raised concern that an existing subdivided lot with no adjoining boundary to the LDRZ should be removed from the amendment area.

It is acknowledged that lots exist that have been subdivided on the southern side of Murray Crescent, that now have no direct connection within LDRZ lots further south.

In consideration of orderly planning, it would present an unusual outcome to mix the residential zoning along what is proposed to be a consistent application of the NRZ9 through the amendment. It is also not considered necessary to remove these sites from the amendment as the zoning will also create consistent neighbourhood character from Murray Crescent (most notably through the provision of side setbacks between dwellings).

Additionally, with the decision guidelines of the NRZ9 it is included: *'Whether the development provides for an appropriate transition to the Low Density Residential Zone, where it adjoins the site'*. This provision provides the discretion to assess the appropriateness of a 9m rear setback to be applied to any potential future development that has no adjoining boundary with the LDRZ.

Clarification of the language within the NRZ9 used to refer to dwellings and buildings

- One submission raised that the reference to new 'buildings' within proposed NRZ9, should be altered to new 'dwellings' to clarify it only applies to new multi dwelling development, and not to sheds, carports, garages and outbuildings.

As previously mentioned, the requirement for a planning permit for outbuildings to dwellings, is applicable to lots under 300sqm, and will not apply to existing dwellings (on lots over 300sqm) and only to new development. It is also important to keep the language as proposed, as buildings other than dwellings (or outbuildings) can be constructed in residential areas, and the proposed requirements of the NRZ9 should also apply to other types of non-residential development consistently.

Biodiversity considerations

- One submission exclusively raised general biodiversity concerns, but did not raise any specific concerns regarding the amendment, or propose any changes.

## **Next Steps**

Under Section 23(1) of the Act, Council has three options in considering the submissions:

- (a) change the amendment in the manner requested; or
- (b) refer the submission to a panel appointed under Part 8 of the Act; or
- (c) abandon the amendment or part of the amendment.

Considering the above assessment of the submissions, no change to the amendment is proposed and all submissions are recommended to be referred to a Planning Panel. Subject to Section 8 of the Act, the Minister for Planning has the powers to appoint a panel to consider amendment submissions. Hence, Council is recommended to make a request to the Minister in this regard.

### **3. CONSULTATION**

The affected and adjoining property owners and occupiers and other interested parties were notified in writing of the amendment, and were invited to make a submission. The Amendment was also available on Council's website and a 'Have your say' page.

If Council resolves to refer submissions to an independent Planning Panel, submitters will have the opportunity to appear at the public hearing and address the Panel in support of their submission. Submitters that choose not to appear at the hearing will still have their written submission considered by the independent Panel.

The recommendations of the Panel will be reported to Council before a decision is made on whether to adopt the amendment. If the amendment is adopted by Council, it will then be submitted to the Minister for Planning for approval.

### **4. CLIMATE CHANGE CONSIDERATIONS**

Implementation of the recommendation is considered to have no direct implications for or 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**

The Amendment is considered to have limited environmental impact, or associated amenity issues. Any future residential (or other permissible) development proposals under the proposed NRZ9 that require planning permit approval, would need to demonstrate an appropriate design response with respect to environmental, landscape and amenity issues. The proposed NRZ9 contains more conservative provisions than the existing NRZ4.

The proposed backyard spine created through the proposed rear setback requirement is intended to provide opportunities for canopy tree planting that would achieve environmental and amenity benefits.

### **6. FINANCIAL & ECONOMIC IMPLICATIONS**

The proposed planning scheme amendment process will be funded through the City Futures operational budget.

### **7. SOCIAL IMPLICATIONS**

The amendment has limited social implications as it rezones sites from an existing Neighbourhood Residential Zone schedule (the NRZ4), to a new Neighbourhood Residential Zone schedule (the NRZ9). It is considered the amendment will have a positive social benefit through clarity in policy direction and outcomes for the amendment area.

### **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.

### **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:** Strategic Planner, David Cameron

**Report Authorised By:** Director City Liveability, Matt Kelleher

### **Attachments**

1. Attachment 1 - Summary of submissions and officer responses C189knox [6.2.1 - 5 pages]

## Summary of submissions – Amendment C189knox

Submission no.	Seeks changes to the recommendation?	Summary of submission	Officers' response	Officers' recommendation
1	No	Submitter supports the amendment and the preservation of the unique character of the amendment area, and the Rowville/Lysterfield area generally.	The submission of support is noted.	No changes recommended.  Refer submission to panel.
2	No	This submission broadly raises concerns with loss of biodiversity. However it does not raise any specific concerns in relation to Amendment C189knox, or request any relevant changes to the amendment.	The submission does not address any issue associated with Amendment C189knox.	No changes recommended.  Refer submission to panel.
3	Yes	Submitter objects to the proposed rezoning on the following grounds:  a. The neighbourhood character of the amendment area has been altered beyond what Amendment C189knox attempts to maintain, and should be abandoned.  b. Recent development applications/approvals will also change the existing neighbourhood character substantially. The submission refers to specific addresses where development has been approved previously.	Officers acknowledge the concerns raised, and make the following comments:  a. The neighbourhood character identified within the amendment area is predominantly a backyard character that is substantially intact. With the exception of outbuildings, the rear setbacks of the amendment sites remain predominantly vacant. A recent 6 lot approval at VCAT also maintained similar setbacks that are proposed through the application of the NRZ9, demonstrating the possibility of increased development while adhering to the requirements of the proposed NRZ9.	No changes recommended.  Refer submission to panel.



Submission no.	Seeks changes to the recommendation?	Summary of submission	Officers' response	Officers' recommendation
		<p>c. Issues related to the submitter's previous planning permit applications with Council, suggesting that this amendment has been a determining factor in previous decisions considered as unfavourable to the submitter.</p>	<p>b. As mentioned, a recent 6 lot development was previously approved at VCAT, closely aligning with the requirements of the proposed NRZ9 through Amendment C189knox. While the submission also raises the approval at 24-26 Taylors Lane for 18 dwellings at VCAT, this represents a largely different context to the majority of the amendment sites (a dual lot, and the only amendment site fronting Taylors Lane), which was raised within the Glossop Town Planning report.</p> <p>c. The key determining factor in deciding planning permit applications is the planning controls applicable at the time. Amendment C189knox, in particular prior to exhibition, was not considered 'seriously entertained' and is unlikely to have had substantial weight in relation to planning permit decisions. It is also noted that neighbourhood character and site context considerations under the existing planning framework, regardless of this amendment, may have been influential in preventing higher density development in the area.</p>	
4	No	The submission is a letter of support, agreeing to the proposed changes of Amendment C189knox.	The submission of support is noted.	No changes recommended.

Submission no.	Seeks changes to the recommendation?	Summary of submission	Officers' response	Officers' recommendation
				Refer submission to panel.
5	Yes	<p>Submitter objects to the proposed rezoning on the following grounds:</p> <ul style="list-style-type: none"> <li>a. The rear setbacks of the LDRZ properties (bordering the amendment area) already have significant outbuildings bordering their shared boundaries.</li> <li>b. Amendment sites without an adjacent boundary to the LDRZ, should be removed from the amendment area.</li> <li>c. Clarification of the language of the proposed NRZ9, so that new planning provision do not apply to outbuildings and single dwellings.</li> <li>d. The proposed 9m rear setback within the NRZ9 is unsupported in other Victorian Planning Schemes and is excessive.</li> </ul>	<p>Officers acknowledge the concerns raised, and make the following comments:</p> <ul style="list-style-type: none"> <li>a. Aerial photography shows substantial length of unoccupied shared boundary on the adjacent LDRZ lots to the amendment sites. It is not considered that a majority of the existing NRZ4/LDRZ shared boundary, is currently occupied by outbuildings.</li> <li>b. It is not considered necessary to remove amendment sites on the southern side of Murray Crescent that have no shared boundary with the LDRZ. The NRZ9 contains provisions such as side boundary requirements, that will be visible from the main street frontage.</li> </ul> <p>Additionally, decision guidelines within the proposed NRZ9 specifically mention how new development integrates with the adjacent LDRZ. This would effectively remove the need for a 9m rear setback where a site has no adjacent LDRZ shared boundary.</p>	<p>Refer submission to panel.</p> <p>No changes recommended.</p> <p>Refer submission to panel.</p>

Submission no.	Seeks changes to the recommendation?	Summary of submission	Officers' response	Officers' recommendation
			<p>c. A planning permit requirement exists within the NRZ for construction or extension of a single dwelling on lots less than 300sqm. Therefore lots over 300sqm will continue to not require a planning permit under the NRZ9 for construction of outbuildings (as outbuildings are included within the Knox Planning Scheme definition of a 'dwelling' under clause 73.03).</p> <p>d. While the 9m rear setback is not replicated within other Victorian Planning Schemes, its justification is noted within the Glossop Town Planning Report 'Review of Rowville LDRZ and adjoining GRZ2 land' for retention of a backyard spine and applicable to this context.</p>	
6	Yes	<p>This submission objects to the rezoning on the following grounds:</p> <p>a. Objection to creating a backyard spine for the amendment properties, without the same restriction applied to neighbouring LDRZ properties and outbuildings within these sites .</p>	<p>Officers acknowledge the concerns raised and make the following comments:</p> <p>a. The amendment attempts to reinforce a backyard spine within existing NRZ4 properties that at present do not temper development between smaller residential lot subdivision, and larger LDRZ lots. The LDRZ lots already have substantial development restrictions that prevent more than one dwelling on unsewered</p>	<p>No changes recommended.</p> <p>Refer submission to panel.</p>

Submission no.	Seeks changes to the recommendation?	Summary of submission	Officers' response	Officers' recommendation
		<p>b. Exclusion of amendment sites that currently border LDRZ lots that contain an existing reticulated sewerage connection.</p> <p>c. The 9m rear setback is excessive and not replicated in other Victorian Planning Schemes.</p>	<p>&gt;4000sqm lots, and one dwelling per 2000sqm lot when connected to reticulated sewerage. It is considered suitable to apply the 'backyard spine' when it currently is demonstrated, and where substantial development potential already exists on the amendment sites (through consistent VCAT appeals).</p> <p>b. As mentioned, existing LDRZ sites already have substantial development restrictions. Where reticulated sewerage exists, it is only possible to subdivide into 2000sqm lots. It is therefore still considered suitable to apply the NRZ9 where it borders LDRZ sites with reticulated sewerage connections to create a transitional area to larger lots.</p> <p>c. As mentioned in response to submission 5, while the 9m rear setback is not replicated within other Victorian Planning Schemes, its justification is noted within the Glossop Town Planning Report 'Review of Rowville LDRZ and adjoining GRZ2 land' for retention of a backyard spine.</p>	

## 6.3 Report of Planning Applications Decided Under Delegation 1 October 2022 to 31 October 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 October to 31 October 2022) be noted.**

#### 1. REPORT

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

<b>Application Type</b>	<b>No.</b>
Building & Works: Residential	9
Other	7
Subdivision	18
Units	12
Tree Removal / Pruning	5
Single Dwelling	2
Signage	2
Change of Use	3
Variation to Covenant	1
Liquor License	2
Variation of Easement	1
Telecommunications Facility	1
<b>TOTAL</b>	<b>63</b>

#### 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 Liveability, Matt Kelleher**

#### Attachments

Nil

## Knox City Council

### Report of Planning Applications Decided Under Delegation

1 October 2022 and 31 October 2022

Ward	No/ Type	Address	Description	Decision
Baird	2022/9097	33 Lightwood Drive FERNTREE GULLY VIC 3156	Two Lot Subdivision (Approved development site)	5/10/2022 Approved
Baird	2022/9095	22/12 Edina Road FERNTREE GULLY VIC 3156	Buildings and Works (mezzanine floor approx 27 square metres for storage of goods only)	5/10/2022 Approved
Baird	2022/6086	3 Vivienne Avenue BORONIA VIC 3155	Construction of three (3) double storey dwellings and removal of native vegetation	6/10/2022 Approved
Baird	2022/6492	12 Browning Road BORONIA VIC 3155	Three Lot Subdivision (approved development site)	20/10/2022 Approved
Baird	2022/9096	27 Aubrey Grove BORONIA VIC 3155	Four Lot Subdivision (Approved development site)	17/10/2022 Approved
Chandler	2022/6447	62 Elsie Street BORONIA VIC 3155	Construction of a double storey dwelling and removal of vegetation	5/10/2022 Approved
Chandler	2022/6372	24 Southey Road BORONIA VIC 3155	Buildings and Works (construction of an extension to the existing dwelling)	5/10/2022 Approved
Chandler	2022/6442	98 Claremont Avenue THE BASIN VIC 3154	Buildings and works (addition of a second storey)	11/10/2022 Approved
Chandler	2022/6439	10-12 Inverness Avenue THE BASIN VIC 3154	buildings and works - addition to existing dwelling, verandah and two (2) garages	7/10/2022 Approved
Chandler	2022/6484	2 Daffodil Road BORONIA VIC 3155	Removal of two (2) Liquidambar styraciflua (Sweet Gum)	26/10/2022 Approved
Chandler	2022/6519	10 Paisley Avenue BORONIA VIC 3155	The removal of one (1) Eucalyptus nicholii (Narrow leaf Black Peppermint) and the pruning of one (1) Eucalyptus globulus (Southern Blue Gum)	13/10/2022 Approved

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Chandler	2022/6443	1 Keats Court BORONIA VIC 3155	The removal of one (1) Eucalyptus nicholii (Narrow leaved Black Pepermint)	25/10/2022 Approved
Chandler	2022/6488	72 Boronia Road BORONIA VIC 3155	Four (4) lot subdivision (approved unit development)	27/10/2022 Approved
Collier	2021/6697	12 Bentley Street WANTIRNA VIC 3152	Development of the land for five (5) double storey dwellings and five (5) lot subdivision	4/10/2022 Approved
Collier	2022/9090	90 Cathies Lane WANTIRNA SOUTH VIC 3152	Buildings and Works (two (2) portable offices)	5/10/2022 Refused
Collier	2022/6514	Knox Pvt Hospital 262 Mountain Highway WANTIRNA VIC 3152	Illuminated business identification signage	7/10/2022 Approved
Collier	2022/9107	32 -34 Cathies Lane WANTIRNA SOUTH VIC 3152	Two (2) lot subdivision (Approved Unit Development)	21/10/2022 Approved
Collier	2022/6499	100 Cathies Lane WANTIRNA SOUTH VIC 3152	Buildings and Works - Replacement of existing carport	17/10/2022 Approved
Collier	2022/6440	519 Mountain Highway BAYSWATER VIC 3153	Use and development of the land for the purpose of a Timber Yard and alter access to a road in a Transport Zone 2	21/10/2022 Approved
Collier	2021/6500	22 Freshfield Avenue WANTIRNA VIC 3152	The construction of two (2) double storey dwellings on the land	13/10/2022 Approved
Collier	2022/6548	1161 High Street Road WANTIRNA SOUTH VIC 3152	Buildings and works and business identification signage	18/10/2022 Approved
Collier	2022/9110	90 Cathies Lane WANTIRNA SOUTH VIC 3152	Buildings and Works (Portable office to the rear of the existing building)	21/10/2022 Approved
Collier	2022/9115	1&2/ 579 Boronia Road WANTIRNA VIC 3152	Two lot subdivision (approved unit development)	28/10/2022 Approved
Collier	2022/6121	17 Mint Street WANTIRNA VIC 3152	The construction of four (4) double storey dwellings on the land	21/10/2022 Refused

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Dinsdale	2022/9094	8 Coleman Road WANTIRNA SOUTH VIC 3152	Two Lot subdivision (approved development site)	5/10/2022 Approved
Dinsdale	2021/6694	6 Sedgwick Road BORONIA VIC 3155	Development of the land with two (2) double storey dwellings	5/10/2022 Approved
Dinsdale	2022/6530	124 Kanooka Road BORONIA VIC 3155	Two Lot Subdivision (approved unit development)	5/10/2022 Approved
Dinsdale	2022/9100	3 Cullis Parade BAYSWATER VIC 3153	Two (2) lot subdivision (approved unit site)	7/10/2022 Approved
Dinsdale	2022/9098	15 John Street BAYSWATER VIC 3153	2 lot subdivision - Approved Development Site	7/10/2022 Approved
Dinsdale	2022/6302	681 Mountain Highway BAYSWATER VIC 3153	Buildings and works for a restaurant with an associated liquor licence, and business identification signage	14/10/2022 Approved
Dinsdale	2022/6478	16 Sedgwick Road BORONIA VIC 3155	Removal of two (2) Eucalyptus melliodora (Yellow Box)	26/10/2022 Approved
Dinsdale	2022/6553	Knox City SC (MASTER) 425 Burwood Highway WANTIRNA SOUTH VIC 3152	Erect internally illuminated business identification signs	21/10/2022 Approved
Dinsdale	2022/6167	57 Somerset Street WANTIRNA SOUTH VIC 3152	The construction of two (2) double storey dwellings on a lot	14/10/2022 Notice of Decision
Dinsdale	2022/6281	Knox City SC Sh 1122/425 Burwood Highway WANTIRNA SOUTH VIC 3152	Buildings and works (car bays allocated to Coles 'Click and Collect' customers with canopy) and associated signage	26/10/2022 Approved
Dobson	2022/6186	35 Mont Albert Road FERNTREE GULLY VIC 3156	Buildings and Works (Colorbond shed)	5/10/2022 Approved
Dobson	2022/6454	42 Ferndale Road UPPER FERNTREE GULLY VIC 3156	Buildings and works (extension to existing carport)	7/10/2022 Approved



<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Dobson	2022/6335	51 Bellfield Drive LYSTERFIELD VIC 3156	Variation to Restrictive Covenant N248055Y to allow an alternative building material	10/10/2022 Approved
Dobson	2022/6453	1-4/ 47 Alma Avenue FERNTREE GULLY VIC 3156	Four (4) lot subdivision (Approved Unit Site)	13/10/2022 Approved
Dobson	2022/6462	946 Burwood Highway FERNTREE GULLY VIC 3156	Use of the land for a Store (Vehicles) within the Public Acquisition Overlay and access to a road in a Transport 2 Zone	18/10/2022 Approved
Dobson	2022/6434	130 Glenfern Road FERNTREE GULLY VIC 3156	Three Lot Subdivision (Approved unit development)	13/10/2022 Approved
Friberg	2022/6136	24 Renwick Road FERNTREE GULLY VIC 3156	Development of a double storey dwelling to the rear of the existing dwelling	6/10/2022 Notice of Decision
Friberg	2022/9099	24 Frudal Crescent KNOXFIELD VIC 3180	Two (2) lot subdivision (Approved unit site)	7/10/2022 Approved
Friberg	2022/9104	48 Allister Close KNOXFIELD VIC 3180	Two lot Subdivision (approved unit development)	20/10/2022 Approved
Friberg	2022/9101	2 Barbican Court ROWVILLE VIC 3178	Two (2) lot - Approved Development Site	18/10/2022 Approved
Friberg	2022/9106	8 Seattle Court KNOXFIELD VIC 3180	Two lot Subdivision (approved unit development)	21/10/2022 Approved
Friberg	2022/6267	34 Norma Crescent South KNOXFIELD VIC 3180	Development of the land for two (2) double storey dwellings and one (1) single storey dwelling	25/10/2022 Notice of Decision
Friberg	2022/6137	Sh 55/1880 Ferntree Gully Road FERNTREE GULLY VIC 3156	Liquor license (Cafe)	14/10/2022 Notice of Decision
Scott	2021/6742	49 Lloyd Street North KNOXFIELD VIC 3180	Development of a double storey dwelling to the rear of the existing dwelling	4/10/2022 Approved

Ward	No/ Type	Address	Description	Decision
Scott	2022/6432	30 Tyner Road WANTIRNA SOUTH VIC 3152	Proposed carport, internal alterations and new window to the existing medical centre	13/10/2022 Approved
Scott	2021/6524	3 Helpmann Street WANTIRNA SOUTH VIC 3152	Development of the land for two (2) double storey dwellings	13/10/2022 Notice of Decision
Scott	2021/6793	16 Avoca Way WANTIRNA SOUTH VIC 3152	Development of the land for two (2) double storey dwellings	13/10/2022 Approved
Scott	2022/6503	44 Anne Road KNOXFIELD VIC 3180	Removal of one (1) dead Eucalyptus cephalocarpa (Silver Stringybark)	20/10/2022 Approved
Scott	2022/9109	39 Fonteyn Drive WANTIRNA SOUTH VIC 3152	Construction of a double storey dwelling and garage in a special building overlay	27/10/2022 Approved
Taylor	2022/6348	18 Jamieson Avenue ROWVILLE VIC 3178	Development of two (2) double storey dwellings	7/10/2022 Notice of Decision
Taylor	2022/6218	G02/1101 Wellington Road ROWVILLE VIC 3178	Telecommunications Facility	6/10/2022 Refused
Taylor	2022/9059	1/83 Major Crescent LYSTERFIELD VIC 3156	Build a new front boundary fence	12/10/2022 Approved
Taylor	2022/9111	10 Village Court ROWVILLE VIC 3178	Two lot subdivision (approved unit development)	25/10/2022 Approved
Tirhatuan	2022/6522	10 Gulinya Crescent ROWVILLE VIC 3178	Buildings and Works - Verandah	5/10/2022 Approved
Tirhatuan	2022/6236	25 Laser Drive ROWVILLE VIC 3178	Use of the land for a purpose listed in Clause 53.10 of the Planning Scheme (Sheet Metal Production) where the threshold is not met	7/10/2022 Approved
Tirhatuan	2022/6407	32 Timbertop Drive ROWVILLE VIC 3178	Variation of Easement	24/10/2022 Approved
Tirhatuan	2022/6537	PEPPERTREE HILL 58/15 Fulham Road ROWVILLE VIC 3178	Buildings and Works (verandah)	18/10/2022 Approved

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Tirhatuan	2022/6284	3 Lakeview Drive SCORESBY VIC 3179	Buildings and Works (3,000m2 extension to existing warehouse)	21/10/2022 Approved
Tirhatuan	2022/9102	8 Fifth Avenue ROWVILLE VIC 3178	Two (2) lot subdivision (Approved Unit Development)	25/10/2022 Approved

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7 Public Question Time

## 8 Officer Reports

### 8.1 Quarterly Performance Report

**SUMMARY: Coordinator Finance Operations, James Morris and Coordinator Strategy and Business Intelligence, Kate McInnes**

**The Quarterly Performance Report for the period ended 30 September 2022 is presented for consideration, including an amended budget that will be used for management reporting purposes.**

#### **RECOMMENDATION**

**That Council:**

- 1. Receive and note the Quarterly Performance Report for the period ended 30 September 2022.**
- 2. Note the Amended Budget as detailed in Attachment 1 which will be used for management reporting purposes.**

#### **1. INTRODUCTION**

The provision of the quarterly Financial Performance Report to Council ensures that associated processes are accountable, transparent and responsible resulting in sound financial management and transparent reporting on Council Plan initiatives.

The Council Plan Quarterly Progress Report provides an overview on how we are tracking in Year 2 of the Council Plan 2021-2025.

#### **2. DISCUSSION**

##### **Financial Performance Report**

The attached Financial Performance Report (Attachment 1) has been prepared in accordance with Australian Accounting Standards and contains the following financial statements:

- Comprehensive Income Statement;
- Balance Sheet;
- Cash Flow Statement; and
- Statement of Capital Works.

The Financial Performance Report is designed to identify major variations against Council's year to date financial performance (actual results) and the Adopted Budget. Council adopted its 2021-22 Annual Budget at its Ordinary Council Meeting held 27 June 2022.

General discussion in regards to this report is detailed under Section 5 'Financial & Economic Implications'.

## **Amended Budget**

This report includes an amended budget to reflect changes which have occurred since the adoption of the 2022-23 Budget. These changes relate to matters arising as part of the finalisation of the year-end accounts, changes in the timing of project expenditure and external factors impacting results. The proposed amendments are based on sound principles which seek to enhance transparency and accountability of the financial operations of Council. Use of an amended budget in this way is similar to practices used by other Councils.

The amended budget aligns with the 'Amended Budget Principle' financial strategy adopted as part of the 2022-23 Budget. The principle states Council will amend the Budget for internal management reporting purposes to ensure prudent and transparent budgeting and financial planning. The amended budget is formed for internal management reporting purposes and there are no specific *Local Government Act 2020* requirements within this internal budget process.

The complete Amended Budget Principle is provided below for reference:

*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.*

### Summary of amended budget updates

Income is expected to increase by \$12.289 million in part due to unearned operating and capital grants as at 30 June 2022 totalling \$4.363 million; these are operating and capital grants that were received during the 2021-22 financial year but are expected to be expended and recognised during the 2022-23 financial year. The remaining \$7.926 million in increased income is from capital grants

and contributions that were budgeted to be received during the 2021-22 financial year but are now expected to be received in 2022-23.

Materials and services expenditure is expected to increase by \$3.234 million due to expenditure to be incurred on unearned operating grants as at 30 June 2022, and the carry forward of expenditure required to complete approved projects and deliver Council Plan initiatives.

The transfer of the Knox Regional Sports Park assets to the State Government occurred in July 2022 after originally being budgeted to occur during the 2021-22 financial year, and this has led to a non-cash adjustment of \$25.421 million.

Capital Works expenditure is expected to increase by \$3.190 million relating primarily to carry-forward of unspent project funds from 2021-22. Amendments have been made to the 2022-23 Capital Works program to ensure that the program best reflects the current status of key projects and programs being delivered across the year. These adjustments have arisen due to a number of factors including the impacts of carry forward requirements across the program, adjusting the budgeted carry forward from 2021-22 to the actual carry forward and the delivery status of existing projects.

Further detail and discussion on the amended budget is provided in the attached Financial Performance Report – Appendix B (Attachment 1).

### **Council Plan Progress Report**

The Council Plan 2021-2025 (incorporating the Municipal Public Health & Wellbeing Plan) was adopted on 25 October 2021 and outlines Council's contribution to achieving the Community Vision. The progress of the Council Plan will be monitored and reviewed each quarter through a series of progress reports. The Council Plan 2021-2025 Year 2 Quarterly Progress Report for the period 1 July to 30 September 2022 (see Attachment 2) reports on the initiatives identified in the Annual Budget 2022-23. It is not a comprehensive report on all of Council's activities but identifies the progress Council has made in the achievement of the Key Directions of the Council Plan and ultimately the Community Vision.

Also included in this report are the incomplete initiatives from Year 1 of the Council Plan 2021-2025 (see Attachment 2). These initiatives were incomplete on 30 June 2022 primarily due to external factors outside of Council's control or the need to temporarily shift priorities in responding to COVID-19 impacts. These Year 1 initiatives will be included as an appendix to this report until completion.

Attachment 2 provides the Council Plan 2021-2025 Year 2 Quarterly Progress Report for the first quarter of 2022-23.

Of the 51 initiatives included in 2022-23 (Year 2) of the Council Plan:

- 47 initiatives are on schedule.
- 0 initiatives are less than 15 per cent behind schedule and require monitoring.
- 4 initiatives are more than 15 per cent behind schedule and require monitoring.

The initiatives currently below target are:

- Coordinate the implementation of Knox's Retail Activation Strategy.
- Develop an Integrated Major Infrastructure Development Plan for sport, leisure and recreation.
- Develop and implement a Resilience Plan to support the community to cope with stresses, emergencies and disasters.
- Work and partner with the multicultural community and key services to support our diverse communities.

Progress comments on all initiatives can be found in Attachment 2.

Appendix 1 in Attachment 2 provides the progress on the Council Plan 2021-2025 Year 1 Incomplete initiatives for the first quarter of 2022-23. There were 8 incomplete Year 1 initiatives at 30 June 2022. These Year 1 initiatives will be included as an appendix to this report until completion. During the quarter, two initiatives were completed, one initiative was carried over to 2022-23, and five initiatives remain incomplete with four of those at 90% completion.

### **3. CONSULTATION**

This report does not necessitate community consultation. A copy of the quarterly Financial Performance Report is provided to Council's Audit and Risk Committee.

Significant community engagement was incorporated into the development of the Council Plan 2021-2025 and the Community Plan 2021-2031, which incorporates the Community Vision. The initiatives identified in the Council Plan 2021-2025 Year 2 Quarterly Progress Report (Q1 2022-23) support the delivery of the Council Plan 2021-2025 and ultimately will help achieve the Community Vision.

### **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**

This report does not have any environmental or amenity issues for discussion. A number of initiatives within Year 2 (2022-23) of the Council Plan 2021-2025 seek to have a positive impact on environmental issues within the Knox municipality.

### **6. FINANCIAL & ECONOMIC IMPLICATIONS**

The overall financial position as at 30 September 2022 is satisfactory with a working capital ratio of 4.18 to 1, and indicates that Council, after taking into consideration carry forward funding requirements from 2021-22 into 2022-23, is on track to complete the current financial year within the targets established in the 2022-23 Adopted Budget.

For the period ended 30 September 2022, Council has achieved an operating surplus of \$82.895 million. This is \$19.049 million unfavourable to the year to date (YTD) Adopted Budget due to the transfer of the Knox Regional Sports Park assets to the State Government (valued at \$25.421 million) which occurred in July 2022, although it was budgeted to occur during the 2021-22 financial year. Council expects to deliver an operating deficit of \$8.274 million, which is \$16.366



million unfavourable compared with the Adopted Budget, again primarily due to the Knox Regional Sports Park assets transfer. The carry forward of income and expenditure from 2021-22 into 2022-23 has also impacted the forecast position.

The total capital works expenditure for the period ended 30 September 2022 is \$8.776 million. This is \$1.487 million greater than the YTD Adopted Budget. The forecast capital works expenditure for the year is \$85.017 million and includes \$36.607 million in carry forward funding requirements from 2021-22 into 2022-23.

Council's cash and financial assets are \$30.656 million as at 30 September 2022, which is \$1.456 million less than budgeted.

Further detail and discussion of the financial performance of Council for the period ended 30 September 2022 is provided in the attached Financial Performance Report (Attachment 1).

## **7. SOCIAL IMPLICATIONS**

There are no direct social implications arising from this report. A number of initiatives within Year 2 (2022-23) of the Council Plan 2021-2025 seek to have a positive social impact within the Knox municipality.

## **8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025**

### **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: Coordinator Finance Operations, James Morris; Coordinator Strategy and Business Intelligence, Kate McInnes**

**Report Authorised By: Chief Financial Officer, Navec Lorkin**

### **Attachments**

1. Attachment 1 - Quarterly Financial Performance Report v 3.1 [**8.1.1** - 27 pages]
2. Attachment 2 - Council Plan Year 2 Progress Report - Quarter 1 [**8.1.2** - 21 pages]

**KNOX**  
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# **Financial Performance Report**

For year to date ended 30 September 2022

## Contents

### Financial Performance Report for year to date ended 30 September 2022



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# Executive Summary

## Financial Performance Report for the year to date ended 30 September 2022

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### Introduction and Purpose

This report is aimed and designed to identify major variations against Council's year to date financial performance (actual results) and the adopted budget and reflect the amended budget which reflects changes which have occurred since the adoption of the annual budget.

The amended budget aligns with the 'Amended Budget Principle' financial strategy adopted as part of the 2022-23 Budget. The principle states Council will amend the Budget for internal management reporting purposes to ensure prudent and transparent budgeting and financial planning.

### Amended Budget

This report includes an amended budget to reflect changes which have occurred since the adoption of the annual budget. The amended budget is formed for internal management reporting purposes and there are no specific *Local Government Act 2020* requirements within this internal budget process. Use of amended budget in this way is similar to practices used by other Councils.

The amended budget aligns with the 'Amended Budget Principle' financial strategy adopted as part of the 2022-23 Budget. The principle states Council will amend the Budget for internal management reporting purposes to ensure prudent and transparent budgeting and financial planning. The amended budget is formed for internal management reporting purposes and there are no specific *Local Government Act 2020* requirements within this internal budget process.

The complete Amended Budget Principle is provided below for reference:

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.

The amended budget is shown at Appendix B, together with notes regarding the variances to the adopted budget.

# Executive Summary (continued)

## Financial Performance Report for the year to date ended 30 September 2022



### Financial Performance

#### Summary

Summary	Year to Date			Full Year		
	Adopted Budget \$'000's	Actual \$'000's	Variance \$'000's	Adopted Budget \$'000's	Amended Budget \$'000's	Variance \$'000's
<b>Operating</b>						
Income	151,498	152,690	1,191	190,956	203,245	12,289
Expense	49,554	69,795	(20,241)	182,863	211,518	(28,655)
<b>Surplus (Deficit)</b>	<b>101,944</b>	<b>82,895</b>	<b>(19,049)</b>	<b>8,092</b>	<b>(8,274)</b>	<b>(16,366)</b>
Capital Works	7,289	8,776	(1,487)	81,827	85,017	(3,190)
Cash and Investments	32,112	30,656	(1,456)	39,135	40,564	1,429

The overall financial position at 30 September 2022 is satisfactory with a working capital ratio of 4.18 to 1.

The year-to-date unfavourable variance of \$19.0M, together with the amended budget operating deficit of \$8.3M, is driven by the transfer of the Knox Regional Sports Park assets to the State Government which occurred in July 2022, although it was budgeted to occur during the 2021-22 financial year.

#### Operating

Operating Results	Year to Date			Full Year		
	Adopted Budget \$'000's	Actual \$'000's	Variance \$'000's	Adopted Budget \$'000's	Amended Budget \$'000's	Variance \$'000's
Income	151,498	152,690	1,191	190,956	203,245	12,289
Expense	49,554	69,795	(20,241)	182,863	211,518	(28,655)
<b>Surplus (Deficit)</b>	<b>101,944</b>	<b>82,895</b>	<b>(19,049)</b>	<b>8,092</b>	<b>(8,274)</b>	<b>(16,366)</b>

#### Year-to-Date

There is a \$19.0M unfavourable variance between the YTD actual result and the adopted budget. This variance primarily relates to:

#### Revenue

- \$0.6M unearned capital grants from 2021-22 being recognised as income in 2022-23;
- \$0.8M favourable variance (timing) for capital grants received for the Knox Regional Netball Centre Upgrade; and
- \$0.4M unfavourable variance for public open space contributions.

#### Expenditure

- \$26.9M unfavourable variance for net gain on disposal of property; this mainly relates to the transfer of the Knox Regional Sports Park assets (valued at \$25.4M) to the State Government which occurred in July 2022, although it was budgeted to occur during the 2021-22 financial year;

# Executive Summary (continued)

## Financial Performance Report for the year to date ended 30 September 2022



- \$5.2M favourable variance in materials and services including \$1.5M in Waste Management due to timing of invoices and projects, \$1.0M for capital expenditure that is operational in nature due to the timing of capital activities, \$0.8M in the Operations Department, and \$0.4M in the Chief Information Office; and
- \$1.3M favourable variance in employee costs due to timing variances.

### Amended Budget

The 2022-23 forecast result is showing a deficit of \$8.3M against an adopted budget surplus of \$8.1M, an unfavourable variance of \$16.4M. An additional \$12.3M is forecast in revenue, while expenditure is forecast to increase by \$28.7M compared with the adopted budget position. The main variances relate to:

#### Revenue

- Operational and capital grants received totalling \$4.4M (\$1.7M operational and \$2.7M capital) were treated as unearned income in 2021-22 and carried forward to 2022-23 in accordance with accounting standards;
- A further \$4.2M in capital grants were budgeted to be received in 2021-22 but have been carried forward to be received in 2022-23; and
- Capital contributions totalling \$3.8M were not received in 2021-22 and carried forward for receipt in 2022-23.

#### Expenditure

- \$3.2M in carry forward expenditure from 2021-22 into 2022-23 required for the completion and delivery of key operational projects; this includes \$1.7M in carry forward expenditure related to unearned operating grants that have been recognised as carry forward income; and
- \$25.4M decrease in the net gain on disposal of property due to the transfer of the Knox Regional Sports Park assets to the State Government in July 2022.

### Capital

Capital Works Expenditure	Adopted Budget \$'000's	Actual \$'000's	Variance \$'000's	Adopted Budget \$'000's	Amended Budget \$'000's	Variance \$'000's
Property	1,744	1,858	(114)	19,658	20,226	(568)
Plant and Equipment	746	989	(243)	9,107	9,391	(284)
Infrastructure	4,799	5,929	(1,130)	53,062	55,400	(2,339)
<b>Total Capital Works Expenditure</b>	<b>7,289</b>	<b>8,776</b>	<b>(1,487)</b>	<b>81,827</b>	<b>85,017</b>	<b>(3,190)</b>

### Year-to-Date

Capital works expenditure for the September quarter is greater than budget primarily due to increased carry-forward project expenditure in the first quarter. The higher spend in Infrastructure is mainly in Recreation, Leisure, Parks and Playgrounds.

### Amended Budget

In preparing and presenting Council's capital works program over recent years, there exist a number of key factors which have influenced both the scale and deliverability of Council's Capital Works program. These include:

# Executive Summary (continued)

## Financial Performance Report for the year to date ended 30 September 2022



- Significant carry forward of project funding from year to year;
- The impacts of COVID on construction activity, availability of contractors, delays and cost escalation associated with procuring goods and materials;
- Council's ongoing investment in its Major Projects program;
- Increased availability of external grant funding for projects, resulting from election commitments at both a State and Federal level and COVID recovery grant programs such as the Local Roads and Community Infrastructure grants;
- Reduced construction activity due to weather events; and
- Turnover of staff across delivery teams.

To address some of these challenges, discussions with Council in previous budget setting sessions have accepted that reducing the carry forward component of capital works will require a multi-year approach and a commitment to reduce the scale of the discretionary components of the program, including new and upgrade and major projects programs.

Appendix B lists amended project budgets which have been made to the 2022-23 Capital Works program to ensure that the program best reflects the current status of key projects and programs being delivered across the year. These adjustments have arisen due to a number of factors including the impacts of carry forward requirements across the program, adjusting the budgeted carry forward from 2021-22 to the actual carry forward, and the delivery status of existing projects. Where possible, it is proposed that projects currently deferred as a result of these impacts, will be rescheduled into the 2023-24 Capital Works program and beyond.

The capital works program monthly report presented at SPC Meetings has reflected the amended budget position.

### Balance Sheet

Balance Sheet	Year to Date			Full Year		
	Adopted Budget \$'000's	Actual \$'000's	Variance \$'000's	Adopted Budget \$'000's	Amended Budget \$'000's	Variance \$'000's
Current Assets	165,300	165,818	518	60,955	61,159	204
Non-Current Assets	2,007,371	2,144,902	137,531	2,053,894	2,193,899	140,005
<b>Total Assets</b>	<b>2,172,671</b>	<b>2,310,720</b>	<b>138,049</b>	<b>2,114,849</b>	<b>2,255,057</b>	<b>140,208</b>
Current Liabilities	34,609	39,682	(5,073)	44,500	47,014	(2,514)
Non-Current Liabilities	47,268	47,076	192	73,406	73,074	332
<b>Total Liabilities</b>	<b>81,877</b>	<b>86,759</b>	<b>(4,882)</b>	<b>117,906</b>	<b>120,089</b>	<b>(2,183)</b>
<b>Net Assets</b>	<b>2,090,794</b>	<b>2,223,961</b>	<b>133,167</b>	<b>1,996,943</b>	<b>2,134,969</b>	<b>138,026</b>
Accumulated Surplus	800,274	790,027	(10,246)	714,808	706,282	(8,526)
Asset Revaluation Reserve	1,261,516	1,400,349	138,833	1,261,516	1,400,349	138,833
Other Reserves	29,005	33,584	4,580	20,619	28,338	7,719
<b>Total Equity</b>	<b>2,090,794</b>	<b>2,223,961</b>	<b>133,167</b>	<b>1,996,943</b>	<b>2,134,969</b>	<b>138,026</b>
<b>Working Capital Ratio</b>	<b>4.78</b>	<b>4.18</b>		<b>1.37</b>	<b>1.30</b>	

# Executive Summary (continued)

## Financial Performance Report for the year to date ended 30 September 2022



The Balance Sheet as at 30 September 2022 indicates a sustainable result. A comparison of total Current Assets of \$165.8M with total Current Liabilities of \$39.7M continues to depict a sustainable financial position (Working Capital Ratio of 4.18 to 1). The Working Capital Ratio for the same period last year was also 4.18. Current Assets primarily comprises Cash, Cash Equivalents and Other Financial Assets (\$30.7M) and Trade and Other Receivables (\$132.1M). Trade and Other Receivables includes \$128.1M of rates debtors (of which \$9.5M relates to arrears pre July 2022) and \$3.3M in other debtors.

The working capital ratio of 4.18 is lower than the Adopted Budget working capital ratio of 4.78 due to the increase in current liabilities against budget (in particular unearned grant income totalling \$3.2M that has yet to be expended). The Working Capital Ratio is anticipated to continue to reduce over the course of the financial year, reflecting the utilisation of funds by Council to deliver on its operating programs and capital works. The forecast working capital ratio is anticipated to be 1.30 at year end, which is slightly lower than the Adopted Budget working capital ratio of 1.37 as a result of the carry forward of capital and operational expenditure from 2021-22.

Trade and Other Receivables	Ageing				Total \$'000
	Current - 30 Days \$'000	31 Days - 60 Days \$'000	61 Days - 90 Days \$'000	More than 90 Days \$'000	
Rates Debtors	118,557	0	0	9,536	128,093
Special Rate Assessment	0	0	0	52	52
Parking and Animal Infringement Debtors	105	116	83	337	641
Other Debtors	2,479	182	55	585	3,301
<b>Total Trade and Other Receivables</b>	<b>121,141</b>	<b>298</b>	<b>138</b>	<b>10,510</b>	<b>132,087</b>

Rate amounts owing are a charge over the property and therefore Council has recourse to collect these debts. Rates Notices for the current financial year were delivered in August, with the first instalment due on 30 September 2022. The due date for rates being paid in full is 15 February 2023.

Rates outstanding for more than 90 days is \$1.1M lower than at the same time last year, while other debtors outstanding for more than 90 days is \$3.3M lower than at the same time last year.

### Investment Analysis

Investment	Year to Date			Full Year		
	Adopted Budget \$'000's	Actual \$'000's	Variance \$'000's	Adopted Budget \$'000's	Amended Budget \$'000's	Variance \$'000's
Cash and Cash Equivalents	32,112	25,656	(6,456)	39,135	35,564	(3,571)
Other Financial Assets	0	5,000	5,000	0	5,000	5,000
<b>Total Funds Invested</b>	<b>32,112</b>	<b>30,656</b>	<b>(1,456)</b>	<b>39,135</b>	<b>40,564</b>	<b>1,429</b>
<b>Earnings on Investments</b>	<b>5</b>	<b>51</b>	<b>46</b>	<b>20</b>	<b>20</b>	<b>0</b>

The earnings on investments for the period ended 30 September 2022 were greater than budgeted due to the increase in interest rates.



## Financial Performance Indicators

as at 30 September 2022



The following table highlights Council's current and forecasted 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 Council's objectives.

Indicator	Calculation of Measure	Full Year			Notes
		Expected Bands	Adopted Budget	Forecast	
<b>Operating Position - Measures whether a council is able to generate an adjusted underlying surplus.</b>					
<b>Adjusted Underlying Result</b>					
Indicator of the broad objective that an adjusted underlying surplus should be generated in the ordinary course of business. A surplus or increasing surplus suggests an improvement in the operating position. The adjusted underlying surplus and the adjusted underlying revenue exclude the following types of income: grants - capital (non-recurrent), contributions - monetary (capital) and contributions - non-monetary.	[Adjusted Underlying Surplus (Deficit) / Adjusted Underlying Revenue] x 100	(20%) to 20%	2.18%	(12.16%)	⊗ 1
<b>Liquidity - Measures whether a council is able to generate sufficient cash to pay bills on time.</b>					
<b>Working Capital</b>					
Indicator of the broad objective that sufficient working capital is available to pay bills as and when they fall due. High or increasing level of working capital suggests an improvement in liquidity.	[Current Assets / Current Liabilities] x 100	100% - 400%	136.98%	130.08%	⊗ 2
<b>Unrestricted Cash</b>					
Indicator of the broad objective that sufficient cash which is free of restrictions is available to pay bills as and when they fall due. High or increasing level of unrestricted cash suggests an improvement in liquidity.	[Unrestricted Cash / Current Liabilities] x 100	10% - 300%	52.71%	51.61%	⊙ 3
<b>Obligations - Measures whether the level of debt and other long term obligations is appropriate to the size and nature of the Council's activities.</b>					
<b>Loans and Borrowings</b>					
Indicator of the broad objective that the level of interest bearing loans and borrowings should be appropriate to the size and nature of a council's activities. Low or decreasing level of loans and borrowings suggests an improvement in the capacity to meet long term obligations.	[Interest Bearing Loans and Borrowings / Rate Revenue] x 100	0% - 60%	57.23%	57.64%	⊙ 4
<b>Debt Commitments</b>					
Defined as interest and principal repayments on interest bearing loans and borrowings as a percentage of rate revenue.	[Interest and Principal Repayments / Rate Revenue] x 100	0% - 20%	6.17%	6.17%	⊙ 5
<b>Indebtedness</b>					
Indicator of the broad objective that the level of long term liabilities should be appropriate to the size and nature of a Council's activities. Low or decreasing level of long term liabilities suggests an improvement in the capacity to meet long term obligations	[Non Current Liabilities / Own Source Revenue] x 100	2% - 60%	45.47%	47.04%	⊙ 6



## Financial Performance Indicators

as at 30 September 2022

Indicator	Calculation of Measure	Full Year			Notes
		Expected Bands	Adopted Budget	Forecast	
<b>Asset Renewal</b> Indicator of the broad objective that assets should be renewed as planned. High or increasing level of planned asset renewal being met suggests an improvement in the capacity to meet long term obligations	[Asset Renewal Expenditure / Depreciation] x 100	40% - 130%	146.56%	150.23% <span style="color: green;">✔</span>	<b>7</b>
<b>Stability - Measures whether a council is able to generate revenue from a range of sources.</b>					
<b>Rates Concentration</b> Indicator of the broad objective that revenue should be generated from a range of sources. High or increasing range of revenue sources suggests an improvement in stability.	[Rate Revenue / Adjusted Underlying Revenue] x 100	30.00% - 80.00%	71.39%	70.77% <span style="color: orange;">!</span>	<b>8</b>

✔ Forecasts improvements in Council's financial performance / financial position indicator compared to the Adopted Budget position.  
! Forecasts that Council's financial performance / financial position indicator will be reasonably steady and is within Expected Bands.  
✘ Forecasts deterioration in Council's financial performance / financial position indicator compared to the Adopted Budget position.

**Notes:**

<b>1 Permanent Variance:</b> - The adjusted underlying result ratio is within the expected bands - The forecast decrease in the ratio is driven by the transfer of the Knox Regional Sports Park assets to the State Government; this was budgeted to occur during the 2021-22 financial year, but occurred in July 2022
<b>2 Timing Variance:</b> - The working capital ratio is within the expected bands - The forecast reduction in the the ratio is due to the anticipated increase in Trade and Other Payables; this is based on the increase in accrued expenditure at 30 June 2022
<b>3 Timing Variance:</b> - The unrestricted cash ratio is within the expected bands
<b>4 Timing Variance:</b> - The loans and borrowings ratio is within expected bands - Budgeted borrowings for the 2022-23 financial year have yet to be taken up
<b>5 Timing Variance:</b> - The debt commitments ratio is within expected bands
<b>6 Timing Variance:</b> - The indebtedness ratio is within expected bands - Budgeted borrowings for the 2022-23 financial year have yet to be taken up
<b>7 Timing Variance:</b> - The forecast asset renewal is greater than the expected band due to the carry forward of renewal expenditure from 2021-22
<b>8 Timing Variance:</b> - The rates concentration ratio is within the expected bands

# Summary of Net Income and Expenditure by Department

for year to date ended 30 September 2022



Net (Income) / Expenditure	Notes	Year-to-Date				Full Year			
		Adopted Budget	Actual	Variance		Adopted Budget	Amended Budget	Variance	
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	Fav/(Unfav) \$000'S	
<b>Rates</b>									
Rates and Valuation		(111,103)	(111,446)	343	0.31%	✓	(111,290)	(111,290)	0
<b>Net (Income) / Expense - Rates</b>		<b>(111,103)</b>	<b>(111,446)</b>	<b>343</b>	<b>0.31%</b>		<b>(111,290)</b>	<b>(111,290)</b>	<b>0</b>
<b>CEO</b>									
Chief Executive Officer		159	145	14	8.66%	✓	631	631	0
Chief Financial Officer	1	834	693	140	16.85%	✓	3,405	3,405	0
Chief People Officer		1,358	1,317	41	3.01%	✓	5,353	5,353	0
<b>Net (Income) / Expense - CEO</b>		<b>2,351</b>	<b>2,155</b>	<b>195</b>	<b>8.30%</b>		<b>9,389</b>	<b>9,389</b>	<b>0</b>
<b>City Liveability</b>									
Directorate City Liveability		135	122	13	9.50%	✓	540	540	0
City Futures	2	1,111	808	303	27.27%	✓	4,258	4,907	(650)
City Planning and Building	3	(1,024)	(660)	(364)	(35.51%)	✗	(4,152)	(4,152)	0
City Safety and Health		540	490	50	9.23%	✓	2,554	2,956	(402)
City Projects		167	105	62	37.28%	✓	663	663	0
<b>Net (Income) / Expense - City Liveability</b>		<b>929</b>	<b>865</b>	<b>64</b>	<b>6.91%</b>		<b>3,863</b>	<b>4,915</b>	<b>(1,052)</b>
<b>Connected Communities</b>									
Directorate Connected Communities		222	195	28	12.39%	✓	788	788	0
Community Access and Support	4	909	775	135	14.82%	✓	3,766	3,770	(4)
Community Wellbeing		1,674	1,661	14	0.83%	✓	8,595	8,799	(204)
Active and Creative Communities	5	858	681	177	20.64%	✓	3,665	3,832	(166)
Family and Children's Services	6	1,155	1,048	108	9.33%	✓	5,279	5,289	(10)
<b>Net (Income) / Expense - Connected Communities</b>		<b>4,819</b>	<b>4,358</b>	<b>461</b>	<b>9.57%</b>		<b>22,092</b>	<b>22,477</b>	<b>(385)</b>
<b>Customer and Performance</b>									
Directorate Customer and Performance		85	68	17	20.14%	✓	335	335	0
Governance and Risk		2,485	2,453	32	1.29%	✓	4,864	4,950	(87)
Chief Information Officer	7	4,002	3,615	387	9.66%	✓	9,794	9,794	0
Strategy and Transformation		436	337	99	22.68%	✓	2,009	2,009	0
Customer and Communications		1,153	1,061	92	7.97%	✓	4,514	4,665	(151)
<b>Net (Income) / Expense - People and Innovation</b>		<b>8,161</b>	<b>7,535</b>	<b>627</b>	<b>7.68%</b>		<b>21,516</b>	<b>21,753</b>	<b>(238)</b>
<b>Infrastructure</b>									
Directorate Infrastructure		116	109	7	6.16%	✓	464	464	0
Sustainable Infrastructure	8	(20,889)	(22,806)	1,917	9.17%	✓	1,903	1,903	0
Community Infrastructure		1,753	1,844	(91)	(5.19%)	✗	7,104	7,104	0
Operations	9	4,172	3,368	805	19.29%	✓	17,553	17,553	0
Major Initiatives		88	70	17	19.93%	✓	339	339	0
<b>Net (Income) / Expense - Infrastructure</b>		<b>(14,760)</b>	<b>(17,415)</b>	<b>2,655</b>	<b>17.99%</b>		<b>27,364</b>	<b>27,364</b>	<b>0</b>

## Summary of Net Income and Expenditure by Department

for year to date ended 30 September 2022



Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:

- ✔ 0% or greater.
- ⚠ Less than 0% and greater than negative 5%.
- ✘ Negative 5% or less.

Notes have been provided for these variances:

1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$100K and equal to or greater than positive 5%.
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$100K and equal to or less than negative 5%.

### Notes:

1	<p><b>Timing Variance:</b> - \$61K favourable variance for property rental income - \$47K favourable variance in employee costs across the department</p>
2	<p><b>Timing Variance:</b> - \$151K favourable variance for employee costs and oncosts throughout the department</p>
3	<p><b>Timing Variance:</b> - \$419K unfavourable variance in Public Open Space Contributions; income of this nature is unpredictable and is directly contingent on developer activities in the municipality</p>
4	<p><b>Timing Variance:</b> - \$82K favourable variance for employee costs and oncosts throughout the department</p>
5	<p><b>Timing Variance:</b> - \$61K favourable variance for Arts and Cultural Services fees received - \$59K favourable variance for Leisure Services expenditure</p>
6	<p><b>Permanent Variance:</b> - \$116K favourable variance for operating grants that were received in 2021-22 but have been treated as unearned income as at 30 June 2022 in accordance with accounting standards; there has been corresponding expenditure - \$143K unfavourable variance for Kindergarten Services grants received, and \$73K unfavourable variance for parent fees received due to lower than budgeted utilisation; partially offset by a \$173K favourable variance in employee costs and oncosts - \$391K unfavourable variance for Integrated Early Years Hubs grants received, and \$121K unfavourable variance for parent fees received due to lower than budgeted utilisation; partially offset by a \$330K favourable variance in employee costs and oncosts - \$76K favourable variance for Early Years Facilities Funded Projects grant received - \$52K favourable variance for Early Years Resources <b>Timing Variance:</b> - \$113K favourable variance for Child, Family Health &amp; Wellbeing</p>
7	<p><b>Timing Variance:</b> - \$273K favourable variance for Chief Information Office renewal expenditure - \$118K favourable variance for software maintenance, licencing, upgrades and licencing extensions</p>
8	<p><b>Permanent Variance:</b> - \$84K favourable variance for operating grants towards the Kerbside Reform Transition Project that were received in 2021-22 but have been treated as unearned income as at 30 June 2022 in accordance with accounting standards; there has been corresponding expenditure - \$107K favourable variance for Commercial Waste garbage charge - \$106K favourable variance for Green Waste bin charge due to a higher takeup of green waste bins <b>Timing Variance:</b> - \$1,479K favourable variance for Waste Management materials and services due to the timing of receipt of invoices; this includes \$593K relating to the kerbside reform transition project - \$105K favourable variance for Asset Strategy, including \$80K for survey/condition ratings</p>
9	<p><b>Timing Variance:</b> - \$331K favourable variance for Sportsfields and Active Open Space Maintenance, including \$164K favourable variance for mowing - \$212K favourable variance for Urban Forest and City Presentation - \$137K favourable variance for Drainage Maintenance Works</p>

## Appendix A

### Comprehensive Income Statement

for year to date ended 30 September 2022



Description	Notes	Year-to-Date				Full Year		
		Adopted Budget	Actual	Variance Fav/(Unfav)		Adopted Budget	Amended Budget	Variance Fav/(Unfav)
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S
<b>Income</b>								
Rates and Charges		132,841	133,098	257	0.19%	133,469	133,469	0
Statutory Fees and Fines		1,076	841	(235)	(21.84%)	4,306	4,306	0
User Fees		9,173	9,252	80	0.87%	16,673	16,673	0
Grants - Operating		5,362	5,258	(104)	(1.95%)	21,812	23,459	1,647
Grants - Capital	1	623	2,072	1,448	232.38%	3,478	10,346	6,868
Contributions - Monetary		2,185	1,768	(417)	(19.07%)	8,316	12,091	3,775
Contributions - Non-Monetary		0	0	0	0.00%	2,000	2,000	0
Increment on investment in associates		0	0	0	0.00%	0	0	0
Other Income		238	400	162	68.25%	901	901	0
<b>Total Income</b>		<b>151,498</b>	<b>152,690</b>	<b>1,191</b>	<b>0.79%</b>	<b>190,956</b>	<b>203,245</b>	<b>12,289</b>
<b>Expenses</b>								
Employee Costs		21,704	20,387	1,317	6.07%	79,480	79,480	0
Materials and Services	2	21,159	15,981	5,179	24.48%	75,450	78,684	(3,234)
Depreciation		5,906	5,758	148	2.50%	23,625	23,625	0
Amortisation - Intangible Assets		223	223	(0)	0.00%	893	893	0
Amortisation - Right-of-Use Assets		185	147	38	20.37%	739	739	0
Contributions and Donations		1,184	1,242	(58)	(4.87%)	5,835	5,835	0
Borrowing Costs		487	444	43	8.75%	1,948	1,948	0
Finance Costs - Leases		10	6	4	42.23%	39	39	0
Bad and Doubtful Debts		75	81	(6)	(8.23%)	308	308	0
Other Expenses		141	140	1	0.98%	626	626	0
Net (Gain) Loss on Disposal of Property, Infrastructure, Plant and Equipment	3	(1,520)	25,386	(26,906)	(1,770.15%)	(6,080)	19,341	(25,421)
<b>Total Expenses</b>		<b>49,554</b>	<b>69,795</b>	<b>(20,241)</b>	<b>(40.85%)</b>	<b>182,863</b>	<b>211,518</b>	<b>(28,655)</b>
<b>Surplus (Deficit)</b>		<b>101,944</b>	<b>82,895</b>	<b>(19,049)</b>	<b>(18.69%)</b>	<b>8,092</b>	<b>(8,274)</b>	<b>(16,366)</b>
<b>Total Comprehensive Income for the Year</b>		<b>101,944</b>	<b>82,895</b>	<b>(19,049)</b>	<b>(18.69%)</b>	<b>8,092</b>	<b>(8,274)</b>	<b>(16,366)</b>

Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:

- ✔ 0% or greater.
- ⚠ Less than 0% and greater than negative 10%.
- ✘ Negative 10% or less.

Notes have been provided for the following variances:

1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$500K and equal to or greater than positive 10%.
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$500K and equal to or less than negative 10%.

## Comprehensive Income Statement

for year to date ended 30 September 2022

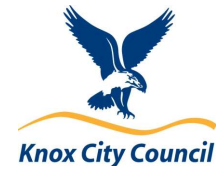


Notes:	
1	<p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$0.591M favourable variance for capital grants that were received in 2021-22 but have been treated as unearned income as at 30 June 2022 in accordance with accounting standards and have subsequently been expended</li> <li>- \$0.255M favourable variance for Quarry Reserve , Ferntree Gully capital grant originally budgeted to be received in 2021-22 but received in 2022-23</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$0.800M favourable variance for the Knox Regional Netball Centre Upgrade</li> <li>- \$0.173M unfavourable variance for the Modular Building Program</li> </ul>
2	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$1.479M favourable variance in Waste Management due to the timing of the receipt of invoices, and includes a favourable variance of \$0.593M for the Kerbside Reform Transition Project</li> <li>- \$1.036M favourable variance for capital expenditure that is operational in nature due to the timing of capital activities</li> <li>- \$0.800M favourable variance in the Operations department, including \$0.289M for Urban Forest and City Presentation, \$0.201M for Sportsfields and Active Open Space Maintenance, and \$0.133M for Drainage Maintenance Works, due to the timing of the receipt of invoices</li> <li>- \$0.372M favourable variance in the Chief Information Office, including \$0.328M in renewal expenditure</li> <li>- \$0.175M favourable variance in Family &amp; Children's Services</li> <li>- \$0.161M favourable variance for Community Access &amp; Support</li> <li>- \$0.106M favourable variance in Biodiversity Management including \$0.083M favourable variance for Bushland Management</li> <li>- \$0.101M favourable variance in Community Laws</li> <li>- \$0.100M favourable variance for Asset Management, including \$0.080M for survey/condition ratings</li> </ul>
3	<p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$25.421M unfavourable variance for the transfer of the Knox Regional Sports Park assets to the State Government; this was budgeted to occur during the 2021-22 financial year, but occurred in July 2022</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$1.485M unfavourable variance for all other Net (Gain) Loss on Disposal of Property due to the timing of the sale of property, plant and motor vehicles</li> </ul>

The 2022-23 Forecast includes \$3.234M in carry forward expenditure from 2021-22 into 2022-23 required for the completion and delivery of key operational projects. Operational and capital grants received totalling \$4.363M were treated as unearned income in 2021-22 and carried forward to 2022-23 in accordance with accounting standards. Capital grants totalling \$4.151M and capital contributions totalling \$3.775M were budgeted to be received in 2021-22 but have been carried forward to be received in 2022-23.

## Balance Sheet

as at 30 September 2022



Description	Notes	Year-to-Date				Full Year		
		Adopted Budget	Actual	Variance		Adopted Budget	Amended Budget	Variance
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S
<b>Current Assets</b>								
Cash and Cash Equivalents		32,112	25,656	(6,456)	(20.10%)	39,135	35,564	(3,571)
Other Financial Assets	1	0	5,000	5,000	100.00%	0	5,000	5,000
Trade and Other Receivables		131,859	132,087	228	0.17%	20,491	19,448	(1,043)
Other Current Assets	2	1,318	123	(1,195)	(90.63%)	1,318	1,132	(186)
Non-Current Assets classified as Held for Sale	3	0	2,928	2,928	100.00%	0	0	0
Inventories		11	23	12	107.13%	11	14	3
<b>Total Current Assets</b>		<b>165,300</b>	<b>165,818</b>	<b>518</b>	<b>0.31%</b>	<b>60,955</b>	<b>61,159</b>	<b>204</b>
<b>Non-Current Assets</b>								
Investment in Associates		3,074	3,469	395	12.85%	3,074	3,469	395
Property, Infrastructure, Plant and Equipment		2,000,111	2,138,592	138,481	6.92%	2,047,916	2,187,219	139,303
Right-of-Use Assets	4	2,261	912	(1,349)	(59.66%)	1,533	1,059	(474)
Intangible Assets		1,925	1,929	3	0.17%	1,371	2,152	781
<b>Total Non-Current Assets</b>		<b>2,007,371</b>	<b>2,144,902</b>	<b>137,531</b>	<b>6.85%</b>	<b>2,053,894</b>	<b>2,193,899</b>	<b>140,005</b>
<b>Total Assets</b>		<b>2,172,671</b>	<b>2,310,720</b>	<b>138,049</b>	<b>6.35%</b>	<b>2,114,849</b>	<b>2,255,057</b>	<b>140,208</b>
<b>Current Liabilities</b>								
Trade and Other Payables		8,035	7,486	549	6.84%	14,383	17,598	(3,215)
Trust Funds and Deposits	5	1,918	5,818	(3,900)	(203.35%)	1,918	2,540	(622)
Unearned Income	6	0	3,188	(3,188)	(100.00%)	0	0	0
Provisions - Employee Costs		19,072	18,174	898	4.71%	19,615	18,603	1,012
Defined Benefits Superannuation		0	0	0	0.00%	0	0	0
Provision - Landfill Rehabilitation		389	324	65	16.78%	389	324	65
Interest-Bearing Loans and Borrowings		4,560	4,298	262	5.75%	7,590	7,410	180
Lease Liabilities		634	394	240	37.86%	605	539	66
Other Provisions		0	0	0	0.00%	0	0	0
<b>Total Current Liabilities</b>		<b>34,609</b>	<b>39,682</b>	<b>(5,073)</b>	<b>(14.66%)</b>	<b>44,500</b>	<b>47,014</b>	<b>(2,514)</b>
<b>Non-Current Liabilities</b>								
Provisions - Employee Costs		1,276	1,166	110	8.60%	1,276	1,198	78
Interest-Bearing Loans and Borrowings		42,662	43,559	(897)	(2.10%)	68,800	69,525	(725)
Provision - Landfill Rehabilitation		2,396	1,825	571	23.82%	2,396	1,825	571
Defined Benefits Superannuation		0	0	0	0.00%	0	0	0
Lease Liabilities		934	526	408	43.72%	934	526	408
Other Provisions		0	0	0	0.00%	0	0	0
<b>Total Non-Current Liabilities</b>		<b>47,268</b>	<b>47,076</b>	<b>192</b>	<b>0.41%</b>	<b>73,406</b>	<b>73,074</b>	<b>332</b>
<b>Total Liabilities</b>		<b>81,877</b>	<b>86,759</b>	<b>(4,882)</b>	<b>(5.96%)</b>	<b>117,906</b>	<b>120,089</b>	<b>(2,183)</b>
<b>Net Assets</b>		<b>2,090,794</b>	<b>2,223,961</b>	<b>133,167</b>	<b>6.37%</b>	<b>1,996,943</b>	<b>2,134,969</b>	<b>138,026</b>
<b>Equity</b>								
Accumulated Surplus		800,274	790,027	(10,246)	(1.28%)	714,808	706,282	(8,526)
Asset Revaluation Reserve		1,261,516	1,400,349	138,833	11.01%	1,261,516	1,400,349	138,833
Other Reserves		29,005	33,584	4,580	15.79%	20,619	28,338	7,719
<b>Total Equity</b>		<b>2,090,794</b>	<b>2,223,961</b>	<b>133,167</b>	<b>6.37%</b>	<b>1,996,943</b>	<b>2,134,969</b>	<b>138,026</b>

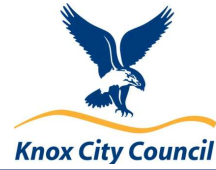
## Balance Sheet

as at 30 September 2022



Notes:	
1	<p><b>Timing Variance:</b> - Other financial assets are term deposits currently held with an original maturity date of more than 90 days</p>
2	<p><b>Timing Variance:</b> - Prepayments are taken up at financial year end</p>
3	<p><b>Timing Variance:</b> - \$2.928M favourable variance for land and buildings that have been agreed to sell</p>
4	<p><b>Timing Variance:</b> - Right-of-use assets are assets that Council has the right to use over the life of a lease; these primarily relate to IT and property assets - The reduction against budget reflects the actual year-end position as at 30 June 2022</p>
5	<p><b>Timing Variance:</b> - Trust funds and deposits primarily reflects the cash holdings for refundable deposits - This includes \$3.898M collected for the fire services levy; this amount is payable to the State Revenue Office by the 28th October 2022</p>
6	<p><b>Timing Variance:</b> - Unearned grants are operating and capital grants that were received in 2021-22 but have been treated as unearned income as at 30 June 2022 in accordance with accounting standards and have yet to be expended</p>





## Cash Flow Statement

for year to date ended 30 September 2022

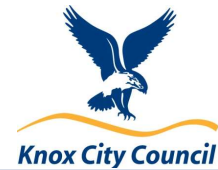
Description	Notes	Year-to-Date				Full Year		
		Adopted Budget	Actual	Variance Fav/(Unfav)		Adopted Budget	Amended Budget	Variance Fav/(Unfav)
		\$000'S	\$000'S	\$000'S		\$000'S	\$000'S	
<b>Cash Flows from Operating Activities</b>								
<b>Receipts</b>								
Rates and Charges		21,690	20,688	(1,002)	(4.62%)	132,599	132,599	0
Statutory Fees and Fines		1,076	841	(235)	(21.84%)	4,306	4,306	0
User Fees		8,644	9,480	836	9.67%	16,632	16,632	0
Grants - Operating		4,801	4,469	(331)	(6.90%)	21,798	22,259	462
Grants - Capital	1	578	1,310	732	126.56%	3,477	7,166	3,690
Contributions - Monetary		2,173	1,757	(417)	(19.17%)	8,315	12,090	3,775
Interest Received		5	51	46	911.84%	20	20	0
Other Receipts		233	350	117	50.14%	881	881	0
Net Movement in Trust Deposits	2	33	3,311	3,278	9,934.10%	33	33	0
Employee Costs		(21,716)	(20,317)	1,399	6.44%	(78,949)	(78,949)	0
Materials and Services		(26,787)	(25,524)	1,263	4.71%	(75,561)	(78,795)	(3,235)
Contributions and Donations	3	(2,405)	(3,216)	(811)	(33.70%)	(5,787)	(5,787)	0
Short Term, Low Value and Variable Lease Payments		(2)	(2)	0	0.00%	(8)	(8)	0
Other Payments		(141)	(140)	1	0.98%	(618)	(618)	0
<b>Net Cash Provided by /(Used in) Operating Activities</b>		<b>(11,817)</b>	<b>(6,941)</b>	<b>4,875</b>	<b>41.26%</b>	<b>27,137</b>	<b>31,828</b>	<b>4,692</b>
<b>Cash Flows from Investing Activities</b>								
Payments for Property, Infrastructure, Plant and Equipment	4	(5,375)	(8,776)	(3,401)	(63.26%)	(73,675)	(76,865)	(3,190)
Proceeds from Sales of Property, Infrastructure, Plant and Equipment	5	3,112	193	(2,919)	(93.81%)	12,447	12,447	0
Payments for investments		0	0	0	0.00%	0	(5,000)	(5,000)
Proceeds from sale of investments		0	0	0	0.00%	0	5,000	5,000
<b>Net Cash Used in Investing Activities</b>		<b>(2,264)</b>	<b>(8,583)</b>	<b>(6,320)</b>	<b>(279.18%)</b>	<b>(61,228)</b>	<b>(64,418)</b>	<b>(3,190)</b>
<b>Cash Flows from Financing Activities</b>								
Proceeds of Borrowings		0	0	0	0.00%	34,312	34,312	0
Repayment of Borrowings		(1,050)	(1,050)	0	0.00%	(6,284)	(6,284)	0
Finance costs		(487)	(445)	(42)	(8.55%)	(1,948)	(1,948)	0
Interest Paid - Lease Liability		(10)	(6)	(4)	(42.23%)	(39)	(39)	0
Repayment of Lease Liabilities		(185)	(170)	(15)	(8.11%)	(739)	(739)	0
<b>Net Cash Provided by/(Used in) Financing Activities</b>		<b>(1,732)</b>	<b>(1,671)</b>	<b>(61)</b>	<b>(3.51%)</b>	<b>25,302</b>	<b>25,302</b>	<b>0</b>
<b>Net increase / (decrease) in Cash and Cash Equivalents</b>		<b>(15,812)</b>	<b>(17,196)</b>	<b>1,384</b>	<b>8.75%</b>	<b>(8,789)</b>	<b>(7,288)</b>	<b>1,501</b>
Cash and Cash Equivalents at the Beginning of the Financial Year		47,924	42,852	(5,072)	(10.58%)	47,924	42,852	(5,072)
<b>Cash at the End of the Year</b>		<b>32,112</b>	<b>25,656</b>	<b>(6,455)</b>	<b>(20.10%)</b>	<b>39,135</b>	<b>35,564</b>	<b>(3,571)</b>

## Cash Flow Statement

for year to date ended 30 September 2022



Notes:	
1	<p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$0.255M favourable variance for Quarry Reserve , Ferntree Gully capital grant originally budgeted to be received in 2021-22 but received in 2022-23</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$0.800M favourable variance for the Knox Regional Netball Centre Upgrade</li> <li>- \$0.173M unfavourable variance for the Modular Building Program</li> </ul>
2	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- Trust funds and deposits primarily reflects the cash holdings for refundable deposits</li> <li>- This includes \$3.898M collected for the fire services levy; this amount is payable to the State Revenue Office by the 28th October 2022</li> </ul>
3	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$0.419M unfavourable variance in Public Open Space Contributions; income of this nature is unpredictable and is directly contingent on developer activities in the municipality</li> </ul>
4	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$3.401M unfavourable variance is reflective of the capital works expenditure against budget as detailed in the Statement of Capital Works</li> </ul>
5	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$2.919M unfavourable variance in Proceeds from Sale of Property due to the timing of sale of property, plant and motor vehicles</li> </ul>



# Statement of Capital Works

for year to date ended 30 September 2022

Description	Notes	Year-to-Date				Full Year		
		Adopted Budget	Actual	Variance Fav/(Unfav)		Adopted Budget	Amended Budget	Variance Fav/(Unfav)
		\$000'S	\$000'S	\$000'S	%	\$000'S	\$000'S	\$000'S
<b>Expenditure - Capital Works Program</b>								
<b>Property</b>								
Land		0	0	0	0.00%	0	0	0
Buildings		1,744	1,858	(114)	(6.54%)	19,658	20,226	(568)
<b>Total Property</b>		<b>1,744</b>	<b>1,858</b>	<b>114</b>	<b>6.54%</b>	<b>19,658</b>	<b>20,226</b>	<b>(568)</b>
<b>Plant and Equipment</b>								
Artworks		0	0	0	0.00%	417	417	0
Plant, Machinery and Equipment		301	301	(0)	0.00%	1,976	2,260	(284)
Fixtures, Fittings and Furniture		0	0	0	0.00%	0	0	0
Computers and Telecommunications		444	687	(243)	(54.65%)	6,714	6,714	(0)
<b>Total Plant and Equipment</b>		<b>746</b>	<b>989</b>	<b>243</b>	<b>32.55%</b>	<b>9,107</b>	<b>9,391</b>	<b>(284)</b>
<b>Infrastructure</b>								
Roads (including Kerb and Channel)		258	388	(130)	(50.37%)	9,082	8,883	199
Drainage		848	838	10	1.18%	4,962	4,610	352
Bridges		0	167	(167)	(100.00%)	545	856	(311)
Footpaths and Cycleways		657	658	(1)	(0.19%)	4,908	4,596	312
Off Street Car Parks		24	24	0	0.61%	968	970	(2)
Recreation, Leisure, Parks and Playgrounds	1	2,986	3,730	(745)	(24.94%)	31,547	34,247	(2,700)
Other Infrastructure		26	124	(98)	(371.07%)	1,049	1,238	(189)
<b>Total Infrastructure</b>		<b>4,799</b>	<b>5,929</b>	<b>1,130</b>	<b>23.55%</b>	<b>53,062</b>	<b>55,400</b>	<b>(2,339)</b>
<b>Total Expenditure - Capital Works Program</b>		<b>7,289</b>	<b>8,776</b>	<b>(1,487)</b>	<b>(20.40%)</b>	<b>81,827</b>	<b>85,017</b>	<b>(3,190)</b>
<b>Represented by:</b>								
Extension / Expansion		780	787	(7)	(0.93%)	7,080	8,802	(1,722)
Legal Requirements		0	0	0	0.00%	0	0	0
New		1,441	1,468	(26)	(1.83%)	13,143	12,918	225
Renewal		2,733	3,909	(1,176)	(43.02%)	38,493	39,361	(868)
Upgrade		2,334	2,612	(277)	(11.88%)	23,110	23,936	(826)
<b>Total Expenditure - Capital Works Program</b>		<b>7,289</b>	<b>8,776</b>	<b>(1,487)</b>	<b>(20.40%)</b>	<b>81,827</b>	<b>85,017</b>	<b>(3,190)</b>
<b>Funding Source for Capital Works Program</b>								
<b>External Funding</b>								
Contributions - Monetary - Capital		0	0	0	0.00%	0	3,775	3,775
Grants - Capital	2	623	2,072	1,448	232.38%	3,478	10,346	6,868
User Fees - Capital		0	0	0	0.00%	0	0	0
Proceeds from Loan Borrowings		0	0	0	0.00%	34,312	34,312	0
Other Income - Capital		0	0	0	0.00%	0	0	0
<b>Total External Funding</b>		<b>623</b>	<b>2,072</b>	<b>1,448</b>	<b>232.38%</b>	<b>37,790</b>	<b>48,433</b>	<b>10,643</b>
<b>Internal Funding</b>								
Proceeds from Sale of Property, Infrastructure, Plant and Equipment	3	3,112	192	(2,920)	(93.84%)	12,447	12,447	0
Reserves	4	568	1,728	1,160	203.98%	14,555	12,500	(2,055)
Rate Funding	5	2,985	4,784	1,799	60.26%	17,034	11,637	(5,397)
<b>Total Internal Funding</b>		<b>6,666</b>	<b>6,704</b>	<b>38</b>	<b>0.58%</b>	<b>44,036</b>	<b>36,584</b>	<b>(7,452)</b>
<b>Total Funding Source for Capital Works Program</b>		<b>7,289</b>	<b>8,776</b>	<b>1,487</b>	<b>20.40%</b>	<b>81,827</b>	<b>85,017</b>	<b>3,190</b>

## Statement of Capital Works

for year to date ended 30 September 2022



Indicators of the variances between year to date (YTD) Adopted Budget and Actual results:

- ✔ 0% or greater.
- ⚠ Less than 0% and greater than negative 10%.
- ✘ Negative 10% or less.

Notes have been provided for the following variances:

1. Favourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or greater than positive \$500K and equal to or greater than positive 10.00%.
2. Unfavourable variances between year to date (YTD) Adopted Budget and Actual results are equal to or less than negative \$500K and equal to or less than negative 10%.

### Notes:

1	<p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- Unfavourable variances due to utilisation of carry forward funds for the Talsakia Reserve Cricket Net Renewal (\$0.145M); the Dobson Park Cricket Net Renewal (\$0.145M); the VARMS relocation (\$0.115M); and Open Space Significant Municipal Site Renewal (\$0.106M)</li> </ul>
2	<p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- \$0.591M favourable variance for capital grants that were received in 2021-22 but have been treated as unearned income as at 30 June 2022 in accordance with accounting standards and have subsequently been expended</li> <li>- \$0.255M favourable variance for Quarry Reserve , Ferntree Gully capital grant originally budgeted to be received in 2021-22 but received in 2022-23</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$0.800M favourable variance for the Knox Regional Netball Centre Upgrade</li> <li>- \$0.173M unfavourable variance for the Modular Building Program</li> </ul>
3	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- \$2.920M unfavourable variance for Proceeds from Sale of Property due to the timing of sale of property, plant and motor vehicles</li> </ul>
4	<p><b>Permanent Variance:</b></p> <ul style="list-style-type: none"> <li>- Favourable variance of \$0.986M due to 75% of the 2022-23 Victoria Grants Commission being received in April 2022, and transferred from Reserves in July 2022</li> </ul> <p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- Favourable variance relating to the timing of activities for the Carrington Park Access Improvements (\$0.140M); and the Open Space Significant Municipal Site Renewals (\$0.106M)</li> <li>- Unfavourable variance relating to the timing of activities for the Stamford Park Building Upgrades (\$0.154M)</li> </ul>
5	<p><b>Timing Variance:</b></p> <ul style="list-style-type: none"> <li>- Council generates cash from its operating activities which is used as a funding source for the capital works program</li> <li>- It is forecast that \$11.637M will be required from operations to fund the 2022-23 capital works program (inclusive of projects carried forward from 2021-22)</li> </ul>

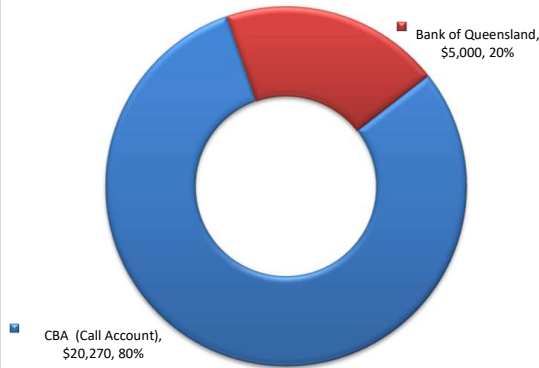


# Investment Analysis

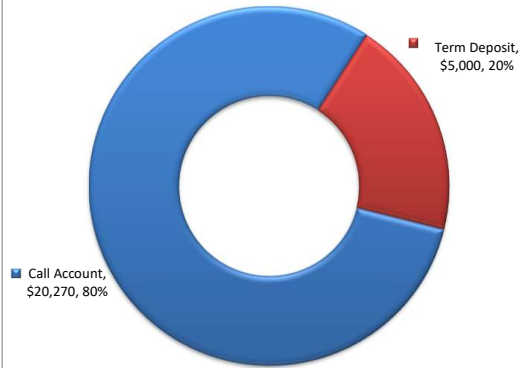
as at 30 September 2022

A total amount of \$25.27 million in funds were invested with various financial institutions as at 30 September 2022

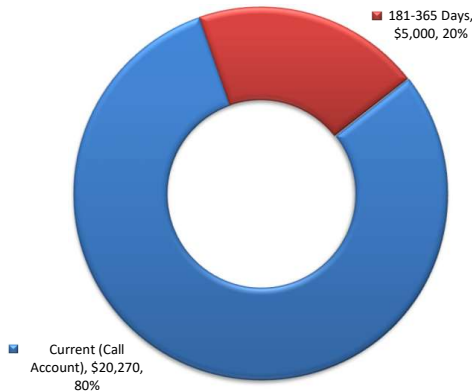
**Investment Institutions (\$'000)**



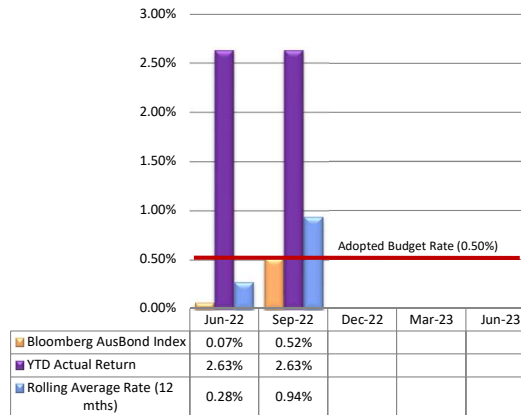
**Investment Products (\$'000)**



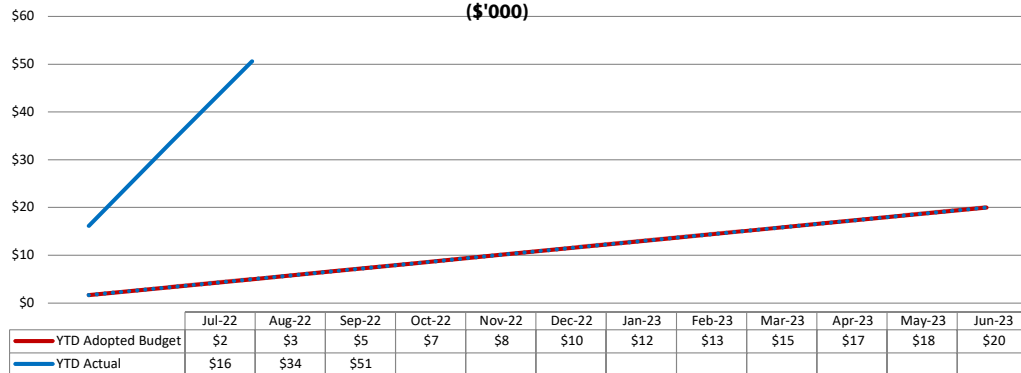
**Investment Term (\$'000)**



**Investment Benchmark Indicator**



**Investment Income (\$'000)**



## Appendix B

# Amended Budget Comprehensive Income Statement

for year ended 30 June 2023



Description	Notes	2022-23	2022-23	Variance	Variance
		Adopted Budget	Amended Budget		
		\$000'S	\$000'S	\$000'S	%
<b>Income</b>					
Rates and Charges		133,469	133,469	0	0.0%
Statutory Fees and Fines		4,306	4,306	0	0.0%
User Fees		16,673	16,673	0	0.0%
Grants - Operating	1	21,812	23,459	1,647	7.5%
Grants - Capital	2	3,478	10,346	6,868	197.4%
Contributions - Monetary	3	8,316	12,091	3,775	45.4%
Contributions - Non-Monetary		2,000	2,000	0	0.0%
Increment on investment in associates		0	0	0	0.0%
Other Income		901	901	0	0.0%
<b>Total Income</b>		<b>190,956</b>	<b>203,245</b>	<b>12,289</b>	<b>6.4%</b>
<b>Expenses</b>					
Employee Costs		79,480	79,480	0	0.0%
Materials and Services	4	75,450	78,684	(3,234)	-4.3%
Depreciation		23,625	23,625	0	0.0%
Amortisation - Intangible Assets		893	893	0	0.0%
Amortisation - Right-of-Use Assets		739	739	0	0.0%
Contributions and Donations		5,835	5,835	0	0.0%
Borrowing Costs		1,948	1,948	0	0.0%
Finance Costs - Leases		39	39	0	0.0%
Bad and Doubtful Debts		308	308	0	0.0%
Other Expenses		626	626	0	0.0%
Net (Gain) Loss on Disposal of Property, Infrastructure, Plant and Equipment	5	(6,080)	19,341	(25,421)	418.1%
<b>Total Expenses</b>		<b>182,863</b>	<b>211,518</b>	<b>(28,655)</b>	<b>-15.7%</b>
<b>Surplus (Deficit)</b>		<b>8,092</b>	<b>(8,274)</b>	<b>(16,366)</b>	<b>-202.2%</b>
<b>Total Comprehensive Income for the Year</b>		<b>8,092</b>	<b>(8,274)</b>	<b>(16,366)</b>	<b>-202.2%</b>

# Amended Budget Comprehensive Income Statement

for year ended 30 June 2023



Notes:		\$000'S
1	Operating grants received in the 2021-22 financial year but unspent at 30 June 2022; to be expended and recognised in the 2022-23 financial year	1,647
2	Capital grants received in the 2021-22 financial year but unspent as 30 June 2022; to be expended and recognised in the 2022-23 financial year	2,717
	Capital grants budgeted to be received during the 2021-22 financial year, but now expected to be received during the 2022-23 financial year due to delays in the capital works program	4,151
3	Capital contributions budgeted to be received during the 2021-22 financial year, but now expected to be received during the 2022-23 financial year due to delays in the capital works program	3,775
4	Expenditure to be incurred on operating grants received in the 2021-22 financial year but unspent at 30 June 2022	1,647
	Unspent 2021-22 Minor Grants, Community Development Fund Grants and Leisure Minor Capital Works Grant Scheme carried forward to 2022-23 as per Council policy	87
	Funds remaining from the COVID-19 Business Support Package carried forward to finalise the delivery of the package	57
	Expenditure carried forward from 2021-22 into 2022-23 to complete approved projects and deliver Council Plan initiatives	1,443
5	The transfer of the Knox Regional Sports Park assets to the State Government occurred in July 2022 after originally being budgeted to occur during the 2021-22 financial year; this is a non-cash adjustment	25,421

# Amended Budget Balance Sheet

for the year ending 30 June 2023



Description	Notes	2022-23	2022-23	Variance	Variance
		Adopted Budget \$000'S	Amended Budget \$000'S	Fav/(Unfav) \$000'S	Fav/(Unfav) %
<b>Current Assets</b>					
Cash and Cash Equivalents		39,135	35,564	(3,571)	-9.1%
Other Financial Assets		0	5,000	5,000	0.0%
Trade and Other Receivables		20,491	19,448	(1,043)	-5.1%
Other Current Assets		1,318	1,132	(186)	-14.1%
Non-Current Assets classified as Held for Sale		0	0	0	0.0%
Inventories		11	14	3	27.3%
<b>Total Current Assets</b>	<b>1</b>	<b>60,955</b>	<b>61,159</b>	<b>204</b>	<b>0.3%</b>
<b>Non-Current Assets</b>					
Investment in Associates		3,074	3,469	395	12.8%
Property, Infrastructure, Plant and Equipment		2,047,916	2,187,219	139,303	6.8%
Right-of-Use Assets		1,533	1,059	(474)	-30.9%
Intangible Assets		1,371	2,152	781	57.0%
<b>Total Non-Current Assets</b>	<b>2</b>	<b>2,053,894</b>	<b>2,193,899</b>	<b>140,005</b>	<b>6.8%</b>
<b>Total Assets</b>		<b>2,114,849</b>	<b>2,255,057</b>	<b>140,208</b>	<b>6.6%</b>
<b>Current Liabilities</b>					
Trade and Other Payables		14,383	17,598	(3,215)	-22.4%
Trust Funds and Deposits		1,918	2,540	(622)	-32.4%
Unearned Income		0	0	0	0.0%
Provisions - Employee Costs		19,615	18,603	1,012	5.2%
Defined Benefits Superannuation		0	0	0	0.0%
Provision - Landfill Rehabilitation		389	324	65	16.8%
Interest-Bearing Loans and Borrowings		7,590	7,410	180	2.4%
Lease Liabilities		605	539	66	10.9%
Other Provisions		0	0	0	0.0%
<b>Total Current Liabilities</b>		<b>44,500</b>	<b>47,014</b>	<b>(2,514)</b>	<b>-5.7%</b>
<b>Non-Current Liabilities</b>					
Provisions - Employee Costs		1,276	1,198	78	6.1%
Interest-Bearing Loans and Borrowings		68,800	69,525	(725)	-1.1%
Provision - Landfill Rehabilitation		2,396	1,825	571	23.8%
Defined Benefits Superannuation		0	0	0	0.0%
Lease Liabilities		934	526	408	43.7%
Other Provisions		0	0	0	0.0%
<b>Total Non-Current Liabilities</b>		<b>73,406</b>	<b>73,074</b>	<b>332</b>	<b>0.5%</b>
<b>Total Liabilities</b>	<b>3</b>	<b>117,906</b>	<b>120,089</b>	<b>(2,183)</b>	<b>-1.9%</b>
<b>Net Assets</b>		<b>1,996,943</b>	<b>2,134,969</b>	<b>138,026</b>	<b>6.9%</b>
<b>Equity</b>					
Accumulated Surplus		714,808	706,282	(8,526)	-1.2%
Asset Revaluation Reserve		1,261,516	1,400,349	138,833	11.0%
Other Reserves		20,619	28,338	7,719	37.4%
<b>Total Equity</b>	<b>4</b>	<b>1,996,943</b>	<b>2,134,969</b>	<b>138,026</b>	<b>6.9%</b>



## Amended Budget Balance Sheet

for the year ending 30 June 2023



Notes:		\$000'S
1	Current asset items have been amended to reflect the final 2021-22 financial year result	204
2	Non-current asset items have been amended to reflect the final 2021-22 financial year result, and has taken in to accounts the transfer of the Knox Regional Sports Park assets to	140,005
3	Current liability items have been amended to reflect the final 2021-22 financial year result, coupled with a revision of budget assumptions	(2,183)
4	Movement in equity represents the difference in total assets and total liabilities, and reflects Council's net worth to the City's ratepayers	138,026

# Amended Budget Statement of Capital Works

for year ended 30 June 2023



Description	Notes	2022-23	2022-23	Variance	Variance
		Adopted Budget \$000'S	Amended Budget \$000'S	Fav/(Unfav) \$000'S	Fav/(Unfav) %
<b>Expenditure - Capital Works Program</b>					
<b>Property</b>					
Land		0	0	0	0.0%
Buildings	1	19,658	20,226	568	2.9%
<b>Total Property</b>		<b>19,658</b>	<b>20,226</b>	<b>568</b>	<b>2.9%</b>
<b>Plant and Equipment</b>					
Artworks		417	417	0	0.0%
Plant, Machinery and Equipment	2	1,976	2,260	284	14.4%
Fixtures, Fittings and Furniture		0	0	0	0.0%
Computers and Telecommunications		6,714	6,714	0	0.0%
<b>Total Plant and Equipment</b>		<b>9,107</b>	<b>9,391</b>	<b>284</b>	<b>3.1%</b>
<b>Infrastructure</b>					
Roads (including Kerb and Channel)	3	9,082	8,883	(199)	-2.2%
Drainage	4	4,962	4,610	(352)	-7.1%
Bridges	5	545	856	311	57.0%
Footpaths and Cycleways	6	4,908	4,596	(312)	-6.4%
Off Street Car Parks	7	968	970	2	0.2%
Recreation, Leisure, Parks and Playgrounds	8	31,547	34,247	2,700	8.6%
Other Infrastructure	9	1,049	1,238	189	18.0%
<b>Total Infrastructure</b>		<b>53,062</b>	<b>55,400</b>	<b>2,339</b>	<b>4.4%</b>
<b>Total Expenditure - Capital Works Program</b>		<b>81,827</b>	<b>85,017</b>	<b>3,190</b>	<b>3.9%</b>

Notes have been provided detailing the adjustments to the projects where there has been movements from the Adopted Budget, together with the primary reason for the amendment.

**Reason Codes:**

CF: Project carried-forward as works not completed/started in the 2021-22 financial year

ER: Budget amended to reflect program deliverability and expenditure requirements for 2022-23

MY: Multi-year project timing difference

# Amended Budget

## Statement of Capital Works

for year ended 30 June 2023



Notes:		Adopted \$000'S	Amended \$000'S	Variance \$000'S	Reason Code
1	Fairpark Reserve - Pavilion Upgrade	6,626	8,363	1,737	CF
	Park Crescent Children and Family Centre Refurbishment	0	50	50	CF
	Rosa Benedikt Coomunity Centre - Minor Upgrade	58	52	(6)	ER
	Billoo Kindergarten - Storage & Verandah Extension (Design)	60	0	(60)	MY
	Westfield Library	3,471	3,444	(27)	ER
	Modular Building Program (Modern Construction System)	1,560	1,567	7	ER
	Operations Centre Relocation	1,494	350	(1,144)	ER
	Schultz Reserve - New Shade Structure	0	50	50	CF
	Replacements of components for all Council owned buildings based on Building Asset Management Systems	4,798	3,959	(838)	ER
	Millers Homestead Upgrade	0	141	141	CF
	Energy Performance Audit for Community Buildings	49	218	169	CF
	Schultz Reserve - Pavilion Refurbishment	0	75	75	CF
	Family & Children Buildings and Facilities Upgrades	0	350	350	CF
	Rowville Community Centre - Yard Upgrade	55	0	(55)	ER
	Council Kindergartens Lockers Installation	0	43	43	CF
	Solar panels in Community Facilities	100	175	75	CF
2	Plant and machinery replacement program	1,976	2,260	284	ER
3	Road Surface Renewal Program across multiple locations within Knox	4,587	4,187	(400)	ER
	High Risk Road Failure Program	400	300	(100)	ER
	Major Roads Streetlight Replacement	35	127	92	CF
	Templeton Street, Wantirna - Linemarking and Intersection Treatments	0	40	40	CF
	Renou Road, Wantirna South - Intersection	0	107	107	CF
	Amesbury Avenue, Wantirna - Intersection	0	43	43	CF
	Parking Management Plan Implementation	30	50	20	CF
4	Egan Lee Reserve - Wetland Construction	70	35	(35)	ER
	Gilbert Reserve - Wetland Scoping and	70	35	(35)	ER
	Cardiff Street - Flood Mitigation Design	650	688	38	CF
	Olive Bank Road - Water Sensitive Urban	360	40	(320)	ER
5	1000 Steps Shared Use Path Bridge and Car Bridge Renewal Program across multiple	171	0	(171)	ER
		374	856	482	CF

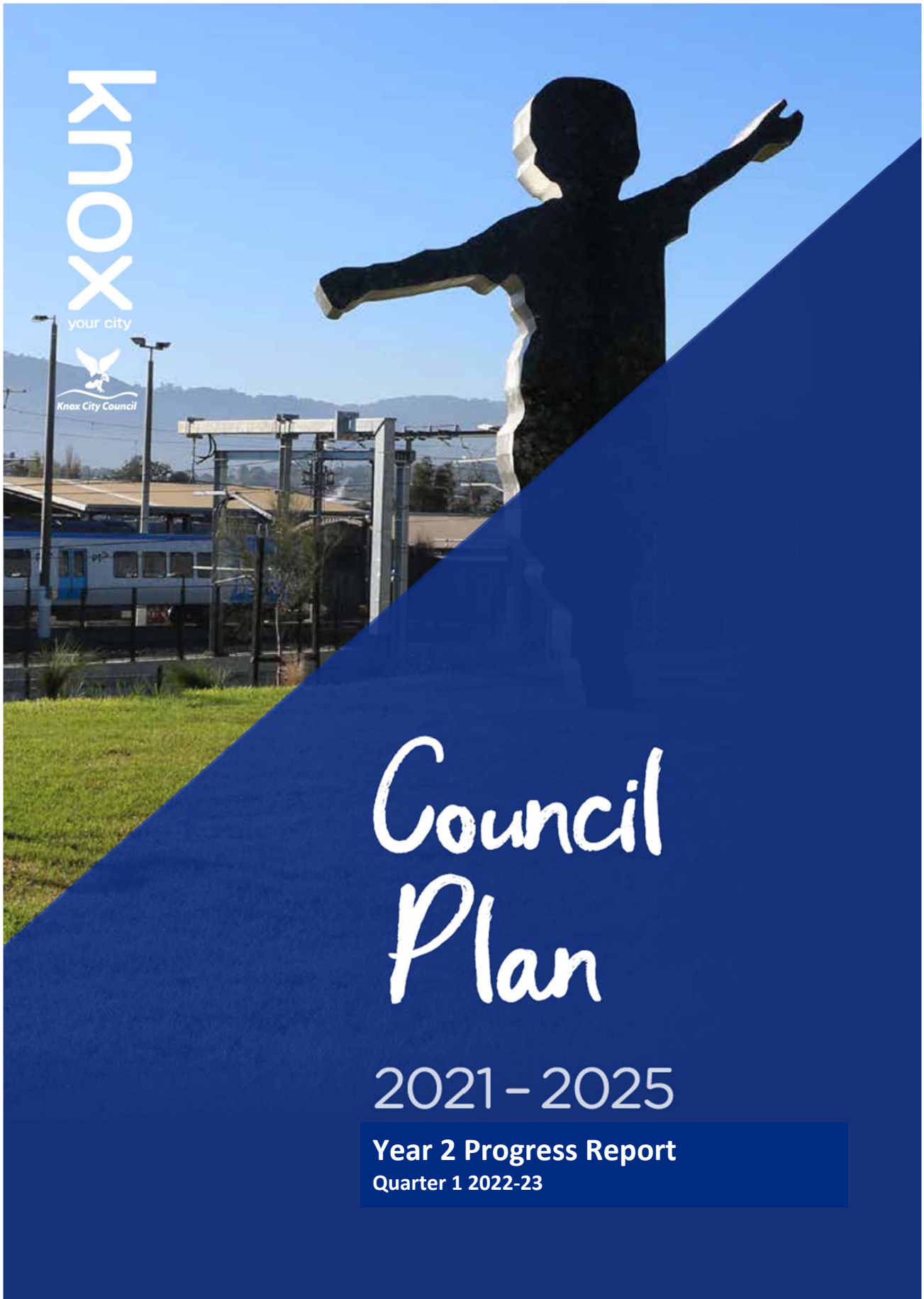
# Amended Budget

## Statement of Capital Works

for year ended 30 June 2023



Notes:		Adopted \$000'S	Amended \$000'S	Variance \$000'S	Reason Code
6	Francis Crescent, Ferntree Gully	0	20	20	CF
	Ferntree Gully Road, Scoresby	0	50	50	CF
	Short Street, Boronia	0	52	52	CF
	Renewal Program across multiple locations	2,631	2,431	(200)	ER
	Mountain Highway, Upper Ferntree Gully - Scoresby Road to Jersey Road	309	173	(136)	ER
	Mountain Highway - Shared Path	0	76	76	CF
	Ferntree Gully Road - Shared Path	0	40	40	CF
	Lupton Way - Shared Path	550	337	(213)	ER
7	Gilmour Reserve - New Car Park	35	0	(35)	ER
	Wantirna Reserve - Carpark Upgrade	40	0	(40)	ER
	Wally Tew Reserve - Carpark Upgrade	0	77	77	CF
8	Knox Regional Sport Park - Facility	420	1,483	1,063	CF
	Quarry Reserve, Ferntree Gully - Masterplan	125	527	402	CF
	Tim Neville Arboretum Renewal	120	314	194	CF
	Exner Reserve - Tennis Courts Renewal	25	39	14	CF
	Knox Regional Netball Centre - Court	100	130	30	CF
	Knox Athletics Track - Reactive Track Renewal	3,000	3,250	250	ER
	Gilbert Park Reserve - Batting Cage Renewal	0	119	119	CF
	Eildon Park Reserve - Tennis Court Renewal	0	445	445	CF
	Glenfern Park - Tennis Court Renewal	0	100	100	CF
	Parks - Turf Coring Plant	0	120	120	CF
	Fairpark Reserve - Netball Court Renewal	0	139	139	CF
	Reta Matthews Reserve - Tennis Courts	585	593	7	ER
	Talaskia Reserve - Cricket Net Renewal	0	187	187	CF
	Dobson Park - Cricket Net Renewal	0	187	187	CF
	Playground Renewal Program	1,760	1,510	(250)	ER
	Stamford Park Development	7,000	6,000	(1,000)	MY
	Wally Tew Reserve - Stormwater Harvest	120	0	(120)	ER
	Llewelyn Reserve - Masterplan	0	32	32	CF
	Carrington Park Reserve - Stormwater	80	0	(80)	ER
	Lewis Park - Oval #1 Floodlighting Upgrade	0	130	130	CF
	Templeton Reserve - Floodlighting Upgrade	0	128	128	CF
	Kings Park - Oval #1 Floodlighting Upgrade	0	171	171	CF
	Kings Park Reserve - Masterplan	65	40	(25)	ER
	Knox Regional Netball Centre, Ferntree Gully - Building Redevelopment and Associated	3,070	4,011	941	CF
	HV Jones, Ferntree Gully - Masterplan Stage 3	600	805	205	CF
	Lewis Park, Wantirna South - Masterplan	1,800	1,000	(800)	MY
	Peregrine Reserve, Rowville - Masterplan	300	411	111	CF
9	Erica Avenue Streetscape Renewal	500	599	99	CF
	Boronia Bowls Club - Green Lighting	30	120	90	ER



KNOX

your city



Knox City Council

# Council Plan

2021 – 2025

**Year 2 Progress Report**  
Quarter 1 2022-23

## Introduction

On 25 October 2021, Council formally adopted the Community Plan 2021-2031 and Council Plan 2021-2025 (incorporating the Municipal Public Health and Wellbeing Plan). These plans are our commitment to making Knox a great place now and into the future.

### Community Plan 2021-2031

This plan was developed with and for our community. It includes our Community Vision statement, and describes what we, as a collective, will focus on to achieve that vision.

**Knox: where we connect with our people and our environment, ensuring they are safe, supported and have every opportunity to thrive.**

### Council Plan 2021-2025

This plan provides direction to the organisation and describes how we're going to contribute to the achievement of the Community Vision. It also demonstrates our commitment to the health and wellbeing of the community by incorporating Knox's Municipal Public Health & Wellbeing Plan (MPHWP). We have flagged the initiatives that will contribute to the health and wellbeing of our community with a ♦ symbol.

### Our Key Directions

Both plans contain five Key Directions which describe in further detail what we as a community are going to focus on to achieve our Community Vision. These Key Directions drive the work of Council and ensure we are working towards achieving the Community 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.

## Progress Report Quarter 1 2022-23 (Year 2 of 4)

This report provides an overview of the progress against the Council Plan initiatives under each Key Direction and how we're making a difference.

### **Initiatives**

The initiatives reported are those that will be delivered or have significant work completed in the given financial year with the commentary detailing the work completed each quarter.

Each Key Direction also has a major initiative(s). The major initiatives are those identified by Council as priorities to be undertaken during the financial year and are highlighted in grey.

Progress targets are set against each initiative by quarter based on when key milestones for the year will be completed. The progress status reflects the status of the key milestones, not necessarily the status of completion of the initiative overall, as many of the initiatives run over multiple years. Progress status is reported based on the following colour coding:

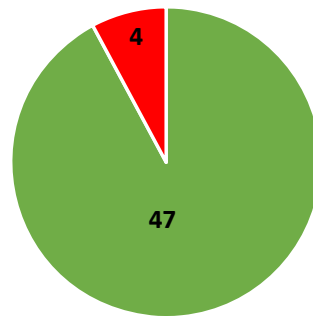


### **Indicators**

The indicators identified in the Council Plan tell us if the work that we're doing is contributing to a positive change in our community. They span the four years of the plan and will be reported on every six months. It must be noted however that some data will not change due to different reporting timeframes, and therefore some indicators will still include baseline data. Updated data for these indicators will be reported in future progress reports, as it becomes available. The next report to include indicators will be the Quarter 2 2022-23 progress report.

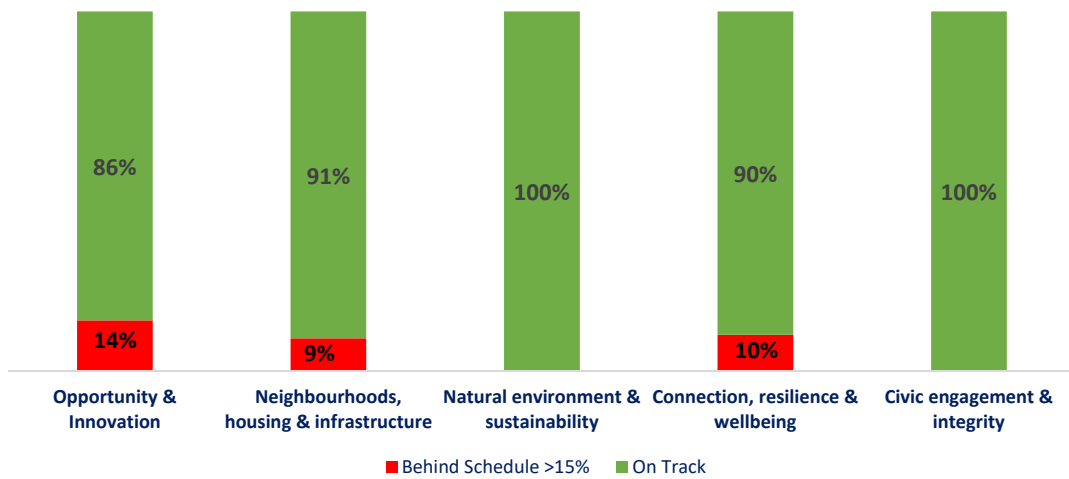
## Quarter 1 2022-23 - Year 2 Progress Summary

### Major Initiatives and Initiatives



■ On Track ■ Behind Schedule > 15%

### Progress by Key Direction



■ Behind Schedule > 15% ■ On Track

The assessment of progress against the milestones relates only to Year 2 (2022-23) of the four-year Council Plan 2021-25, with the majority of initiatives spanning multiple years.



## Opportunity and Innovation

### Strategies we are undertaking to achieve success in this area:

- 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.

### Progress of our initiatives in this area:

Major Initiative	Progress	Progress Comment
<b>Coordinate the implementation of Knox's Retail Activation Strategy.</b>	<b>Not Started</b>	The Retail Activation Strategy is scheduled to be considered by Council in December 2022. Initial implementation of the Strategy has been scoped to include building an industry reference group to guide the development of the <i>What's on Knox</i> platform, as well as engaging a digital marketing specialist to deliver the platform. Implementation to commence pending Council consideration.
Initiative	Progress	Progress Comment
<b>Continue to monitor the local economy to inform the strategic direction of future economic development initiatives.</b>	<b>25%</b>	Council is working to create a reporting framework to regularly deliver relevant information about the Knox economy to stakeholders. Planning has commenced for the development of this framework including monitoring of spending by Knox visitors.
<b>Work with Maroondah and Yarra Ranges Councils to deliver key initiatives of the Bayswater Business Precinct Transformation Strategy.</b>	<b>50%</b>	Although the Bayswater Business Precinct Transformation Strategy is pending consideration at the December 2022 Council Meeting, progress has been made against the Year 2 key milestones set for this initiative.  During Year 2, progress has been made in developing two of the key short term implementation actions of the draft Strategy, including development of the Bayswater Business Precinct Governance Framework to support the longer term implementation of the strategy and preliminary scoping of a spatial plan. Workshops have been undertaken with relevant teams and directors from Knox, Maroondah and Yarra Ranges Councils to inform the framework, and consultants have been engaged to assist in developing the framework.
<b>Implement Council's decision regarding kindergarten expansion.</b>	<b>25%</b>	This initiative has been amended to Kindergarten Reform. The Victorian Government introduced a reform which will increase 3 and 4 year old kindergarten by 15 hours a week over the next 10 years. In the council meeting on Monday 29 August 2022, Council agreed to review its future role as a kindergarten service provider for the community in response to these reforms. Further briefings will be provided during quarter two, with an outcome of the service review expected to be determined by the end 2022-23.

Initiative	Progress	Progress Comment
<b>Work alongside the State Government on the implementation of the Wantirna Health Precinct Masterplan. ♦</b>	65%	<p>A key milestone from 2021-22 was to make a submission to the proposed Wantirna Health Precinct Planning Scheme Amendment (PSA). This milestone has now been carried over to 2022-23 as the State Government has not yet commenced the planning scheme process as anticipated and this work, including discussions with State Departments, is still progressing.</p> <p>Councillors were briefed on the status of the Wantirna Health Precinct amendment in September 2022. Following this, advocacy letters were prepared and sent on behalf of the Mayor to relevant Minister and Shadow Ministers, seeking cross-Ministerial support for the amendment and advocacy for the amendment process to commence.</p>
<b>Explore opportunities to increase the number and diversity of creative learning opportunities offered through Council's cultural and community venues. ♦</b>	25%	<p>A Cultural Immersion Workshop was delivered at Knox Community Arts Centre by Indigenous Elder <i>Kutchia Edwards</i> during <i>National Aborigines and Islanders Day Observance Committee</i> (NAIDOC) week in quarter one of 2022-23. Additionally, a process for community group partnership was established at Knox Community Arts Centre for workshop delivery, resulting in the delivery of free dance workshops during school holidays in partnership with a local youth theatre company.</p> <p>An additional children's art class was introduced at Ferntree Gully Community Arts Centre in Term 3 2022 to meet high demand. Planning has occurred for additional evening pottery classes to be introduced at the centre in Term 1 2023 in order to address long waitlists, subject to staffing and storage space. Council is also exploring other opportunities for program expansion/introduction of new classes in 2023, following consultation with current art and pottery class tutors.</p>
<b>Research and review supply chain connectivity and networks, to enable and advance the circular economy.</b>	25%	<p>Planning is underway for the scope of this project and resources needed to deliver it. Council's Economic Development and City Investments and Partnerships teams have met with several consultants experienced in circular economy strategy development and other Council's involved in project delivery. Information from these stakeholders has been collated to assist with the scope development.</p>

## Neighbourhoods, housing and infrastructure

### Strategies we are undertaking to achieve success in this area:

- 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.

### Progress of our initiatives in this area:

Major Initiative	Progress	Progress Comment
<b>Develop and implement a Social and Affordable Housing Strategy and Action Plan to increase the supply of social housing and address homelessness in Knox. ♦</b>	25%	<p>Although the Social and Affordable Housing Strategy and Action Plan is still in the final stages of internal consultation, progress has been made against the Year 2 key milestones set for this initiative.</p> <p>An awareness campaign was conducted as part of Homelessness Week in August 2022, with corflute’s promoting housing services erected in local parks and known places for rough sleepers. Local supports were also promoted on Council’s social media channels.</p> <p>An expression of interest process commenced for 58-60 Station Street, seeking community housing providers interested in partnering with Council to develop social housing on the site for women and children. Three expressions of interest were received before the closing date of 14 September 2022 and are currently being evaluated.</p>
Initiative	Progress	Progress Comment
<b>Facilitate and support the implementation of the Boronia Renewal program.</b>	25%	<p>In regards to Amendment C192knox (implementation of the Boronia Renewal Strategy into the Knox Planning Scheme), ministerial authorisation has been received with exhibition planned for early 2023.</p> <p>A number of other projects under the Boronia Renewal Strategy have commenced and are near completion, including projects with funding from the Suburban Revitalisation Fund. The projects completed include Facade upgrade grants program (both rounds were finalised by September 2022), Green Spine Concept Plan (stage 1) draft concept design, Boronia Big Flix Festival, and 257 Dorset Road Pop up events. The projects that are near completion include Erica Avenue Streetscape improvement including public art lighting, and Lupton Way Construction. Additional ongoing projects have continued to progress including the Boronia Train Station Precinct Redevelopment, Boronia Park Master plan and Boronia Branding and Wayfinding.</p>

Initiative	Progress	Progress Comment
<b>Develop an Integrated Major Infrastructure Development Plan for sport, leisure and recreation.</b>	<b>Not Started</b>	The Integrated Major Infrastructure Development Plan has not commenced and will be reassessed during quarter two to determine amended timing and scope.
<b>Implement Knox's Parking Strategy.</b>	25%	Implementation of Knox's Parking Compliance Strategy has continued throughout quarter one of 2022-23 with the tender specifications for the in-ground parking sensors nearing completion and to be advertised shortly.
<b>Commence review and upgrade of Council's strategic planning documents including the Open Space Plan, Play Space Plan and Liveable Streets Plan. ♦</b>	25%	Council is working towards developing a future Open Space Plan that incorporates the Open Space, Play Space and Streetscape Plans. This will be developed over the coming years. In 2022-23, the project focus is to finalise a background research report in preparation for a future discussion paper and draft plan. A draft project plan has been developed, a stakeholder engagement plan has been prepared and a procurement plan has been developed for the background research component of the project.
<b>Enhance sustainable transport utilisation through delivery of active transport infrastructure. ♦</b>	25%	Templeton Street, Wantirna and Renou Road, Wantirna South shared path projects (which were carried forward from 2021-22) are nearing completion, with line marking works remaining. Mountain Highway (Scoresby Road to Jersey Road) has now been completed. Design development is progressing for the following projects - Mountain Highway, Boronia, Napoleon Road Stage 4, Liverpool Road, The Basin and Upper Ferntree Gully Rail link path. Francis Crescent footpath has been completed with a number of footpath projects currently being designed.
<b>Advocate to State Government for improved public transport and arterial road connectivity in Knox. ♦</b>	25%	In response to projects abandoned by the Federal Government through the 2022-23 budget process, Council resolved to write to Local Members of Parliament (MP's) seeking their respective position on abandoned projects including the Wellington Road rail corridor project, the Wellington Road upgrade, the Dorset Road extension and the Napoleon Road duplication, each of which would have supported beneficial public transport enhancements. Letters have now been sent. In September, the Mayor of Knox met, along with other Councillors within the Eastern Transport Coalition, with the Deputy Premier and Minister for Major Transport Infrastructure, Jacinta Allen and local MP's within the region to advocate for a range of sustainable transport measures.
<b>Provide new and innovative community transport for the Knox community. ♦</b>	25%	Planning has commenced to create new programs of transportation services to assist and entice vulnerable residents to engage in social and community connections with the wider populace. Six program amendments have been planned. The implementation of these programs has been limited due to COVID-19 related precautions/restrictions on bus passenger numbers (restricted at around 25% of normal capacity). Council is planning to complete the implementation of all proposed initiatives by the end of 2022-23, provided further limitations do not arise due to unprecedented COVID-19 related factors.
<b>Understand community needs across the suburbs of Knox to plan for community infrastructure requirements for the next 5-20 years. ♦</b>	60%	Community infrastructure needs analyses have been developed for Bayswater, Boronia, Wantirna and Wantirna South. Research is currently underway to identify existing data, research and reports which will inform the priorities for the development of community infrastructure needs analysis reports for other suburbs in 2022-23, 2023-24 and 2024-25.

Initiative	Progress	Progress Comment
<p><b>Build on regional partnerships by contributing to the work of the Eastern Affordable Housing Alliance (EAHA). ♦</b></p>	<p>40%</p>	<p>The Eastern Affordable Housing Alliance (EAHA) comprises of six member Councils with Councillors from each of these Councils represented on the EAHA Executive. A website has recently been developed and a four-year strategic plan endorsed by the Executive. The Alliance has been successful in obtaining a grant through the Eastern Metropolitan Partnerships Fund to study Homelessness in Women aged over 55 years and consider preventative approaches and appropriate housing models. The Chair and Deputy Chair have met with Ministers in the lead up to the State election, advocating for more social and affordable housing. A policy paper to guide these discussions has also been developed.</p>
<p><b>Progress implementation of the Knox Central program.</b></p>	<p>60%</p>	<p>A draft Land Use Plan for the Central Precinct has been developed. Work is also underway on the development of the draft business plan for the Central Precinct. Both of these plans are expected to be finalised and presented to Council in early 2023.</p>

## Natural environment and sustainability

### Strategies we are undertaking to achieve success in this area:

- Preserve our biodiversity and waterways, and enhance our urban landscape.
- Prepare for, mitigate and adapt to the effects of climate change.
- Lead by example and encourage our community to reduce waste.

### Progress of our initiatives in this area:

Major Initiative	Progress	Progress Comment
<b>Implement the high priority actions from Years 2-4 of the Climate Response Plan.</b>	25%	A number of the Year 2 implementation actions of the Climate Response Plan have commenced or substantially progressed in the first quarter of 2022-23. These actions include commencing the investigation into how best to promote the <i>Solar for Rentals</i> project with Solar Savers, working with the Eastern Alliance for Greenhouse Action (EAGA) on promoting a new Business Power Purchase Agreement program through the Business Renewables Buying Group, commencement of the replacement of streetlights in the Boronia area with LED lights, completion of the Energy Performance Contract projects across high energy consuming Knox buildings, working with other Victorian Councils on advocating for changes to legislation through the <i>Planning for a Safe Climate</i> campaign, and working with charging station providers to identify suitable Electric Vehicle (EV) charging infrastructure rollout in local retail precincts.
<b>Implement Food and Garden Organics (FOGO) waste service across Knox. ♦</b>	25%	Council's waste team have established and recruited two project officers to support the kerbside reform implementation, including Food and Garden Organics (FOGO) planning and delivery. Contract variations have been executed to support both the rollout of FOGO infrastructure and the provision of bin lid changeovers and bin collection services. A community engagement process was developed and recently implemented to support both the communication of the service changes and the receipt of feedback from the community on key concerns about the service changes.
Initiative	Progress	Progress Comment
<b>Investigate electric heavy vehicle transport options to deliver Council services.</b>	25%	Investigations into industry developments are underway. Council has made contact with a heavy vehicle industry conversion company that converts new trucks to electric power, as well as a company who manufactures electric mowers and small Sweepers. Council will continue to investigate the options available.
<b>Trial new and recycled materials in the construction of shared paths and as part of</b>	25%	Council have been trialling recycled crushed concrete instead of crushed rock quarried material as the base material for construction of shared paths and road renewal. This has been successful in diverting waste concrete from landfill and has attracted a cost saving to Council without any loss of structural integrity or performance of the pavement.

Initiative	Progress	Progress Comment
<b>Council's road renewal program.</b> ◆		<p>Council intends to use recycled crushed concrete as our standard base course material for all future shared path projects.</p> <p>Council have also trialled the used recycled plastic aggregate as a substitute for a small percentage of rock aggregate within the concrete mix of shared paths. This has diverted some plastics from landfill. The trial of this product was challenging as it was met with resistance from concrete suppliers and contractors. The suppliers raised concerns about the plastic contaminating plant and equipment which could be detrimental to their other customers. Additional charges to clean equipment were passed on to council during the trial adding considerable cost to the project. The concrete product also becomes more challenging to recycle with the inclusion of waste plastic. Asphalt pavements seem to be a more appropriate pavement type for the inclusion of recycled plastics as it adds performance enhancing characteristics and remains easily recyclable at the end of life. Trialling will continue throughout 2022-23.</p>
<b>Implement Knox's Biodiversity Resilience Plan.</b> ◆	25%	<p>The Biodiversity Resilience Plan comprises of 4 projects which, upon completion, will contribute to the development of a public Biodiversity Resilience Plan document, anticipated to be in final draft by the end of March 2023. The status of the four projects is below:</p> <ul style="list-style-type: none"> <li>- Tree canopy Analysis: Completed. During quarter one, Council also undertook internal stakeholder workshops to progress actions relating to achieving the 30% tree canopy target.</li> <li>- Habit Corridor Plan and land acquisition criteria: Community consultation and workshops were undertaken to inform the plan late in 2021 with the final draft (subject to officer review) anticipated to be completed by the consultant by the end of December 2022. Council Officers are exploring options to incorporate the Habitat corridor Plan into the planning scheme in future.</li> <li>- Knox Climate Resilient Tree Framework: Internal and external stakeholder consultation has been completed to inform the framework with the final Draft of the framework anticipated for completion in mid-December.</li> <li>- Biodiversity Action Plan: Currently being developed internally, however, cannot be completed until the Habitat Corridor plan and the Knox Climate Resilient Tree Framework are complete in order to include recommendations from these projects. It is expected that this project will be complete end of February 2023.</li> </ul>
<b>Secure long-term solutions for the treatment and disposal of residual waste streams.</b>	25%	<p>Council officers have been anticipating the establishment and consolidation of Recycling Victoria, the State Government's new waste authority. Through to the end of September 2022, there has been little activity on initiatives such as Advanced Waste Processing, Container Deposit Scheme and Glass Recycling. Officers are internally progressing and Council have approved a contract variation for the rollout of kerbside reform infrastructure by Council's kerbside waste collection contractor.</p>
<b>Progress planning and programming to standardise bin lids across Knox in line with Recycling Victoria policy.</b>	25%	<p>Council's waste team have established and recruited two project officers to support the kerbside reform implementation, including bin lid changeovers in line with State Government policy. Contract variations have been executed to support the rollout of bin lid changeovers with the FOGO bin scheduled for changeover in April-June 2023. A contract was presented to Council to procure the requisite infrastructure to support this changeover and recent community engagement processes have sought feedback from the community on key concerns raised in</p>

Initiative	Progress	Progress Comment
		relation to the impending changes. The kerbside reform project plan is continually updated to respond to these concerns.



## Connection, resilience and wellbeing

### Strategies we are undertaking to achieve success in this area:

- 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.

### Progress of our initiatives in this area:

Major Initiative	Progress	Progress Comment
<b>Respond to emerging social and health issues caused by the COVID-19 pandemic. ♦</b>	25%	Council is working to establish and facilitate the Knox Emergency Food Relief Taskforce. Council has undertaken an audit of emergency food relief services in Knox to understand the increasing demand for services. Following this, Council officers convened a workshop for service providers to discuss the findings and how the sector can work more collaboratively to build a sustainable relief system, and collectively advocate to State Government for further funding. A report is being prepared for the October Council meeting, proposing the establishment of a Knox Emergency Food Relief Taskforce for a period of two years. The group will be convened by Council and open to all emergency food relief providers operating in Knox. The group will meet on a quarterly basis, with a focus on rolling out the recommendations identified in the audit report.
<b>Work in partnership with local First Nations people, relevant services and key networks to progress Reconciliation.</b>	25%	<p>Council has consulted with Wurundjeri and Bunurong Traditional Owners in relation to various projects including the Lewis Park Masterplan, Blind Creek daylighting, Council’s naming policy, Council’s flag policy, Council’s new Library naming, land management and heritage protection.</p> <p>A First Nations cultural education day was held with the Knox Interfaith Network. Cultural education sessions are now available for Council staff through online training followed by cultural conversation for staff at the Yarning circle, with this activity aiming to increase understanding and knowledge of First Nations history, culture and past trauma.</p> <p>Conversations and meetings have commenced to inform the development of the Knox Reconciliation Action Plan. The working group includes First Nations Elders, Services, and residents in Knox.</p>
Initiative	Progress	Progress Comment
<b>Develop and implement an Active Participation Plan - Beyond Structured Sport. ♦</b>	5%	The project brief has been completed with the project scheduled for commencement in the 2023 calendar year.

Initiative	Progress	Progress Comment
<b>Support the creation of new physical activity-based programs and community infrastructure across the municipality. ♦</b>	25%	Council continues to deliver programs such as Move Your Way, as well as exploring the expansion of the range of options for residents to remain active.  Reactivation of Council facilities post COVID-19 restrictions has also increased usage of facilities and programs offered by Sporting and Leisure Clubs.
<b>Review the Sports Club Development Program and usage of Council resources to support club sustainability. ♦</b>	25%	The Sports Club Development Program continues to be reviewed post COVID-19 restrictions with the future program and delivery to be based on club needs.
<b>Develop and implement programs to enable older and vulnerable residents to access technology. ♦</b>	25%	Council is partnering with Your Library, CHAOS, U3A, EACH, Bridges and Services Australia to establish a Digital Connection Stakeholder Group that will guide future advocacy efforts and programming responses.
<b>Develop and implement the Dementia Friendly Action Plan. ♦</b>	50%	A community wide survey was conducted to better understand the aspirations and needs of people living with dementia, their carers, family and friends. There are 383 participants with focus groups scheduled for November 2022 to explore survey findings and themes. This, along with Dementia Australia's requirements, will inform the development of the Knox Dementia Friendly Action Plan.
<b>Develop and implement the Municipal Disability Leadership Plan. ♦</b>	25%	The Knox Connection, Access, Respect, Equality and Safety Strategy 2022-27 has been developed in consultation with internal and external stakeholders and endorsed by Council. This strategy encompasses the Knox Disability Action Plan 2022-27. Further work has commenced to develop a disability inclusion and access action plan for Knox over the 2022-27 period.
<b>Progress implementation of the Children, Youth and Seniors Plan. ♦</b>	25%	Child Youth and Seniors Plan implementation is progressing well, with the majority of actions having commenced. Key actions where significant progress has been made during quarter one include those pertaining to increasing the knowledge and skills of young people; increasing the reach of technology programs, services and support for seniors; improving our understanding of the needs and aspirations of people living with dementia; and the raising of awareness of ageism across the municipality.
<b>Develop and implement education and advocacy programs to address ageism and increase community respect and inclusion for all ages across Knox.</b>	25%	Work is being undertaken to educate and raise awareness of ageism across Council and in the community by developing an ageism campaign and education sessions highlighting the benefits of intergenerational contact and connection. Council worked in partnership with <i>Humankind Enterprises</i> to create a series of three short videos to showcase and celebrate intergenerational connections within our diverse community. Intergenerational relationships can promote greater understanding and respect between generations and contribute to building more connected communities. These videos will continue to be used more broadly as we start to support and implement sustainable, purposeful and meaningful intergenerational programs into 2023.
<b>Embed the State Government's Child Information Sharing Scheme (CISS) to support the</b>	30%	Policies, procedures and standard work practices have been put in place to support the State Government's Child Information Sharing Scheme. Council stores this information in our corporate records system and our Maternal and Child Health (MCH) nurses utilise Child Development Information System (CDIS), a state government system used to

Initiative	Progress	Progress Comment
safety and wellbeing of children. ♦		assist this scheme.
Contribute to the collective efforts in preventing and responding to family violence. ♦	25%	<p>During quarter one, Council delivered the third family violence (FV) training for individuals and community groups in Knox, in partnership with the Eastern Domestic Violence Service (EDVOS). Council also continued to promote messaging around family violence prevention in the municipality, continued to convene the internal FV reference group, and participated in local and regional family violence prevention partnerships.</p> <p>A campaign plan was developed for the <i>16 Days of Activism Against Gender-based Violence</i> youth-led initiative with a key focus on young people. External funding was applied for and Council delivered Reel Respect; a 16 Days of Activism Against Gender-based Violence Youth led initiative supported by Community Wellbeing and Youth Services. This project is focused on creating a platform for young people and their peers in exploring Respect Victoria's 16 days of Activism theme; Respect Women: 'Call It Out'. The project aims to encourage conversations on what actions young people can take in the prevention of violence against women and girls, as well as the broader Knox community who might be interested in the views and thoughts of young people on this issue. As part of the project, the young people participated in a gender equality workshop delivered by EDVOS and are currently developing social media reels focused on respect and bystander action, which will be launched in quarter two during 16 Days (25 November – 10 December).</p>
Develop and deliver a range of evidence based community training initiatives to build volunteer capacity.	25%	The second round of community capacity training for volunteer groups in Knox commenced in August 2022. The sessions that were delivered during quarter one included Grant Acquittals, Community Events: Make It Happen! and Safe Food Handling. There are three more sessions to take place before the end of the calendar year, with planning underway for the next round of training for the 2023 calendar year.
Prioritise mental health and wellbeing initiatives by focusing on community partnerships and collective impact. ♦	35%	<p>During quarter one, Council produced two <i>How Are You Really?</i> postcards. The first promotes the importance of checking in on your own mental health and wellbeing, with the second focusing on how to have a conversation with someone who might need support.</p> <p>Facilitation of the Knox Mental Health Roundtable quarterly meetings has continued. The August meeting focused on the roll out of the State Government Mental Health Hubs, as well as the impacts of staff shortages and burnout.</p> <p>Findings of the Knox Community Mental Health and Wellbeing Survey conducted in June 2022 were received and are currently being disseminated. Results show that whilst the number of residents experiencing poor mental health has declined since the height of the pandemic, there remains 30% of residents who rate their mental health as poor or average. Planning has commenced for a number of initiatives to be delivered during Mental Health Month in October with partnerships including Eastern Regional Libraries and Knox Leisureworks.</p>
Participate in the review of the Eastern Region Pandemic Plan.	50%	The eight Eastern Metropolitan Region Councils have reviewed and updated the Local Government Regional Pandemic Sub Plan, and this has been endorsed by the Knox Municipal Emergency Management Planning Committee (MEMPC) and published. The regional councils are working with the Department of Health to lead a

Initiative	Progress	Progress Comment
		more integrated review of the Sub Plan that includes all sectors of government. Timing and delivery of the plan is dependent on the Department of Health.
<b>Support the review of the Knox Municipal Emergency Management Plan and associated sub plans.</b>	25%	The Municipal Emergency Management Plan implementation is on track, with effective engagement with the Municipal Emergency Management Planning Committee (MEMPC). The Knox Recovery sub plan will be finalised and published in December 2022. The other scheduled MEMPC sub plans and complementary plans are on track. The Community Emergency Risk Assessment (CERA) planned schedule is also on track.
<b>Develop and implement a Resilience Plan to support the community to cope with stresses, emergencies and disasters.</b>	10%	The development of the Social Network Analysis and Stakeholder Strength mapping (SNA) process is underway and will inform the development of the Resilience Plan. A consultant has been engaged to design the SNA based on previous stakeholder design work. An Interim Resilience Planning Toolkit is being developed with a consultant and has been slightly delayed due to the consultant working in flood-affected areas as part of the state response. Given this delay, the project is unlikely to be back on track until quarter three.
<b>Implement Council's adopted Gender Equality Action Plan.</b>	30%	Council submitted our Gender Equality Action Plan (GEAP) to the Commission for Gender Equality in the Public Sector ('the Commission') as of the 31 March 2022. The Commission has since completed a review of Knox's Gender Equality Action Plan (GEAP) for compliance with the Gender Equality Act (2020) (the Act). As of the 25 of July 2022 Knox was informed our GEAP has met the requirements for compliance under the Act. On Thursday 11 of August 2022 the Gender Equality Action Plan was launched to all Knox staff. A sexual harassment prevention plan has also been developed and will be implemented January 2023. Council has rolled out programs to build inclusive leadership capability and bystander training to staff, and we have implemented a refreshed flexibility model to support work-life integration.
<b>Work and partner with the multicultural community and key services to support our diverse communities. ♦</b>	10%	<p>Council engaged with community leaders/representatives and our broader community in a collaborative approach to identify support needs through public meetings, surveys and polling, workshops, and online discussions. Accessible communication is an ongoing issue for multicultural communities with Council working to support different social media platforms and accessible communication streams.</p> <p>The Knox Multicultural Advisory Committee continues to advise Council on key issues for diverse communities to ensure community voices are heard. The committee have provided feedback on a range of Council strategies and plans and they also ensure service providers engage with the multicultural community effectively to meet community needs.</p> <p>Planning is in progress for Cultural Diversity week 2023, held in March each year. Council is in discussion with emerging refugee communities and older multicultural communities to plan an event that celebrates food, culture, tradition and connection in Knox.</p> <p>This initiative is anticipated to be back on schedule in quarter two.</p>
<b>Develop a sustained and responsible model for</b>	50%	Support for community events is continuing to develop across Knox with additional resources made available as part of COVID-19 recovery. Additionally, the community events portal is now a permanent system for the registration

Initiative	Progress	Progress Comment
<p><b>supporting community-led events, particularly in a post-COVID-19 environment.</b></p>		<p>and approval of events. This process provides Council with the opportunity to offer organisers support in ensuring their events are compliant and COVID-Safe. The portal has also helped to prompt new partnership opportunities with local organisers. The Pop-Up Events Trailer and Outdoor Activation Kit are both nearing completion which means organisers will have access to a range of event equipment including games, signage, marquees, staging and more.</p>
<p><b>Explore opportunities for active cultural tourism through creating a Public Art Trail.</b></p>	<p>25%</p>	<p>Planning has commenced for an engaging public art trail that showcases the keynote public artworks throughout Knox and supports arts participation, recreation and retail activation. Early-stage planning is underway through development of a database of public artworks in Knox, including the renewal of major works that require cleaning, repair or upgrade to enable inclusion within the trail. Discussions with Council’s Digital Communications, Information Technology and Geographic Information System (GIS) mapping officers have also commenced, with officers keen to collaborate on developing digital resources that support accessibility and promotion of the trail. Considerations are also being explored to integrate the trail alongside Knox walking and bike paths and through retail precincts where possible, to encourage physical recreation and retail activation through this project.</p>

## Civic engagement and integrity

### Strategies we are undertaking to achieve success in this area:

- 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.

### Progress of our initiatives in this area:

Major Initiative	Progress	Progress Comment
<b>Develop and implement a Customer Experience Strategy and Action Plan.</b>	<b>Not Started</b>	The Customer Experience Strategy is scheduled to be considered by Council in December 2022. Implementation to commence pending Council consideration.
Initiative	Progress	Progress Comment
<b>Refresh and implement Council's ICT Strategy, including consideration of Smart Cities technology.</b>	<b>25%</b>	<p>The development of a next generation Enterprise ICT Strategy has commenced, with a Request for Tender developed to go to market for a specialist consultancy to assist. The Procurement Plan has been completed and approved across the relevant governance groups and includes going out to market to five specialist consultancies via the Municipal Association Victoria (MAV) Panel. The closing date was 15 July 2022, with an Evaluation Panel formed that included senior representation across Directorates and an independent member from the ICT Governance Committee in an advisory capacity.</p> <p>After the rigorous procurement exercise was undertaken, <i>Logicalis Australia</i> were chosen by the Evaluation Panel and awarded the role. Work has commenced with discovery and information collection activities which include workshops, surveys, and one to one meetings.</p>
<b>Implement priority actions of the Community Engagement Framework and Action Plan.</b>	<b>25%</b>	<p>Implementation of the Community Engagement Framework and Action Plan is progressing well. The International Association of Public Participation (IAP2) staff training program continues along with planning for in-house training and development.</p> <p>The Knox: Have Your Say platform has hosted 14 community engagement projects in the first quarter, with 8,140 visitors and 2,027 contributions. Over 700 new members have signed up to the platform during this time.</p> <p>The Community Engagement Advocates Group continues to meet bimonthly to discuss key aspects of engagement at Knox. Procurement planning for a community engagement consultant panel is being finalised.</p>
<b>Implement an internal self-</b>	<b>Not Started</b>	This initiative is scheduled for implementation in quarter three of 2022-23.

<p><b>assessment process to monitor Council's performance in decision making.</b></p>		
<p><b>Refresh and implement the 'THRIVE: Future Ready Knox' workplace strategy.</b></p>	<p><b>Not Started</b></p>	<p>The review of the <i>THRIVE: Future Ready Knox</i> workplace strategy is scheduled to commence in late 2022-23. Implementation of the current strategy continues with an organisational focus on professional development for all staff and leadership training opportunities.</p>

## Appendix 1: Incomplete Year 1 Council Plan Initiatives (2021-22)

At the conclusion of 2021-22 there were eight Year 1 initiatives that were incomplete. The items behind schedule were primarily related to external factors outside of Council's control or the need to temporarily shift priorities in responding to COVID-19 impacts.

To ensure we are being fully transparent to our community on the progress of our Year 1 milestones, we have chosen to separate the incomplete initiatives in Year 1 from the Year 2 initiatives and continue to report on these until completion of the Year 1 milestones.

The progress below reflects the status of the key milestones for 2021-22, not necessarily the status of completion of the initiative overall, as many of the initiatives run over multiple years. The below Year 1 initiatives will be included in this appendix report until completion.

Initiative	Current Progress	Progress Comment
<b>Opportunity and Innovation</b>		
<b>Coordinate the implementation of the Retail Activation Strategy.</b>	75%	The draft Retail Activation Strategy is scheduled to be considered at the December 2022 meeting of Council. If endorsed at this meeting, the full delivery time of the strategy may be extended to 2024-25.
<b>Work alongside the State Government on the implementation of the Wantirna Health Precinct Masterplan. ♦</b>	Carried over to 2022-23	A key milestone from 2021-22 was to make a submission to the proposed Wantirna Health Precinct Planning Scheme Amendment (PSA). This milestone has been carried over to 2022-23 as the State Government has not yet commenced the planning scheme process as anticipated and this work, including discussions with State Departments, is still progressing.
<b>Work with Maroondah and Yarra Ranges Councils to deliver key initiatives of the Bayswater Business Precinct Transformation Strategy.</b>	90%	The final Bayswater Business Precinct Transformation Strategy has been provided by the consultants engaged by Regional Development Australia (RDA). The Project Coordinator and Project Control Group are drafting an action plan to help deliver the strategy, with a view to promoting it and seeking Council feedback and endorsement of the action plan. The Bayswater Business Precinct Transformation Strategy is scheduled to be considered at the December 2022 meeting of Council.
<b>Neighbourhoods, housing and infrastructure</b>		
<b>Facilitate and support the implementation of actions of the Boronia Renewal program.</b>	100%	Progress is complete against milestones that were set for 2021-22. In August 2021-22, Council submitted <i>Amendment C192knox</i> to the Knox Planning Scheme to the Department of Environment, Land, Water and Planning (DELWP) as a key implementation action from the Boronia Renewal Strategy. Progress of the amendment was delayed by the Minister for Planning and DELWP, however, Council received conditional authorisation to prepare and exhibit <i>Amendment C192knox</i> on 3 June 2022. The authorisation includes conditions that require a review of the proposed planning controls. Council is required to address these conditions prior to exhibiting the amendment in 2022-23. A number of other projects linked to the renewal program have progressed significantly. Of note are the Lupton Way and Green Spine projects that have gone through public



		consultation, the public art/murals projects, facade upgrade project, wayfinding study and place making public events.
<b>Develop and implement a Social and Affordable Housing Strategy and Action Plan to increase the supply of social housing and address homelessness in Knox. ♦</b>	90%	The draft Social and Affordable Housing Strategy and Action Plan is in the final stages of internal consultation. The delays experienced in 2021-22 due to resourcing and competing priorities have now been resolved, and the draft Social and Affordable Housing Strategy and Action Plan is expected to be presented for consideration at the Council meeting in January 2023.
<b>Update Council's flood modelling across Knox.</b>	100%	<p>The flood modelling across Knox, which supports the designation of flood-impacted properties under Section 153 of the Building Regulations and the planning overlay amendment, was the subject of a quality assurance process to ensure the integrity of the data, and is now complete.</p> <p>Future actions to be undertaken are to implement the designations under Section 153 of the Building Regulation and planning overlay amendments relating to land subject to inundation. The planning overlay amendment requires Council to work with Melbourne Water and they have provided an update on its proposed delivery dates and expected timelines to commence the planning overlay amendment process for the Land Subject to Inundation Overlay and the Special Building Overlay in 2023.</p>
<b>Natural environment and sustainability</b>		
<b>Undertake vegetation mapping analysis and habitat corridor planning to manage our urban biodiversity.</b>	90%	The modelling and the draft Habitat Corridor Plan are expected to be completed by December 2022. Due to the complexity of the modelling, the final outcome has taken longer than anticipated. Whilst waiting for completion of the modelling, works have been commenced on developing a process to incorporate future plans into the planning scheme.
<b>Civic engagement and integrity</b>		
<b>Develop and implement a Customer Experience Strategy and Action Plan.</b>	90%	<p>Achievement of 2021-22 milestones set at the beginning of this project have been delayed to enable more thorough engagement of councillors, customers and teams involved in delivering services in the development of the strategy. Following the completion of the research phase of the Customer Experience Strategy, the development phase of the strategy has been undertaken. It involved a co-design process involving representatives from business units responsible for high volume transactions and enabling business units.</p> <p>A draft Customer Experience Strategy was presented to Council in September 2022 and was endorsed for the purposes of community engagement. Community engagement is now closed and analysis of the feedback is underway. The final strategy is scheduled to be presented to Council in December 2022.</p>

## 8.2 Kerbside Reform Project Update

**SUMMARY:** Coordinator Waste Management, Nick Dunstan and Kerbside Reform Project Lead, Lindsey Pettifer

Council approved the kerbside reform project at the Ordinary Council Meeting on the 23rd of August 2021, resolving to support resourcing for delivery of a suite of mandated reforms to Knox City Council's waste management services. The project aims to align Council's waste and recycling services with the state-wide standards detailed within the State Government's *Recycling Victoria* Policy. For Knox City Council, this will include aligning bin lids to conform with Australian Standard bin lid colours, implementing a food and garden bin service and a separate glass collection service by mandated dates.

In subsequent meetings in July and September 2022, Council approved further operational and strategic aspects of the project including a change to collection frequency schedules associated with the new service, development of a new waste strategy to help manage and align the reforms in a long-term strategic context and appointment of a service provider (via contract variation) for supply and delivery of bin infrastructure required to deliver the food and garden service.

This report provides updated project details (including timelines and costings) as well as information regarding the current strategic, operational and legislative environment in which the changes are occurring.

### RECOMENDATION

That Council:

1. Note the update on key elements of Council's Kerbside Reform project as set out in this report.
2. Note the costings for individual kerbside reform elements within the project as set out in this report.

### 1. INTRODUCTION

In March 2020, the State Government released the 'Recycling Victoria - A new economy' policy, aimed at reforming the waste management and recycling supply chain. Included in this policy are a number of actions to significantly reform Council kerbside waste collection services over the next 10 years.

For Knox City Council, the required changes to waste services include aligning bin lid colours to the Australian Standard, the transition to a food and garden bin service and the introduction of a separate glass collection service.

At its Ordinary Meeting of Council held on 23 August 2021, Council endorsed key reform proposals for waste management services designed to align Knox with the mandates of the new policy and improve local environment and community outcomes.

The resolution of the August 2021 meeting also noted the requirement for further detail on the costing and implementation of the changes to be presented to Council in future report(s).

This report provides an updated project timeline, service delivery and costing details as required, as well as information regarding the current strategic, operational and legislative environment in which the changes are occurring.

## **2. DISCUSSION**

### **2.1 BACKGROUND**

The kerbside reform plan addresses several main service changes to the way in which waste and recycling services are delivered in Knox.

These service changes include:

- Implementation of a kerbside Food and Garden Bin service
- Alignment of kerbside bin lid colours with Australian standards and;
- Design and provision of a glass only recycling service.

In delivering the above service changes Knox's kerbside reforms must also take a holistic view of waste services and the current operational and strategic environment, which includes:

- Monitoring and planning for the implementation of a container deposit scheme;
- Development of a new waste management strategy to support best practice waste management and recycling into the future (including community engagement);
- Effective and efficient procurement and contract management to ensure effective operational service delivery in support of the changes;
- Collection and management of extensive data through which to monitor and measure program implementation;
- Delivery of a comprehensive community waste education and behaviour change program including support of a circular economy.

Updates on the timeline, service changes and related strategy and program works are outlined below.

### **2.2 TIMELINE**

The effective timing and alignment of the above factors is key to ensure service continuity, avoid duplication, provide cost savings where possible and ensure Council meets its obligations for sustainable outcomes.

Table 1, below provides an overview of the kerbside reform and related projects, highlighting any changes from the previous timelines listed in the August 2021 Council report.

**Table 1: Updates to initial project timeline**

<b>Task</b>	<b>Initial Timing</b>	<b>Indicative Cost</b>	<b>Current Status</b>
<b>Kerbside Reform Project</b>			
Project Planning and implementation	April 2020 – June 2026		On track
Endorsement by Council to progress with Reform project	August 2021		Complete
Community waste survey and consultation process	NA	\$30K	On track Conducted August to November 2022
Bin lid change for garden waste bin from red to lime green (Stage 1)  Staged introduction of a food and garden bin infrastructure and services for all residential properties (with second stage of multi-unit developments rolled out until late 2023)	Mid 2023 – Late 2023	\$2.72M (resourced in current project budget)	On track.  Contract variation approved September 2022.  Food and Garden service to roll out from April 2023 with changes to collection frequency commencing July 3, 2022.  Multi-Unit Development implementation to be completed by November 2023.
Container Deposit Scheme (State Government)	2023	\$ To be determined	On track Awaiting State Government update.
Consultation – Council glass service options	Early 2024	\$20K	On track
Education/awareness campaign - Stage 2 bin lid change (waste and recycle bins)	Mid 2024	\$30K	On track
Bin lid change for waste and recycling bins (Stage 2)	Late 2024	\$2.06M approx.	On track

Rollout of glass collection service	Mid 2026	\$3.2 M approx. TBC (estimated infrastructure only)	On track
<b>Related Projects</b>			
Waste Management Plan (Strategy) renewal	Lapsed late 2021	NA	Draft strategy to council early 2023 Initial community consultation completed (2022)
Procurement: Bin-based Kerbside collection services	Expires July 2024	NA	On track. Tender due to market in early 2023

The main change to the initial draft implementation timeline is that regarding collection frequency. The implementation of the change to a weekly food and garden bin and fortnightly rubbish bin collection, has been brought forward to coincide with establishment of the Food and Garden service.

Approved at the meeting of Council on July 25, 2022, this change recognises the best practice service model according to the most recent council data and is covered in further detail in section 2.3. The overall project remains on track and aligned with both the initial plan and the timelines outlined within the State Governments Recycling Victoria Policy.

The following sections provide a brief update on each of the key deliverable of the kerbside reform project as well as information on the related works in the waste management environment.

### **2.3 FOOD AND GARDEN BIN SERVICE**

As per the initial project plan Council will deliver a universal Food and Garden bin service in mid-2023 to align with the best practice model promoted through the State Governments Recycling Victoria Policy and new service standards. This new service requires changes to material processing, collection schedules, significant community behaviour change and the roll out of substantial bin infrastructure.

#### Material Processing

Arrangements for the receipt and processing of food and garden waste have been confirmed with Council's current processing contractor, Biogro Pty Ltd. Biogro's receipt location (Dandenong South) and business model provide a stable and sustainable option for Council's food and garden waste. The provider has also recently opened a new processing facility located in Newbridge, Victoria (near Bendigo) which is far closer than the current processing site, located in Wandilo, South Australia. The new site will ensure processing capacity for Council's material, reduce emissions associated with both the processing and transport of material and increase the availability and use of the end products in local Victorian markets.

### Behaviour change and education

A comprehensive communications and engagement plan for the roll out of the food and garden service has been developed and has commenced implementation. A suite of collateral resources and a structured engagement plan will deliver comprehensive service education material in the lead up to service roll out in mid 2023. Detailed data analysis and collection has also commenced, providing a solid baseline data set and a programme of continuous collection of data during and post roll out, to ensure the project can be effectively monitored and assessed.

### Collection schedules

The roll out of a 'universal' service will require the delivery of a food and garden bin service to approximately 14,000 additional properties, with the required infrastructure (bins and caddies etc) being delivered between April and November 2023 as detailed in the following section. These new services will need to be incorporated into new operational 'runs' for the collection contractor to ensure smooth service continuity post the roll out of infrastructure.

Further to the additional services Council resolved, at the Council meeting held on July 25, 2022, to adopt a weekly food and garden bin and fortnightly rubbish collection schedule, which will come into effect on 3 July 2023 in line with completion of the initial infrastructure roll out. This frequency change has been made to ensure the service has the best chance to achieve optimal diversion rates, maintain the best local amenity outcomes and delivers a cost-effective service for the community. Attachment 1 provides modelling on the service options considered in recommending this approach, which supports the decision made by Council as a positive step towards the best overall outcome for the service in both the short, medium and long term.

The changes to support the food and garden bin service are significant and certain groups within the community will require support and alternatives to adapt to the transition. Methods of support for these groups were consulted on in the recent community consultation process and feedback gathered will inform potential exemptions and service options to be implemented as part of the service roll out. A report on policy updates required to implement these exemptions and service options is under development and scheduled for completion by the end of the year.

### Infrastructure Rollout

On Monday 26 September Council accepted the variation to Contract 1979 – Bin Based Waste Collection Services submitted by J.J. Richards & Sons Pty Ltd for the delivery of the Food and Garden Bin services to Knox City Council.

The variation to Contract 1979 – Bin Based Waste Collection Services, sought the following requirements:

- Supply and deliver 7 litre Kitchen caddies, an education pack and a roll of compostable bin liners for each of the Kitchen caddies.
- Supply and install new bin lids (lime green in colour) for Council's existing 240 litre green waste bins and recycle the redundant existing lids (red in colour).

- Supply and deliver new 240 litre food and garden organics bins (dark green body, lime green lid) to residents who do not currently have a green waste bin.

Discussions are underway with the contractor to finalise timelines for the rollout of the Food and Garden Bin Services. Currently, officers have planned for the rollout of infrastructure to occur between April 2023 – June 2023 for detached homes and townhouses and the collection and processing of food and garden bin service to commence once each property has the required infrastructure (bin/caddy/educational material). Then for Multi-Unit-Developments the rollout of infrastructure is to occur between July 2023 – November 2023 with collection and processing of food and garden bin service to commence once the infrastructure is available on site.

#### **2.4 BIN LID CHANGES (GARBAGE AND RECYCLING)**

Officers continue to plan for the changeover of lids for the rubbish (from yellow to red) and recycling (from blue to yellow) bins from mid to late 2024.

Approximately 60,000 new bin lids for both the rubbish and recycling bins, as well as new bins for households whose current bin are not compatible with the new bin lids, are required to be procured for the changeover. The procurement for these services is due to commence in 2023.

Extensive communications and engagement with residents of Knox City Council is planned and will be required leading up to, and throughout, the changeover of the rubbish and recycling bin lids. As these changes are mandated by the state government, this consultation will focus on informing and educating the community as opposed to seeking further feedback on this change.

#### **2.5 GLASS ONLY SERVICE PLANNING**

In October 2022 the State Government released service standards for consultation which will determine the requirements for the mandated 4th waste and recycling service, glass only recycling. Officers are currently engaged in the consultation process for the standards and the potential impact of implementation of the proposal on service levels for the local community. While the requirement for a glass service to be available to the community is mandated within the current state policy, Council will continue to advocate for flexibility in the delivery of the service at a local level to ensure best value and positive outcomes for the community. Consultation on the service standards closed on October 26, 2022 and officers will continue to plan for implementation of the service in late 2026, in line with previous advice to Council.

#### **2.6 CONTAINER DEPOSIT SCHEME**

Victoria's container deposit scheme (CDS) aims at implementation of a 10-cent refund for eligible bottles and containers for recycling via a state-wide drop off service. The proposed State-government-run service recently underwent public, business and community group consultation and the resulting scheme is currently out to market to secure a contracted network provider. The government is also currently seeking appointment of a scheme coordinator. Once appointed, the scheme coordinator and network operator(s) will aim for an operational scheme by mid-late 2023.

Council's strategic waste management and kerbside reform officers continue to monitor development of the scheme (including the list of permitted items, infrastructure and collection model and project timelines). Planning is underway to manage both the impacts and opportunities regarding the scheme's interaction with Council's current core services and those developing as part of kerbside reform (including the above listed glass only service).

## **2.7 RESOURCING**

Resources for the project are currently on track with both a Project Lead role and Communications officer currently engaged. Council's Waste education officers are also engaged in the development of the project and will assist in delivery of the upcoming communications and behaviour change program. These roles are funded within the kerbside reform project budget.

## **2.8 COMMUNICATIONS AND COMMUNITY EDUCATION**

A communications and engagement plan has been developed and is being implemented for the rollout of the Food and Garden Bin services and collection frequency change.

The objectives of the communications & engagement plan are to inform and educate Knox households about the new waste services to encourage correct usage and help mitigate anxiety or confusion over the changes.

A staged approach is being taken from August 2022 through to December 2023, this will follow a change management structure as per below:

- Aware of the need to change: August 2022 – February 2023
- Get ready to change: March – April 2023
- Make the change: May – November 2023
- Maintain the change: ongoing

A communication and engagement plan for each remaining major aspect of the kerbside reform (bid lid changeover and glass service change) will be prepared and implemented prior to roll out. The development and implementation of these communication and education resources is key to maintaining high standards of service quality for waste and recycling as well as minimising the impact of contamination on processing costs.

## **2.9 WASTE STRATEGY**

A new waste management strategy for Council is currently under development with the previous Council Waste Management plan having expired in 2021. The new strategy will set a future agenda for Knox's waste and recycling services, is being developed in house by Councils Program Lead Waste Strategy and Landfills and a communications and project plan are in place.

The strategy will contain high level objectives and goals. A separate action plan will be developed outlining how Council intends to achieve the objectives and goals and will be



reviewed annually to allow for flexibility should the sector and State/Federal requirements continue to change.

Extensive Community consultation to inform the strategy development has been conducted during the second half of 2022 and includes a range of online, hard copy and in person contact with stakeholders and the community. Internal consultation with stakeholder teams and Councillors was completed in early November 2022.

The draft strategy is being developed, based on a review of best practice in local government, alignment with relevant state and federal policies and incorporating the feedback received through consultation. The draft document is planned to be presented to Council in early 2023 before being placed out for public review and final adoption by mid-2023.

## **2.10 DATA MANAGEMENT**

Officers are currently undertaking a review of Council's bin-based data in order to refine the exact number of bin lid changes and new bins that are required to be delivered for the new Food and Garden Bin service. This data will be continually refined as the infrastructure rollout progresses.

Data gathered through the implementation of the Food and garden bin service will add to council's suite of information informing waste and recycling monitoring and reporting. Council's existing information sources are being refined and managed to ensure a comprehensive waste data set. These include:

**Council's Bin inspection and annual kerbside audit program** – ongoing in-field assessment of bin contamination, bin size and delivery of educational messaging via the bin inspection program and yearly auditing of Knox's waste stream via kerbside bin audits.

**Internal records management (pathway and rates systems)** – daily updating and management of Council's records and bin data set, including feedback and requests from residents and officer site inspections.

**Contractor feedback and monitoring** – including the processing of bin repair and allocation, infield driver feedback, monthly bin data review and tonnage and billing records (collection and material processing).

## **3. CONSULTATION**

Extensive Community consultation has recently been completed as part of the development of the new waste management strategy and in refining aspects of the implementation of kerbside reform (including the food and garden service). The widely promoted consultation has involved online engagement, face to face pop-up and drop-in sessions, day long engagements at both the Knox Seniors and Stringybark festivals and provision of hard copy surveys to resident not engaged online. External consultation closed on October 16 2022, with internal workshops with key stakeholders and Councillors held in early November, 2022.

The engagement resulted in 652 survey responses (of these 65 have been hard copies). Pop up sessions have been run at 8 locations throughout the municipality including shopping centres and libraries, with 485 individual comments. An on-line focus session for residents

with specific waste needs was conducted, 20 registrations were lodged and 5 residents attended.

The consultation gathers significant information on key aspects for kerbside reform including food and garden waste service concerns and opportunities, and the level of understanding and engagement of the community on topics such as glass only recycling and Advanced Waste Processing. These will be used to inform the future planning of the waste strategy and kerbside reform project, and will immediately inform the establishment of community support measures and service alternatives to help impacted groups manage the implementation of the Food and garden service and collection frequency changes.

A briefing report summarising the findings of the community consultation and proposing service options and policy updates required to support the community, is currently under development.

Further council and community consultation will accompany the development of the draft waste strategy, planned for early 2023.

#### **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 reducing waste to landfill and maintaining efficient and effective collection services and limiting greenhouse gas emission through containing collection and transport requirements.
- Positively impact upon the Community Net zero 2040 target by reducing waste to landfill and associated greenhouse gas emissions
- Positively impact upon Council's exposure to climate risks by increasing resource recovery and promoting a circular local economy
- Will create opportunities for the community to adapt to climate change.

#### **5. ENVIRONMENTAL/AMENITY CONSIDERATIONS**

Increasing the diversion of resources from landfill and thereby reducing the waste required to be managed into the future not only aligns with Federal and State policy settings, but also with the Knox Climate response plan, which identifies organic waste as a major contributor of greenhouse gas emissions.

Efficient, well planned and universally available services with strong education programs also improve service utilisation and can improve local amenity through reduction in dumped rubbish and litter generation.

#### **6. FINANCIAL & ECONOMIC IMPLICATIONS**

The resolution endorsing implementation of Council's kerbside reform project on 23 August 2021 listed the following requirement regarding costing:

*Note that the cost to implement these changes will be detailed in further report(s) presented to Council and that this cost will be recovered by changes to the Waste Charge.*

In the planning for delivery of the kerbside reform project allowances and cost projections have been made within current and forward budgets. The changes required for delivery of the project, while simple in a broad sense (delivery of new bin infrastructure and services), are complex in reality due to the interactivity of outcomes (for example the chosen service delivery model impacting not only direct collection and infrastructure costs but also resident behaviour and resulting landfill diversion rates which in turn influence overall processing costs). As key procurement and contract variations have progressed refinement and further definition of project costs have been made available for budgeting and modelling.

Attachment 1 summarises modelling used to assess the Food and Garden bin service (FOGO) option approved by council and provides comparison with alternative models and the impact on key indicators including service cost, processing costs and diversion rate. The modelling, independently reviewed by specialist waste consultants in October 2022, confirms the proposed service model, a universal food and garden service with a weekly collection schedule, as offering the strongest potential to achieve best value for Council and the community from a service, environmental, amenity and social outcome perspective.

Table 2 below summarises key attributes of the modelled service options including diversion rate and operational cost (including collection and processing of material) for the first year of service change, 2023/24.

**Table 2: Estimated Diversion Rates VS Total Kerbside Waste Service Cost (Including recycling) for 2023/24**

<b>SERVICE TYPE</b>	<b>TOTAL SERVICE COST</b>	<b>KERBSIDE DIVERSION RATE</b>
<b>SERVICE 1: CURRENT WEEKLY GARBAGE + OPT IN FORTNIGHTLY GO</b>	\$16,532,961	54%
<b>SERVICE 2: WEEKLY GARBAGE + OPT IN FORTNIGHTLY FOGO</b>	\$17,040,871	58%
<b>SERVICE 3: WEEKLY GARBAGE + OPT IN WEEKLY FOGO</b>	\$18,353,222	58%
<b>SERVICE 4: FORTNIGHTLY UNIVERSAL FOGO + WEEKLY GARBAGE</b>	\$17,389,445	61%
<b>SERVICE 5: WEEKLY UNIVERSAL FOGO + FORTNIGHTLY GARBAGE</b>	\$17,418,827	68%

The above table illustrates that the service model adopted for delivery of FOGO in 2023 (Service 5: weekly universal FOGO and fortnightly Garbage service) yields a significantly higher diversion rate than the alternative universal model (Service 4: weekly Garbage and fortnightly universal FOGO) at effectively the same service cost.

At a broader level, the kerbside reform project budget remains on track with initial estimates and forward budget planning over the 5-year timeline.

Known costs for delivery of the food and garden service in the 2023 calendar year align favourably with the current budget allocation, grant funding and 23/24 forward budget plan as described in Table 3 below.

**Table 3: Identified project cost vs allocated budget**

	<b>Total cost/funding 2022/23</b>	<b>Total cost/funding 2023/24</b>
<b>Total identified project costs</b>	\$2,776,638	\$1,142,434
<b>Current approved or forward budget allocation (subject to additional grant funding currently under application)</b>	\$2,689,871	\$1,516,700

The above costings will be reviewed as part of the development of the 23/24 budget to ensure both effective cost recovery and best value for the community.

Subsequent works regarding bin lid changes for garbage and recycling can now be more firmly predicted given the recent response from market for bin infrastructure delivery of the food and garden bins and lids. Since the adoption of the waste charge for the 22/23, numerous elements of the kerbside reform project have progressed.

Key considerations remain around the State Government's expectations regarding both the State-run Container Deposit Scheme (CDS) and development and the delivery of a kerbside glass collection service as part of its kerbside reform rollout. Council has previously identified that its implementation of kerbside glass collection would come at the end of all other kerbside reform elements, however any change to this position from the State could result in the bringing forward of considerable costs (the rollout of new bins for a glass service alone would amount to approximately \$3.2m).

## **7. SOCIAL IMPLICATIONS**

The collapse of the recycling sector in 2019 and release of the new Recycling Victoria Policy from the State government has shone a light on a number of waste issues, with the community now being more engaged about the topic in general. The changes to kerbside waste collection requires considerable resourcing and a state-wide education and behaviour change program. For some residents these mandated changes will be confusing, and it is important for consistent and clear messaging and the inclusion of CALD communications to help manage and support the changes.

The mandated changes cannot be implemented without an increase in the annual residential garbage charge, and these increased costs will have a financial impact on some residents.

## **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.

Strategy 3.3 - Lead by example and encourage our community to reduce waste.

## **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 Waste Management, Nick Dunstan  
Kerbside Reform Project Lead, Lindsey Pettifer**

**Report Authorised By: Director, Infrastructure, Grant Thorne**

## **Attachments**

1. Attachment 1 - Summary of Modelling of Kerbside collection service models in Knox City Council [**8.2.1** - 3 pages]

## Summary of Modelling of Kerbside collection service models in Knox City Council

The tables and data below summarise modelling conducted to assess the best value service models for provision of Food and garden organics services within Knox. They assess the impact and predicted outcomes of the various models against operational and processing cost as well as diversion rate.

### Options Assessed

<b>SERVICE 1 (CURRENT)</b>	<b>WEEKLY GARBAGE OPT IN FORTNIGHTLY GARDEN ORGANICS (GO) COLLECTION</b>
<b>SERVICE 2</b>	<b>WEEKLY GARBAGE + OPT IN FORTNIGHTLY FOOD AND GARDEN (FOGO)</b>
<b>SERVICE 3</b>	<b>WEEKLY GARBAGE + OPT IN WEEKLY FOGO</b>
<b>SERVICE 4</b>	<b>WEEKLY GARBAGE + FORTNIGHTLY UNIVERSAL FOGO</b>
<b>SERVICE 5 (Adopted for 2023)</b>	<b>WEEKLY UNIVERSAL FOGO + FORTNIGHTLY GARBAGE</b>

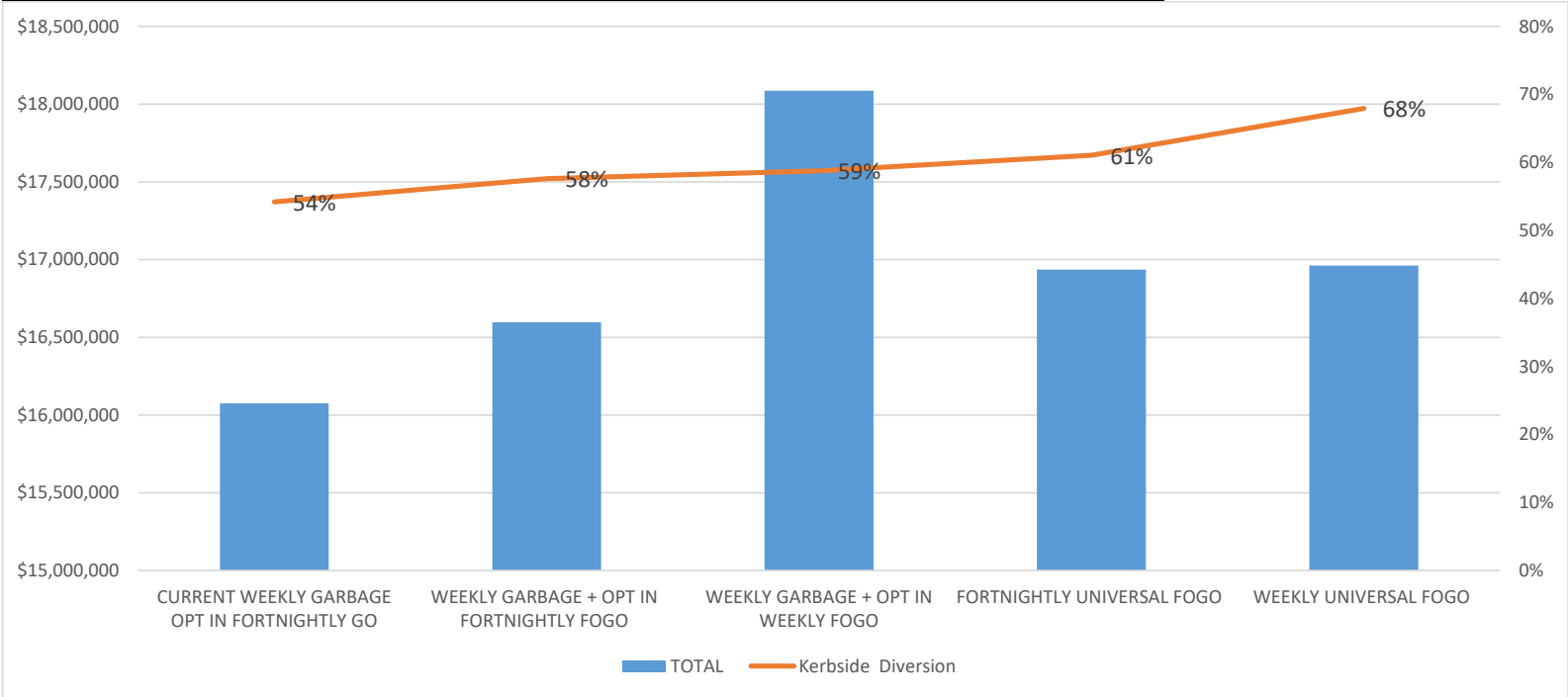
NB. Additional waste services, including kerbside recycling services, hard waste collection, bundled green waste collection are consistently applied throughout the above options.

**TABLE 1: ESTIMATED SERVICE MODEL COST OF PROCESSING AND COLLECTION OF RUBBISH AND ORGANIC MATERIAL IN FIRST YEAR**

SERVICE	RUBBISH	ORGANIC	TOTAL	Cost increase on BAU	% increase
<b>SERVICE 1: CURRENT WEEKLY GARBAGE OPT IN FORTNIGHTLY GO</b>	\$9,263,470	\$3,233,331	\$12,496,801		
<b>SERVICE 2: WEEKLY GARBAGE + OPT IN FORTNIGHTLY FOGO (7.5% WASTE DIVERSION)</b>	\$8,837,234	\$4,167,505	\$13,004,739	\$507,937	4.06
<b>SERVICE 3: WEEKLY GARBAGE + OPT IN WEEKLY FOGO (7.5% WASTE DIVERSION)</b>	\$8,545,527	\$5,771,562	\$14,317,090	\$1,820,288	14.57
<b>SERVICE 4: FORTNIGHTLY UNIVERSAL FOGO (15% WASTE DIVERSION)</b>	\$8,410,998	\$4,942,315	\$13,353,313	\$856,511	6.85
<b>SERVICE 5: WEEKLY UNIVERSAL FOGO FORTNIGHTLY GARBAGE (30% WASTE DIVERSION)</b>	\$5,768,365	\$7,614,330	\$13,382,695	\$885,894	7.09

**TABLE 2: ESTIMATED KERBSIDE DIVERSION RATES VS TOTAL WASTE SERVICE COST (INCLUDING KERBSIDE RECYCLING) FOR FIRST YEAR**

SERVICE	TOTAL COST	KERBSIDE DIVERSION RATE
SERVICE 1: CURRENT WEEKLY GARBAGE OPT IN FORTNIGHTLY GO	\$16,532,961	54%
SERVICE 2: WEEKLY GARBAGE + OPT IN FORTNIGHTLY FOGO	\$17,040,871	58%
SERVICE 3: WEEKLY GARBAGE + OPT IN WEEKLY FOGO	\$18,353,222	58%
SERVICE 4: FORTNIGHTLY UNIVERSAL FOGO	\$17,389,445	61%
SERVICE 5: WEEKLY UNIVERSAL FOGO	\$17,418,827	68%





### 8.3 Minor Grants Program 2022-23 Monthly Report

**SUMMARY:** Community Partnerships Officer, Deb Robert

This report summarises the grant applications recommended for approval in November for the 2022-2023 Minor Grants Program. All applications have been assessed against the criteria set out in the Minor Grants Program Procedure and the Grants Framework Policy.

This report also advises Council of the new Procedure for the Minor Grants Program, including the interim modification to allow for the allocation of funding for food relief supplies, and requests the rescinding of the superseded Minor Grants Policy (Version 5).

#### RECOMMENDATION

That Council:

1. Approve five applications for a total of \$12,430.00 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Knox United Soccer Club	Replacing Broken Equipment in Canteen	\$2,995.00	\$2,396.00
Boronia Cricket Club	Junior Cricket Playing Cap Program	\$1,526.00	\$1,526.00
Upwey-Tecoma Junior Football Club	Improved Governance of Upwey-Tecoma Junior Football Club – Committee Training	\$2,750.00	\$2,750.00
Out of the Wings Theatre	“Heathers” the Musical	\$2,758.00	\$2,758.00
Scoresby Tennis Centre Inc.	LED Upgrade Courts 6-8	\$3,000.00	\$3,000.00
<b>TOTAL</b>		<b>\$13,029.00</b>	<b>\$12,430.00</b>

2. Refuse the following four applications requesting a total of \$10,970, as detailed below:

Applicant Name	Project Title	Reason for Ineligibility	Amount Requested
Dream Bridge Foundation	Lata Mangeshkar Meri Awaz Hi Pehchan	Insufficient evidence of the benefit to the Knox community.	\$2,000.00
Young Life Australia Inc.	Young Life Club	Insufficient evidence of the benefit to the Knox community and unclear budget details.	\$3,000.00

Applicant Name	Project Title	Reason for Ineligibility	Amount Requested
Palesviaki Enosis of Melbourne and Victoria/Lesvos Culture Club	Gas line repair	Request is for utility/property maintenance which is considered part of an organisation's operating budget and not eligible under Cl 6.22 of Minor Grants Procedure.	\$2,970.00
Lightbox Productions Inc.	Capital Expenditure: Rehearsal Technology	Insufficient evidence of the benefit to the Knox community.	\$3,000.00
<b>TOTAL</b>			<b>\$10,970.00</b>

3. Note that inclusive of the above recommended grants, totalling \$12,430.00, a total of \$94,703.00 has been awarded to date under the 2022-2023 Minor Grants Program, supporting 44 community-based organisations and their programs in Knox.
4. That Council note the new Minor Grants Procedure, as approved under CEO delegation under Council's Grants Framework Policy on 16 November 2022 (Attachment 2).
5. That Council rescind the Minor Grants Policy (Version 5 as approved by Council in April 2020 – Attachment 3).

## 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 (refer Attachment 1) have been 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 Minor Grants Policy will be superseded by Council's Grants Framework Policy and the new Minor Grants Procedure for future grants (see Attachments 2 and 3).

The Policy and the new Procedure 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**

### **2.1 Recommendations for Recent Minor Grant Applications in Accordance with the Grants Framework Policy**

Nine complete grant applications were received since the Council Meeting held on 24 October 2022, requesting grants totalling \$23,999.00.

Five of the applicants are eligible for the grants requested. One of the amounts recommended, for Knox United Soccer Club, has been adjusted to reflect more recently provided quotes.

Four of the applications are not recommended for funding because they do not adequately demonstrate benefit to the Knox community (Dream Bridge Foundation, Young Life Australia Inc. and Lightbox Productions Inc.), or the request is to cover costs that would normally be part of an organisations operating budget for maintenance or utilities (Palesviaki Enosis of Melbourne and Victoria/Lesvos Culture Club).

A summary of the recommended projects is as follows:

- Knox United Soccer Club is seeking funds to replace a drinks fridge and coffee grinder for the club canteen. The club was asked to provide further quotes for the appliances.
- Boronia Cricket Club needs assistance with a large order of player caps for distribution over coming years.
- Upwey-Tecoma Junior Football Club is seeking a grant to pay for professional skills and development training for their whole committee.
- Out of the Wings Theatre is a theatre group that supports marginalised young performers within the Knox area and is seeking assistance to book the Knox Community Arts Centre for a performance in early 2023. The grant payment will be subject to a confirmed booking.
- Scoresby Tennis Centre Inc. is seeking a contribution to the upgrade of court lighting to LED.

Application details are provided in Attachment 1.

### **2.2 Overview of Minor Grant Procedure**

The new Minor Grants Program Procedure (Attachment 2) was approved by the Chief Executive Officer in November 2022 under delegation through the Grants Framework Policy, and is substantially the same as the Minor Grants Program Policy (Attachment 3). The Procedure documents the grant eligibility requirements and the application and assessment process for this grant program for applicants. Approval is sought from Council to rescind the Minor Grants Program Policy now that the Minor Grants Program Procedure has been approved, in line with provisions set out in Council's Grant Framework Policy.

The only change is the interim inclusion of a specific category (Category 2 – Food Relief Supplies) to enable funding for food provision to existing emergency relief providers that can demonstrate their provision of food relief services in Knox prior to 2022. This Category has been included as an

interim response to ongoing pressures on local services as they transition from the availability of COVID-19 Pandemic support grants programs of the last two years. It allows for a yearly limit of \$5,000.00 which will not be cumulative. Expenditure for ancillary services expenses such as vouchers for personal items or petrol is not eligible.

A one-off total of \$91,576.00 has been allocated from within the existing budget. Once this amount has been expended, the category of funding will be suspended. Eligible organisations may then still apply through Category 1 (General) and will be subject to the eligibility set out in the Procedure.

### **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 2022-2023 budget provides \$193,385.00 for the Minor Grants Program (comprising the annual allocation of \$152,093.00 plus an additional \$41,292.00 carried forward from the 2021-2022 Minor Grants Program, as per the Minor Grants Policy).

Recommended applications for the November period total \$12,430.00. If approved as recommended, the remaining Minor Grants budget for 2022-2023 for Category 1 (General) applications will total \$39,134.00 before GST adjustments.

The new interim category (Category 2 – Food Relief Supplies) will operate within the existing budget to allocate up to a total of \$91,576.00.

### **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.

### **Natural Environment & Sustainability**

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.

### **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:** Community Partnerships Officer, Deb Robert

**Report Authorised By:** Director Connected Communities, Tanya Scicluna

### **Attachments**

1. Attachment 1 - Minor Grants Applications - Redacted - November- 2022-11-28 [**8.3.1** - 63 pages]
2. Attachment 2 - Procedure - Minor Grants Program 2022 [**8.3.2** - 8 pages]
3. Attachment 3 - Policy - IN FORCE - Minor Grants Program Policy - V 5 - 2020-04-27 [**8.3.3** - 6 pages]

## Attachment 1

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 1 of 2)**  
**Application 11-MGP-2022-23 From Dream Bridge Foundation**  
 Form Submitted 8 Nov 2022, 4:35pm AEDT

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

14 January 2022 31 January 2022

11 February 2022 28 February 2022

11 March 2022 28 March 2022

8 April 2022 26 April 2022

6 May 2022 23 May 2022

10 June 2022 27 June 2022

8 July 2022 25 July 2022

12 August 2022 29 August 2022

9 September 2022 26 September 2022

7 October 2022 24 October 2022

11 November 2022 28 November 2022

2 December 2022 19 December 2022

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500		Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000		Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 1 of 2)**  
**Application 11-MGP-2022-23 From Dream Bridge Foundation**  
 Form Submitted 8 Nov 2022, 4:35pm AEDT

\$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 \***

Dream Bridge Foundation

**Organisation Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Contact Name**

[Redacted]

**Project Contact Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Phone Number**

[Redacted]

Must be an Australian phone number.

**Email \***

[Redacted]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 1 of 2)**  
**Application 11-MGP-2022-23 From Dream Bridge Foundation**  
 Form Submitted 8 Nov 2022, 4:35pm AEDT

[REDACTED] Australian phone number.

**Secretary Email \***

[REDACTED]

**Please provide your ABN**

72 598 227 517

Information from the Australian Business Register	
<b>ABN</b>	72 598 227 517
<b>Entity name</b>	Dream Bridge Foundation INC
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	GST Concession, Income Tax Exemption
<b>Main business location</b>	3180 VIC

*Information retrieved at 7:24am yesterday*

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 confirm if you are a registered not-for-profit legal entity

**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.

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \***

Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

**Please subscribe here:**

[Community Strengthening e-Bulletin subscription](#)

There is the option to unsubscribe later if you choose to.

## PROJECT DETAILS



**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 1 of 2)**  
**Application 11-MGP-2022-23 From Dream Bridge Foundation**  
 Form Submitted 8 Nov 2022, 4:35pm AEDT

**\* indicates a required field**

## Request Details

**Project Title \***

Lata Mangeshkar Meri Awaz Hi Pehchan Hai

**Project Start Date \***

04/03/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

04/03/2023

Must be a date.

**(a) Briefly describe details of the request: \***

Its a Theme based music program of legendary Bollywood singer Lata Mangeshkar. This involves live dance, music and singing. This program involves some professional musicians and amateur enthusiasts. Its is well rehearsed/ scripted program.

Professionals/ Veterans take mentoring role in sharpening performance skill of amateurs and enthusiasts. Catering services help local community business

**(b) What community benefit is gained from this project / activity? \***

Community involved is mainly from South East Asia . Program is planned in Rowville Knoxfield. Rehearsals are also planned in Knoxfield thus benefit people from Knoxfield areas. Due to Increased population there is a need of such programs which helps polish new talent Other close suburb involved are Glen Waverley, Mount Waverley , and Dandenong. This event also allows local community to buy tickets and watch the program and know culture and history of famous Bollywood.

Local people are welcome to approach us for possibility of participation.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

60

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

500

Must be a number

**How many of the above are Knox residents? \***

250

Must be a number

## BUDGET

**\* indicates a required field**

**Minor Grants Program - 2022 - 2023**  
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**(d) What is the total cost of the project / activity? \***

\$8,000.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$2,000.00

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.

<b>Expenditure</b>	<b>\$</b>
Hall for performance and dress rehearsals	\$2,500.00
Hall for rehasals/ Training	\$1,500.00
Hall Decoration / equipments	\$500.00
Audio/ Visual System	\$1,500.00
Sundry	\$500.00
Food	\$500.00
	Must be a dollar amount.

**Minor Grant Budget Total****Total Expenditure Amount**

\$7,000.00

This number/amount is calculated.

**Quotes For Planned Expenses****Attach quotes for expenses here. \***

Filename: Quote 3408.pdf

File size: 738.0 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

**Other Grant Funding****(e) Have funds been sought / provided from other Council grants? \*** Yes  No**ADDITIONAL SUPPORTING INFORMATION****\* indicates a required field**

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 Form Submitted 8 Nov 2022, 4:35pm AEDT

## Evidence of Public Liability

### Evidence of current Public Liability Insurance must be supplied \*

Filename: certificate-105-d02f336ddeed31d1130f5421141f045a.pdf  
 File size: 48.8 kB

### Public Liability Expiry Date \*

07/01/2024

Expiry date must extend beyond your project start and finish date

### Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

### Attach relevant documentation:

Filename: charity organisation.jpg  
 File size: 75.2 kB

Filename: Project Plan.docx  
 File size: 13.2 kB

## 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 \***

08/11/2022

Must be a date.

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 1 of 2)**  
**Application 11-MGP-2022-23 From Dream Bridge Foundation**  
Form Submitted 8 Nov 2022, 4:35pm AEDT

**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 - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 57-MGP-2022-23 From Young Life Australia Incorporated**  
 Form Submitted 25 Oct 2022, 9:56am AEDT

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
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- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

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Submission deadline Council meeting date

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12 August 2022 29 August 2022

9 September 2022 26 September 2022

7 October 2022 24 October 2022

11 November 2022 28 November 2022

2 December 2022 19 December 2022

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).

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 57-MGP-2022-23 From Young Life Australia Incorporated**  
 Form Submitted 25 Oct 2022, 9:56am AEDT

\$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 \***

Young Life Australia Incorporated

**Organisation Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Contact Name**

[Redacted]

**Project Contact Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Phone Number**

Must be an Australian phone number.

**Email \***

[Redacted]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 57-MGP-2022-23 From Young Life Australia Incorporated**  
 Form Submitted 25 Oct 2022, 9:56am AEDT

[REDACTED] Australian phone number.

**Secretary Email \***

[REDACTED]

**Please provide your ABN**

96 592 278 795

Information from the Australian Business Register	
<b>ABN</b>	96 592 278 795
<b>Entity name</b>	YOUNG LIFE AUSTRALIA INCORPORATED
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	Yes (Item 1)
<b>ATO Charity Type</b>	Public Benevolent Institution <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Exemption, GST Concession, Income Tax Exemption
<b>Main business location</b>	2112 NSW

*Information retrieved at 7:04am yesterday*

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 confirm if you are a registered not-for-profit legal entity

**Incorporation Details**

**Please provide your Incorporated number**

Y0664520

This can be found on the Consumer Affairs Victoria website

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \***

Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

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There is the option to unsubscribe later if you choose to.

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 57-MGP-2022-23 From Young Life Australia Incorporated**  
 Form Submitted 25 Oct 2022, 9:56am AEDT

## PROJECT DETAILS

\* indicates a required field

### Request Details

**Project Title \***

Young Life club

**Project Start Date \***

30/11/2022

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

06/04/2023

Must be a date.

**(a) Briefly describe details of the request: \***

This funding request will support the start of a "Young Life Club" which seeks to increase the wellbeing of students in years 7-12 at Belgrave Heights Christian School.

We will be training and raising six volunteer mentors, running activities and games, and facilitating gatherings such as pancake breakfasts and sausage sizzles to engage and encourage students to make community connections and positive life choices, now and into their future.

(Young Life is a national organisation, with operations across many states and territories and a national office registered in Sydney)

**(b) What community benefit is gained from this project / activity? \***

- Supporting student wellbeing and good mental health
- Cultivating adult volunteerism
- Promote community connections
- Promote positive life choices
- Increase student engagement

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

280

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

300

Must be a number

**How many of the above are Knox residents? \***

300

Must be a number



**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 57-MGP-2022-23 From Young Life Australia Incorporated**  
 Form Submitted 25 Oct 2022, 9:56am AEDT

## BUDGET

\* indicates a required field

**(d) What is the total cost of the project / activity? \***

\$5,000.00

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	\$
Breakfast and Lunchtime youth club activity resources and catering	\$1,000.00
Mentor training program and camp for youth club team	\$1,000.00
Transport for students to summer camp	\$1,000.00
	\$
	\$
	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: Quote\_Crisis Support & Mental Health Course | St John VIC.pdf

File size: 976.5 kB

---

Filename: Quote\_First Aid Course.pdf

File size: 2.9 MB

---

Filename: Quote\_Large First Aid Kit | St John Ambulance.pdf

File size: 336.6 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 57-MGP-2022-23 From Young Life Australia Incorporated**  
 Form Submitted 25 Oct 2022, 9:56am AEDT

## 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: Public Liability Insurance\_30Sep.pdf  
 File size: 157.0 kB

**Public Liability Expiry Date \***

30/09/2023

Expiry date must extend beyond your project start and finish date

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

Filename: Cetificate of Incorporation Young Llife.pdf  
 File size: 702.7 kB

Filename: Program Plan\_Young Life Club.pdf  
 File size: 420.7 kB

## 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**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 57-MGP-2022-23 From Young Life Australia Incorporated**  
Form Submitted 25 Oct 2022, 9:56am AEDT

**Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

[REDACTED]

**Declaration Date \***

25/10/2022

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.

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application 58-MGP-2022-23 From Knox United Soccer Club**  
 Form Submitted 2 Nov 2022, 6:58pm AEDT

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

14 January 2022 31 January 2022

11 February 2022 28 February 2022

11 March 2022 28 March 2022

8 April 2022 26 April 2022

6 May 2022 23 May 2022

10 June 2022 27 June 2022

8 July 2022 25 July 2022

12 August 2022 29 August 2022

9 September 2022 26 September 2022

7 October 2022 24 October 2022

11 November 2022 28 November 2022

2 December 2022 19 December 2022

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).

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application 58-MGP-2022-23 From Knox United Soccer Club**  
 Form Submitted 2 Nov 2022, 6:58pm AEDT

\$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 \***

Knox United Soccer Club

**Organisation Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Contact Name**

[Redacted]

**Project Contact Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Phone Number**

Must be an Australian phone number.

**Email \***

[Redacted]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application 58-MGP-2022-23 From Knox United Soccer Club**  
 Form Submitted 2 Nov 2022, 6:58pm AEDT

[REDACTED] Australian phone number.

**Secretary Email \***

[REDACTED]

**Please provide your ABN**

23 604 342 737

Information from the Australian Business Register	
<b>ABN</b>	23 604 342 737
<b>Entity name</b>	Knox United Soccer Club
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3178 VIC

*Information retrieved at 7:29am yesterday*

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 confirm if you are a registered not-for-profit legal entity

**Incorporation Details**

**Please provide your Incorporated number**

A0052435T

This can be found on the Consumer Affairs Victoria website

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \***

Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

**Please subscribe here:**

[Community Strengthening e-Bulletin subscription](#)

There is the option to unsubscribe later if you choose to.

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application 58-MGP-2022-23 From Knox United Soccer Club**  
Form Submitted 2 Nov 2022, 6:58pm AEDT

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Replacing Broken Down Equipment in our Club Canteen

**Project Start Date \***

29/11/2022

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

31/12/2022

Must be a date.

**(a) Briefly describe details of the request: \***

We have recently had the fridge & coffee machine accessory in our club canteen breakdown and requires urgent replacement for our continuing community events.

**(b) What community benefit is gained from this project / activity? \***

Continuing our commitment to food safety for our club canteen operations which enhances our focus on driving a good social environment for our members.

**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? \***

355

Must be a number

**How many of the above are Knox residents? \***

272

Must be a number

## BUDGET

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$3,984.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application 58-MGP-2022-23 From Knox United Soccer Club**  
 Form Submitted 2 Nov 2022, 6:58pm AEDT

**(c) What amount is being requested? \***

\$2,995.00

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	\$
Commercial Upright Fridge 430LT	\$1,395.00
Coffee Grinder	\$2,499.00
	\$
	\$
	\$
	Must be a dollar amount.

**Minor Grant Budget Total**

**Total Expenditure Amount**

\$3,894.00

This number/amount is calculated.

**Quotes For Planned Expenses**

**Attach quotes for expenses here. \***

Filename: 279705199\_1138506057052032\_3677928485695514513\_n.jpeg

File size: 90.9 kB

Filename: 290650140\_808526680371273\_7675877218530943112\_n.jpeg

File size: 101.3 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

**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**



**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application 58-MGP-2022-23 From Knox United Soccer Club**  
Form Submitted 2 Nov 2022, 6:58pm AEDT

**Evidence of current Public Liability Insurance must be supplied \***

---

Filename: certificate-of-currency-2022-victoria.pdf  
File size: 570.3 kB

**Public Liability Expiry Date \***

31/12/2022

Expiry date must extend beyond your project start and finish date

**Please attach relevant supporting documentation, including:**

- A project plan
- Evidence of Incorporation

**Attach relevant documentation:**

---

Filename: Certificate of Incorporation.pdf  
File size: 564.5 kB

## 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 \***

15/10/2022

Must be a date.

### Privacy Statement

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application 58-MGP-2022-23 From Knox United Soccer Club**  
Form Submitted 2 Nov 2022, 6:58pm AEDT

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**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 59-MGP-2022-23 From Palesviaki Enosis of Melbourne and Victoria/Lesvos Culture Club**

Form Submitted 25 Oct 2022, 10:43am AEDT

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

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- Hold adequate public liability insurance appropriate to the activity outlined in the application.

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12 August 2022 29 August 2022

9 September 2022 26 September 2022

7 October 2022 24 October 2022

11 November 2022 28 November 2022

2 December 2022 19 December 2022

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).

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 59-MGP-2022-23 From Palesviaki Enosis of Melbourne and Victoria/Lesvos Culture Club**  
 Form Submitted 25 Oct 2022, 10:43am AEDT

\$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 \***

Palesviaki Enosis of Melbourne and Victoria/Lesvos Culture Club

**Organisation Address \***

[Redacted Address]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Contact Name**

[Redacted Contact Name]

**Project Contact Address \***

[Redacted Project Contact Address]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted Mobile Phone Number]

Must be an Australian phone number.

**Phone Number**

Must be an Australian phone number.

**Email \***

[Redacted Email Address]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted Committee Secretary Name]

**Secretary Mobile Phone Number \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 59-MGP-2022-23 From Palesviaki Enosis of Melbourne and Victoria/Lesvos Culture Club**

Form Submitted 25 Oct 2022, 10:43am AEDT

[REDACTED] Australian phone number.

**Secretary Email \***

[REDACTED]

**Please provide your ABN**

84 183 081 516

Information from the Australian Business Register	
<b>ABN</b>	84 183 081 516
<b>Entity name</b>	PALESVIKI ENOSIS OF MELBOURNE & VICTORIA INC
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3153 VIC

*Information retrieved at 12:32am yesterday*

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 confirm if you are a registered not-for-profit legal entity

**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.

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \***

Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

**Please subscribe here:**

[Community Strengthening e-Bulletin subscription](#)

There is the option to unsubscribe later if you choose to.

## PROJECT DETAILS

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 59-MGP-2022-23 From Palesviaki Enosis of Melbourne and Victoria/Lesvos Culture Club**

Form Submitted 25 Oct 2022, 10:43am AEDT

**\* indicates a required field**

## Request Details

**Project Title \***

Gas line repairs

**Project Start Date \***

14/11/2022

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

16/11/2022

Must be a date.

**(a) Briefly describe details of the request: \***

The club requires the gas lines from the meter leading to the building to be changed for safety reasons, as they are old and potentially dangerous and must be replaced. The gas company has said it is the club's responsibility because it is on our property.

**(b) What community benefit is gained from this project / activity? \***

It will prevent dangerous gas leaks and keep everyone who is visiting or using the club's premises, safe.

**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? \***

220

Must be a number

**How many of the above are Knox residents? \***

30

Must be a number

## BUDGET

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$2,970.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 59-MGP-2022-23 From Palesviaki Enosis of Melbourne and Victoria/Lesvos Culture Club**  
 Form Submitted 25 Oct 2022, 10:43am AEDT

\$2,970.00

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	\$
Gas line repairs	\$2,970.00
	\$
	\$
	\$
	\$
	Must be a dollar amount.

### Minor Grant Budget Total

**Total Expenditure Amount**

\$2,970.00

This number/amount is calculated.

### Quotes For Planned Expenses

**Attach quotes for expenses here. \***

---

Filename: Quote Gas Line Repairs -Billabong Plumbing Maintenance Service.pdf

File size: 1.3 MB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

### 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: Renewal Public Liability 2022-2023Insurance - General.pdf

File size: 343.1 kB

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 59-MGP-2022-23 From Palesviaki Enosis of Melbourne and Victoria/Lesvos Culture Club**

Form Submitted 25 Oct 2022, 10:43am AEDT

**Public Liability Expiry Date \***

30/11/2022

Expiry date must extend beyond your project start and finish date

**Please attach relevant supporting documentation, including:**

- A project plan
- Evidence of Incorporation

**Attach relevant documentation:**

*No files have been uploaded*

## 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 \***

25/10/2022

Must be a date.

### Privacy Statement

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**Minor Grants Program Application Form 2022-2023**  
**Application 59-MGP-2022-23 From Palesviaki Enosis of Melbourne and Victoria/Lesvos**  
**Culture Club**  
Form Submitted 25 Oct 2022, 10:43am AEDT

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 60-MGP-2022-23 From Upwey Tecoma Junior Football Club**  
 Form Submitted 10 Nov 2022, 9:46am AEDT

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
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9 September 2022 26 September 2022

7 October 2022 24 October 2022

11 November 2022 28 November 2022

2 December 2022 19 December 2022

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).

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 60-MGP-2022-23 From Upwey Tecoma Junior Football Club**  
 Form Submitted 10 Nov 2022, 9:46am AEDT

\$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 \***

k pwey Vecoma Junior Football Club

**Organisation Address \***

[Redacted]

Address line 1, Suburb/Vown, State/Province, Postcode, and Country are required.

**Contact Name**

[Redacted]

**Project Contact Address \***

[Redacted]

Address line 1, Suburb/Vown, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Phone Number**

[Redacted]

Must be an Australian phone number.

**Email \***

[Redacted]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 60-MGP-2022-23 From Upwey Tecoma Junior Football Club**  
 Form Submitted 10 Nov 2022, 9:46am AEDT

[REDACTED] tralian phone number.

**Secretary Email \***

[REDACTED] ess.

**Please provide your ABN**

46 149 516 425

Information from the Australian Business Register	
<b>ABN</b>	46 149 516 425
<b>Entity name</b>	k PU EY VECOMA Jk NIOWFOOV BATT CTk B INC
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3156 RIC

*Information retrieved at 9:18am 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 confirm if you are a registered not-for-profit legal entity

**Incorporation Details**

**Please provide your Incorporated number**

A0005936K

This can be found on the Consumer Affairs Victoria website

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[Community Strengthening e-Bulletin subscription](#)

There is the option to unsubscribe later if you choose to.

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 60-MGP-2022-23 From Upwey Tecoma Junior Football Club**  
 Form Submitted 10 Nov 2022, 9:46am AEDT

## PROJECT DETAILS

\* indicates a required field

### Request Details

**Project Title \***

Improved Governance of k pwey Vecoma Junior Football Club

**Project Start Date \***

17/01/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

11/02/2023

Must be a date.

**(a) Briefly describe details of the request: \***

Our committee members have identified the necessity to do a complete review of our corporate governance to ensure our Club runs more efficiently and to make it more attractive to volunteers.

We would like to engage a respected, and experienced, organisation Club Builder to undertake this work in conjunction with our 6 committee members. For information on Club Builder please refer to <https://www.club-builder.com.au/>. We have also attached a quotation from Club Builder for this work.

We have attached a flyer which outlines the programs available for us and we will choose the 5 which are the most appropriate and will maximise the benefit for our committee, and subsequently all members and participants in the Club.

Ideally, we would like to expand on our committee numbers / volunteers and see this project as a means of achieving this by simplifying the way we do things and running our organisation more effectively.

Our 6 volunteer committee members will undertake this training and then implement the learnings to come out of the education program.

We feel that this program will be the foundation to improve our club and an enabler.

We believe that we first need to undertake this program before implementing more detailed action plans. The investment in this program is a long term one but needed to be undertaken as a priority and ASAP before other projects.

**(b) What community benefit is gained from this project / activity? \***

We provide an important facility for our junior football players to be able to participate in an active sporting pursuit. We have 9 junior teams with in excess of 200 local youngsters participating at our Club (both boys and girls), and during the football season we have roughly 40 volunteer coaches, trainers, runners, umpires, etc. working to ensure our junior players are well catered for.

Governance is such an important part in the running of our large Club, as we want to ensure we remain resilient and are able work in a cohesive manner into the future for the benefit of all Knox families.

We know the difficulties our local community has endured through the Covid pandemic, and the subsequent loss of physical activity and social isolation suffered, which makes

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this project all the more important as we provide the community with a facility for our juniors to participate in sport, as well as providing the social side of our Club to encourage connectedness, friendships and inclusion for not only the youngsters, but their parents as well.

We believe that our Club has many benefits to our local community, and that this project will ensure our continued provision of this valuable sporting opportunity for many years to come.

**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? \***

250

Must be a number

**How many of the above are Knox residents? \***

225

Must be a number

**BUDGET**

**\* indicates a required field**

**(d) What is the total cost of the project / activity? \***

\$2,750.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project:

**(c) What amount is being requested? \***

\$2,750.00

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.

<b>Expenditure</b>	<b>\$</b>
Conduct Committee Education Program	\$2,750.00
	\$
	\$
	\$
	\$

**Minor Grants Program - 2022 - 2023**  
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Must be a dollar amount.

## Minor Grant Budget Total

### Total Expenditure Amount

\$2,750.00

This number/amount is calculated.

## Quotes For Planned Expenses

### Attach quotes for expenses here. \*

Filename? Club Builder Quote.pdf

File size? 61.7 LB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

## 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? PTI Certificate of Currency.pdf

File size? 318.8 LB

### Public Liability Expiry Date \*

01/03/2023

Expiry date must extend beyond your project start and finish date

### Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

### Attach relevant documentation:

Filename? Committee Education Program (Sept 2022).pdf

File size? 587.2 LB

Filename? Incorporation Number.pdf

File size? 43.0 LB

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Filename?kVJFC Project Plan.docx  
File size? 12.2 LB

## 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 Veam 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 \***

10/11/2022

Must be a date.

### Privacy Statement

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**Minor Grants Program - 2022 - 2023**  
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 Form Submitted 2 Nov 2022, 1:06pm AEDT

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

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8 July 2022 25 July 2022

12 August 2022 29 August 2022

9 September 2022 26 September 2022

7 October 2022 24 October 2022

11 November 2022 28 November 2022

2 December 2022 19 December 2022

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$50	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).

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\$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 \***

Out of the Wings Theatre

**Organisation Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Contact Name**

[Redacted]

**Project Contact Address \***

[Redacted]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Phone Number**

Must be an Australian phone number.

**Email \***

[Redacted]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

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[REDACTED] Australian phone number.

**Secretary Email \***

[REDACTED]

**Please provide your ABN**

97 280 923 375

Information from the Australian Business Register	
<b>ABN</b>	97 280 923 375
<b>Entity name</b>	Out of the Wings Theatre
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3161 VIC

*Information retrieved at 6:53am yesterday*

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 confirm if you are a registered not-for-profit legal entity

**Incorporation Details**

**Please provide your Incorporated number**

A0112330J

This can be found on the Consumer Affairs Victoria website

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Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

**Please subscribe here:**

[Community Strengthening e-Bulletin subscription](#)

There is the option to unsubscribe later if you choose to.

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## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

'Heathers' the musical

**Project Start Date \***

19/01/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

22/01/2023

Must be a date.

**(a) Briefly describe details of the request: \***

We are inquiring for support in producing Out of the Wing Theatre's upcoming performance of 'Heathers: The Musical.' This is to be staged from 19-22 Jan, 2023, hopefully at the Knox Community Arts Centre.

**(b) What community benefit is gained from this project / activity? \***

Our company and this production provides theatrical opportunities and a safe space for young performers within the Knox area aged 15-21. We focus on opportunities for marginalised groups such as the LGBTQIA+, IBPOC (Indigenous, Bla(c)k and People of Colour) and disabled people. Our current cast of performers come from these various walks of life and we want to be able to provide them with a creative outlet many other companies cannot. We are a not for profit and therefor and looking to outsource financial assistance for our theatre hire fees to provide this important to these minority groups within Knox.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

10

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

25

Must be a number

**How many of the above are Knox residents? \***

20

Must be a number

## BUDGET

**\* indicates a required field**

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**(d) What is the total cost of the project / activity? \***

\$5,000.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$2,758.00

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	\$
Theatre hire for shows	\$1,160.00
Theatre hire for bump in (4 hours)	\$384.00
Mic hire	\$750.00
Theatre hire for dress runs (4 hours)	\$464.00
	\$
	Must be a dollar amount.

## Minor Grant Budget Total

**Total Expenditure Amount**

\$2,758.00

This number/amount is calculated.

## Quotes For Planned Expenses

**Attach quotes for expenses here. \***

Filename: knox-community-arts-centre-venue-hire-application.pdf

File size: 969.6 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

## Other Grant Funding

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

\* indicates a required field

**Minor Grants Program - 2022 - 2023**  
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## Evidence of Public Liability

### Evidence of current Public Liability Insurance must be supplied \*

---

Filename: PublicLiabilityCoC.pdf  
File size: 105.9 kB

### Public Liability Expiry Date \*

02/12/2022

Expiry date must extend beyond your project start and finish date

### Please attach relevant supporting documentation, including:

- A project plan
- Evidence of Incorporation

### Attach relevant documentation:

---

Filename: 78B759F6-91DC-46E1-8B57-7889CB697D64.jpeg  
File size: 237.1 kB

## 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 \***

02/11/2022

Must be a date.

## Privacy Statement

**Minor Grants Program - 2022 - 2023**  
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**Application 62-MGP-2022-23 From Boronia Cricket Club**  
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## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

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7 October 2022 24 October 2022

11 November 2022 28 November 2022

2 December 2022 19 December 2022

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).



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**Minor Grants Program Application Form 2022-2023**  
**Application 62-MGP-2022-23 From Boronia Cricket Club**  
 Form Submitted 12 Nov 2022, 10:52am AEDT

\$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 \***

Boronia Cricket Club

**Organisation Address \***

[Redacted Address]

Address Wne 1, Suburb/Rown, State/Province, Postcode, and Country are required.

**Contact Name**

[Redacted Contact Name]

**Project Contact Address \***

[Redacted Project Contact Address]

Address Wne 1, Suburb/Rown, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted Mobile Phone Number]

Must be an Australian phone number.

**Phone Number**

Must be an Australian phone number.

**Email \***

[Redacted Email Address]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted Committee Secretary Name]

**Secretary Mobile Phone Number \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 62-MGP-2022-23 From Boronia Cricket Club**  
 Form Submitted 12 Nov 2022, 10:52am AEDT

[REDACTED] Australian phone number.

**Secretary Email \***

[REDACTED]

**Please provide your ABN**

86 954 929 979

Information from the Australian Business Register	
<b>ABN</b>	86 954 929 979
<b>Entity name</b>	BORONIA CRICKER CLUB INCORPORATED
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3155 VIC

*Information retrieved at 12:07am yesterday*

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 confirm if you are a registered not-for-profit legal entity

**Incorporation Details**

**Please provide your Incorporated number**

A0007553D

This can be found on the Consumer Affairs Victoria website

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \***

Yes  No  Already subscribed

There is the option to unsubscribe later if you choose to.

**Please subscribe here:**

[Community Strengthening e-Bulletin subscription](#)

There is the option to unsubscribe later if you choose to.

**Minor Grants Program - 2022 - 2023**  
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**Application 62-MGP-2022-23 From Boronia Cricket Club**  
 Form Submitted 12 Nov 2022, 10:52am AEDT

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Junior Cricket Playing Cap Program

**Project Start Date \***

01/01/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

01/10/2027

Must be a date.

**(a) Briefly describe details of the request: \***

This initiative would provide the club with official playing caps to present to new players representing our club at Junior level. This has been a tradition for at least 15 years. As minimum orders of these items range between 50-100, it is a financial burden to our club to hold hundreds of dollars worth of stock for the length of time needed to exhaust each order. It can take up to 6-7 years to hand out these items.

**(b) What community benefit is gained from this project / activity? \***

The community benefit gained would be that of a sense of inclusion for both parents and kids as the new players are presented with their first ever club playing cap. This is an important tool in giving kids of all abilities, most from low socioeconomic households, a form of brother/sisterhood in representing their local community playing cricket. Also the benefits of these kids becoming more physically active has positive effects physical health and mental health.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

55

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

10-15 per year

Must be a number

**How many of the above are Knox residents? \***

50

Must be a number

## BUDGET

**\* indicates a required field**

**Minor Grants Program - 2022 - 2023**  
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**Application 62-MGP-2022-23 From Boronia Cricket Club**  
 Form Submitted 12 Nov 2022, 10:52am AEDT

**(d) What is the total cost of the project / activity? \***

\$1,526.00

Must be a dollar amount.

U hat is the total budgeted cost (dollars) of your project?

**(c) What amount is being requested? \***

\$1,526.00

Must be a dollar amount.

U hat 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.

<b>Expenditure</b>	<b>\$</b>
Playing Caps	\$1,526.00
	\$
	\$
	\$
	\$
	Must be a dollar amount.

**Minor Grant Budget Total**

**Total Expenditure Amount**

\$1,526.00

Rhis number/amount is calculated.

**Quotes For Planned Expenses**

**Attach quotes for expenses here. \***

Filename: BCC Hat Quote.pdf

File size: 73.1 kB

Filename: Weigh Blennerhassett BCC Quote.pdf

File size: 121.1 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

**Other Grant Funding**

**(e) Have funds been sought / provided from other Council grants? \***

Yes  No

**ADDITIONAL SUPPORTING INFORMATION**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
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 Form Submitted 12 Nov 2022, 10:52am AEDT

**\* indicates a required field**

## Evidence of Public Liability

**Evidence of current Public Liability Insurance must be supplied \***

Filename: Currency 22-23.pdf  
 File size: 109.5 kB

**Public Liability Expiry Date \***

30/06/2023

Expiry date must extend beyond your project start and finish date

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

Filename: BCC Cap Dist.doc  
 File size: 61.5 kB

Filename: CAV 22.pdf  
 File size: 161.1 kB

## 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 \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 62-MGP-2022-23 From Boronia Cricket Club**  
Form Submitted 12 Nov 2022, 10:52am AEDT

11/11/2022  
Must be a date.

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**Minor Grants Program Application Form 2022-2023**  
**Application 64-MGP-2022-23 From Scoresby Tennis Centre Inc**  
 Form Submitted 9 Nov 2022, 9:07pm AEDT

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

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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).

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 64-MGP-2022-23 From Scoresby Tennis Centre Inc**  
 Form Submitted 9 Nov 2022, 9:07pm AEDT

\$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 \***

Scoresby Uennis Centre Rnc

**Organisation Address \***

[Redacted]

/Province, Postcode, and Country are required.

**Contact Name**

[Redacted]

**Project Contact Address \***

[Redacted]

Address Line 1, Suburb/Down, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Phone Number**

Must be an Australian phone number.

**Email \***

[Redacted]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***



**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 64-MGP-2022-23 From Scoresby Tennis Centre Inc**  
 Form Submitted 9 Nov 2022, 9:07pm AEDT

[REDACTED] Australian phone number.

**Secretary Email \***

[REDACTED]

**Please provide your ABN**

27 379 793 783

Information from the Australian Business Register	
<b>ABN</b>	27 379 793 783
<b>Entity name</b>	SCOVESBY K ANUR/NA SOUUH UENNIS CLUB INC
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3179 VIC

*Information retrieved at 7:09am yesterday*

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 confirm if you are a registered not-for-profit legal entity

**Incorporation Details**

**Please provide your Incorporated number**

A0060782V

This can be found on the Consumer Affairs Victoria website

**Would you like to receive our e-Bulletin containing information on community training, grants and more? \***

Yes  No  Already subscribed

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**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 64-MGP-2022-23 From Scoresby Tennis Centre Inc**  
 Form Submitted 9 Nov 2022, 9:07pm AEDT

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

LED Upgrade Courts 6-8

**Project Start Date \***

09/01/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

06/02/2023

Must be a date.

**(a) Briefly describe details of the request: \***

We are retrofitting the court lights from Metal Halide to LED globes to reduce our power consumption on these 3 courts.

**(b) What community benefit is gained from this project / activity? \***

This project reduces the energy consumption for these 3 courts and reduces the power costs to the club and in doing so reduces the costs of providing community sport and allows the club to have these courts open more often for community use.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

8

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

100

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? \***

\$37,950.00

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 64-MGP-2022-23 From Scoresby Tennis Centre Inc**  
 Form Submitted 9 Nov 2022, 9:07pm AEDT

**(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	\$
LED Upgrade - 3 courts	\$37,950.00
	\$
	\$
	\$
	\$
	Must be a dollar amount.

**Minor Grant Budget Total**

**Total Expenditure Amount**

\$37,950.00

This number/amount is calculated.

**Quotes For Planned Expenses**

**Attach quotes for expenses here. \***

Filename: Scoresby Uennis Club Crts. 6,7,8.pdf

File size: 156.2 KB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

**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: UENNISQUASUVALRACOC 2022-2023.pdf

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 64-MGP-2022-23 From Scoresby Tennis Centre Inc**  
 Form Submitted 9 Nov 2022, 9:07pm AEDT

File si\_e: 137.9 ?B

**Public Liability Expiry Date \***

30/09/2023

Expiry date must extend beyond your project start and finish date

**Please attach relevant supporting documentation, including:**

- **A project plan**
- **Evidence of Incorporation**

**Attach relevant documentation:**

Filename: Cert of Incorporation SUC.pdf

File si\_e: 356.4 ?B

Filename: Incorporation Confirmation 2022.jpg

File si\_e: 124.2 ?B

## 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]

**Position (if organisation) \***

[Redacted Position]

**Declaration Date \***

09/11/2022

Must be a date.

### Privacy Statement

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 64-MGP-2022-23 From Scoresby Tennis Centre Inc**  
Form Submitted 9 Nov 2022, 9:07pm AEDT

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 - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 65-MGP-2022-23 From Lightbox Productions Inc**  
 Form Submitted 11 Nov 2022, 10:22pm AEDT

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant, applying organisations must:**

- Provide services, projects and programs that directly benefit residents of the City of Knox.
- Be a not-for-profit legal entity that provides services, support or activities to the Knox community (or auspiced by an incorporated body or other not-for-profit legal entity).
- Have an Australian Business Number or complete a Statement by Supplier form.
- Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- Hold adequate public liability insurance appropriate to the activity outlined in the application.

Your project start date must be after the Council meeting date where your application is being presented for approval. Projects that are due to begin before the Council meeting date at which they're being presented will not be considered.

Submission deadline Council meeting date

14 January 2022 31 January 2022

11 February 2022 28 February 2022

11 March 2022 28 March 2022

8 April 2022 26 April 2022

6 May 2022 23 May 2022

10 June 2022 27 June 2022

8 July 2022 25 July 2022

12 August 2022 29 August 2022

9 September 2022 26 September 2022

7 October 2022 24 October 2022

11 November 2022 28 November 2022

2 December 2022 19 December 2022

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).

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 65-MGP-2022-23 From Lightbox Productions Inc**  
 Form Submitted 11 Nov 2022, 10:22pm AEDT

\$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 \***

Lightbox Productions Inc

**Organisation Address \***

[Redacted Address]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Contact Name**

[Redacted Contact Name]

**Project Contact Address \***

[Redacted Project Contact Address]

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted Mobile Phone Number]

Must be an Australian phone number.

**Phone Number**

Must be an Australian phone number.

**Email \***

[Redacted Email Address]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted Committee Secretary Name]

**Secretary Mobile Phone Number \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 65-MGP-2022-23 From Lightbox Productions Inc**  
 Form Submitted 11 Nov 2022, 10:22pm AEDT

[REDACTED] Australian phone number.

**Secretary Email \***

[REDACTED]

**Please provide your ABN**

21 790 141 733

Information from the Australian Business Register	
<b>ABN</b>	21 790 141 733
<b>Entity name</b>	Lightbox Productions Inc.
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3136 VIC

*Information retrieved at 7:48am on 13 Nov*

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 confirm if you are a registered not-for-profit legal entity

**Incorporation Details**

**Please provide your Incorporated number**

A009883C

This can be found on the Consumer Affairs Victoria website

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**Application 65-MGP-2022-23 From Lightbox Productions Inc**  
 Form Submitted 11 Nov 2022, 10:22pm AEDT

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Capital Expenditure: Rehearsal Technology

**Project Start Date \***

01/03/2023

Must be a date after the Council meeting at which your application is being presented. See dates at beginning of this application for guidance.

**Project End Date \***

31/05/2023

Must be a date.

**(a) Briefly describe details of the request: \***

Seeking funds to increase our infrastructure for our musical productions.

We're looking to purchase a sound desk, speakers and microphones to go with existing stock to ensure an adequate and professional sound system for our rehearsals

**(b) What community benefit is gained from this project / activity? \***

This purchase would directly improve the quality of our 2023 production season rehearsals, with our first mainstage show to be performed at Knox Community Arts Centre in May.

This would mean that we have a tangible increase in the quality of our productions, and the enjoyment of all patrons.

**How many people who identify as volunteers (inc committee members) are currently involved in keeping your group / organisation active?**

10

Must be a number

**How many people will directly benefit from or participate in your project / activity? \***

500

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? \***

**Minor Grants Program - 2022 - 2023**  
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\$3,130.00

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	\$
Sound Equipment as Quote	\$3,130.00
	\$
	\$
	\$
	\$
	Must be a dollar amount.

**Minor Grant Budget Total**

**Total Expenditure Amount**

\$3,130.00

This number/amount is calculated.

**Quotes For Planned Expenses**

**Attach quotes for expenses here. \***

Filename: Cart.pdf

File size: 266.8 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

**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**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 65-MGP-2022-23 From Lightbox Productions Inc**  
Form Submitted 11 Nov 2022, 10:22pm AEDT

**Evidence of current Public Liability Insurance must be supplied \***

---

Filename: cocPL\_FD125320-5056-B91F-79214C5B505B7F91.pdf  
File size: 68.0 kB

**Public Liability Expiry Date \***

12/10/2023

Expiry date must extend beyond your project start and finish date

**Please attach relevant supporting documentation, including:**

- A project plan
- Evidence of Incorporation

**Attach relevant documentation:**

---

Filename: download.pdf  
File size: 356.4 kB

## 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 \***

11/11/2022

Must be a date.

### Privacy Statement

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application 65-MGP-2022-23 From Lightbox Productions Inc**  
Form Submitted 11 Nov 2022, 10:22pm AEDT

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# Minor Grants Program

Approval By:	Chief Executive Officer	Directorate:	Connected Communities
Approval Date:	17 November 2022	Responsible Officer:	Manager Community Wellbeing
Review Date	1 year from approval	Version Number:	1

## 1. Purpose

The Minor Grants Program is offered as 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.

This Council procedure provides instructions and approval processes for assessment and allocation of grants under the Minor Grants Program.

## 2. Context

Council provides an annual budget to a suite of grants which support and encourage community activity and service delivery in Knox. The Minor Grants Program, as with other Council grants programs, is underpinned by the following principles:

- Funded projects/activities will provide benefit to the Knox community and help meet Council objectives;
- Co-operation and collaboration between groups will be encouraged;
- Grants processes will be consistent, equitable and transparent;
- Grants processes will support and strengthen community groups in developing local solutions to local needs.

Minor Grants are offered to respond to small, minor funding requests from Knox-based community organisations. Applications for grants will be assessed and allocated monthly.

## 3. Scope

This procedure applies to all submissions received and grants allocated each month through the Minor Grants Program.



#### 4. References

##### 4.1 Knox City Council Plans

Knox Council Plan 2021-2025  
Knox Community Plan 2021–2031

##### 4.2 Relevant Legislation

Local Government Act 2020

##### 4.3 Charter of Human Rights

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

##### 4.4 Related Council Policy

- Council Grant Framework Policy (June 2022)
- Election Period Policy
- Electronic Gaming Machine Policy
- Complaint Handling Policy and Procedure
- Knox City Council Governance Rule (Chapter 5 Conflicts of Interest)
- Fraud and Corruption Control Framework

##### 4.5 Related Council Procedures

- Knox City Council Fraud and Corruption Control Procedure



## 5. Definitions

In this procedure:

<b>Acquittal</b>	Report documenting expenditure and outcomes of grant payments
<b>Auspice</b>	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.
<b>CEO</b>	Means Chief Executive Officer of Knox City Council.
<b>Community Group (s)</b>	A legal entity that provides services, support or activities to the Knox community
<b>Council</b>	Knox City Council, whether constituted before or after the commencement of this Procedure.
<b>Delegate(s)</b>	Council officer(s) designated by the CEO to administer the Minor Grants Program process.
<b>Food Relief Supplies</b>	Means food items to be provided directly to Knox residents experiencing hardship or to enable preparation of meals for Knox residents in hardship.
<b>Funding Agreement</b>	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.
<b>GST</b>	Goods and Services Tax
<b>Legal Entity</b>	An incorporated association, a co-operative, a company limited by guarantee or a trust or other organisation established under an Act passed by the State or Commonwealth.
<b>Minor Grant</b>	A grant paid under the Minor Grants Program.
<b>Minor Funding</b>	Funding for projects or initiatives that are relatively minor in nature and relate to short term, one-off projects or equipment purchases or repairs.
<b>Not-for-Profit</b>	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.



## 6. Procedure

### 6.1 Minor Grants – Category 1 (General).

Available for projects or initiatives that are relatively minor in nature and relate to short term, one-off projects or equipment purchases or repairs excluding food relief supplies, up to a maximum grant of **\$3000**.

Category 1 (General) operates as a three tiered program based on the amount requested as follows:

Application Amount	Assessment and Determination	Grant Accountability and Acquittal
Up to and including \$500	Assessed and determined by the CEO or delegate. Reported to Council at next ordinary meeting of Council	Acquittal showing proof of expenditure / purchase (i.e. receipt, paid invoice, bank statement )
\$501 to \$1000	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council	Acquittal showing proof of expenditure / purchase (i.e. receipt, paid invoice, bank statement)
\$1001 to \$3000	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council	Funding Agreement and Acquittal required that show proof of expenditure / purchase (i.e. receipt, paid invoice or bank statement) and benefit of grant.

### 6.2 Minor Grants Program – Category 2 (Food Relief Supplies).

A one-off total of \$91,576 has been allocated to this category. Once this one-off funding allocation is expended, this category of funding will be suspended. Once expended, eligible organisations seeking support with funding for food relief supplies may still apply through Category 1 (General), as set out in section 6.1, and will be subject to the eligibility criteria set out in this Procedure.

Organisations who are existing emergency food relief providers in Knox with appropriate legal entity status and who meet the eligibility criteria set out in this Procedure may apply for grants within this category, allowing a yearly limit of \$5,000.

Available for existing services located in Knox providing free food items or meals to Knox residents experiencing hardship, to enable the purchase of food supplies up to a maximum grant of \$5,000.

Expenditure for ancillary service expenses such as vouchers for personal items or petrol is not eligible.





Category 2 (Food Relief Supplies) operates as a three tiered program based on the amount requested as follows:

Application Amount	Assessment and Determination	Grant Accountability and Acquittal
Up to and including \$500	Assessed and determined by the CEO or delegate. Reported to Council at next ordinary meeting of Council	Acquittal showing proof of expenditure / purchase (i.e. receipt, paid invoice, bank statement )
\$501 to \$1000	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council	Acquittal showing proof of expenditure / purchase (i.e. receipt, paid invoice, bank statement)
\$1001 to \$5000	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council	Funding Agreement & Acquittal required that show proof of expenditure / purchase (i.e. receipt or paid invoice) and benefit of grant.

#### Eligible Organisations

To be eligible for a Minor Grant, applying organisations must:

- 6.3 Provide services, projects and programs that directly benefit residents of the City of Knox.
- 6.4 Be a not-for-profit legal entity that provides services, support or activities to the Knox community. This excludes educational institutions and State and Federal government departments and agencies but does not exclude related not-for-profit organisations, including school councils/auxiliaries/parent groups who would otherwise qualify under the Policy *or*
- 6.5 Be auspiced by an incorporated body or other not-for-profit legal entity.
- 6.6 Have an Australian Business Number or complete a Statement by Supplier form.
- 6.7 Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- 6.8 Hold adequate public liability insurance appropriate to the activity outlined in the application.
- 6.9 Be able to supply permits and plans appropriate to the funded activity where requested by Council.
- 6.10 Have provided evidence to Council's satisfaction of the expenditure of any previous grant provided by Council.
- 6.11 Have no outstanding debts to Council.
- 6.12 Not be an operator of Electronic Gaming Machines, in line with Council's Electronic Gaming Machine Policy.



- 6.13 Demonstrate current need and evidence of operation in Knox prior to January 2022 if a service applying for a grant under Category 2 (Food Relief Support).

#### Applications That May Be Supported

To be eligible for a Minor Grant, applications must:

- 6.14 Be for small, incidental (secondary or miscellaneous) amounts for one-off projects, activities or equipment purchases or repairs that will benefit Knox residents.
- 6.15 Be for funds that will be expended within 12 months from receipt of the grant.
- 6.16 Be for an amount of no more than \$3,000 under Category 1 (General)
- 6.17 Be for an amount of no more than \$5,000 under Category 2 (Food Relief Support).

#### Applications That Will Not Be Supported

Applications will not be eligible to receive a Minor Grant if they are:

- 6.18 Eligible and more appropriately funded under another Council grant program, a full list of which is available at <http://www.knox.vic.gov.au/grants>.
- 6.19 From community groups who have not satisfied previous Council grant funding agreement conditions including grant acquittals from any other Council grant program.
- 6.20 For an amount that would increase the funding provided from the Minor Grants Program to the same organisation in the current financial year to total more than \$3,000, or total \$5,000 across the current and previous two financial years, excluding Category 2 (Food Relief Support) grants.
- 6.21 For items normally part of a reasonable operating budget for the applicant organisation (e.g. salaries, rental, maintenance, utilities, insurance etc.) unless it can be demonstrated to Council's satisfaction that exceptional circumstances warrant consideration.
- 6.22 Considered by Council to be the funding responsibility of other levels of government, including school curriculum equipment and resources.
- 6.23 For the same or substantially same project, activity or equipment purchase by the same applicant approved within the current financial year, excluding food relief supplies for Category 2 (Food Relief Support) grants.
- 6.24 For the same or substantially same project, activity or equipment purchase by the same applicant approved for previous two consecutive financial years, excluding food relief supplies for Category 2 (Food Relief Support) grants.
- 6.25 For a state-wide or regional project without a clearly defined local Knox community focus.
- 6.26 For a project run by a political or religious group to promote core beliefs.
- 6.27 For retrospective payments or expenses for an event or activity undertaken prior to receiving Council approval.
- 6.28 Seeking general fundraising or funding for prizes, sponsorships, donations, other grant programs or gifts.
- 6.29 For purchase of alcohol.



6.30 For events or activities hosted in venues with Electronic Gaming Machines.

#### Application Process

Applications must be completed through the Smarty Grants Online Portal.

6.31 Applications must be supported by relevant documentation, including:

- evidence of incorporation or legal status;
- quotes for planned expenses;
- evidence of current public liability insurance;
- Australian Business Number or Statement by Supplier declaration; and
- a project plan (if applicable and requested).

6.32 All applications for funding must demonstrate a benefit to the Knox community and will be considered in relation to the objectives and directions of Knox City Council's Community and Council Plan.

6.33 For applications to be considered at an Ordinary Meeting of Council the application must be received at least 10 working days prior to the meeting date to provide sufficient time to assess and report the application to Council.

6.34 If the Minor Grant Program budget allocation is exhausted before the end of the financial year, the Program will be suspended immediately. New applications will not be accepted until the beginning of the new financial year. Applicants will be advised if their applications cannot be processed until the new financial year commences.

#### Funding Conditions

6.35 Successful applicants of grants up to \$1,000 must provide proof of purchase/expenditure within three months of the expenditure or no later than within 12 months from receipt of the grant.

6.36 Successful applicants of grants over \$1,000 must enter into a written funding agreement with Council which will hold the organisation accountable for the delivery and financial acquittal of the funded activity/project.

6.37 Funded projects and equipment purchases must be completed within 12 months of receiving funding.

6.38 Successful applicants of Category 2 (Food Relief Support) grants will be required to report on food service/meals achieved with grant funds in a provided template.

6.39 All successful applicants must appropriately acknowledge Knox City Council, in accordance with guidelines provided or as specified in a funding agreement.

6.40 Funding may only be used for the purpose stated on the grant application.

6.41 Council's decision in relation to funding applications is final.

6.42 Grant recipients must seek approval from Council for any proposed changes to expenditure or acquittal timeframes.



#### Program Oversight

- 6.43 At the conclusion of each Financial Year, any unallocated funds from the Minor Grants Program will be carried forward and allocated to Council's Minor Grants Program in the following financial year.
- 6.44 The allocation and payment of Minor Grants from the Minor Grants Program shall be temporarily suspended prior to any Council election or by-election in accordance with Council's Election Period Policy.
- 6.45 Failure to submit proof of expenditure and/or financial acquittal documentation, as per the requirements of clauses 6.35, to 6.39 inclusive, may render the community group ineligible for any future Grant offered by Council.

### 7. Crisis Response Provision for Minor Grants

In the event of a declared emergency or exceptional circumstance, such as a natural disaster or pandemic impacting the municipality, Council or its delegate may waive specific clauses in this document to enable appropriate support to community organisations.

### 8. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this policy, such a change may be made administratively and approved by the Chief Executive Officer. Examples of minor administrative changes include change 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.



# Minor Grants Program Policy

Policy Number:	2015/01	Directorate:	Community Services
Approval by:	Council	Responsible Officer:	Manager Community Wellbeing
Approval Date:	April 2020	Version Number:	5
Review Date:	April 2023		

## 1. Purpose

The purpose of this Policy is to guide the allocation of grants under the Minor Grants Program.

## 2. Context

Council provides an annual budget to a suite of grants which support and encourage community activity and service delivery in Knox. The Minor Grants Program, as with other Council grants programs, is underpinned by the following principles:

- 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.
- The grant process will support and strengthen community groups in developing local solutions to local needs.

## 3. Scope

This Policy applies to all submissions received and grants allocated each month through the Minor Grants Program.

## 4. References

### 4.1 Knox Community and Council Plan

- **Goal 4 - We are safe and secure**  
Strategy 4.1 - Encourage and support the community to take responsibility for their own safety, and the safety of others.
- **Goal 6 - We are healthy, happy and well**  
Strategy 6.1 - Mitigate lifestyle risks such as smoking, risky alcohol consumption and drug use, obesity, lack of physical activity and poor nutrition.  
Strategy 6.2 - Support the community to enable positive physical and mental health.
- **Goal 7 - We are inclusive, feel a sense of belonging and value our identity**  
Strategy 7.3 - Strengthen community connections.



- **Goal 8 – We have confidence in decision making**  
Strategy 8.1 – Build, strengthen and promote good governance practices across government and community organisations.

#### 4.2 Relevant Legislation

- Local Government Act 1989.

#### 4.3 Charter of Human Rights

- This Policy has been assessed against and complies with the Charter of Human Rights.

#### 4.4 Related Council Policies

- Election Period Policy (approved 25 November 2019).
- Community Development Fund Policy (2018-2021).
- Community Partnership Funding Grants Policy (2018-2021).
- Leisure Minor Capital Works Grant Scheme Policy (2019-2022).
- Electronic Gaming Machines Policy (2016-2020).

#### 4.5 Related Council Procedures

- Nil.

## 5. Definitions

In this Policy:

<b>Auspice</b>	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.
<b>CEO</b>	Chief Executive Officer of Knox City Council.
<b>Council</b>	Knox City Council, whether constituted before or after the commencement of this Policy.
<b>Delegate(s)</b>	Council officer(s) designated by the CEO to administer the Minor Grants Program process.
<b>Legal Entity</b>	An incorporated association, a co-operative, a company limited by guarantee or a trust or other organisation established under an Act passed by the State or Commonwealth.
<b>Minor Grant</b>	A grant paid under the Minor Community Grants Program.
<b>Minor Funding</b>	Funding for projects or initiatives that are relatively minor in nature and relate to short term, one-off projects or equipment purchases or repairs.
<b>Not-for-Profit</b>	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.



## 6. Council Policy

- 6.1 Council will provide a budget allocation each financial year to respond to small, minor funding requests from Knox-based community organisations. This allocation will be known as the Minor Grants Program and applications for grants will be assessed and allocated monthly.

### Objectives

- 6.2 The Minor Grants Program is offered as 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.

### Program Overview

The Minor Grants Program operates as a three tiered program based on the amount requested and up to a maximum grant of \$3000 as follows:

- 6.3 Applications for funding up and including \$500 will be assessed and determined by the Chief Executive Officer or delegate and reported to Council at the next Ordinary Meeting of Council.
- 6.4 Applications above \$500 will be assessed by the Chief Executive Officer or delegate and reported to Council at the monthly Ordinary Meeting of Council for Council's determination.
- 6.5 Applicants receiving grants over \$1000 will require a funding agreement with Council.

Application Amount	Assessment & Determination	Grant Accountability & Acquittal
up to and including \$500	Assessed and determined by the CEO or delegate. Reported to Council at next ordinary meeting of Council	Acquittal showing proof of expenditure / purchase (i.e. receipt, paid invoice, )
\$501 to \$1000	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council	Acquittal showing proof of expenditure / purchase (i.e. receipt, paid invoice)
\$1001 to \$3000	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council	Funding Agreement & Acquittal required that show proof of expenditure / purchase (i.e. receipt or paid invoice) and benefit of grant.

### Eligible Organisations

To be eligible for a Minor Grant, applying organisations must:

- 6.6 Provide services, projects and programs that directly benefit residents of the City of Knox.
- 6.7 Be a not-for-profit legal entity that provides services, support or activities to the Knox community. This excludes educational institutions and State and Federal government departments and agencies but does not exclude related not-for-profit organisations, including school councils/auxiliaries/parent groups who would otherwise qualify under the Policy *or*
- 6.8 Be auspiced by an incorporated body or other not-for-profit legal entity.



- 6.9 Have an Australian Business Number or complete a Statement by Supplier form.
- 6.10 Have a Committee of Management or similar governing body that accepts responsibility for the administration of the Grant.
- 6.11 Hold adequate public liability insurance appropriate to the activity outlined in the application.
- 6.12 Be able to supply permits and plans appropriate to the funded activity where requested by Council.
- 6.13 Have provided evidence to Council's satisfaction of the expenditure of any previous grant provided by Council.
- 6.14 Have no outstanding debts to Council.
- 6.15 Not be an operator of Electronic Gaming Machines, in line with Council's Electronic Gaming Machine Policy.

#### Applications That May Be Supported

To be eligible for a Minor Grant, applications must:

- 6.16 Be for small, incidental (secondary or miscellaneous) amounts for one-off projects, activities or equipment purchases or repairs that will benefit Knox residents.
- 6.17 Be for funds that will be expended within 12 months from receipt of the grant.
- 6.18 Be for an amount of no more than \$3,000.

#### Applications That Will Not Be Supported

Applications will not be eligible to receive a Minor Grant if they are:

- 6.19 Eligible and more appropriately funded under another Council grant program, a full list of which is available at <http://www.knox.vic.gov.au/grants>.
- 6.20 From community groups who have not satisfied previous Council grant funding agreement conditions including grant acquittals from any other Council grant program.
- 6.21 For an amount that would increase the funding provided from the Minor Grants Program to the same organisation in the current financial year to total more than \$3,000, or total \$5,000 across the current and previous two financial years.
- 6.22 For items normally part of a reasonable operating budget for the applicant organisation (e.g. salaries, rental, maintenance, utilities, insurance etc.) unless it can be demonstrated to Council's satisfaction that exceptional circumstances warrant consideration.
- 6.23 Considered by Council to be the funding responsibility of other levels of government, including school curriculum equipment and resources.
- 6.24 For the same or substantially same project, activity or equipment purchase by the same applicant approved within the current financial year.
- 6.25 For the same or substantially same project, activity or equipment purchase by the same applicant approved for previous two consecutive financial years.
- 6.26 For a state-wide or regional project without a clearly defined local Knox community focus.
- 6.27 For a project run by a political or religious group to promote core beliefs.





- 6.28 For retrospective payments or expenses for an event or activity undertaken prior to receiving Council approval.
- 6.29 Seeking general fundraising or funding for prizes, sponsorships, donations, other grant programs or gifts.
- 6.30 For events or activities hosted in venues with Electronic Gaming Machines.

### Application Process

Applications must be completed through the Smarty Grants Online Portal.

- 6.31 Applications must be supported by relevant documentation, including:
  - evidence of incorporation or legal status;
  - quotes for planned expenses;
  - evidence of current public liability insurance;
  - Australian Business Number or Statement by Supplier declaration; and
  - a project plan (if applicable and requested).
- 6.32 All applications for funding must demonstrate a benefit to the Knox community and will be considered in relation to the objectives and directions of Knox City Council's Community and Council Plan.
- 6.33 For applications to be considered at an Ordinary Meeting of Council the application must be received at least 10 working days prior to the meeting date to provide sufficient time to assess and report the application to Council.
- 6.34 If the Minor Grant Program budget allocation is exhausted before the end of the financial year, the Program will be suspended immediately. New applications will not be accepted until the beginning of the new financial year. Applicants will be advised if their applications cannot be processed until the new financial year commences.

### Funding Conditions

- 6.35 Successful applicants of grants up to \$1,000 must provide proof of purchase/expenditure within three months of the expenditure or no later than within 12 months from receipt of the grant.
- 6.36 Successful applicants of grants over \$1,000 must enter into a written funding agreement with Council which will hold the organisation accountable for the delivery and financial acquittal of the funded activity/project.
- 6.37 Funded projects and equipment purchases must be completed within 12 months of receiving funding.
- 6.38 All successful applicants must appropriately acknowledge Knox City Council, in accordance with guidelines provided or as specified in a funding agreement.
- 6.39 Funding may only be used for the purpose stated on the grant application.
- 6.40 Council's decision in relation to funding applications is final.
- 6.41 Grant recipients must seek approval from Council for any proposed changes to expenditure or acquittal timeframes.



#### Program Oversight

- 6.42 At the conclusion of each Financial Year, any unallocated funds from the Minor Grants Program will be carried forward and allocated to Council's Minor Grants Program in the following financial year.
- 6.43 The allocation and payment of Minor Grants from the Minor Grants Program shall be temporarily suspended prior to any Council election or by-election in accordance with Council's Election Period Policy.
- 6.44 Failure to submit proof of expenditure and/or financial acquittal documentation, as per the requirements of clauses 6.35, to 6.39 inclusive, may render the community group ineligible for any future Grant offered by Council.

### 7. Crisis Response Provision for Minor Grants

In the event of a declared emergency or exceptional circumstance, such as a natural disaster or pandemic impacting the municipality, Council or its delegate may waive specific clauses in this document to enable appropriate support to community organisations.

### 8. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this policy, such a change may be made administratively. Examples of minor administrative changes include change 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.

## 8.4 Use of Library Reserve Funds for the Knox Library

**SUMMARY: Manager Community Wellbeing, Petrina Dodds Buckley and Chief Financial Officer, Navec Lorkin**

The Eastern Regional Libraries Corporation (ERLC) delivers library services to the Knox community on Council's behalf. At the ERLC Board Meeting held on 25 February 2021, the Board approved the distribution of accumulated surplus to the three member Councils (Knox, Maroondah and Yarra Ranges) with each Council receiving a distribution of \$2.0M in the 2021/2022 financial year.

At the Ordinary Meeting of Council held on 27 June 2022, Council approved the establishment of a Library Reserve account to hold these funds for the purpose of major capital expenditure for acquiring, refurbishing, or redeveloping library premises as standalone premises, or as part of community hubs for all five Knox Library Branches.

Construction of the new Knox Library is being undertaken in the 2022/2023 financial year as part of Scentre Group's redevelopment of Westfield Knox. Whist funding for the fit-out and construction of the new Library will be funded from the 2022/2023 Council Capital Works budget (which includes the Living Libraries grant), additional funds are required to purchase new furniture.

This report seeks approval to allocate \$495,000 for the purpose of acquiring furniture for the new Knox Library at Westfield Knox.

The intended opening of the Knox Library is 27 April 2023, and furniture is required to be installed prior to this date.

### RECOMMENDATION

**That Council approves the allocation of up to \$495,000 from the Library Reserve account for the purpose of purchasing furniture for the new Knox Library located at Westfield Knox.**

### INTRODUCTION

Development of a new Knox Library is included as a project within Council's 2022/2023 Capital Works Program. The Library will be located within the redeveloped Westfield Knox and will occupy around 2,000 square metres within the former Myer tenancy, with improved profile and access from within the shopping centre. Council's Youth Information Centre will also relocate into the new library.

Council will be provided with the library "shell" and is then responsible for undertaking the internal works and library fit out to a finished state. The next stage will be to acquire furniture, fixtures and fittings not included in the scope of works or project budget allocated as part of the Capital Works Program. The project assumed the cost of furniture to be funded from the ERLC Reserve with a total funding of \$450,000 plus a 10% contingency of \$45,000 required to provide new furniture.

Furniture in the current temporary Knox Express Library is not suitable for the new space and will be distributed where possible to other libraries within the Eastern Regional Libraries.

## 2. DISCUSSION

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, they also provide safe spaces for those more vulnerable and support mental health and wellbeing by increasing social connection and connecting communities.

As part of the Westfield Knox redevelopment, Council will occupy 2,000 square metres of the former Myer location for the new permanent Knox Library and Youth Information Centre.

Knox Library is part of the Eastern Regional Libraries Corporation (ERLC) which provides library services to Knox City Council, Maroondah City Council and Yarra Ranges Council. Together, the three municipalities cover a large geographic area in the outer metropolitan area of Melbourne, servicing a diverse range of communities with a combined population of over 440,000 people.

The Knox Youth Information Centre (YIC) will share tenancy with the Knox Library. YIC provides information, referral and support programs for young people aged 10-25 years who live, work, study or relax in the City of Knox. Staff and support personnel at the Westfield Library location will offer services providing information, support and individual assistance relating to family conflict, accommodation, drug and alcohol issues, relationships, sexual health, sexuality, employment and training.

Whilst the construction is underway, officers would like to commence purchasing the required furniture. The total cost is estimated to be \$450,000 with a further 10% contingency. A list of furniture to be purchased includes:

• Task chairs - staff	• Drafting chairs - reception
• Multipurpose chairs / function	• Meeting room chairs
• Café chairs	• Café chairs with arms
• Stools for bench	• Armchairs – mid
• Armchairs – feature	• Library computer chairs
• Kids chairs	• Bean bags
• Kids ottoman curved	• Ottomans – large
• Couches	• Outdoor chairs
• Chair trolley	• Meeting table rectangular – flip - small
• Meeting table rectangular – flip – large	• Meeting table large
• Function room tables (round, 10 person)	• Outdoor tables
• Café table square	• Children’s tables
• Mobile pedestals	• Tambour storage units 1000 high
• AV equipment	• Soundproof pods – 2 large or 3 small
• ERLC book shelving	

**Table 1: Furniture to be Purchased for the New Knox Library and YIC**

## 3. CONSULTATION

As part of developing the internal design of the new Knox Library/YIC, regular consultation and engagement with key stakeholders has been undertaken to ensure functional requirements and best design practices are incorporated into the design of the spaces.

Significant input has been provided by Eastern Regional Libraries Corporation representatives, as the primary tenant, as well as Council’s Youth Services team and the Youth Advisory Committee,

to ensure a contemporary library design that creates inclusive, safe and accessible spaces that are flexible enough to support varied uses by the community.

#### **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.

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 upgrading of existing infrastructure or inclusion in new builds.

#### **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. The existing furniture in the Knox Express library (temporary library) will be redistributed and reused where possible within the Eastern Region Libraries.

#### **6. FINANCIAL & ECONOMIC IMPLICATIONS**

Reserve funds are managed in line with annual budget process or through approval by Council for priorities outside of the annual budget cycle.

The estimated cost of furniture is \$450,000 plus a 10% allowance of \$45,000 for contingency.

Funds of up to \$495,000 will only be drawn down from the Library reserve if they are required.

The total balance of the Library Reserve is \$2,000,000. Should the full amount of \$495,000 be required, this would leave a remaining balance of \$1,505,000.

#### **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 5.1 - 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:**                    **Manager Community Wellbeing, Petrina Dodds Buckley and Chief Financial Officer, Navec Lorkin**

**Report Authorised By:**            **Director Connected Communities, Tanya Scicluna**

### **Attachments**

Nil

## 8.5 Flying and Display of Flags Policy

**SUMMARY:** Acting Coordinator Governance, Saskia Weerheim

**The Flying and Display of Flags at the Knox Civic Centre is due for updating to ensure that Council's Policy aligns with accepted national flag protocols. This report presents Council with an overview of the key proposed changes to the Policy. The changes incorporate the most up-to-date flag protocol advice from the Federal Government and covers all flags managed by Council within the Knox municipality.**

### **RECOMMENDATION**

**That Council adopt the Council Flying and Display of Flags Policy as set out in Attachment 2 of the officer's report.**

#### **1. INTRODUCTION**

The Flying and Display of Flags at the Knox Civic Centre Policy has not been reviewed for some time and does not reflect current flag protocols as set out by the Commonwealth Government in its publication, "Australia Flags". The updated Policy responds to the official flag protocols and provides clear guidance for the Chief Executive Officer, Council and Council officers as to the correct and acceptable practices for flying the Australian flag and other flags.

Proposed key changes to the Policy include:

- Changing the name of the Policy to ensure that it is applicable for all flagpoles under Council management.
- Ceasing the practice of routinely flying the Knox flag and instead, routinely flying the Torres Strait Islander Flag at the Civic Centre along with the Australian Flag, Aboriginal Flag and Victorian Flag.
- Outlining significant dates and the order of flags to be flown on those dates for the Civic Centre flagpoles.
- Outlining the approval process for requests received from the community.

#### **2. DISCUSSION**

Flags are highly symbolic, and it is important that Council comply with the appropriate protocols for flying flags to ensure they are flown with respect and dignity. This Policy recognises the Australian National flag as the nation's foremost symbol and outlines how this flag should be treated. The flying of the Australian National Flag is governed by a number of conventions outlined in a Commonwealth publication "Australia Flags". This publication forms the basis for this Policy. The Policy also provides clear direction for Council as to which flags should fly on Council managed flag poles.

The key changes to the Policy are outlined below.

## **2.1 Policy Name**

The draft Policy clearly articulates the flag protocols that apply to:

- The Civic Centre flagpoles, where there are four flagpoles; and
- The Albert Avenue roundabout flagpole, where there is one flagpole.

The Policy name has been amended to reflect the broader scope of the Policy, from just the Civic Centre flagpoles to include the Albert Avenue flagpole, as well as any other flagpole managed by Council. (Changes to the policy are shown tracked in Attachment 1, and a clean copy of the policy is included as Attachment 2).

## **2.2 Flags**

As the Australian flag is the foremost symbol according to flag protocol, it must always take the position of honour. For the Civic Centre, this means the position on the far left, when you are facing the Civic Centre. At the Albert Avenue roundabout, the Australian flag must always fly as there is only one flagpole and protocol indicates the Australian flag should not be displaced in favour of another flag.

The Aboriginal flag is permanently flown beside the Australian flag at the Civic Centre. Consultation was recently undertaken with local First Nations people, through Council's Reconciliation Action Plan (RAP) Working Group. They have advised that visual recognition is one way that Council can respect and acknowledge First Nations people. It is for this reason that they have requested that Council permanently fly the Torres Strait Islander flag alongside the Aboriginal flag and the Australian flag. The Torres Strait Islander flag is currently only flown at significant times including on Sorry Day, during NAIDOC Week and Reconciliation Week.

This proposed change in Policy recognises the importance of cultural safety and partnership with First Nations people by providing a symbolic recognition for all First Nations people, both within Knox and for those who travel around and through Knox.

As there are only four flagpoles on the Civic Centre lawn, officers recommend Council no longer routinely fly the Knox flag. The rationale for this suggestion is that the Knox flag bears our corporate logo and is not a formal flag. In addition, the Civic Centre flagpoles are located next to the official Knox City Council sign, which clearly and prominently displays Council's logo and name.

This proposal for Council consideration would mean that in ordinary circumstances, the following flags would be flying on the Civic Centre flagpoles:

- Australian Flag;
- Aboriginal Flag;
- Torres Strait Islander Flag; and
- Victorian State Flag.

## **2.3 Order and Combination of Flags**

As well as outlining the flags to be flown, the Policy also sets out a schedule of specific flag combinations to honour or acknowledge specific dates throughout the year. Such events are listed in Section 6.7 of the Policy.

As well as the specific flag combinations, the Policy also allows for consideration of Council flying other flags (or lowering flags as a sign of respect), either through a request from the community or



to acknowledge a sovereign nation or organisational flag. The Policy outlines the process for consideration of such requests.

## **2.4 Flag Protocols**

The flag protocols, found in the Commonwealth Government publication, 'Australian Flags' are updated from time to time. The Policy acknowledges this document as the primary source of protocol advice. (Extracts from the Booklet are available in Attachment 3, or in full online from the [Department of Prime Minister and Cabinet](#)) Any proposed exceptions to this Policy or flag protocol advice can only be approved by the CEO in consultation with the Mayor, or Council.

The Policy outlines other expectations, in line with flag protocols, about the correct treatment and handling of flags. These include:

- The flying of flags at public Council meetings;
- Illumination of flags poles;
- Precluding flags flying from banner posts; and
- The protocols around the flying of flags at half-mast.

The Policy also outlines the notification process to ensure prompt implementation of changes.

## **3. CONSULTATION**

Consultation was undertaken with local First Nations people through Council's Reconciliation Action Plan Working Group and their views are reflected in the discussion.

## **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 arising from this report.

## **6. FINANCIAL & ECONOMIC IMPLICATIONS**

There are no financial or economic implications arising from the Policy.

## **7. SOCIAL IMPLICATIONS**

There are no social implications arising from this Policy.

## **8. RELEVANCE TO KNOX COUNCIL PLAN 2021-2025 Connection, Resilience & 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.

## **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 Coordinator Governance, Saskia Weerheim

**Report Authorised By:** Director Customer and Performance, Greg Curcio

## **Attachments**

1. Attachment 1 - Flying and Display of Flags Draft Policy - Marked up [8.5.1 - 9 pages]
2. Attachment 2 - Flying and Display of Flags Draft Policy - Clean version [8.5.2 - 6 pages]
3. Attachment 3 - Extracts - Australian Flags Booklet [8.5.3 - 13 pages]



# Flying and Display of Flags ~~at the Knox Civic Centre~~

Policy Number:	2001/06	Directorate:	Customer and Performance
Approval by:	Council	Responsible Officer:	Manager Governance and Risk
Approval Date:	<del>25 March, 2014</del> -TBC	Version Number:	6
Review Date:	3 years (date TBC)		

## 1. Purpose

~~The purpose of this policy is to establish standards and principles for the flying and display of flags at the Knox Civic Centre.~~

The purpose of this Policy is to establish standards, principles and procedures for the flying and display of flags on Council owned and managed flag poles, both at the Civic Centre and at external locations within the Knox municipality.

## 2. Context

~~The flying of the Australian National Flag is governed by a number of conventions outlined in the 2006 Commonwealth publication titled 'Australian Flags – Part 2: The protocols for the appropriate use and flying of the flag'. This publication describes the history and significance of the Australian National Flag and other flags of Australia, and explains the protocol for flying and displaying flags within Australia.~~

~~There are four flag poles located at the front of the Knox Civic Centre.~~

Flags are highly symbolic, and it is important that Council comply with the appropriate protocols for flying flags to ensure they are flown with the proper respect and dignity.

The flying of the Australian National Flag is governed by a number of conventions outlined in a Commonwealth publication 'Australian Flags'. This publication forms the basis for this Policy and describes the history and significance of the Australian National Flag, Aboriginal Flag and Torres Strait Islander Flag of Australia, and provides the protocols for flying and displaying flags.



## Flying and Display of Flags Policy

### 3. Scope

~~This policy applies to the displaying of flags both internally and externally at the Knox Civic Centre.~~

This policy applies to flags flown on:

- The Civic Centre Flagpoles;
- The Albert Avenue Flagpole; and
- Other flagpoles that are managed by Knox City Council within the municipality.

As the 'Australian Flags' publication is updated from time-to-time, the flag conventions outlined in this publication will prevail over this Policy where inconsistencies are found. Any proposed exceptions from this Policy or the flag protocols must be approved by the Chief Executive Officer or Council.

### 4. References

#### 4.1 Community Plan 2021-2031

#### 4.2 Council Plan 2021-2025

- **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

- Flags Act 1953 (Cth)

#### 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

- Nil

#### 4.6 Related Council Procedures

- Nil

#### 4.7 Related Documents

- Department of the Prime Minister and Cabinet, *Australian Flags Booklet*, May 2022.



## Flying and Display of Flags Policy

## 5. Definitions

**Albert Avenue Flagpole** means the Council owned flagpole in the roundabout at the corner of Albert Avenue and Boronia Road, Boronia.

**Bona Fide Organisation** ~~Such groups would comprise organisations that are incorporated, recognised internationally or under an Act of parliament. These would include the Red Cross, St John Ambulance, Olympic Organisation, the Scout Association of Australia and like organisations.~~

~~means organisations that are incorporated, recognised internationally or under an Act of Parliament. These would include organisations such as the United Nations, Red Cross, St John Ambulance, Olympic Organisation, the Scout Association of Australia and like organisations.~~

**Civic Centre Flagpoles** means the four Council owned flagpoles located on the Burwood Highway frontage of the Knox Civic Centre.

**Civic Centre Banner Posts** means the posts located on the Burwood Highway frontage of the Knox Civic Centre used to hoist and display advertising banners, as distinct from flags.

**IDAHOBIT** means International Day Against Homophobia, Biphobia, Interphobia & Transphobia.

**Protocol Advice** means advice issued from the Department of Prime Minister and Cabinet, or the Victorian Department of Premier and Cabinet, regarding protocols for flying the Australian National Flag, or other flags.

**Sovereign Nations** The Australian Government's policy in relation to the flying of other nations' flags is to fly only the official flags of nations recognised by Australia.

**Flag Pole** There are four flag poles to the front of the Knox Civic Centre. Protocol dictates that only one flag at a time is flown from each of these flag poles.

**Banner Post** There are four banner poles to the front of the Knox Civic Centre. It is not appropriate that flags of sovereign nations be flown from these poles.



## Flying and Display of Flags Policy

### 6. Council Policy

#### 6.1 Flags to be Flown from the Civic Centre Flag Poles

The Australian flag should be treated with the respect and dignity it deserves as the nation's foremost symbol.

With respect to the flying of flags at the Knox Civic Centre, Council will:

- Fly the Australian National flag at the front of the Civic Centre in accordance with Commonwealth Policy (no flag shall displace the Australian flag).
- Fly the Victorian State Flag, Australian Aboriginal Flag and the Knox City Council flag alongside the Australian National flag in accordance with Commonwealth Policy (no flag shall displace the Australian flag).
- Fly the Torres Strait Islander flag during National Reconciliation Week, NAIDOC week and on National Sorry Day in accordance with Commonwealth Policy (in place of the Knox flag).
- Ensure that the Australian National flag, flags of sovereign nations and proclaimed flags are not flown from banner posts.

Only fly the flags of other sovereign nations or bona fide organisations where one or more of the following conditions is met:

- To honour a visiting dignitary; or
- The Mayor and Chief Executive Officer determine that it is appropriate to fly a sovereign flag or flag of a bona fide group; or
- Council makes a specific resolution to fly the flag of a sovereign nation or bona fide organisation.



## Flying and Display of Flags Policy

### **6.2 Display of Flags within the Civic Centre**

To accommodate requests from community representatives to acknowledge national days and special events, Council will permit the display of flags from other sovereign nations and bona fide interest groups within the Civic Centre. This will be undertaken upon the request of such a group where all of the following conditions are met:

- A request to display the flag is received in writing by Council's Manager— Governance (this may necessitate completion of an application form to provide specific details relating to the applicant organisation, national and/or event); and
- The flag to be flown represents a sovereign nation or bona fide group; and
- The flag to be displayed is not politically sensitive, likely to cause distress or give offence to any group or persons; and
- The flag is to be displayed on a day of relevant significance (eg national day, awareness day, significant event); and
- That the flag be supplied to Council by the group making the request.

Where approval is granted to display a flag within the Civic Centre the group sponsoring the flag shall be invited to provide a small display relevant to the sovereign nation or bona fide organisation to promote understanding and awareness.

Council, at the discretion of the Chief Executive Officer, reserves the absolute right to refuse any request or to remove any flag and/or display at any time.

### **General Principles**

The Australian National flag should be treated with the respect and dignity it deserves as the nation's foremost symbol. No flag should displace the Australian National flag unless specifically in accordance with protocol advice. Council will fly flags in a manner consistent with the protocols published by the Department of the Prime Minister and Cabinet and contained in the 'Australian Flags Booklet'.

Management of Council flag poles is the responsibility of the relevant Council facility advocate.

### **General Protocol Advice**

#### **6.1 Flag Protocol – Civic Centre Flagpoles**

The Australian National flag shall fly at the Civic Centre Flagpoles, ordinarily with a combination of the following flags:

- Australian Aboriginal Flag; and
- Torres Strait Islander Flag; and
- Victorian Flag.

#### **6.2 Flag Protocol – Albert Avenue Flagpole**

As there is only one flagpole at the Albert Avenue site, only the Australian National flag shall fly in accordance with protocol advice.



## Flying and Display of Flags Policy

### **6.3 Flag Protocol – Council meetings**

The Australian National Flag, the Australian Aboriginal Flag and the Torres Strait Islander Flag will be flown at all public Council Meetings.

### **6.4 Flag Protocol – other Council Flagpoles**

Protocol advice and this Policy will govern the management of other Council flagpoles.

### **6.5 Flag Poles and Illumination**

Flags must only be flown on flagpoles. Flags should never be flown from the Civic Centre banner posts or any other banner posts managed by Council.

Flags may only be flown at night when illuminated. If the flag is not illuminated, the flag should be raised no earlier than first light and should be lowered no later than dusk, in line with protocol advice.

### **6.6 Flying Flags at Half-Mast**

1. Except in accordance with protocol advice, the Chief Executive Officer shall be responsible for determining and communicating when flags should be flown at half-mast, subject to prior consultation with the Mayor. Such events that Council may acknowledge could include:

- The passing of current or past Council members;
- The passing of current or past staff members;
- The passing of Knox residents or volunteers who have contributed to the municipality; or
- Other significant events as determined by the Chief Executive Officer, in consultation with the Mayor.

2. The following general protocols for flying flags at half-mast shall be observed:

- The flag must first be raised to the top of the mast (the peak), before being lowered slowly to the half-mast position.
- The half-mast position is at least one flag height from the peak, or a third of the distance down from the peak.
- All flags in the set should be flown at half-mast.
- The Australian National Flag should be raised first and lowered last.
- Flags must not be flown at half-mast at night unless advised.

### **6.7 Order of Flags**

When flying the Australian National Flag with state flags and/or other flags in a line of flagpoles, the order of the flags should follow the rules of precedence. The Australian National Flag should take precedence over all flags.

The Australian National Flag should be flown on the far left of a person facing the building. For example, if the Australian National Flag was being flown with a state flag, the Australian Aboriginal Flag and the Torres Strait Islander flag, the Australian National Flag would be flown on the far left (the position of honour), followed by the Victorian flag, the Australian Aboriginal Flag and the Torres Strait Islander flag.





## Flying and Display of Flags Policy

### **6.8 Specific flag combinations:**

The table below outlines the flag combinations according to Flag Protocol. Other flag combinations (including flags of other sovereign nations, bona fide organisations or other flags) may be flown from time to time at the direction of the Chief Executive Officer or Council, in accordance with this Policy.

<b>Day</b>	<b>Australian National Flag</b>	<b>Australian Aboriginal Flag</b>	<b>Torres Strait Islander Flag</b>	<b>Victorian Flag</b>	<b>Other Flag</b>	<b>Notes</b>
<b>Anniversary - establishment of the Commonwealth:</b> 1 January	Yes	Yes	Yes	Yes		
<b>Australia Day:</b> 26 January	Yes	Yes	Yes	Yes		
<b>Anniversary of the Apology to Members of the Stolen Generations:</b> 13 February	Yes	Yes	Yes	Yes		
<b>Commonwealth Day:</b> 2nd Monday in March	Yes	Yes	Yes	Yes		
<b>Harmony Day:</b> 21 March	Yes	Yes	Yes	Yes		
<b>ANZAC Day:</b> 25 April	Yes	Yes	Yes	Yes		Flags to be flown at half-mast according to protocol advice.
<b>IDAHOBIT Day:</b> 17 May, and/or week including	Yes	Yes	Yes		Yes	Rainbow Flag
<b>National Sorry Day:</b> 26 May	Yes	Yes	Yes	Yes		
<b>National Reconciliation Week:</b> 27 May – 3 June	Yes	Yes	Yes	Yes		
<b>Queen's Birthday:</b> 2nd Monday in June	Yes	Yes	Yes	Yes		
<b>NAIDOC Week:</b> Nominated week in July	Yes	Yes	Yes	Yes		
<b>Australian National Flag Day:</b> 3 September	Yes	Yes	Yes	Yes		
<b>United Nations Day:</b> 24 October	Yes	Yes	Yes		Yes	United Nations Flag
<b>Remembrance Day:</b> 11 November	Yes	Yes	Yes	Yes		Flags to be flown at half-mast according to protocol advice.

### **6.9 Requests from the community**

Council may accommodate requests from community representatives for the display of particular flags, by permitting flags to be displayed within the Civic Centre building.

The Chief Executive Officer will consider requests from the community having regard to the criteria set out in this Policy.

Where approval is granted to display a flag at the Civic Centre, the requestor:

- Must supply the flag.



## Flying and Display of Flags Policy

- Provide appropriate resources to inform / educate the community regarding the flag and the reason for the request to display it.

Council, at the discretion of the Chief Executive Officer, reserves the absolute right to refuse any request or to remove any flag and/or display at any time.

### **6.10 Sovereign and Organisational Flags**

1. Council will only fly the flags of other sovereign nations or bona fide organisations in the following circumstances:

- To honour a visiting dignitary; or
- Where the Mayor and the Chief Executive Officer have determined it is appropriate to fly a sovereign flag or flag of a bona fide organisation; or
- Where Council or the Strategic Planning Committee has made a specific resolution to fly the flag of a sovereign nation or bona fide organisation.

2. The following criteria will be considered before making a determination to fly a sovereign or organisational flag:

- Whether the flag is likely to be politically sensitive, cause distress or give offence to any group or persons;
- The significance of the day on which the flag is proposed to be flown (e.g a national day, awareness day, or anniversary of a significant event);
- Where the flag of a sovereign nation is to be flown in accordance with this section, only the official flags of said nation as recognised by the Commonwealth of Australia may be flown.

3. The Chief Executive Officer may consider any request to fly flags of other sovereign nations or organisations, or other flags from time to time.

In making any determination, the Chief Executive Officer will consider:

- The provisions of this Policy and protocol advice;
- Any relevant Council resolutions; and
- The Council Plan and any other relevant formal policies or positions of Council.

The Chief Executive Officer may make a determination in accordance with this Policy and in consultation with the Mayor, or refer requests to a Council or Strategic Planning Committee meeting for Council to determine the request.

### **6.11 Other flags**

1. Council may fly any other flag in the following circumstances:

- Where the Mayor and the Chief Executive Officer have determined it is appropriate to fly the flag; or
- Where Council or the Strategic Planning Committee has made a specific resolution to fly the flag.

2. The following criteria shall be considered before making a determination to fly any other flag:



## Flying and Display of Flags Policy

- Whether the flag is likely to be politically sensitive, cause distress or give offence to any group or persons; and
- The significance of the flag that has been requested to be flown; and
- The significance of the day on which the flag is proposed to be flown (e.g a national day, awareness day, or anniversary of a significant event).

### **6.12 Notification Procedure**

The Governance and Risk Department shall maintain subscriptions to relevant mailing lists that provide protocol advice, including those from:

- The Victorian Department of Premier and Cabinet; and
- The Department of Prime Minister and Cabinet.

To ensure protocol advice and other decisions regarding flag can be implemented promptly, the Governance and Risk Department shall implement appropriate processes to notify key stakeholders in:

- The Chief Executive's Office;
- The Operations Centre (responsible for management of the Albert Avenue Flagpole);
- Civic Centre Operations Staff (responsible for management of the Civic Centre Flagpoles);
- The Customer Service Team; and
- The Communications Team.

## **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 on approval of the Chief Executive Officer. Examples of minor administrative changes include change 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 at a Council or delegated Committee meeting.



# Flying and Display of Flags

Policy Number:	2001/06	Directorate:	Customer and Performance
Approval by:	Council	Responsible Officer:	Manager Governance and Risk
Approval Date:	TBC	Version Number:	6
Review Date:	3 years (date TBC)		

## 1. Purpose

The purpose of this Policy is to establish standards, principles and procedures for the flying and display of flags on Council owned and managed flag poles, both at the Civic Centre and at external locations within the Knox municipality.

## 2. Context

Flags are highly symbolic, and it is important that Council comply with the appropriate protocols for flying flags to ensure they are flown with the proper respect and dignity.

The flying of the Australian National Flag is governed by a number of conventions outlined in a Commonwealth publication 'Australian Flags'. This publication forms the basis for this Policy and describes the history and significance of the Australian National Flag, Aboriginal Flag and Torres Strait Islander Flag of Australia, and provides the protocols for flying and displaying flags.

## 3. Scope

This policy applies to flags flown on:

- The Civic Centre Flagpoles;
- The Albert Avenue Flagpole; and
- Other flagpoles that are managed by Knox City Council within the municipality.

As the 'Australian Flags' publication is updated from time-to-time, the flag conventions outlined in this publication will prevail over this Policy where inconsistencies are found. Any proposed exceptions from this Policy or the flag protocols must be approved by the Chief Executive Officer or Council.



## Flying and Display of Flags Policy

### 4. References

#### 4.1 Community Plan 2021-2031

#### 4.2 Council Plan 2021-2025

- **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

- Flags Act 1953 (Cth)

#### 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

- Nil

#### 4.6 Related Council Procedures

- Nil

#### 4.7 Related Documents

- Department of the Prime Minister and Cabinet, *Australian Flags Booklet*, May 2022.

### 5. Definitions

Albert Avenue Flagpole	means the Council owned flagpole in the roundabout at the corner of Albert Avenue and Boronia Road, Boronia.
Bona Fide Organisation	means organisations that are incorporated, recognised internationally or under an Act of Parliament. These would include organisations such as the United Nations, Red Cross, St John Ambulance, Olympic Organisation, the Scout Association of Australia and like organisations.
Civic Centre Flagpoles	means the four Council owned flagpoles located on the Burwood Highway frontage of the Knox Civic Centre.
Civic Centre Banner Posts	means the posts located on the Burwood Highway frontage of the Knox Civic Centre used to hoist and display advertising banners, as distinct from flags.
IDAHOBIT	means International Day Against Homophobia, Biphobia, Interphobia & Transphobia.
Protocol Advice	means advice issued from the Department of Prime Minister and Cabinet, or the Victorian Department of Premier and Cabinet, regarding protocols for flying the Australian National Flag, or other flags.
Sovereign Nations	The Australian Government's policy in relation to the flying of other nations' flags is to fly only the official flags of nations recognised by Australia.



## Flying and Display of Flags Policy

### 6. Council Policy

#### General Principles

The Australian National flag should be treated with the respect and dignity it deserves as the nation's foremost symbol. No flag should displace the Australian National flag unless specifically in accordance with protocol advice. Council will fly flags in a manner consistent with the protocols published by the Department of the Prime Minister and Cabinet and contained in the 'Australian Flags Booklet'.

Management of Council flag poles is the responsibility of the relevant Council facility advocate.

#### General Protocol Advice

##### 6.1 Flag Protocol – Civic Centre Flagpoles

The Australian National flag shall fly at the Civic Centre Flagpoles, ordinarily with a combination of the following flags:

- Australian Aboriginal Flag; and
- Torres Strait Islander Flag; and
- Victorian Flag.

##### 6.2 Flag Protocol – Albert Avenue Flagpole

As there is only one flagpole at the Albert Avenue site, only the Australian National flag shall fly in accordance with protocol advice.

##### 6.3 Flag Protocol – Council meetings

The Australian National Flag, the Australian Aboriginal Flag and the Torres Strait Islander Flag will be flown at all public Council Meetings.

##### 6.4 Flag Protocol – other Council Flagpoles

Protocol advice and this Policy will govern the management of other Council flagpoles.

##### 6.5 Flag Poles and Illumination

Flags must only be flown on flagpoles. Flags should never be flown from the Civic Centre banner posts or any other banner posts managed by Council.

Flags may only be flown at night when illuminated. If the flag is not illuminated, the flag should be raised no earlier than first light and should be lowered no later than dusk, in line with protocol advice.

##### 6.6 Flying Flags at Half-Mast

1. Except in accordance with protocol advice, the Chief Executive Officer shall be responsible for determining and communicating when flags should be flown at half-mast, subject to prior consultation with the Mayor. Such events that Council may acknowledge could include:

- The passing of current or past Council members;
- The passing of current or past staff members;
- The passing of Knox residents or volunteers who have contributed to the municipality; or



## Flying and Display of Flags Policy

- Other significant events as determined by the Chief Executive Officer, in consultation with the Mayor.
2. The following general protocols for flying flags at half-mast shall be observed:
- The flag must first be raised to the top of the mast (the peak), before being lowered slowly to the half-mast position.
  - The half-mast position is at least one flag height from the peak, or a third of the distance down from the peak.
  - All flags in the set should be flown at half-mast.
  - The Australian National Flag should be raised first and lowered last.
  - Flags must not be flown at half-mast at night unless advised.

### 6.7 Order of Flags

When flying the Australian National Flag with state flags and/or other flags in a line of flagpoles, the order of the flags should follow the rules of precedence. The Australian National Flag should take precedence over all flags.

The Australian National Flag should be flown on the far left of a person facing the building. For example, if the Australian National Flag was being flown with a state flag, the Australian Aboriginal Flag and the Torres Strait Islander flag, the Australian National Flag would be flown on the far left (the position of honour), followed by the Victorian flag, the Australian Aboriginal Flag and the Torres Strait Islander flag.

### 6.8 Specific flag combinations:

The table below outlines the flag combinations according to Flag Protocol. Other flag combinations (including flags of other sovereign nations, bona fide organisations or other flags) may be flown from time to time at the direction of the Chief Executive Officer or Council, in accordance with this Policy.

Day	Australian National Flag	Australian Aboriginal Flag	Torres Strait Islander Flag	Victorian Flag	Other Flag	Notes
<b>Anniversary - establishment of the Commonwealth:</b> 1 January	Yes	Yes	Yes	Yes		
<b>Australia Day:</b> 26 January	Yes	Yes	Yes	Yes		
<b>Anniversary of the Apology to Members of the Stolen Generations:</b> 13 February	Yes	Yes	Yes	Yes		
<b>Commonwealth Day:</b> 2nd Monday in March	Yes	Yes	Yes	Yes		
<b>Harmony Day:</b> 21 March	Yes	Yes	Yes	Yes		
<b>ANZAC Day:</b> 25 April	Yes	Yes	Yes	Yes		Flags to be flown at half-mast according to protocol advice.
<b>IDAHOBIT Day:</b> 17 May, and/or week including	Yes	Yes	Yes		Yes	Rainbow Flag
<b>National Sorry Day:</b> 26 May	Yes	Yes	Yes	Yes		
<b>National Reconciliation Week:</b> 27 May – 3 June	Yes	Yes	Yes	Yes		



## Flying and Display of Flags Policy

Day	Australian National Flag	Australian Aboriginal Flag	Torres Strait Islander Flag	Victorian Flag	Other Flag	Notes
<b>Queen's Birthday:</b> 2nd Monday in June	Yes	Yes	Yes	Yes		
<b>NAIDOC Week:</b> Nominated week in July	Yes	Yes	Yes	Yes		
<b>Australian National Flag Day:</b> 3 September	Yes	Yes	Yes	Yes		
<b>United Nations Day:</b> 24 October	Yes	Yes	Yes		Yes	United Nations Flag
<b>Remembrance Day:</b> 11 November	Yes	Yes	Yes	Yes		Flags to be flown at half-mast according to protocol advice.

### 6.9 Requests from the community

Council may accommodate requests from community representatives for the display of particular flags, by permitting flags to be displayed within the Civic Centre building.

The Chief Executive Officer will consider requests from the community having regard to the criteria set out in this Policy.

Where approval is granted to display a flag at the Civic Centre, the requestor:

- Must supply the flag.
- Provide appropriate resources to inform / educate the community regarding the flag and the reason for the request to display it.

Council, at the discretion of the Chief Executive Officer, reserves the absolute right to refuse any request or to remove any flag and/or display at any time.

### 6.10 Sovereign and Organisational Flags

1. Council will only fly the flags of other sovereign nations or bona fide organisations in the following circumstances:

- a. To honour a visiting dignitary; or
- b. Where the Mayor and the Chief Executive Officer have determined it is appropriate to fly a sovereign flag or flag of a bona fide organisation; or
- c. Where Council or the Strategic Planning Committee has made a specific resolution to fly the flag of a sovereign nation or bona fide organisation.

2. The following criteria will be considered before making a determination to fly a sovereign or organisational flag:

- a. Whether the flag is likely to be politically sensitive, cause distress or give offence to any group or persons;
- b. The significance of the day on which the flag is proposed to be flown (e.g a national day, awareness day, or anniversary of a significant event);
- c. Where the flag of a sovereign nation is to be flown in accordance with this section, only the official flags of said nation as recognised by the Commonwealth of Australia may be flown.

3. The Chief Executive Officer may consider any request to fly flags of other sovereign nations or organisations, or other flags from time to time.





## Flying and Display of Flags Policy

In making any determination, the Chief Executive Officer will consider:

- The provisions of this Policy and protocol advice;
- Any relevant Council resolutions; and
- The Council Plan and any other relevant formal policies or positions of Council.

The Chief Executive Officer may make a determination in accordance with this Policy and in consultation with the Mayor, or refer requests to a Council or Strategic Planning Committee meeting for Council to determine the request.

### 6.11 Other flags

1. Council may fly any other flag in the following circumstances:

- Where the Mayor and the Chief Executive Officer have determined it is appropriate to fly the flag; or
- Where Council or the Strategic Planning Committee has made a specific resolution to fly the flag.

2. The following criteria shall be considered before making a determination to fly any other flag:

- Whether the flag is likely to be politically sensitive, cause distress or give offence to any group or persons; and
- The significance of the flag that has been requested to be flown; and
- The significance of the day on which the flag is proposed to be flown (e.g a national day, awareness day, or anniversary of a significant event).

### 6.12 Notification Procedure

The Governance and Risk Department shall maintain subscriptions to relevant mailing lists that provide protocol advice, including those from:

- The Victorian Department of Premier and Cabinet; and
- The Department of Prime Minister and Cabinet.

To ensure protocol advice and other decisions regarding flag can be implemented promptly, the Governance and Risk Department shall implement appropriate processes to notify key stakeholders in:

- The Chief Executive's Office;
- The Operations Centre (responsible for management of the Albert Avenue Flagpole);
- Civic Centre Operations Staff (responsible for management of the Civic Centre Flagpoles);
- The Customer Service Team; and
- The Communications Team.

## 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 on approval of the Chief Executive Officer. Examples of minor administrative changes include change 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 at a Council or delegated Committee meeting.



Australian Government  
Department of the Prime Minister and Cabinet

EXTRACTS ONLY

# Australian Flags



## Foreword

***Australian Flags* was first published under the auspices of the Department of the Prime Minister and Cabinet in 1995 to provide information about the Australian National Flag, official Australian flags such as the Australian Aboriginal Flag and the Torres Strait Islander Flag, state and territory flags, and other flags flown in Australia.**

A 2nd edition of *Australian Flags* was published in 1998.

This 3rd edition of *Australian Flags* has a new structure to make the book easier to read and new illustrations to describe flag protocol:

- Part 1 outlines the elements of the Australian National Flag
- Part 2 explains the protocols for the appropriate use and the flying of the Australian National Flag
- Part 3 details other official flags of Australia
- Part 4 outlines the history of the Australian National Flag.

*Australian Flags* can be used as an educational resource and a source of general information about the history and proper use of the Australian National Flag and other flags of Australia by the Australian community, flag marshals and visitors to Australia.

A hard copy of *Australian Flags* can be obtained free of charge by contacting the electorate office of your local Senator or Member of the House of Representatives.

## Flying and use of the Australian National Flag

**The Australian National Flag may be flown on every day of the year. It is important to observe correct flag protocol when flying the flag. The following guidelines apply to the Australian National Flag and to flags generally.**



### **Who can fly the Australian National Flag?**

Any person may fly the Australian National Flag. However, the flag should be treated with the respect and dignity it deserves as the nation's most important national symbol.

Flag protocol is based on longstanding international and national practice.

### **Dignity of the flag**

The flag should not be allowed to fall or lie on the ground.

The flag should not be used to cover a statue, monument or plaque for an unveiling ceremony; to cover a table or seat; or to mask boxes, barriers or the space between the floor and the ground level on a dais or platform.

The flag should never be flown when in damaged, faded or dilapidated condition. When the material of the flag deteriorates to a point where it is no longer suitable for use, it should be destroyed privately, in a dignified way.

### **Flying and handling**

When flown in Australia or on Australian territory the Australian National Flag takes precedence over all other flags. See the order of precedence when flying the Australian National Flag in company with other flags.

The flag should not be flown in a position inferior to that of any other flag or ensign. The superior position is based on the formation of the flagpoles in the set, not the height of the flag on the flagpole.

The flag should not be smaller than that of any other flag or ensign.

The flag should be raised briskly and lowered with dignity.

The flag should always be flown aloft and free as close as possible to the top of the flag mast, with the rope tightly secured.

Unless all the flags can be raised and lowered simultaneously, the Australian National Flag should be raised first and lowered last when flown with other flags.

When the flag is raised or lowered, or when it is carried in a parade or review, all present should face the flag and remain silent. Those in uniform should salute.

The flag should be raised no earlier than first light and should be lowered no later than dusk.

The flag may only be flown at night when illuminated.

Two flags should not be flown from the same flagpole.

The flag should not be flown upside down, even as a signal of distress.

### **Disposal of flags**

When a flag becomes dilapidated and no longer suitable for use, it should be destroyed privately and in a dignified way. For example, it may be cut into small unrecognisable pieces, placed in an appropriate sealed bag or closed container then disposed of with the normal rubbish collection.

Alternatively you may conduct a flag retirement ceremony for a significant occasion. Further information is available on the Department of the Prime Minister and Cabinet's website.

FLYING AND USE OF THE AUSTRALIAN NATIONAL FLAG



**Displaying the Australian National Flag**

Whether the flag is displayed flat against a surface (either horizontally or vertically), on a staff, on a flag rope, or suspended vertically in the middle of a street, the canton should be in the uppermost left quarter as viewed by a person facing the flag.

In the case of the Australian National Flag, the Union Jack should be seen in the top left quarter of the flag. <sup>1</sup>

Even when the flag is displayed vertically, this rule must be followed, although to the casual observer the flag appears to be back to front. The reason for this is that the canton is the position of honour on the flag.

When the Australian National Flag is displayed alone on a speaker's platform, it should be flat against the wall or on a staff on the right of the speaker as he or she faces the audience. <sup>2</sup>

When displayed on a flag rope (a 'halyard'), the flag should be as close as possible to the top, with the flag rope tight.

If the national flag is vertically suspended in an east-west street, the canton should be towards the north. In a north-south street the canton should be towards the east. <sup>3</sup>

**Use of the flags on conference tables**

Should it be decided to place the flags of nations on a conference table, a single flag representative of each nation present should be placed in front of the leader of that country's delegation. <sup>4</sup>

**Flying the Australian National Flag alone**

When the Australian National Flag is flown alone, on top of, or in front of a building with two flagpoles, it should be flown on the flagpole to the left of a person facing the building. <sup>5</sup>

When flown alone, on top of, or in front of a building with more than two flagpoles, the Australian National Flag should be flown in the centre or as near as possible to it. <sup>6</sup>



FLYING AND USE OF THE AUSTRALIAN NATIONAL FLAG

**Flying the Australian National Flag with other nations' flags**

When the Australian National Flag is flown with the flags of other nations, all the flags should, if possible, be the same size and flown on flagpoles of the same height. According to international practice, no national flag should fly above another in peacetime.

The Australian National Flag must, however, take the position of honour.

When flying with only one other national flag, the Australian National Flag should fly on the left of a person facing the building. <sup>7</sup>

When flying the Australian National Flag along with several other national flags, the flags should follow the Australian National Flag in alphabetical order.

The Australian Government's policy in relation to the flying of other nations' flags is to fly only the official flags of nations recognised by Australia.

In a line of several national flags, and where there is an odd number of flags and only one Australian National Flag is available, the Australian National Flag should be flown in the centre. <sup>8</sup>



FLYING AND USE OF THE AUSTRALIAN NATIONAL FLAG



If there is an even number of flags and only one Australian National Flag is available, the Australian National Flag should be flown on the far left of a person facing the building. <sup>9</sup>



If there is an even number of flags and two Australian National Flags are available, one should be flown at each end of the line. The flagpoles must be of uniform height. <sup>10</sup>



When crossed with another national flag, the Australian National Flag should be on the left of a person facing the flags and its staff should cross in front of the staff of the other flag. <sup>11</sup>



In a semi-circle of flags, the Australian National Flag should be in the centre. <sup>12</sup>



In an enclosed circle of flags, the Australian National Flag should be flown on the flagpole immediately opposite the main entrance to the building or arena. <sup>13</sup>

FLYING AND USE OF THE AUSTRALIAN NATIONAL FLAG



**Flying the Australian National Flag with state and other flags**

When flying the Australian National Flag with state flags and/or other flags (such as the Australian Aboriginal Flag, the Torres Strait Islander Flag, local government flags, house flags, club pennants, corporate and company flags) in a line of flagpoles, the order of the flags should follow the rules of precedence. The Australian National Flag should always be flown on the far left of a person facing the building. <sup>14</sup> With the exception of a flagpole fitted with a gaff, a house flag or club pennant should never be flown above a national flag.

For example, if the Australian National Flag was being flown with a state flag, the Australian Aboriginal Flag and a local government flag, the Australian National Flag would be flown on the far left (the position of honour), followed by the state flag, the Australian Aboriginal Flag and the local government flag.

If there are two Australian National Flags, one can be flown at each end of a line of flags. <sup>15</sup>

If one flagpole is higher than other poles, the Australian National Flag should be flown on that flagpole.

For example, when displaying the Australian National Flag, the Australian Aboriginal Flag and the Torres Strait Islander Flag on a flag stand where the centre flagpole is highest, the Australian National Flag should be placed in the centre.

In a single or double row of flagpoles, arranged at right angles from a structure, such as a building or memorial, the Australian National Flag should be flown on the far left flagpole nearest the kerb. <sup>16</sup> If two Australian National Flags are available the second flag should be flown on the flagpole on the right nearest the kerb.

In a double row of flagpoles, where there is no formal focal point, such as a building or memorial, the Australian National Flag should be flown on the diagonal corners of the arrangement, with all other flags being arranged according to precedence as for a single row. <sup>17</sup>

FLYING AND USE OF THE AUSTRALIAN NATIONAL FLAG



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**Flying the Australian National Flag on a yardarm**

When the Australian National Flag is being displayed from a flagpole fitted with a yardarm and is flying with another national flag, the Australian National Flag should be flown on the left of the yardarm and the flag of the other nation should be flown on the right of the yardarm, as viewed from the front of the flagpole/gaff combination. 18



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If the Australian National Flag is being displayed from a flagpole fitted with a yardarm and is flying with a state flag and a house flag or pennant, the Australian National Flag should be flown from the top of the flagpole, the state flag on the left of the yardarm, and the house flag or pennant on the right of the yardarm, as viewed from the front of the flagpole/gaff combination. 19



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**Flying the Australian National Flag on a flagpole with a gaff**

If the flagpole is fitted with a gaff, the Australian National Flag should be flown from the peak of the gaff, which is the position of honour, even though the Australian National Flag is then lower than the flag flying from the top of the flagpole. This international tradition originates from the days of sailing ships, when it was necessary to keep the flag free of the ship's rigging. 20

The next position of prominence is the peak of the flagpole, then the left-hand side of the yardarm, then the right-hand side, as viewed from the front of the flagpole/gaff combination.



21

**Flying the Australian National Flag and red ensign on ships**

The Australian red ensign is the flag to be flown by Australian-registered merchant ships. Either the Australian National Flag or the Australian red ensign can be flown by government ships, fishing vessels, pleasure craft, small craft and commercial vessels under 24 metres in tonnage length, but not both ensigns at the same time. 21



22

The rules for flying flags on non-defence ships are set out in sections 29 and 30 of the *Shipping Registration Act 1981* and regulation 22 of the Shipping Registration Regulations. Foreign vessels may, as a courtesy, fly from the foremast either the Australian National Flag or the Australian red ensign when berthed in an Australian port. 22





21

23

FLYING AND USE OF THE AUSTRALIAN NATIONAL FLAG



24



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**Carrying the Australian National Flag in a procession**

In a line of flags carried in single file, the Australian National Flag should always lead. Flags are carried so that the right hand of the carrier is above the left hand. 23

In a line of flags carried abreast, it is preferable to have an Australian National Flag carried at each end of the line. 24

If, however, only one Australian National Flag is available, the following applies:

- If there is an odd number of flags, the Australian National Flag should be carried in the centre of the line.
- The flag next highest in order of precedence should be flown to the left of the Australian National Flag (as seen by a viewer facing the flag bearers), the next ranking flag to the right of the Australian National Flag and so on. 25

- If there is an even number of flags, the Australian National Flag should be carried on the right-hand end of the line facing the direction of movement (that is, the left end of the line as viewed by a person facing the flags). 26

**Lowering the Australian National Flag in a procession**

The Australian National Flag should not be lowered as a form of salute, even when it is appropriate for other flags or ensigns being carried in a procession to be lowered as a form of salute.

22

FLYING AND USE OF THE AUSTRALIAN NATIONAL FLAG

**Flying the Australian National Flag at half-mast**

Flags are flown in the half-mast position as a sign of mourning. <sup>27</sup>

To bring the flag to the half-mast position, the flag must first be raised to the top of the mast (the 'peak'), then immediately lowered slowly to the half-mast position. This position is estimated by imagining another flag flying above the half-masted flag – in European mythology, the flag flying above is the flag of death. The flag must be lowered to a position recognisably half-mast so that it does not simply appear to have slipped down from the top of the flagpole. An acceptable position would be when the top of the flag is a third of the distance down from the top of the flagpole.

When lowering the flag from a half-mast position, it should first be raised briefly to the peak, then lowered ceremoniously.

A flag should not be flown at half-mast at night, whether or not the flag is illuminated, unless direction to half-mast the flag for an extended period of time has been issued.

When flying the Australian National Flag with other flags, all flags in the set should be flown at half-mast. The Australian National Flag should be raised first and lowered last.

There are occasions when direction will be given by the Australian Government for all flags to be flown at half-mast.

Some examples of these occasions are:

- On the death of the Sovereign (King or Queen) – the flag should be flown from the time of announcement of the death up to and including the funeral. On the day the accession of the new Sovereign is proclaimed, it is customary to raise the flag to the top of the mast from 11 am until the usual time for closure of business.
- On the death of a member of the royal family – by special command of the Sovereign and/or by direction of the Australian Government.
- On the death of the Governor-General or a former Governor-General.
- On the death of a distinguished Australian citizen, in accordance with protocol.
- On the death of the head of state of another country with which Australia has diplomatic relations – the flag would be flown at half-mast on the day of the funeral or as directed.
- On days of national commemoration such as Anzac Day and Remembrance Day.

Flags in any locality may be flown at half-mast on the death of a local citizen or on the day, or part of the day, of their funeral without direction from the Australian Government.



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24

FLYING AND USE OF THE AUSTRALIAN NATIONAL FLAG

**Draping a coffin**

The Australian National Flag may be used to cover the coffin of any deceased Australian citizen at their funeral. The canton should be draped over the 'left shoulder' of the coffin, representing the heart. The flag should be removed before the coffin is lowered into the grave or, at a crematorium, after the service. The deceased's service headdress, sword or baton, awards or medals if any and family flowers may be placed on the flag covering the coffin. Care should be taken during the interment to maintain the dignity of the flag. 28



**Flying the Australian National Flag on public holidays**

All organisations and individuals are encouraged to fly the Australian National Flag on public holidays.

**Display at polling places**

Where possible, the Australian National Flag should be displayed in or near every polling place on days when votes are being cast in a national election or referendum.

**Flying the Australian National Flag on Australian Government buildings**

The Australian Government has directed that the Australian National Flag be flown on its buildings during normal working hours on normal working days. This will vary on days of mourning, when the flag is flown at half-mast, and on days of national commemoration.

If more than one flagpole is available at an Australian Government building, other flags, such as house flags, may be flown from the additional flagpole, with the Australian National Flag in the pre-eminent position.

**Commercial use of the flag or flag image**

The Australian National Flag, or representation of the flag, may be used for commercial or advertising purposes without formal permission, subject to the following guidelines:

- The flag should be used in a dignified manner and reproduced completely and accurately.
- The flag should not be defaced by overprinting with words or illustration.
- The flag should not be covered by other objects in displays.
- All symbolic parts of the flag should be identifiable.

It is not necessary to seek formal permission to use the Australian National Flag for commercial purposes. However, the Parliamentary and Government Branch is available to provide advice on the appropriate use or representation of the Australian National Flag for commercial purposes.

In regard to the importation of items bearing an image of the Australian National Flag, importers must consult the Department of the Prime Minister and Cabinet for approval of the item before importing the items into Australia.

## FLYING AND USE OF THE AUSTRALIAN NATIONAL FLAG

**Special days for flying flags**

The following list shows days of commemoration on which the flying of the Australian National Flag and, where appropriate, other flags, is particularly encouraged. Unless noted otherwise, these days are celebrated nationally.

**1 January** — Anniversary of the establishment of the Commonwealth of Australia

**26 January** — Australia Day

**13 February** — Anniversary of the Apology to Members of the Stolen Generations

**March, second Monday** — Commonwealth Day

**21 March** — Harmony Day – Harmony Day began in 1999 and celebrates Australia's success as a diverse society united as one family by a common set of values.

**25 April** — Anzac Day – Flags are flown at half-mast until noon then at the peak until the usual time for closure of business.

**9 May** — Anniversary of the inauguration of Canberra as the seat of government (Australian Capital Territory only)

**27 May to 3 June** — National Reconciliation Week – In recognition of 27 May as the anniversary of the 1967 Referendum which successfully removed from the Constitution clauses that discriminated against Indigenous Australians and 3 June as the anniversary of the High Court decision in the Eddie Mabo land rights case of 1992.

**June, second Monday** — Celebrated as the Queen's Birthday, except in Queensland and Western Australia, where it is observed later in September or October.

**July, nominated week** — NAIDOC Week (originally an acronym for National Aboriginal and Islanders' Day Observance Committee, the acronym has since become the name of the week) – NAIDOC Week is held every year to celebrate and promote a greater understanding of Aboriginal and Torres Strait Islander peoples and culture.

The Australian Aboriginal Flag and the Torres Strait Islander Flag should be flown on additional flagpoles, where available, next to or near the Australian National Flag on Australian Government buildings and establishments.

If there is only one flagpole available, the Australian Aboriginal Flag and the Torres Strait Islander Flag should not replace the Australian National Flag. If there are two flagpoles available, it is at the discretion of the authority concerned to determine which flag should be flown with the Australian National Flag.

**3 September** — Australian National Flag Day

**17 September** – Citizenship Day - Citizenship Day was introduced in 2001 and is an opportunity for all Australians to take pride in our citizenship and reflect on the meaning and importance of being Australian.

**24 October** — United Nations Day – If there are two or more flagpoles of equal height available, the United Nations Flag should be flown together with the Australian National Flag all day. The Australian National Flag should be flown in the pre-eminent position with the United Nations Flag on the second flagpole for the day. The United Nations Flag should be of the same size as the Australian National Flag.

**11 November** — Remembrance Day – Flags are flown at the peak from 8:00 am, at half-mast from 10:30 am to 11:02 am, and at the peak again from 11:02 am until the usual time for closure of business.

FLYING AND USE OF THE AUSTRALIAN NATIONAL FLAG

**Order of precedence**

The Australian National Flag takes precedence in Australia over all other flags when it is flown in company with other flags.

When flown in the community the order of precedence of flags is:

- 1:** The Australian National Flag
- 2:** National flag of other nations
- 3:** State and territory flags
- 4:** Other flags prescribed by the *Flags Act 1953* including:
  - the Australian Aboriginal Flag and the Torres Strait Islander Flag in either order and
  - the Defence ensigns which should be flown in the following order:
    - the Australian Defence Force ensign
    - the Australian white ensign
    - the Royal Australian Air Force ensign.
- 5:** Ensigns and pennants – local government; Commonwealth, state and territory agencies; non-government organisations.

The order of precedence may be varied in the following circumstances:

- On military occasions or establishments, the Australian National Flag may be followed in the order of precedence by the prescribed Defence ensigns and military pennants ahead of other flags, ensigns and pennants.
- On Commonwealth occasions and Aboriginal or Torres Strait Island occasions for their peoples, the Australian Aboriginal Flag or the Torres Strait Islander Flag may follow the Australian National Flag ahead of other flags prescribed under the *Flags Act 1953*, state and territory flags and other ensigns and pennants.

The order of the State flags is New South Wales, Victoria, Queensland, South Australia, Western Australia, Tasmania (the order in which the State badges appear on the Commonwealth Coat of Arms) with flags of the Australian Capital Territory and the Northern Territory following in alphabetical order.

In the absence of a flag or flags higher in the order, a flag shall follow the flag being flown that is higher in the order.

The order of precedence does not require that a flag listed in the order must be flown in company with other flags in the order.



## Flags of Australia's Indigenous Peoples

**The Australian Aboriginal Flag and Torres Strait Islander Flag were proclaimed flags of Australia under section 5 of the *Flags Act 1953* on 14 July 1995.**



Australian Aboriginal Flag



Torres Strait Islander Flag



### **The Australian Aboriginal Flag**

The Australian Aboriginal Flag was first raised on 9 July 1971, National Aborigines' Day, at Victoria Square in Adelaide. It was also used at the Aboriginal Tent Embassy in Canberra in 1972. The flag was designed by Mr Harold Thomas, an Aboriginal artist from the Northern Territory.

On 25 January 2022, the Prime Minister announced the copyright of the Australian Aboriginal Flag was transferred from Mr Harold Thomas to the Commonwealth of Australia.

The flag, designed in proportions approximating one to two, is divided horizontally into equal halves of black (top) and red (bottom), and has a yellow circle in the centre. The black symbolises the Aboriginal people, the red represents the earth and the colour of ochre used in Aboriginal ceremonies, and the circle of yellow represents the sun, the constant renewer of life.

The flag is flown or displayed permanently at Aboriginal centres throughout Australia. It is popularly recognised as the flag of the Aboriginal peoples of Australia.

The Australian Aboriginal Flag and its image is freely available for public use.

Colour references for the Australian Aboriginal Flag are:

- Red: PANTONE® 179
- Yellow: PANTONE® 123.

### **The Torres Strait Islander Flag**

The Torres Strait Islander Flag was adopted in May 1992 during the Torres Strait Islands Cultural Festival. Its origin is attributed to the late Mr Bernard Namok of Thursday Island.

The flag has three horizontal panels: the top and bottom panels are green and the middle one blue. These panels are divided by thin black lines. The green represents the land, the blue represents the sea, and the black symbolises the people.

In the centre of the flag is a white Dhari (traditional headdress), which is a symbol for all Torres Strait Islanders. Underneath the Dhari is a white five-pointed star: the five points represent the island groups in Torres Strait and the white represents peace. The star is an important symbol for a seafaring people.

The flag stands for the unity and identity of all Torres Strait Islander peoples of Australia.

The flag is protected by copyright and may only be reproduced in accordance with the provisions of the *Copyright Act 1968*, or with the permission of the Torres Strait Island Regional Council.

Colour references for the Torres Strait Islander Flag are:

- Blue: PANTONE® 280
- Green: PANTONE® 342.

## 8.6 Review and Update of the Knox Public Arts Policy (2017-2022) and Civic Artwork Collection Management Policy (2018-2022)

**SUMMARY: Coordinator Arts and Cultural Services, Elissa Bates**

**This report provides a review of the existing Civic Art Collection Management Policy (2017-2022) and the Public Art Policy (2018-2022) and provides an overview of the key changes suggested to reflect current industry best practice, refined assessment and approvals processes, minor updates to resource descriptions, and the provision of revised drafts for both the Civic Art Policy (2022-2026) and Public Art Policy (2022-2026) for Councillor consideration.**

### **RECOMMENDATION**

**That Council:**

- 1. Adopt the updated (and renamed) Civic Art Policy (2022-2026) as per attachment 3; and**
- 2. Adopt the updated Public Art Policy (2022-2026) as per attachment 4.**

#### **1. INTRODUCTION**

“Public Art” involves the commissioning of new artworks, usually installed outdoors in public areas accessible to all, and are specifically designed to reflect the future use, community ideas and positive messaging about a community's values and identity. Public art often involves extensive local consultation and engagement, partnerships and procurement of local suppliers, collaborating on a shared vision for beautifying and activating spaces.

Public art is known to reduce vandalism and graffiti, encourage new and positive use of public spaces, increase visitation to a site, and improve perceptions of safety, which is an important element of neighbourhood renewal and infrastructure upgrade projects. Installing public art within retail precincts, sporting reserves, public transport precincts and open spaces provides iconic landmarks and creates a positive sense of connection to shared spaces within the community.

Public art in Knox has a long history, and the ongoing investment in major commissions has placed Council as a leader in the public art industry. There are usually up to ten major public art projects in development alongside major infrastructure initiatives and neighbourhood renewal programs at any time, and the impact of these projects in transforming public spaces in Knox has been tremendous, and well supported by our local community, traders and project partners.

The purpose of the Public Art Policy is to provide a framework to guide the management of Public Art in Knox, including resourcing, accession, asset management, deaccession and promotion of public artworks owned by Council, as well as provisions for guiding community and private investor led public art in Knox.

The revised Public Art Policy provides a stronger framework for resourcing public art, initiating works, assessment criteria, renewal and asset management, and provides greater detail into the assessment and approvals framework for acquisition and deaccession of artworks in this collection.

The updated policy also provides a methodology for supporting community-led art in public spaces, with the aim to support local arts partnerships, and guide the more complex elements of

arts project management such as funding, engagement, risk and safety management, artists fees and agreements, maintenance and insurance requirements.

“Civic Art” is a collection of artworks owned by Council, such as paintings, textiles, small sculptural items, glasswork and other mediums suitable in scale for indoor display. A civic art collection will improve the aesthetics and professional impact of Civic spaces, such as foyers, customer service spaces, meeting rooms and chambers, and can communicate the visual identity of Council and the values it holds, such as works that reflect First Nations contributes directly to our support for reconciliation, and local environmental works conveys Council’s support for biodiversity protection.

Civic art supports the economic development of local artists, through investing in the acquisition of local works, and promotion of local artists and art groups through public exhibition of those works. Without a Civic Gallery, a civic art collection is Council’s way to showcase the vibrant creative sector within Knox and reflect Council’s commitment to support arts development.

The current civic art collection is a small body of work that does not have a strong theming, making it testing to display as an integrated collection. Storage is limited, making it difficult to collect many works, as well as highlighting the need to de-access works that are no longer valued, in poor condition or not relevant to the collection themes.

The revised Civic Art Policy helps build a stronger framework for selecting artworks based on an integrated theme, considers the opportunities for display of work, addresses maintenance and asset management, and provides greater detail into the assessment and approvals framework for acquisition and deaccession of artworks in this collection.

The purpose of the Civic Art Policy is to provide a framework to guide the management of the Knox Civic Art Collection, including artwork acquisition, asset management, exhibition, conservation and deaccessioning of an indoor collection of artworks owned by Council.

Both the Civic and Public Art policies provide clear frameworks to guide the management of art collections, each with specific objectives, processes and governance frameworks, and aim to provide clear practices that prompt integration of the arts within urban and open space planning, infrastructure development, retail activation and recreation strategies.

This report provides an overview of the key improvements suggested for the updated Civic Art Policy and the Public Art Policy, which reflect stakeholder consultation, industry benchmarking, current practice and continuous improvement in terms of processes and practices linked to each policy.

Please find the current policies for review in:

- Attachment 1 – Civic Art Collection Management Policy (2017-2022).
- Attachment 2 – Public Art Policy (2018-2022).

## **2. DISCUSSION**

The current Civic Art Collection Policy (2017-2022) and Public Art Policy (2018-2022) have both provided a useful starting point for the management of artwork collections in Knox. Each policy has specific improvements offered, including the integrated role of the Art Assessment Panel proposed to operate as an assessment mechanism across both policies. General updates to both policies include refreshed definitions and language to reflect current industry practice, alignment to current procurement and governance frameworks, and integrated timeframes.



Details of the key changes offered for both policies are explored below.

## **2.1 Value of the Arts in Knox**

Council plays an important role in delivering, supporting, investing and showcasing the arts in Knox, both as a process for beautification and site activation, as well as an accessible way to engage, involve and connect with our community. Art is one of the most accessible and non-competitive methods for community development. Some of the key known benefits of public and civic art can be defined as follows:

### **a) Economic Growth**

Engaging in public and civic art generates excitement and ultimately leads to increased foot traffic, which benefits surrounding businesses. Employing local artists and purchasing locally produced artworks, helps grow small businesses operating in the creative sector, and areas hit hard through the COVID-19 Pandemic.

### **b) Identity and Values**

Public and civic art reflects a community and its surroundings and can cultivate a strong sense of community identity by creating something iconic about a municipality, neighbourhood or space, attracting people to the uniqueness of that place. Furthermore, artwork that reflects positive values, diversity and involves local ideas, brings a strong sense of connection and welcoming is affirmed. Artwork itself can provide messaging that echoes important issues and can help raise awareness for local communities.

### **c) Community Safety**

Artwork can be placed and designed in such a way to address issues such as negative use of public areas, vandalism and graffiti, transforming spaces usually considered unsafe, into a welcoming and more vibrant social space. By creating artwork that uplifts a space, sometimes with the inclusion of lighting elements, way finding connections, art can help define a safe pedestrian egress between key locations within a neighbourhood.

### **d) Community Engagement**

Art brings people together. Most public art projects involve extensive community engagement, local partnerships and generating local ideas about how to reclaim public spaces. This approach is particularly beneficial when working in more disadvantaged communities, as the arts are one of the most accessible ways for people to engage in something positive within their local neighbourhood. Displaying art in public places and making it accessible to everyone inspires engagement and a feeling of belonging to a community.

## **2.2 The Art Assessment Panel (AAP)**

Formerly titled the Public Art Assessment Panel and responsible for assessing and recommending the commission and deaccession of public art only, it is proposed that this working group be retitled the "Art Assessment Panel" (AAP), and their responsibility extended to also include the assessment and recommendation for civic art acquisition and deaccession. This will establish a more transparent and integrated approach to artwork acquisition and deaccession across both collections, and will provide a clearer, staged process for financial approvals based on the procurement framework.

Formerly, the PAAP membership comprised of externally sourced arts representatives to join internal Officers and Councillors to assess public art projects. To capitalise on the skills and

investment made into appointing a Knox Arts and Culture Committee, it is recommended that the external representation is sourced via this committee, and their role be captured as part of their Terms of Reference, as opposed to introducing separate external members.

The group can continue to be chaired by a Councillor of the Arts and Culture Committee, and include skilled officers who work within Arts, Open Space, Community Wellbeing, Economic Development, Major Initiatives and other relevant members as required.

A further improvement to this Panel is the introduction of a much clearer, staged process for assessing works alongside a more developed criterion and introducing a template approach to reporting the recommendations of the AAP for financial approval alongside the procurement framework. Introducing systemic processes and tools will assist the AAP in a consistent and transparent governance methodology across both artwork collections and build greater confidence in decision-making.

### **2.3 Civic Art Policy**

A tracked changes copy of the current policy has not been submitted due to significant format and language updates, creating a cumbersome edited copy. Key changes proposed within the Civic Art Policy include:

#### **a) Acquisition and Approvals Framework**

- Provision for essential selection criteria, including considerations for storage, display and maintenance of works.
- Further development of the assessment criteria to include stronger themes to build a more synergized collection, and the inclusion of artwork by First Nations artists.
- The use of standardized templates and processes to guide assessment and reporting activities of the AAP for acquisition.
- Clarity around approvals processes aligned with the procurement framework.
- Deed of Gift processes related to suitable donations into the collection.

#### **b) Heritage and Memorabilia Items**

- The current policy is ambiguous in terms of how to manage heritage and memorabilia items within the Civic Art Collection and, therefore, the new policy provides a more specific definition of what constitutes heritage and memorabilia items.
- Identifies the need to manage heritage and memorabilia items, which are usually in the form of gifts not related to an acquisition criterion, be governed alongside the Councillors Gifts, Benefits and Hospitality Policy, and overseen by Governance.
- Where items are deemed to meet the Civic Art acquisition criteria, they may be considered for inclusion into the Heritage and Memorabilia Collection.

#### **c) Deaccession Framework**

- Inclusion of a clearer process and assessment criteria for artwork deaccession.
- The use of standardised templates and processes to guide assessment and reporting activities of the AAP for deaccession.

- Inclusion of the deaccession best practice methodology to include a “cooling off period” of 12 months.

**d) Access to the Knox Civic Art Collection**

- The current Policy did not reference a comprehensive and accessible strategy for public viewing, and therefore now introduces broader opportunities to present the Civic Art Collection to the public, including Council owned buildings, managed or tenanted venues.
- Provides options for inclusion of civic art into broader exhibition programs.
- Provisions for website content to support community engagement and enquiry into the collection, including an online digital gallery, research resources and donation guidelines.

**2.4 Public Art Policy**

A tracked changes copy of the current policy has not been submitted due to significant format and language updates, creating a cumbersome edited copy. Key changes proposed within the Public Art Policy include:

**a) Resourcing Public Art**

- Further clarity provided for resourcing as the existing Policy was ambiguous around the types of investment and resourcing of public art, particularly around specifying the various ways public art is resourced.
- The actual allocations for public art have not changed, other than a more specific percentage base for renewal budgets, now at 0.8% of the market value of the public art asset pool, and no less than \$80,000 (current 2022/2023 allocation) to enable some systemic maintenance of major works in a planned and properly resourced manner.
- Introduces more detailed and specific financial contribution descriptions, including how works initiated by other departments and community are resourced and supported.
- Introduction of further clarity around funding renewal of public art, based on 0.8% of the total asset value of the current collection.
- Inclusion of project management costs related to the Public Art Project Officer, funded through capital public art allocations to support major projects.

**b) Acquisition and Approvals Framework**

- Provision for a clearer outline of how public art can be initiated in Knox.
- Inclusion of a more detailed assessment process for the acquisition of public artwork.
- The use of standardised templates and processes to guide assessment and reporting activities of the AAP for acquisition.
- Further clarity around approvals processes, and now aligned more strategically with the procurement framework.

**c) Asset Management of Public Art**

- The current Policy is limited in its reference to life span and renewal of public art, therefore, now a provision for lifespan of work and related asset management processes.
- Inclusion of maintenance principles for public art.
- Inclusion of deaccession criteria, assessment and approvals and processes.
- Provision of scope for Council's role in maintaining some privately owned public art.

**d) Communications and Engagement Provisions**

- The current policy does not refer to public communication of artwork.
- Provision for communication of public art outcomes internally and externally.
- Recognition of Council's role in developing programs that promote active engagement with public art.

The new revisions of both policies have been informed through continuous improvement, consultation with stakeholders and industry best practice.

The new policies for approval are attached:

- Attachment 3 – Draft Civic Art Policy (2022-2026) for approval.
- Attachment 4 – Draft Public Art Policy (2022 – 2026) for approval.

**3. CONSULTATION**

Consultation with internal and external stakeholders was undertaken throughout the review period of the current policies, who informed and review the draft policies. Both policies are a direct reflection of this consultation and feedback.

Key stakeholders consulted include:

- Public Art Assessment Panel (internal and external members).
- Knox Arts and Culture Committee.
- Governance and Finance.
- City Futures.
- Community Wellbeing.
- Leisure Services.
- Open Space and Landscape Design.
- Major Initiatives and Community Infrastructure.
- Building Services/Planning.
- Finance.

#### **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**

Public art assessment criteria provide weighted scoring benefit for submissions that show measures that address sustainability, recycling, upcycling, environmentally responsible fabrication processes and ethically sourced materials.

Civic art acquisition criteria provide for artwork that responds to the local environment and ecology of Knox, to help provide for a themed collection that celebrates and values the natural environment.

#### **6. FINANCIAL & ECONOMIC IMPLICATIONS**

The financial investment for civic art is currently \$3,000 per year (2022/23) funded through operational budgets and reviewed annually with budget cycles. An increase in this allocation may be proposed in the future, when the collection storage limitations are addressed and further opportunity for display of work is sustained.

The financial investment for public art in 2022/23 is as follows:

- Percent for art as calculated as 2.5% of total new and upgrade project budgets (variable).
- Public Art Projects Capital Works provision of \$200,000 (2022/23) calculated at 1.0% of the total annual new and upgrade Capital Works Project Budget (plus carry forwards).
- Artwork Renewal Capital Works provision of \$80,000 (2022/23) calculated as 0.8% of the total asset pool value of the existing collection.
- Minimal operating budget allocations on a project basis.
- Public Art Projects Officer, position funded through capital projects (cost recovery) as a percentage of project budgets, to oversee project management of major initiatives.

#### **7. SOCIAL IMPLICATIONS**

Public Art and Civic art contribute to the social wellbeing of a community through supporting:

- A sense of pride and connection to community, civic and public spaces.
- Improved perceptions of safety as a result of aesthetically pleasing and activated spaces.
- Local arts development and the potential engagement of local artist to develop and contribute work.
- Contribute to retail activation, cultural tourism and visitor economy.
- Socially engaged art practice, bringing hard to reach communities together through community cultural development processes and programs.

## **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.

### **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 4.2 - 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 5.2 - 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:** Coordinator Arts and Cultural Services, Elissa Bates

**Report Authorised By:** Director Connected Communities, Tanya Scicluna

### **Attachments**

1. Attachment 1 - Knox Public Art Policy - 2017-2022 [**8.6.1** - 6 pages]
2. Attachment 2 - Knox Civic Art Collection Management Policy - 2018 - 2022 [**8.6.2** - 9 pages]
3. Attachment 3 - Draft Knox Civic Art Policy 2022-2026 [**8.6.3** - 7 pages]
4. Attachment 4 - Draft Knox Public Art Policy - 2022-2026 [**8.6.4** - 8 pages]



# Public Art Policy

Policy Number:	2013/11	Directorate:	Connected Communities
Approval by:	Council	Responsible Officer:	Manager Active & Creative Communities
Approval Date:	23 October 2017	Version Number:	2
Review Date:	23 October 2022		

## 1. Purpose

The purpose of this policy is to provide a framework for the planning, acquisition, commissioning, deaccession and management of public art activity across the municipality.

## 2. Context

This policy recognises that contemporary public art practice includes a diverse range of styles and practices. Public art includes both permanent and/or temporary art, including installations, billboard art, sound installations, video or laser projections, text, urban art and street banners.

Knox has a strong history of involvement with art in the public realm, including past programs of community arts and the Knox Placemakers projects which have left a legacy of community focused artworks across the municipality.

In recent years there has been an expansion of activities to include artworks commissioned as part of new open space projects. In addition, a series of temporary and ephemeral art projects have been developed utilising 'platforms' such as the Cinema Lane light boxes and the Skate Park billboard.

Initiatives such as these allow for Council to partner with a large number of artists to create vibrant public places and to show their work to the public.

As a result of the on-going commissioning of public art in its many forms Council has built a substantial collection of artwork in public places across the municipality. Council is committed to developing further public art in the future to enhance the vitality and amenity of the municipality. This Policy aims to support a well-planned and sustainable approach to public art in Knox, and guide the acquisition of public artworks that contribute to a sense of place, urban vitality, arts development, community capacity and Councils strategic plans for place-making and community engagement.

This policy is implemented through the Public Art Plan.

## 3. Scope

This policy relates to the commissioning of public art by Council and the private sector and to creating a supportive policy environment that enables Council to partner with artists and the community to undertake permanent, temporary or event based art activities and projects in the public realm, as guided by a Public Art Plan.

## 4. References

The following plans and policies have been considered in the development of the Knox Public Art Policy:



#### 4.1 Community & Council Plan 2017-2021

- **Goal 1:** We value our natural built environment
- **Goal 5:** We have strong regional economy, local employment and learning opportunities.
- **Goal 7:** We are inclusive, feel a sense of belonging and value our identity

#### 4.2 Relevant Legislation

- Local Government Act 1989 – Conflict and Interest Provisions
- Copyright Amendment Act 2000

#### 4.3 Charter of Human Rights

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

#### 4.4 Related Council Policies

- Election Period Policy
- Councillor Code of Conduct

#### 4.5 Related Council Plans & Strategies

- Knox Community and Council Plan 2017 - 2022
- Knox Municipal Strategic Statement
- Knox Public Art Plan
- Asset Management Plans
- Community Safety Plan
- Health and Wellbeing Strategy
- Liveable Streets Plan
- Open Space Plan
- Various Capital Works Plans
- Knox Arts and Cultural Plan 2012 - 2022
- Leisure Plan 2014 – 2019

## 5. Definitions

‘Public art’ is a term that has become accepted as covering a range of arts activities in the public realm. Public art can adopt many forms and approaches from community cultural development activities, place-making projects, stand-alone artworks to artworks integrated with buildings, landscape or urban developments and a wide range of temporary art activities in public places.

The following definitions are provided as a guide to understanding the range and nature of the different approaches associated with artworks that have come out of the gallery and into the public realm and therefore also into our everyday lives.

<b>Urban Art</b>	Means large pieces of commissioned work that utilise aerosol/outdoor paints or paste-ups as a medium, created by one or more persons requiring considerable skill in the design and in the execution of the artwork (not to be confused with illegal graffiti or tagging).
<b>Art in Public Places</b>	Refers to artworks that are stand-alone sculptures or landmark artworks commissioned specifically for a site. They may be large or small-scale objects that are unique, site specific and special to a place.





<b>Art interventions</b>	Means artworks encountered unexpectedly within the City. It is about an artist challenging perceptions about place and forcing a rethink about how we perceive particular spaces in our City. Interventions are traditionally the initiative of an artist who chooses the location and subject matter for the work and then seeks permission from Council to implement the proposal, with or without financial support from the City.
<b>Art Platforms</b>	Means permanent infrastructure elements designed as a site for temporary art installations. They may be located in parks, plazas, streets or the entry to a civic building. Platforms may include curated 'billboards', 'light boxes', or digital screens that can be used for new media art as well as for event programming and special broadcasts.
<b>Community Art</b>	Means artworks in public places that have resulted from an artist working with the community to develop the conceptual content and creation of the final artwork.
<b>Acquisition</b>	Means a Council purchase of an already created artwork
<b>Commission</b>	Means a Council purchase of an artwork that is the result of a new work being created for a specific site or purpose.
<b>Deaccession</b>	Means the removal, sale, relocation or disposal of an existing artwork owned by Council.
<b>Community Cultural Development</b>	Means the process utilising the arts as a means for community engagement and community development. It is typified by projects that bring diverse groups or targeted groups together to explore a social issue that affects them, and collaborate on ideas that result in the development of a creative outcome or artwork within the public realm.
<b>Community Group(s)</b>	Means a legal entity that provides services, support or activities to the Knox community.
<b>Council</b>	Means Knox City Council, whether constituted before or after the commencement of this Policy.
<b>Individual(s)</b>	Means a resident(s) of the Knox municipality.
<b>Integrated Art</b>	Means artists creating artworks as an integral part of the landscape, buildings, play spaces or civic spaces such as facades, glazing, architectural detailing and public space paving, street furniture, retaining walls or interpretive signage.




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**Public Art**

Means artwork forms such as memorials, monuments, sculptures or murals and designed functional objects such as fountains, street furniture, lighting and paving that is installed or displayed in the public realm. It includes both permanent and/or temporary, including installations and performances, billboard art, sound installations, video or laser projections, text, aerosol art and street banners. Public art works may be commissioned by public or private sectors and may therefore be located on either public or privately owned land.

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## 6. Council Policy

### 6.1 Overview

Knox City Council is committed to building a culturally rich and engaged community through the arts, including the objective to promote and celebrate the arts in Knox and provide an environment in which artistic and cultural expression in the public domain is encouraged and valued.

To deliver on this objective, this Policy provides a framework within which to, plan, develop and deliver culturally appropriate artworks in publicly accessible spaces across the municipality, with deliver of this policy supported through the Public Art Plan.

### 6.2 Resourcing Public Art

Council will ensure that the delivery of public art is adequately resourced, to enable a highly visible and growing public art program, and to safeguard quality, relevance and sustainability of each project. This policy supports a range of funding opportunities including both Council and non-Council sources as follows:

#### 6.2.1 Council Funded: New and Upgrade Capital Works Projects

1.0% of the total annual new and upgrade Capital Works Project Budget will be allocated towards Public Art.

In addition, any "New and Upgrade Capital Works Projects valued at over 2 million dollars will include 2.5% of the total project budget toward public art as part of the project design/delivery. The maximum project budget for artwork will be capped at \$500k for any individual project.

Where public art is proposed to be included as part of open space (within the definition of the Subdivisions Act 1988), open space contributions will be the preferred funding source for the proposed public art.

#### 6.2.2 Council Funded: Artwork Renewal Capital Works Allocation

Existing and new public artworks will be included on Council's Asset Register, along with an asset maintenance schedule funded through the Capital Works Artwork Renewal program. The capital works funding provision will be an annual allocation that provides for the appropriate maintenance and deaccession of public artworks, as detailed in item 6.4.

#### 6.2.3 Non-Council Funded: External Grant Opportunities

Council will, where relevant opportunities exist, identify external grant opportunities from the private sector and other levels of government linking the funded artwork to current Capital Works projects where appropriate.



#### **6.2.4 Non-Council Funded: Developer Contributions**

Council will negotiate with developers of strategic investigation sites (identified in the Knox Housing Strategy 2015) and other major urban renewal developments through its urban planning roles (on a case-by-case basis) for a voluntary 1.5% (of the estimated cost of the development) contribution towards accessible and integrated public art within their development or elsewhere to the satisfaction of Council.

#### **6.2.5 Council Interdepartmental Partnerships**

Council will pool resources, knowledge and skill within Council to ensure a cohesive approach to the delivery of art works, ensuring relevance and quality, and allow for funding to be targeted effectively for specific projects.

### **6.3 Maintenance and Deaccession of Public Art**

Council recognises that public art works are a valuable City asset and will ensure that works are appropriately maintained and regularly reviewed, to safeguard against unnecessary value depreciation.

Following the implementation framework provided by the Public Art Plan, public art will receive planned maintenance attention including regular condition reviews, cleaning and maintenance. This will include the systemic recording of assets, development of maintenance manuals, condition reports and maintenance assessment criteria. Council will consider the deaccession process for public art to enable those works either in extremely poor condition or of no value to the Council to be removed from the register and from Council's collection, or where an artwork is intact and of value, the process for safe removal with the intent for sale or relocation.

### **6.4 The Copyright Amendment Act 2000**

In the commissioning, acquisition, management, maintenance, promotion and deaccession of the public art work, Council will meet the requirements of the Copyright Amendment Act 2000 and ensure that an artist's intellectual property rights are respected in line with legislative requirements.

### **6.5 Public Art Assessment Panel**

A Public Art Assessment Panel will be appointed to make recommendations to Council regarding the Public Art Program. The panel will operate alongside a terms of reference outlining the guiding principles for public art acquisitions, artwork selection and site selection, program management and deaccession of public artworks in Knox in line with the Public Art Policy and Public Art Plan.

The Panel will comprise external members with art expertise, specialist Council staff and a community representative of the Knox Arts & Culture Committee.

### **6.6 Approval process for the commissioning of Public Artworks in Knox**

The Knox Public Assessment Panel will make recommendations for the commissioning/acquisition of public art in Knox based upon the principles outlined in the Public Art Plan and their Terms of Reference.

Authority for approval of public art works will follow the framework provided by the Public Art Plan, and as follows:

- Works of value greater than the approved budget allocation for public art works to be approved by Council; and



- Works of equal value or less than the approved Council budget allocation for public art works to be approved by the Director – Connected Communities. All Councillors will be informed of the recommendation of the Knox Public Art Assessment Panel prior to approval (or otherwise) by the Director – Connected Communities.

All current and future public art projects must be implemented in conjunction with the implementation of the relevant master plan where such a plan is applicable.

## 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.



# Knox Civic Art Collection Management Policy

Policy Number:	2018/06	Directorate:	Community Services
Approval by:	Council	Responsible Officer:	Manager Youth Leisure & Cultural Services
Approval Date:	27 March 2018	Version Number:	1
Review Date:	27 March 2022		

## 1. Purpose

To provide a policy framework for the acquisition or commission display and management of two and three dimensional works artworks that will become a component of the permanent Civic Art Collection for Knox City Council, known as the Knox Civic Art Collection ('the collection'). This does not include Public Artworks, the Knox Civic Memorabilia Collection or City entrance signs and memorials, which have separate policy frameworks.

## 2. Context

The Knox Civic Art Collection has been acquired by commission, purchase, donation or bequest over many years, and is continually growing. The collection requires a clear purpose allowing for the collection to represent a more clearly articulated focus and within agreed selection frameworks and approval guidelines.

The Knox Art Collection Management Policy ('the policy') sits alongside the Knox Public Art Action Plan and Public Art Policy, which guide the management of the Art in Public Spaces collection, which relates to artworks in the public realm (usually located within an outdoor civic space).

The policy is based on research into industry standards relating to small art collections, particularly art collections belonging to Australian local governments.

The policy acknowledges that Council has limited display space, with no current public gallery or museum asset. It also reflects the limitations presented by the lack of gallery nor museum standard storage for two-dimensional work, presenting a need to limit the number of items collected annually, and the likelihood of deaccession of those pieces that do not fit well within the policy context.

## 3. Scope

The Knox Civic Art Collection Policy will apply to all Councillors, Council officers and any other person invited by Council to advise on matters relating to the indoor civic art collection, including the:

- Acquisition (purchase or commission) or loaning of civic artworks;
- The assessment and approval process for acquiring, managing and de-accessing civic artworks;



- Accession, cataloguing and storage of civic artworks;
- Maintenance and display of civic artworks;
- Financial and resource management of civic artwork;
- De-accession of civic artworks; and
- Policy and strategic context of the Knox Civic Art Collection.

#### 4. Objectives

The aims of the Knox Art Collection Acquisition Policy are to:

- Outline and implement the process for acquiring artworks for the Knox Civic Art Collection ('the collection') through purchase; commission; donation or bequest;
- Provide standard and key selection criteria to guide the acquisition of new artworks for the collection;
- Provide clarity on the management of previous donations and bequests to the collection
- Provide guidelines for the appropriate and innovative display of the collection;
- Outline and implement the process for the deaccession and disposal of artworks from the collection;
- Provide guidelines as to the maintenance, storage, and insurance requirements of the collection.

#### 5. References

##### 5.1 Community & Council Plan 2017-2021

**Goal 1:** We value our natural built environment.

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

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

##### 5.2 Relevant Legislation

- Local Government Act 1989 – Conflict and Interest Provisions

##### 5.3 Charter of Human Rights

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

##### 5.4 Related Council Policies

- Knox Arts & Cultural Plan 2012-2022
- Public Art Policy 2017-2022
- Public Art Action Plan 2018-2022
- Election Period Policy
- Councillor Code of Conduct



### 5.5 Related Council Procedures

- Nil

## 6. Definitions

Acquisition	An asset or object bought or obtained by Council for the Civic Art Collection.
Accession	The process of creating a permanent record of an acquired asset or object, whereby Council undertakes the assemblage, custody, right, title, and assignment of a unique control number to said object for inclusion in the Civic Art Collection, also referred to as cataloguing.
Art in Public Spaces Collection	This collection consists of public and community art acquisitions, including artwork made by the Placemaker team over twenty years and more recent community art projects made with the community, as well as public artworks (usually outdoor / in the public realm). Council's Public Art Policy and Public Art Action Plan guide the management of this collection.
Art Platforms	Means permanent infrastructure elements designed as a site for temporary art installations. They may be located in parks, plazas, streets or the entry to a civic building. Platforms may include curated 'billboards', 'light boxes', or digital screens that can be used for new media art as well as for event programming and special broadcasts.
Bequests	Is a form of acquisition by way of Council receiving artworks from a deceased estate via a will.
Commission	Is a form of acquisition by way of Council purchasing an artwork that is the result of a new work being created for a specific site or purpose.
Conflicts of interest	A conflict of interest is a situation in which someone in a position of trust or authority finds themselves with competing professional and personal interests. Such competing interests may make it difficult for the individual to be objective or impartial. If they were not to declare their potential conflict of interest, or remove themselves from this situation, it may be interpreted as an act of impropriety or unethical behaviour.
Contemporary art practice	Contemporary art practice refers to recent artworks across a range of media and styles. It usually refers to new works engaging with current artistic, cultural and social developments and trends. Contemporary visual artworks often utilize the materials and techniques of their time.
Council Initiated Art Project or Program	A Council initiated art project or program refers to an art project or program designed and implemented by Council, responding to a perceived community need.
Donations	Is a form of acquisition by way of Council receiving artwork by gift.
Deaccession	Means the removal, sale, relocation or disposal of an existing artwork owned by Council.



Deductible gift recipient	<p>A deductible gift recipient (DGR) is an entity or fund that can receive tax deductible gifts. There are two types of DGR endorsement:</p> <ul style="list-style-type: none"> <li>• An entity that has DGR endorsement in its own right;</li> <li>• An entity that is only a DGR in relation to a fund, authority or institution it operates. In this instance, only gifts to the fund, authority or institution are tax deductible. Knox City Council does not have DGR endorsement status.</li> </ul>
Exhibition	This refers to the public display of objects or artworks.
Knox Civic Ephemera and Memorabilia Collection	This civic collection includes commemorative plaques, Mayoral attire, (including but not limited to robes and chains), printed photos of Council project and programs, Councillor photos and Mayoral photos, Certificates and Awards.
Provenance	As it relates to artwork, provenance means the history of ownership of an object. It is important to know the history of the object when acquiring art to ensure that it is not stolen and that it has been created and offered for sale, donation or bequest in an ethically sound manner.

## 7. Council Policy

### 7.1 Overview

Art Collection Management involves caring for and administering works of art, guided by policy and procedures that help define the purpose, quality and focus of the collection. These activities can include organisational policies, buildings, security, storage, cleaning, preservation, maintenance, handling, environmental monitoring and control, exhibitions and loans, conservation, emergency preparedness and response planning.

Acquisition is the process by which Council legally and formally accepts objects as part of its civic art collection. It refers artworks that are purchased by Council, commissioned by Council, donated or bequeathed to Council.

### 7.2 Aims of the Knox Civic Art Collection

The overall collection will fulfil the majority of the following aims:

- Reflect the artistic, cultural and social development of the City of Knox;
- Contain works of artistic excellence, quality and skill;
- Provide the community with opportunities to engage with artworks;
- Recognise artists who live, work, exhibit or contribute to the creative culture of Knox;
- Enhance Knox community's awareness, understanding and appreciation of art;
- Enhance civic spaces through the exhibition of art;
- Generate discussion and debate about art, culture, social and environmental issues; and





- Over time, build the cultural, historical and economic value of the Collection as an asset of the City of Knox.

### **7.3 Art Collection Acquisitions**

Acquisitions for the collection are made by Council purchasing or commissioning artworks. Civic Art can be acquired or commissions through recommendation by Councillors, Senior Officers or members of the general public.

Artworks may be purchased from reputable galleries or directly from the artist (if not represented by a gallery), by commission, or via Council initiated art projects and programs.

Items purchased for the Knox Civic Art Collection are procured through the Knox Civic Art Collection Budget, which is reviewed annually.

### **7.4 Acquisition Selection Criteria**

To be eligible for acquisition into the Knox Civic Art Collection, artworks must:

- Contribute to achieving the aims of the Civic Art Collection Policy (Item 7.2);
- Meet all of the 'Standard Requirements' (item 7.4.1);
- Meet one or more of the 'Key Selection Criteria' relevant to the collection category to which it belongs (Item 7.4.2).

#### **7.4.1 Standard Requirements**

In order for an artwork to be considered for the Knox Civic Art Collection, the item must meet the following standards:

- In good condition.
- A durable artwork that is appropriate for the situation it is intended to be displayed in (unless it is intended to be an ephemeral artwork).
- A soundly conserved piece of art.
- An unconditional purchase which has valid and clearly verifiable legal title.
- A clearly established and verifiable provenance.
- Able to have the capacity to be placed on display in Council buildings or in public spaces without hindering public access or safety.
- Able to have capacity to be placed on display without breaching the artist's moral rights.
- Accompanied by a Certificate of Authentication from the Vendor/Gallery where the work was purchased or an equivalent signed document from the artist.
- Will be collected ethically.
- Purchased in an accountable and transparent matter.

When considering an artwork for acquisition, officers must also consider the necessary resources required to resolve all foreseeable issues relating to the conservation, framing, presentation and storage of the work and factor this into forward budget planning where required.



#### **7.4.2 Key Acquisition Selection Criteria**

An item of art is eligible for acquisition if it is a quality example of what is considered to be contemporary art practice and it meets one or more of the following criteria.

- Of high artistic quality
- Able to show a distinctive and verifiable connection with the City of Knox, such as being a work of art by an artist who has lived, worked, exhibited or contributed to the creative culture of Knox
- A work of art that relates to the ongoing ethics and cultural policies of Knox Council.
- A work that engages with important social, cultural and environmental issues in a considered and creative manner
- An innovative artwork that reflects current trends within a broader context of contemporary Australian art
- A work that enhances the status and diversity of the Knox Art Collection

#### **7.5 Donations**

Knox City Council is not registered as a Deductible gift recipient organisation and is therefore, donors do not receive any taxation incentive.

Artwork submitted to the Council will be considered having regard to the aims of the Civic Art Collection.

#### **7.6 Loans**

- Loan requests from external institutions will be reviewed by the Community and Public Art Officer;
- Requests will only be considered from an accredited institution, professional Gallery, and/or museum. The borrower must demonstrate it maintains appropriate standards for the receipt, care and display of the object requested for loan.
- A loan contract and condition report shall be issued with all approved loans.
- The borrowing institution shall accept all responsibility for wall-to-wall insurance, crates, shipping, and repair costs associated with the loan unless otherwise specified in the loan contract.

#### **7.7 Acquisition Approval Process**

Acquisitions for the Knox Civic Art Collection will be initially assessed by the Community and Public Art officer alongside the acquisition selection criteria (Item 7.4), and will include an image, artwork details and be accompanied by short rationale statement, information about the artist and exhibition reviews where available, as well as maintenance considerations pertaining to the artwork. Recommendations for acquisition will then be presented for approval to:

- Coordinator, Arts and Cultural Services;
- Manager, Leisure, Youth and Cultural Services
- Director Community Services, who may refer the acquisition approval to the Executive Management Team or Council as deemed necessary.

For works in specialised fields of art, the Community and Public Art Officer may invite recommendations from specialists with acknowledged expertise in the area when deemed beneficial.



Conflicts of interest must be declared prior to approving artwork for the collection.

#### **7.8 Access to the Knox Civic Art Collection**

The Knox Civic Art Collection aims to be accessible to the Knox community and to enhance awareness, understanding and appreciation of art. The collection will be made accessible to the community by being displayed:

- Within indoor public spaces in Council buildings, with priority being given to areas that the Knox community have access to such as foyer areas, meeting rooms and libraries
- Where possible, via Knox public art platforms, such as the Gilbert Skate Park Billboard and Cinema Lane Light boxes (Boronia).

It should be noted that not all artworks in the Collection are appropriate for long-term display in public areas due to their fragility or the high risk of theft and damage.

#### **7.9 Accession Administration**

When an artwork enters the Knox City Council collection, it will be undergo an accession process, whereby it will be entered in the collection database and all information registered into the Knox City Council Electronic Data Management System. Information that should be included in the file includes:

- Artist resume, statements, articles if available
- Instructions for care and maintenance
- Purchase forms
- Provenance of the artwork that details the ownership & history of the work since its creation
- Any appraisal as to the value of the work
- Any instruction for the assembly or installation

#### **7.10 Maintenance**

The Collection will be audited and condition reported every 4 years or in accordance with Council's asset audit policy. This process will identify specific artworks that need maintenance or repair, and a suggested plan for this to be undertaken.

The costs associated with maintaining the collection will be covered through the artwork renewal budget and reviewed annually.

#### **7.11 Display**

The collection will be displayed within Council owned Civic Offices, and may extend to other locations such as Libraries, Recreation Facilities and Community Centres. Each selected location will be assessed in terms of its public access/visibility, artwork suitability, security and maintenance of the artwork/s.

#### **7.12 Insurance**

All works in the collection are covered under Knox City Council's insurance policy, to the value at the time of acquisition, with options for revalue as required as part of the annual insurance policy. Artworks on loan



for exhibition will be registered with Knox City Council's Insurance Officer, and reviewed alongside the Insurance Policy requirements.

### **7.13 Storage**

Works are currently stored in the collection storeroom at Millers Homestead, Millers Road, Boronia. Custom made cupboards house the collection. Further temperature-controlled storage will be required in the near future.

### **7.14 De-accessioning of Collection Items**

De-accessioning (removal, sale, relocation or disposal) of artworks in the collection may be required from time to time. The process for de-accession is as follows:

#### **7.14.1 De-accession Selection**

The Community and Public Arts Officer may nominate a registered Knox Civic Art Collection item for de-accession. Using the criteria outlined in Item 7.14.3, the Community and Public Arts Officer will report on the de-accession recommendation to the Coordinator, Arts and Cultural Services; the Manager, Leisure, Youth and Cultural Services and the Director of Community Services, who will refer the de-accession recommendation to Council for consideration.

The report will include a clear recommendation and rationale as to the method of de-accession (removal, sale, relocation or disposal).

#### **7.14.2 Sale of Items from the collection.**

As indicated by best practice, where an item is approved for de-accession and sale, income from art sales will be retained as a resource to acquire, maintain or manage the Civic Art Collection, rather than consolidated revenue to Council.

#### **7.14.3 De-accession Criteria**

An item may be nominated by the Community and Public Art Officer for de-accessioning if it adheres to any of the following categories:

The artwork:

- No longer contributes to the aims of the Civic Art Collection (Item 7.1), no longer meets the standard collection requirements (Item 7.4.1) or key selection criteria (7.4.2).
- Is in poor condition and is considered to be of insufficient merit to allocate the resources to ensure its conservation;
- Cannot be displayed due to its properties, and is not suitable for research;
- Is an item that cannot be effectively stored, maintained or installed within current resources;
- Is a duplicate or forgery that serves no specific cultural function;
- Is irreparably damaged or destroyed;



- Is missing or stolen without hope of return; or
- Has been donated and does not meet acquisition standard requirements or selection criteria.

#### **7.14.4 Methods for Disposal**

All effort will be made to contact the artist. Providing contact details are available, artists will be notified if their work is being considered for de-accession. This disposal procedure for an item identified to be de-accessioned will adhere to the following order of options. The option for disposal in order of priority is that the item:

- May be offered for sale or donation as appropriate, to its creator or the donor
- May be offered to a more appropriate collecting agency or institution
- May be resold on the public market, or
- May be dismantled and / or destroyed in the event of no other options being suitable.

Knox Councillors and Knox Council Officers and their families are prohibited from obtaining an item de-accessioned from the Collection as this can be interpreted as a conflict of interest. A record of all items de-accessioned, and their method of disposal must be kept.

## **8. 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.



## Knox Civic Art Policy

Policy Number:		Directorate:	Connected Communities
Approval by:	Council	Responsible Officer:	Manager Active and Creative Communities
Approval Date:	November 2022	Version Number:	2
Review Date:	November 2026		

### 1. Purpose

The purpose of this policy is to provide a framework to guide the management of the Knox Civic Art Collection, including artwork acquisition, asset management, exhibition, conservation and deaccessioning of an indoor collection of artworks owned by Council.

### 2. Context

Local Governments play an important role in collecting, displaying and managing artworks that reflect the unique history, social character, cultural heritage and contemporary vision for a municipality. Civic Art Collections encourage community access to, and appreciation of the arts and support arts, generate discussion and contribute to a positive connection to place. Collections support arts development, placemaking and build a unique identity of a municipality. Overtime, artwork collections build in cultural, historical, social and economic value, presenting an excellent financial investment opportunity for Council, and can reflect the values held by the organisation.

The Knox Civic Art Collection ('the Collection') currently comprises a variety of paintings, photographs, ceramics, textiles, and works on paper. The Collection is an investment made by Council in the Arts, and is managed and insured as a Council asset, with the intention to be enjoyed by the Knox Community.

This Knox Civic Art Policy ('the Policy') outlines the purpose, scope, objectives and processes related to managing the Collection in line with industry practice. It also provides guidance for Council when making a selection of artworks that are relevant to Knox in terms of reflecting the shared history, culture, unique character and contemporary aspects of community life, as well as supporting good investment practices in high quality arts assets.

Knox has a limited capacity to exhibit and display the Collection, with no current civic gallery, and is also limited by restricted storage. The majority of Collection items are currently displayed in indoor, public spaces in Council owned buildings, with semi-regular rotation with works in storage.

### 3. Scope

The Policy provides a framework for:

- The assessment and approval process for acquiring artworks into the Knox Civic Art Collection through purchase, commission, donation or bequest
- The accession, cataloguing, maintaining, insuring and storing items in the Collection
- The exhibition and display of Collection items
- The deaccession framework for the disposal, sale, return or removal of Collection items
- Council's investment and financial management of the Collection
- Unless acquired into the Civic Art Collection in accordance with Section 6.3, management of Heritage and Memorabilia items and the Heritage and Memorability Collection are outside the scope of this policy



## 4. References

- 4.1 Community & Council Plan 2021-2031
- Goal: Connection, Resilience and wellbeing  
Knox is a place to call home. Our community is strong, healthy and we support and respect each other.
- 4.2 Relevant Legislation
- Local Government Act 2020 – Conflict and Interest Provisions
  - Copyright Amendment Act 2000
  - National Association of Visual Arts Code of Conduct
- 4.3 Charter of Human Rights
- This policy has been assessed against and complies with the charter of Human Rights.
- 4.4 Related Council Policies
- Public Art Policy
  - Election Period Policy
  - Councillor Code of Conduct
- 4.5 Related Council Plans, Strategies and Procedures
- Knox Arts & Cultural Plan
  - Relevant Neighbourhood Renewal and Structure Plans
  - Open Space Strategy
  - Retail Activation Strategy
  - Strategic Procurement Framework
  - Asset Management Strategy
  - Terms of Reference, Knox Arts and Culture Committee
  - Gender Impact Assessment Framework
  - Civic Art Condition Report
  - Civic Art Acquisition Report Template
  - Civic Art Deaccession Report Template
  - Civic Art Deed of Gift Template
  - Civic Art Loan Agreement Templates

## 5. Definitions

Civic Art	Indoor Collection of artworks owned by Council
Commission	Purchase of an artwork that is to be designed and fabricated for a specific purpose.
Public Art	Temporary or permanent artwork situated within a public, outdoor realm.
Acquisition	Purchase of a pre-existing artwork
Deaccession	A process by which Council may legally and formally remove items from its collection.
Accession	An accession is an acquisition that an institution formally adds to its collection and is administered through the collection policy.
Arts and Cultural Development	Utilising the arts as a means for community engagement and development, usually with a Public Art outcome that contributes to placemaking.
Conservation	Is the preservation of art and items of cultural importance through examination, documentation, treatment and prevention of deterioration measures.
Restoration	The act of restoring or the condition of being restored
Maintenance	The process of preserving the condition of an item or the situation or the state of being preserved
Heritage and Memorabilia Collection	This includes commemorative plaques, Mayoral attire, (including but not limited to robes and chains), printed photos of Council project and programs, ceremonial gifts, Councillor photos and Mayoral photos, certificates and awards.



Donations | A process by which an existing or commissioned artwork is gifted to a collection at no cost to the institution.

## 6. Council Policy

The following provides a framework for the Knox Civic Art Collection management including processes that support good governance and a high quality collection that can be enjoyed by the Knox community.

### 6.1 Collection Objectives

The objectives of the Knox Civic Art Policy are as follows:

- To provide a clear framework for the acquisition of items into the Collection
- To manage the Collection assets using a best practice model
- To support access and enjoyment of the Collection through public exhibition and display
- To inform a clear rationale for deaccession of works from the Collection
- To guide sound financial management, investment and resourcing of the Collection
- To support arts and cultural development, placemaking and civic pride.

### 6.2 The Art Assessment Panel (AAP)

The Art Assessment Panel (AAP) is a working group that makes recommendations about the acquisition and deaccession of civic art collection items, alongside the Knox Civic Art Policy. This group is also responsible for recommendations related to the Knox Public Art Policy.

Membership of the AAP comprises:

- Up to six internal officers from a range of relevant service areas across Connected Communities, City Strategy & Integrity, and Infrastructure Directorates; plus
- Between two and four community members from the current Knox Arts and Culture Committee, nominated at the commencement of their term, and reflected in the Committee Terms of Reference; plus
- At least one Councillor will be nominated from the Arts and Culture Committee, and will take on the role of Chair. Where multiple Arts and Culture Committee Councillors' wish to take part in the AAP, the role of Chair will be given to the Mayor or Deputy Mayor, or negotiated where this does not apply.

Meetings will be scheduled on an ad-hoc basis as required. Consultation and recommendations of the AAP may also be undertaken via email communications. Recommendations of the AAP will be captured in a group consensus Civic Art Acquisition or Deaccession Report.

### 6.3 Acquisition Framework

Acquisitions may take place by way of purchase, commission, donation or bequest. Artworks may be purchased from reputable galleries or directly from the artist (if not represented by a gallery), legal owner, by commission, or via Council initiated art projects and programs. Items purchased for the Knox Civic Art Collection are procured through the Knox Civic Art Collection budget, which is reviewed annually. Artwork acquisition is implemented using the following framework.

#### 6.3.1 Acquisition Selection Criteria

All artworks must meet the following **essential criteria**:

- Be in a sound condition, with no extraordinary conservation, restoration or storage requirements
- Complement the existing Collection items without duplication of existing Collection items





- Be an authentic/original item, with detailed documentation of the provenance of the item confirming legal ownership
- Be offered unconditionally and without restriction, including the Council's right to deaccession
- Have the capacity for safe and accessible display in public and civic spaces
- Have standard and achievable storage and maintenance requirements

All artworks must meet at least one of the following **assessment criteria**:

- Increases the representation of works in the collection by Victorian based First Nations artists, with additional preference for Wurundjeri and Bunurong artworks
- A work of excellence that contributes to contemporary and innovative arts practice
- Is significant to the local history and unique character of Knox
- Is a high caliber work by respected emerging, mid-career or established artists who have or had a connection to Knox (live, work, study in the area)
- Reflects current social, cultural and environmental issues that relate to Knox
- Contributes to the existing collection in a way that builds on future exhibition theming.

#### 6.3.2 Acquisition Approval Framework

Acquiring artwork into the collection must undergo a transparent and consistent assessment and approval process, as follows:

- Arts and Cultural Services will identify and respond to opportunities for artwork acquisition, and where items are identified as suitable for acquisition, will prepare an acquisition brief to the AAP, providing an initial selection criteria assessment.
- The acquisition brief shall include a discussion of the financial implications of the proposed acquisition, and the estimated valuation of the acquisition, noting for proposed acquisitions:
  - a) of \$5,000 and over, an independent market valuation must be obtained from Council's preferred art valuation service, or the artist's represented gallery;
  - b) below \$5,000, the market value will be determined through recent sales prices of a similar work by the artist or works of comparable artist at same career stage.
- For works in specialised fields of art, the AAP may invite recommendations from specialists with acknowledged expertise in the area, when deemed beneficial.
- The AAP must reach a majority consensus for a proposed acquisition of artwork into the collection, which will be captured in an Acquisition Report.
- The Manager of Active and Creative Communities will approve the Acquisition Report and may elect to consult, inform or seek endorsement from the Mayor or Councillors at their own discretion.
- The financial acquisition process will be undertaken in accordance with Council's Strategic Procurement Framework; or where an acquisition is rejected, the relevant stakeholders will be informed with a written rationale.
- A Deed of Gift Form will be completed by council and signed by both the donor and the Council to transfer ownership of item/s.

*Heritage and Memorabilia items:*



- Refer to the definition of Heritage and Memorabilia Collection in this Policy as per Item 5.
- Heritage and Memorabilia items are not governed by the Civic Art Policy or acquired into the Civic Art Collection unless determined by the AAP as meeting the acquisition criteria and formally acquired into the collection in accordance with this section.

#### 6.4 Deaccession Framework

Deaccession is the process by which the Council may formally remove items from its Collection as part of responsible collection management process, and implemented using the following framework.

##### 6.4.1 Deaccession Criteria

Artworks for deaccession from the collection must meet at least one of the following criteria:

- Poor condition or have suffered irreparable damage
- No known provenance
- Have a legal ownership other than that of Knox City Council
- Pose a risk to public safety, which cannot be mitigated
- Is an item that cannot be effectively stored, maintained or installed within current resource
- Lost or stolen without possibility of recovery
- Copies, duplicate or reproductions of items already in the collection
- Works that no longer reflect Councils' values.

*Items cannot be proposed for deaccessioning:*

- On purely aesthetic grounds
- If they have been in the collection for less than five years
- If they have a legal encumbrance that prohibit them being deaccessioned.

##### 6.4.2 Deaccession Approval Framework

Artworks for deaccession from the collection must undergo a transparent and consistent assessment and approvals process, as follows:

- Arts and Cultural Services will identify and respond to the need for artwork deaccession, and prepare a deaccession brief to the AAP, including an initial assessment based on the deaccession criteria, and the financial and risk implications of keeping or removing the work/s
- For works in specialised fields of art, the AAP may invite deaccession advice from specialists with acknowledged expertise in the area, when deemed beneficial.
- The AAP must reach a majority consensus for a proposed deaccession of artwork, which will be minuted and include a Deaccession Report
- The Deaccession Report must be approved and signed by the Director Connected Communities, who may elect to consult, inform or seek endorsement from the Mayor or Councillors at their own discretion
- After obtaining formal written approval, the deaccession will be implemented as per Item 6.4.3.

##### 6.4.3 Method of disposal

Artworks approved by the Director for deaccession will be marked in the collection storage as a 'Deaccessioned Item' for a 'cooling off period' of 12 months. This time is provided to allow any further information about the items that may come to light, such as relevance, value and provenance, and follows a best practice methodology.



After the cooling off period, disposal by the following methods:

- Return the item to the donor, if donor can be found and in agreement.
- Return artwork to artist or, if deceased, their direct descendants.
- Gifting the item to another collecting institution if one can be located and willing to accept the item.
- Sell the item at public auction or by tender. Funds to be reinvested as per Council's Asset Management Strategy.
- Destruction will only be considered for an item if it were in very poor condition and had irreparable damage or cannot be housed in another Collection.
- All decisions and actions related to the deaccession and disposal process must be fully documented and recorded on the collection database.

#### 6.5 Access to the Knox Civic Art Collection

The Knox Civic Art Collection aims to be accessible and enjoy by the community through implementing:

- Displays in public areas within council owned, managed or tenanted venues.
- Exhibited, where relevant, as part of broader Council exhibition programs.
- Listed as a comprehensive online gallery collection, available for viewing on Knox City Council's website.
- Where viable, offer artworks as outward loans, as detailed in Item 6.6.
- Online enquiry portal for donations, bequests and research.

#### 6.6 Loans

The collection is available for loan outwards to accredited institutions, professional Galleries, Service Agreement Partners, and/or museums, whereby the following is achieved:

- A loan contract, value of works and condition report shall be issued and co-signed by Coordinator Arts and Cultural Services and the Manager of the loaning institution
- The borrowing institution shall accept all responsibility for wall-to-wall insurance, crates, shipping, and repair costs associated with the loan unless otherwise specified in the loan contract
- Inwards loans may be undertaken for short term projects and exhibitions conducted by Knox City Council. An inward loan contract must be completed and all specifications approved by the lender
- Conditional long-term loans will not be accepted.

#### 6.7 Maintenance and Storage

Council is committed to the preventative conservation of the Collection according to recognised museum standards. Council only engages qualified and accredited conservators and approved contractors to advise and work on the care, repair and maintenance of the collection.

The nominated officer from the Arts and Cultural Services Unit will be responsible for the day to day preventative conservation protocol.

An audit of the collection will be conducted every 4 years or otherwise in accordance with relevant Council policies and procedures.

Council's collection items not on display are housed in purpose built storage. Identification labels will be placed on storage boxes and shelves and linked to the collection records to further reduce handling, as per industry best practice.



The costs associated with storing and maintaining the collection will be covered through the capital allocation for Artwork Renewal, and reviewed annually.

#### 6.8 Insurance

All works in the collection are covered under Knox City Council's insurance policy, to the value at the time of acquisition, with options for revalue as required as part of the annual insurance policy. Artworks on loan for exhibition will be registered with Knox City Council's Insurance Officer, and reviewed alongside the Insurance Policy requirements on an annual basis.

## 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 legislative references, or minor changes to processes that do not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council, or a Delegated Committee.



# Knox Public Art Policy

Policy Number:	Issued by Governance	Directorate:	Connected Communities
Approval by:	Council	Responsible Officer:	Manager, Active & Creative Communities
Approval Date:	November 2022	Version Number:	2
Review Date:	November 2026		

## 1. Purpose

The purpose of this policy is to provide a framework to guide the management of Public Art in Knox, including resourcing, acquisition, asset management, deaccession and promotion of public artworks owned by Knox City Council, as well as provisions for guiding community and private investor led public art in Knox.

## 2. Context

Public Art is a form of creative placemaking, through the introduction of outdoor artworks that contribute to the aesthetics, sense of safety and community identity, cultural tourism and a strong sense of positive community connection to spaces in the public realm. Public art also promotes human centered design through addressing community needs, beyond the functionality of a space.

Local Government plays a key role in guiding the development and integration of Public Art within the community, often as part of placemaking, renewal and infrastructure redevelopment projects, to contribute to a sense of place for the community. Artworks can include temporary and permanent installations, and a wide variety of dimensions and mediums. Public Art is generally site specific, responsive to the local environment, community or future vision of the location in which they are placed.

Knox has a strong history with Public Art, including past programs such as the Knox Placemakers projects which has left a legacy of community focused public artworks across the municipality. In recent years, Public Art has transformed into large scale, iconic and contemporary works, installed as part of major redevelopment projects, as well as socially engaged arts that support cultural development and neighbourhood renewal.

Public Art often involves complex project and risk management, long term financial planning, and collaboration across many areas of Council to deliver safe and impactful works. These projects play a key role in local and regional arts development, and is a significant source of employment for many artists.

Community led and investor initiated Public Art in Knox also requires guidance by Council, as projects trigger a range of community engagement, risk, safety and reputational elements, supported through this policy framework.

Public Art strengthens the social, cultural and economic development of a community through building vibrant spaces hinged upon strong local partnerships within retail precincts, reserves, sporting facilities, community hubs, public amenity and urban development areas.



### 3. Scope

The Policy provides a scope for:

- The value and rationale for Council's role in leading and investing in public art
- Resourcing Public Art through a sustained financial framework
- The submission, assessment and approvals process for acquisition and deaccession
- Asset management of Public Art including maintenance, insurance and asset registration
- The deaccession framework for the disposal, sale, return or removal of public art
- Development of cultural tourism and public participation models
- Council's role in supporting and moderating community led and investor initiated public art

### 4. References

- 4.1 Council Plan 2021 - 2025
  - Goal: Connection, Resilience and Wellbeing
  - Goal: Neighborhoods, Housing and Infrastructure
- 4.2 Relevant Legislation
  - Local Government Act 2020 – Conflict and Interest Provisions
  - Copyright Amendment Act 2000
  - Worksafe Victoria regulations
  - National Association of Visual Arts Code of Conduct
- 4.3 Charter of Human Rights
  - This policy has been assessed against and complies with the charter of Human Rights.
- 4.4 Related Council Policies
  - Civic Art Policy
  - Councillor Code of Conduct
  - Graffiti Management Policy
  - Strategic Procurement Policy
  - Community Facility Planning Policy
- 4.5 Related Council Plans, Strategies & Resources
  - Knox Arts and Culture Plan
  - Open Space Strategy
  - Retail Activation Strategy
  - Various Neighbourhood Renewal and Structure Plans
  - Livable Streets Plan
  - Open Space Plan
  - Play Space Plan
  - Strategic Procurement Framework
  - Terms of Reference, Knox Arts and Culture Committee
  - Gender Impact Assessment Framework
  - Public Art Assessment Matrix and Report (AAP templates)
  - Public Art Deaccession Matrix and Report (AAP templates)
  - Asset Register and Asset Management Plan



## 5. Definitions

Public Art	A public artwork is an artwork in any medium, such as sculpture, projection, murals or new media, planned and executed as a site specific work, usually outdoors in the public realm
Accession	An accession is an acquisition that an institution formally adds to its collection and is administered through the collection policy.
Deaccession	The removal, sale, relocation or disposal of an existing artwork, including information sharing with the artist/s and key stakeholders, where items are to be deaccessioned.
Acquisition	Purchase of a pre-existing artwork
Arts and Cultural Development	Utilising the arts as a means for community engagement and development, usually with a Public Art outcome that contributes to placemaking.
Creative Placemaking	Increasing community wellbeing and cultural tourism by introducing Public Art that improves the aesthetics, safety, connection and interest in a public space.
Public Realm	An outdoor public space where the community can access, visit or view.
Permanent Art	A public artwork that has at least a two - five year life space at the installation site.
Ephemeral Art	Temporary artwork that is either installed or presented in a space for up to two years.
Artistic Brief	A document that supports a Public Art Expression of Interest process, providing a design theme, project scope, budget and assessment criteria for submissions.
Public Art Assessment Matrix	A combination of Council's standard procurement assessment matrix, plus a series of weighted criteria specific for public art design submissions to reflect best industry practice.

## 6. Council Policy

### 6.1 Objectives

The objectives of the Knox Civic Art Policy are as follows:

- To provide a clear framework for a sustained financial investment in Public Art
- To provide a clear framework for the acquiring of Public Art in Knox through acquisition or commission
- To manage Public Art as a valued civic asset, using a best practice model
- To inform a clear rationale for deaccession of Public Art
- To support arts and cultural development, placemaking and civic pride
- To support cultural tourism, placemaking and community engagement with Public Art
- To harness innovation and arts development in Knox
- To guide external stakeholders, particularly those who are planning Public Art in Knox



## 6.2 The Art Assessment Panel (AAP)

The Art Assessment Panel (AAP) is a working group that assesses and makes recommendations for the acquisition and deaccession of public art in Knox, alongside the Knox Public Art Policy. This group is also responsible for recommendations related to the Knox Civic Art Policy.

Membership and processes of the AAP are as follows:

- Up to six internal officers from a range of relevant service areas across Connected Communities, City Liveability, and Infrastructure Directorates; plus
- Between two and four community members from the current Knox Arts and Culture Committee, nominated at the commencement of their term, and reflected in the Committee Terms of Reference; plus
- At least one Councillor will be nominated from the Arts and Culture Committee, who will take on the role of Chair. Where multiple Arts and Culture Committee Councillors' wish to take part in the AAP, the role of Chair will be given to the Mayor or Deputy Mayor, or negotiated where this does not apply.
- Meetings will be scheduled on an ad-hoc basis as required. Assessment, consultation and recommendations for projects may also be undertaken via email communications.
- Assessment undertaken by the AAP will be alongside Item 6.4, and recommendations of the AAP will be captured in a group consensus Public Art Acquisition or Deaccession Report.

## 6.3 Resourcing Public Art

Public Art is funded in a variety of ways, with budget allocations reflecting benchmarks set by other Local Government Authorities with a committed Public Art portfolio, National Association of Visual Arts Fee Schedules.

### 6.3.1 Public Art Projects (Council Capital Works Annual Budget)

The annual Arts and Culture - Public Art Projects capital works allocation is based on approximately 1.0% of the total annual new and upgrade Capital Works Project Budget, with a minimum annual allocation of \$200,000 towards this program reviewed annually alongside budget cycles.

This Arts and Culture managed allocation funds stand-alone projects that respond to identified community needs for neighbourhood renewal, community safety, retail activation and placemaking, on a case by case basis. This budget also supports the funding of the Public Art Project Officer project management fee for these projects (E10-20%) and allocation for contingency (E10%) of project budgets.

### 6.3.2 Major New and Upgrade Infrastructure Projects "Percent for Art" (Council Capital Works Project Budgets)

A project based 'percent for art' investment in Public Art is applied to all major "New and Upgrade" capital works infrastructure and open space projects valued over 2 million dollars. This is applied as 2.5% of the capital construction budget, with a maximum of \$500,000 applied to any single public artwork, with larger investments only applied in response to a Council directive. This percent for art approach reflects industry best practice, and allows for a scalable model where the scope of artwork included reflects the scope of the development initiative.

The percent for art allocation will cover the end to end design, fabrication and installation of public artwork (E80%), project management fee (E10-20%) and contingency (E10%), with the public art project budget managed by Arts and Culture and spent against the Major Initiatives project budget code. Arts and Culture will provide a project manager, usually the Public Art Projects Officer, who will liaise with project control group.

Projects are to be planned in collaboration with Arts and Cultural Services at capital works business case initiation stage, to enable integrated design and resource planning. Where significant artwork already exists on a site, or the type of capital upgrade is deemed unsuitable for public art, Arts and Culture will negotiate with the project lead to consider an alternate approach, which may include no public art, a reduced scale of work, renewal, relocation or deaccession of an existing work, with such works funded within the project percent for allocation.





### 6.3.3 Artwork Renewal (Capital Works Renewal Annual Budget)

Existing and new permanent public artworks will be included on Council's Asset Register, along with an asset maintenance schedule funded through the Artwork Renewal capital works program. The renewal funding provision will be an annual allocation of 0.8% of the total market value of the current Public Art asset register pool, with a minimum of \$80,000 per year. This provides for the appropriate asset management, maintenance and deaccession of public artworks listed in the asset register collection, and reviewed annually alongside Council budget cycles.

### 6.3.4 Partnership and Engagement Initiatives (Council Operational Budget)

From time to time, projects may be funded through operating budgets where public artworks or public art engagement programs are developed in collaboration across Council and contribute to festivals, events or other keynote projects. These one off projects will be planned on an annual basis, and will either be funded through Arts and Culture, the initiating lead Unit, or a cost sharing model, as deemed viable. Where Public Art is initiated outside of Arts and Cultural Services, the team will provide guidance, support and a project management toolkit to inform a process that reflects this policy framework.

### 6.3.5 Special Projects (External Grant Funding)

Council will seek opportunities to apply for State, Federal, Private and Philanthropic grants to contribute to planned projects, or enable new projects outside of the current Council Funded allocations, and be prompted by opportunities that support the objectives of this policy. Where Council is embarking on funding advocacy campaigns for major new and upgrade infrastructure projects, the percent for art is to be included as part of the proposed budget for State or Federal funding.

### 6.3.6 Developer Contributions (Externally Funded)

Council will negotiate with developers the inclusion of Public Art within major developer led infrastructure projects, aiming for a financial allocation of 1.5% of the estimated total construction budget for projects over \$2million. This will be negotiated at the time of planning permit applications to Council. Where such projects are situated in outdoor publicly accessible spaces, the design proposal will be assessed by the AAP, with a recommendation presented to the developer for their consideration.

### 6.3.7 Community Led Projects (Externally Funded or via Council's Grant Programs)

Community led projects are those initiated and funded by groups outside of Council, including those funded through Council's grant programs. Community led projects in the public realm must follow this policy, and Council will provide guidance, support and a project management toolkit to inform a process that reflects this policy framework.

## 6.4 Acquisition Framework

Acquisition of public art may take place by way of a purchase of an existing public artwork, or more often, the commission of a new artwork that is designed for a specific site. Artwork acquisition is implemented using the following framework.

### 6.4.1 Initiating Public Art Projects

Public Artworks will be initiated alongside the resourcing framework outlined in Item 6.3 including:

- Annually planned public art projects that respond to identified community needs for neighbourhood renewal, community safety, retail activation and placemaking, on a case by case basis.
- Major new and upgrade infrastructure and open space projects prompted through capital works initiatives
- Public artworks developed in collaboration across Council and contribute to festivals, events or other keynote projects, and are usually of a temporary or ephemeral nature.



- Community and Private led public art projects, where Council plays a role in the guidance, assessment and approval of works in public space.

#### 6.4.2 Submission and Artwork Assessment Process

Public Art acquisition will be undertaken through the following submission and assessment process:

- An Artistic Brief will be developed that provides project objectives, artistic themes, site requirements, scope and submission requirements, and will sit alongside the necessary strategic procurement documents and framework.
- All applications will be individually assessed by AAP members alongside a Public Art Assessment Matrix with weighted criteria, with individual scores combined to establish a total score for each submission.
- Where more than eight submissions are received, Arts and Culture Officers will undertake an initial scoring and seek AAP assessment for no more than the top scoring eight applications.
- For projects valued at over \$100,000, the top three (maximum) scored submissions will be invited to move to a second stage of developed design submission, inclusive of a NAVA approved design fee. The AAP assessment will be repeated, and further advice sought from other stakeholders as needed.
- Final artwork selections will then be presented within a recommendation report, for progressing for financial approval as per Item 6.5.

#### 6.5 Approval Process

##### 6.5.1 Financial Approval

Once a design has been selected, the procurement of services and/or capital works follows the strategic procurement framework, and supported by the required levels of procurement planning and reporting prompted by financial values. The approval of public art follows the financial delegation levels below.

Financial Delegation Limit	Procurement framework	Financial Approval Levels
Up to \$10,000	Minimum of one simple written quote	Team Leader Creative Placemaking
\$10,001 - \$50,000	Three simple written quotes	Team Leader Creative Placemaking
\$50,001 - \$100,000	Three detailed written quotes	Coordinator Arts and Cultural Services
\$50,001 - \$250,000 (Goods & Services) \$50,000 - \$500,000 (ICT & Works)	Three detailed written quotes	Manager Active & Creative Communities Executives and Councillors may be consulted.
Up to \$1,500,000	Public tender process projects over \$500,000 and goods and services over \$250,000.	Director Connected Communities Other Executives and Councillors may be consulted.

##### 6.5.2 Written Agreement

The procurement of a public artwork will require a written form of agreement, whereby works up to \$100,000 will be supported by an Artists Agreement, and works over \$100,000 will prompt a formal Commission Contract developed using Council's standard contract template, plus current arts law practice, co-signed by the supplier and the financial approver in line with the delegation limits provided by the procurement framework.



## 6.6 Asset Management of Public Art

### 6.6.1 Insurance and Asset Registration

All completed artworks will be accessioned into the collection and recorded in the asset register and listed onto Council insurance based on the value of the work at the time of accession, and reviewed annually alongside Council's insurance policy.

### 6.6.2 Lifespan of Public Art Works

In order to effectively manage the existing public artworks in Knox City Council's Public Art Collection three categories of expected life span are identified, at which time an assessment is undertaken to determine future life span:

- **10 year life span:** Public Art that is sculptural in form and or made of durable materials that can withstand weather and time for a reasonable period and have minimal maintenance. Most public artworks will require a ten year life space within the written agreement with the artist/supplier.
- **2-5 year life span:** Public Art in the form of public sculptures, murals, pavement designs, mosaic panels, that are made of non-durable, non-weathering materials that have a life span that is reduced and where the integrity of the work is no longer achieved due to this, and/or maintenance costs are deemed excessive, the expected life span is 2-5 years.
- **Ephemeral or less than two years' life span:** Public Art in the form of sculptural elements, outdoor projections, street art projects, flag installations, billboards and light boxes are ephemeral projects that provide opportunities for participation from numerous artists and or groups and are enhanced by the opportunity to change regularly, have an expected life span of less than two years, and are assessed on a case to case basis

### 6.6.3 Maintenance

Council recognises that Public Artworks are a valuable asset and will undertake maintenance and review with the aim to preserve the value and lifespan of the works. Public Art will receive planned maintenance attention including regular condition reviews, cleaning and maintenance. This will include the systemic recording of assets, development of maintenance manuals as part of the Artists Agreement/Contract, condition reports and maintenance assessment criteria. Renewal of the public art collection is resourced by the Capital Works renewal budget, and approved as per Item 6.5.

### 6.6.4 Deaccession

A deaccession process for Public Art will be assessed alongside a Deaccession Matrix, and will enable those works either in extremely poor condition, have exceeded their expected lifespan, be of no value to Council, or assessed as no longer reflective of Council's values, to be removed from the register and from Council's collection, or where an artwork is intact and of value and requires removal for other reasons, such as site redevelopment, the process for safe removal with the intent for sale or relocation.

Artworks for deaccession from the collection must undergo a transparent and consistent assessment and approvals process, as follows:

- Arts and Cultural Services will identify and respond to the need for artwork deaccession, and prepare a deaccession brief to the AAP, including an initial assessment based on the Deaccession Matrix, the risk implications of keeping or removing the work/s, and the proposed method of deaccession.
- The AAP must reach majority consensus (over 51%) for a proposed deaccession of artwork, which will be captured in a Public Art Deaccession Report to support the approval process, as per Item 6.5.



- Where the work is of cultural heritage value, perceived community value, is not posing a public safety risk, requires removal due to site development, and is beyond restoration as per the deaccession matrix, the ward councillor will be consulted to discuss community engagement before deaccession process commences.
- The Deaccession Report must be approved by the delegated authority, based on the artwork value at time of deaccession following the same approval process as per Item 6.5.
- Items cannot be proposed for deaccessioning purely aesthetic grounds, if they have been in the collection for less than five years, or if they have a legal encumbrance that prohibit them being deaccessioned.
- Deaccession costs will be funded through the Artwork Renewal, or if part of a redevelopment site, costed as part the 'percent for art' budget.

#### 6.6.5 Private and Community Public Art Assets

Council will not be responsible for the maintenance or deaccession of Public Art on land not owned by Council, unless it is considered culturally significant, is on the Council asset register, or is considered to be a good financial or planning decision for Council to do so. This will be assessed on a case by case basis in collaboration with the AAP and alongside the approvals process in Item 6.5.

#### 6.7 Communications and Engagement

All completed public artworks will be announced to Council staff and Councillors through internal publications. Council will also deliver initiatives that promote active enjoyment, education, visitation and engagement with Public Art in Knox. This will be achieved through leading and supporting the following:

- Local creative placemaking initiatives.
- Cultural tourism initiatives.
- Cultural asset mapping.
- Public art trails.
- Arts and cultural events.
- Regional visitor strategies.
- Community and private investor led projects.
- Online resource kit and enquiry portal.

Many of these activities are reflected as Council priorities through a variety of plans, policies and strategies, requiring a collaborative approach to planning, communications, engagement and reporting.

## 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.

## 8.7 Miller's Homestead Pilot Program Review

**SUMMARY:** Coordinator Arts and Cultural Services, Elissa Bates

**This report provides Council with a review of the 12-month pilot program for Miller's Homestead under a License Agreement with Eastern Regional Libraries (ERL) as a collective use Arts and History Centre.**

**After many years of under-utilisation, Council committed to reopen Miller's Homestead in response to significant community feedback to retain this heritage facility and develop it as a "collective use Arts and History Centre" through appointing a community organisation to the tenancy and service delivery. The Miller's Homestead Project Officer was appointed for 12-months to oversee an Expression of Interest process and tenancy pilot period, with ERL successfully appointed as tenants via Licence Agreement officiated in January 2022. After some delays due to COVID-19, the venue re-opened to the public in March 2022.**

**The Licence Agreement terms include the option to extend the agreement for a further four years until January 2027, upon review after the initial 12-month pilot period, concluding in January 2023. ERL have indicated they would like to remain at the venue and have effectively delivered on their Licence Agreement requirements in terms of venue management, programming and reporting requirements.**

**The programming offered by ERL during the pilot period reflects a creative and inclusive approach to arts, literature and history focused activities, supported by Council's temporarily appointed Miller's Homestead Project Officer. ERL'S future program plan builds on the strengths of the programming offered through 2022, with evidence of ongoing program diversification.**

**As part of the pilot review, extensive community consultation, stakeholder feedback and ERL reporting, including visitation data has been reviewed, with results indicating strong community support for the ERL tenancy, showing high levels of enjoyment of the diverse programming, positive local and partner relations, and nearly double the anticipated visitation expected, with nearly 8,000 visits recorded for active programs held at the venue since its reopening.**

**Given the success of the pilot period, the recommendation is to extend ERL as tenants in the venue, by way of the option to extend their Licence Agreement for a further four years until January 2027.**

**Finally, the report addresses the scheduled review of the Millers Homestead Community Reference Group, established to provide a mechanism for residents/interested parties to provide feedback to Council during the tenancy establishment and 12-month pilot period. As per their Terms of Reference, (TOR) the group may be disbanded after 12-months since their first scheduled meeting. It is proposed that where the ERL Licence Agreement is extended, this group has successfully fulfilled its pilot focused role, and is recommended for sunsetting on 7 December 2022, with ongoing communication and engagement options provided to members to enable timely information sharing about potential tenancy or venue variations into the future.**

## RECOMMENDATION

### That Council:

1. **Note the success to date of the Eastern Regional Library's (ERL) pilot tenancy at Miller's Homestead.**
2. **Note officers propose to extend ERL's Licence Agreement for Miller's Homestead for a further four years until January 2027; in accordance with the authority provided in the resolution of Strategic Planning Committee on 11 October 2021.**
3. **Note that the Miller's Homestead Community Reference Group has successfully fulfilled and completed its purpose and objectives as set out in the Group's Terms of Reference, and consequently:**
  - a. **Thank members of the Group for their contribution; and**
  - b. **Disband the Group effective from 7 December 2022.**

### 1. INTRODUCTION

On 30 March 2020, Council considered a report on the potential future uses of Miller's Homestead. The report brought together community feedback, Council officer research and the results of the feasibility study about the future vision for the heritage homestead built in 1888.

After many years of under-utilisation, this feasibility study attracted a great deal of community interest, and Council agreed with the results of the community consultation that Miller's Homestead be retained as a community asset and activated by a community tenant as a collective use Arts and History Centre. Council instigated an Expression of Interest process to appoint a tenant, and also supported the temporary appointment of a Miller's Homestead Projects Officer to facilitate success during an initial 12-month tenancy pilot period. Some restoration of the site was undertaken in preparation for tenancy, funded through Capital Works. More information about the history of the site, and the decision to re-activate Miller's Homestead, is available on the website at [www.knox.vic.gov.au/millers](http://www.knox.vic.gov.au/millers)

At the Strategic Planning Committee Meeting held on 11 October 2021 the following was resolved:

"That the Committee:

1. Approve a 12-month tenancy licence agreement at Miller's Homestead and Gardens at 30 Dorrigo Drive Boronia, with the preferred applicant, Eastern Regional Libraries (ERL).
2. Note that the organisational structure of ERL meets the mandatory criteria as a Community/Not-for-Profit group.
3. Note that the proposed activities and services presented by ERL for Miller's Homestead and Gardens activation successfully meets the vision as a collective use "Arts and History Centre", offering a 12-month pilot program of creative writing and literature events, children's programs, community and cultural events, arts partnerships, heritage literature collections, genealogy services and gardening, seed bank and sustainability activities.
4. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer selects) to execute all the necessary documentation pertaining to the tenancy licence agreement between Knox City Council and ERL, including the option to extend the agreement a further four years to its maximum five-year term as per Council's Lease and Licence Policy, and upon satisfactory delivery of the 12-month pilot program.

5. Advise all applicants accordingly.”

The licence agreement was signed in January 2022 and after some interim delays due to COVID-19, the venue was reopened to the public by ERL in March 2022.

The first 12-months of ERL tenancy has been successful in terms of meeting their Licence Agreement obligations including special conditions around site use, community outcomes and programming themes with a focus on arts and history. This success has been further supported through extensive community consultation and feedback via Have Your Say.

Regular reporting by ERL provided monthly insights into measuring the community impact and outcomes stipulated in the licence agreement. This reporting has shown a steady commitment by ERL in achieving their tenancy goals through delivering programs that successfully engaged diverse cultural, inter-generational and all-ability participants, with a focus on local and regional audience development. Arts and cultural development outcomes were enabled through building positive local partnerships with community groups, Council services, artists and performance groups.

ERL have reported that they are enthusiastic to continue operating at the venue and will continue to evolve and streamline their programming in arts, history and literature activities. ERL have presented a proposed Miller’s Homestead Program 2023, in Attachment 1.

Officers recommend the extension of the Licence Agreement with ERL for a further four years until January 2027, offering facility advocacy, as well as ongoing program and event support through Arts and Cultural Services, aligning the ongoing ERL commitment to the Arts and History Centre theming.

The role of the Miller’s Homestead Community Reference Group as per the Terms of Reference (TOR) is to provide a mechanism for local resident and stakeholder engagement and provision of feedback to Council during the tenancy establishment process and during the 12-month pilot activation period.

The group was highly engaged during the tenancy establishment process, offering terrific insight into the special conditions required for this heritage and residentially zoned facility, and creating a viable scope for positive activation and measuring of community outcomes. As ERL developed a successful model for venue operations, the Miller’s Homestead Community Reference Group experienced a sense of diminished purpose, with confidence growing that the service model was a success, and the need for reporting issues declining. This saw a subsequent decline in membership and attendance at meetings in recent months.

Where the ERL Licence Agreement is extended for a further four years, it is proposed that the group has now successfully fulfilled its purpose in overseeing the tenancy arrangements and pilot program period, with a recommendation to sunset this group, as provided by their TOR,

12-months after their first meeting date, being 7 December 2022.

Please refer to: [Miller's Homestead Community Reference Group Terms of Reference](#).

## **2. DISCUSSION**

### **2.1 Pilot Program Evaluation**

Extensive community consultation, stakeholder feedback and venue visitation data analysis indicate that the community have positively engaged with the venue since its reopening with nearly 8,000 residents attending the venue since its reopening in March 2022. Community feedback confirms that the ERL tenancy model has been successful in delivering on the community

vision of a collective use Arts and History Centre, and the style and variety of programming on offer at Miller's Homestead during its first year of operation, meets local needs and interests.

The first 12-months of ERL tenancy has been successful in terms of meeting their Licence Agreement obligations, including the program theming, monthly reporting, partnership development, and adherence to special conditions related the heritage site, residential zoning, and site capacity.

Programming at Miller's Homestead has included a diverse range of arts, community and cultural events, children's activities, library services, history and genealogy services. Music evenings, art exhibitions and plain air painting activities have also evolved through local partnerships, including the loan of a grand piano from a local business.

Gardening groups, photography, special interest groups and regular social meetings see the venue filled with regular group bookings, ERL led programming, and passive enjoyment of the space. Book clubs, works spaces, a reading room, Story Time, School Holiday Program, and a library collection point have contributed immensely to regular visitation to the venue, harnessing Knox library users into the audience mix.

A diverse range of local community groups and clubs' partner with ERL in the delivery of regular special interest group meetings, workshops and social activities, both as active user groups and passive visitors.

ERL have established regular reporting on program outcomes, development and visitation data, which has been presented as a monthly report to the Miller's Homestead Community Reference Group for consideration, receiving largely positive feedback from the group.

ERL has developed a strong online presence for Miller's Homestead on their website and social media platforms, further supported by Council's communications platforms. ERL have also invested in furnishings and site information that pays homage to the historic venue and gardens, and further builds visitor attraction to this unique heritage homestead. Further explore the ERL Miller's Homestead website page at [www.yourlibrary.com.au/millers-homestead](http://www.yourlibrary.com.au/millers-homestead).

"Have Your Say" survey feedback from residents, venue users and stakeholders, shows that ERL's programming in their first year was tremendously successful, with a median score of 4.46/5 star rating awarded for program quality across all programs, with most of the programs on offer also being reported to meet the expectation of an Arts and History Centre. The venue operations, such as customer service and public amenity, were commended with a 4.69/5-star rating, with some feedback provided around the need to improve accessibility particularly of the toilets and entry pathways/stairs which require railing.

Survey demographic data shows that older residents living nearby Miller's Homestead, and families with younger children from Knox and surrounding suburbs are the primary demographics regularly visiting the venue for set programs and services.

Feedback also shows a strong interest in the venue being open on the weekends and some evenings, and some improved processes around venue bookings and exhibitions. Currently ERL do not have the staffing capacity to open the venue on weekends and evenings and have not yet explored options for volunteers supporting extended opening hours, nor taken bookings for hirers outside of staffed times.

Community feedback indicates that there is interest in ERL delivering a higher number of small-scale community events, such as markets, cultural and arts events, as well as an interest in the site being hired for wedding photos and small children's parties.



Community feedback indicates little support for larger private or commercial events, such as weddings being hosted at the venue, due to the residentially zoning concerns, with a focus on small scale, community led events being the preference.

Whilst ERL have initiated several small-scale event partnerships during the pilot period, they report that event management is not their area of expertise, and their focus would remain on small scale event partnerships and hosting Council's pop-up events into the future, rather than leading more significant events at the site.

Visitation data shows that a total of 7,716 people visited Miller's Homestead since its reopening in March 2022, which is around 322 visitors each week. This is nearly double the target visitation anticipated through the key performance indicators listed for ERL in the Licence Agreement. Please note that ERL data collection does not capture all passive attendees at the venue, as this was difficult to always monitor, and as such, visitation figures are likely to be higher than those recorded.

The success of the pilot program and the continuation of ERL as tenants at Miller's Homestead, is unanimously supported by the consultation and data provided. Should Council support the decision to continue ERL as tenants in the venue, it is recommended by officers that ERL consider establishing a clearer venue booking system, potentially applying casual hire fees, and building a volunteer base to support expanded opening hours to fully realise the vision for the space, within the scope of their Licence Agreement.

A copy of the Community Consultation Report on the Miller's Homestead Pilot Program, and the Visitation Data report, is available upon request.

## **2.2 Future Program Proposal**

As part of their expression of interest to continue in the role of tenant at Miller's Homestead, ERL has presented a proposed Program for Miller's Homestead for 2023, located in Attachment 1.

The program proposal provides a sustained approach towards service delivery through focussing on core service streams and partnerships within arts, history, community and literature activities, retaining their commitment to programming as a collective Arts and History Centre.

The proposal also reflects the level of staffing and budget resources available to ERL within existing resource. There is option to consider cost recover through casual hire changes to support a more sustained business model within the scope of the Licence Agreement, a concept Council may wish to encourage with ERL into the future.

The program plan does not fully address how ERL might plan to activate the venue on evenings and weekends, nor expand their event activation footprint. Councils Arts and Cultural Services can continue to support capacity building of ERL to lead, host and partner for small scale events at Miller's Homestead and explore event partnerships for keynote programs such as the Knox Immerse Biennial Arts Festival, Pop Up Events, the Seniors Festival and Diversity Week.

There is clear evidence that the programming and partnerships developed by ERL continues to strengthen and diversify, with many new and creative ideas still emerging. The current programs on offer are available by selected the venue tab at [www.yourlibrary.com.au/whats-on](http://www.yourlibrary.com.au/whats-on).

Please refer to Attachment 1: ERL Future Program Plan 2023 – Miller's Homestead.

## **2.3 Council Investment**

During the first year, Council has financially supported this License Agreement through the standard licence agreement terms, with operating costs as follows:

- Venue cleaning costs (12-months): \$15,000
- Venue maintenance costs (12-months): \$15,000
- Venue Utilities costs (12-months): \$ 4,750

Where the Licence Agreement is extended for a further four years, these costs will continue to be absorbed by Council on an annual basis and have been budgeted by Facilities for 2022/2023 and similarly forecast for 2023/2024.

Council has also invested in the Miller's Homestead Project Officer Role, which has provided direct support for the successful reopening of the venue and program theming. This is a temporary part time appointment, currently costing \$45,733.86 annually, and due for conclusion in June 2023. There is no requirement for this role to be continued, where Council exercises the option to extend the ERL Licence Agreement for a further four years, as it is anticipated that ERL will operate more independently under a standard agreement in the future, without a need for ongoing specialist project support. Arts and Culture will continue to guide optimal venue operations, local partnerships and programming within the existing budget.

Council undertook minor capital upgrades at this venue prior to the tenancy commencement and invested in an accessibility audit. Being a heritage building, it is not currently required for Council to meet all the accessibility regulations as per the AS 1428 standards, however, high priority tasks have been identified to improve access at the site, including handrailing to entry points and a minor upgrade to enable a unisex ambulant toilet. This will be funded through the remaining 2022/23 capital works allocation for Millers Homestead, being \$141,000. Further high priority works beyond the current budget will be assessed and presented to Council as Business Case proposals as required.

#### **2.4 Extension of the Licence Agreement**

Given the success of the pilot program, it is proposed by officers that Council retain ERL as the tenant at Miller's Homestead by way of enacting the option to extend the Licence Agreement for a further four years, enacting the standard 5-year term as per Council's Leasing and Licensing Policy.

By doing so, the following is enabled:

- The venue continues to operate alongside the tenancy obligations specific to a residentially zoned heritage site with limited site capacity.
- ERL remains committed to the continued focus on delivering programs, services, events and activities that support the shared vision of a collective Arts and History Centre.
- Facility advocacy is retained by Arts and Cultural Services who have the skills in arts, event and venue management to help facilitate ongoing success.
- Options to introduce extended hours will be explored with ERL for some evening and weekend activations.
- Options to introduce hire charges in line with Councils Casual Hire Policy and Leasing and Licencing Policy can be explored to support cost recovery and resourcing.
- ERL would move to standard annually reporting obligations as per the usual practice for tenanted Council buildings on a Licence Agreement.

#### **2.5 Millers Homestead Community Reference Group**

The Miller's Homestead Community Reference Group were appointed by Council to "be the primary point of communication, idea sharing and feedback to Council for Miller's Homestead and Gardens during the first 12-month pilot program" as detailed in the Terms of Reference, available upon request.

Members of the group were selected through a public Expression of Interest process, and eight community representatives accepted an offer of membership, selected based on their skills and interest in arts, history and local community. Councillor Jude Dwight and Councillor Yvonne Allred share chairing this meeting, as the Ward Councillors closest to the venue location.

The first meeting of the group was held on 7 December 2021, and monthly meetings scheduled thereafter. The early focus of meetings tended towards reviewing some of the provisions within the draft tenancy agreement, with members local to Dorrigo Drive showing particular interest in minimising disruption to residents, supported through clear parameters for events, parking, operational hours and noise within the Licence Agreement. Fortunately, these issues have not become problematic during the pilot period of gentle, low impact programming offered by ERL.

More recently, meetings have focused on reviewing the monthly KPI data presented by ERL for programming and visitation at the venue, with little requirement for discussing operational issues or program support, as ERL has proved to be delivering a successful service model.

Membership to the group has been in steady decline over the past four months, with two members resigning due to other commitments, and many others not able to regularly attend. Several meetings were cancelled due to low membership attendance or illness. There are currently five members still listed as active, however regular attendance at meetings by all members is rare. The steady decline appears to have coincided with the success of ERL as tenants and the reduced need to report issues to Council regarding venue operations and monitor positive community outcomes.

As part of the pilot program review, a survey was sent to group members, as well as direct consultation during meetings, seeking their feedback on the success of the tenancy, programming and venue operations.

Two of the five remaining members responded to the survey, with one fully supportive of ERL continuing as tenants and noting that their service was "fantastic"; whilst the other shared concerns around the community reference group having minimal involvement in tenancy selection, and a desire to be more involved in reviewing Council reports regarding the future tenancy. Neither of these tasks were, however, within scope of the group's purpose.

As per the Miller's Homestead Community Reference Group Terms of Reference, a review of the group was undertaken after 12-months of operation, with the option to sunset the group where their purpose has been fulfilled during the pilot period.

Given the reduced focus of this group, declining membership and minimal need for a formal mechanism to report issues to Council, it is presented, that where the ERL tenancy is extended, the Miller's Homestead Community Reference Group has now fulfilled its purpose, and be sunset on the 7 December 2022, as enabled through their Terms of Reference.

Where sunset, members will be acknowledged through a social meeting at Miller's Homestead, with the opportunity for Councillors and officers to thank them for their voluntary service. Further, the group will be consulted and informed of any variations to the future tenancy and venue operations via email and the "Have Your Say" portal. Members also have the option to regularly meet as a community-led group at Miller's, have direct contact with the Ward Councillor, and to

discuss options with ERL for developing an ongoing “Friends of Miller’s Homestead” volunteer base.

Please refer to: [Miller's Homestead Community Reference Group Terms of Reference](#).

### **3. CONSULTATION**

The Miller’s Homestead Pilot Program Community Survey and Internal Stakeholders Surveys were developed by Arts and Cultural Services in association with Community Engagement utilising Council’s Have Your Say portal.

The Have Your Say – Miller’s Homestead Pilot Program Surveys were open from 5 August 2022 to 9 September 2022, and the link inviting feedback went to:

- 318 households in the vicinity of Miller’s Homestead via a mail house service.
- 162 opt-in database Community Consultation via EDM.
- Council’s Social Media platforms.
- Knox Arts and Culture Committee, as well as direct meeting consultation.
- Miller’s Homestead Community Reference Group, as well as direct meeting consultation.
- Internal officers seeking they forward to their networks and committees via email.
- Key program partners and venue stakeholders.

A total of 39 survey contributions were received, which provided a strong sample size to develop clear feedback themes.

Consultation was directly undertaken at key meetings including:

- Miller’s Homestead Community Reference Group.
- Knox Arts and Culture Advisory Committee.
- Internal staff stakeholders.
- Members of Eastern Regional Libraries leadership team.

All consultation has informed the issues identified in this report and informed the options provided.

### **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**

ERL have demonstrated a strong commitment to environmental issues, through actively seeking out sustainable lighting options, seedbank services, a gardening group and programs that preserve the natural environment and heritage nature of this site.

## **6. FINANCIAL & ECONOMIC IMPLICATIONS**

Irrespective of the form of agreement held with ERL for Miller's Homestead into the future, the following financial implications will apply to Miller's Homestead activation:

Operating Venue Costs annually estimated at \$34,750, comprising:

- Venue cleaning costs (12-months): E\$15,000
- Venue maintenance costs (12-months): E\$15,000
- Venue Utilities costs (12-months): E\$ 4,750

Where the venue continues with a tenancy model, these costs will become an annual expense to Council, and have been allocated within the Facilities budget in 2022/2023 and forecast within the 2023/2024 budget.

Capital Works Costs:

- Remaining expenditure of current capital budget allocation for minor upgrades will conclude 2022/23.
- Outstanding tasks relating to the accessibility audit may prompt future business cases.

Service Agreement Staff Funding:

- The funding provided to ERL to cover the costs of staffing Miller's Homestead with one staff member will continue to form part of their existing annual service agreement funding.

Miller's Homestead Project Officer:

- The funding for this role will cease as of 30 June 2023 with no further EFT allocation in Council's forward budget for this role. Should Council opt not to extend the ERL tenancy extension, this role will require extension to support a review and possible re-tenancy of the site.

## **7. SOCIAL IMPLICATIONS**

ERL have demonstrated awareness and implications of the property location, scale and history through programming and evidenced willingness to work with the community in responding to feedback, suggested programming and suitable methods to notify residents of upcoming programs and events.

ERL are well placed to form and resource partnerships and support community organisations including the option to create a volunteer base "Friends of Miller's" program.

## **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.

### **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.

**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 Arts and Cultural Services, Elissa Bates**

**Report Authorised By: Director Connected Communities, Tanya Scicluna**

**Attachments**

1. Attachment 1 - ERL Future Program Draft 2023 - Millers Homestead ( D 22-234833) [**8.7.1** - 1 page]

**Attachment 1: ERL Future Program Draft Miller's Homestead (2023)**

<b>Service Type</b>	<b>Program/Events</b>	<b>Partners</b>
<b>ARTS</b>	Book launch	Students of Martine Cleven
	Solo Exhibition	Shirley Dougan – A patterned world
	2 x Poetry open mike	ERL
	Winter Photography Exhibition	ERL & Knox Photographic Society
	Art of felt making	ERL Soft Library
	Native Wildflower Photography Exhibition	Knox Photographic Society
	Group Exhibition	Ferntree Gully Art Society
	Plein air painting (gardens)	Ringwood art Society
	6 x craft group meetings	ERL
	8 x music sessions	ERL
	Group singing sessions	ERL
	7 x film screenings	ERL
	Theatre Performances	Local theatre companies
	Music Evenings / Piano performance (grand piano)	Local music groups, teachers and artists
<b>HISTORY</b>	The Basin Time Capsule	Knox Historical Society
	History of Millers talk	Knox Historical Society
	School Photo Display	Knox Historical Society
	Afternoon tea with the CWA	Boronia CWA 85 <sup>th</sup> Anniversary display
	14 x Family and Local History Help	ERL
	7 x Knox Genealogical group	ERL
<b>LIBRARY</b>	60 x Storytimes	ERL
	12 X School Holiday Program activities	ERL
	2 x STEAM after school activities	ERL
	Reading Room	ERL
	Literature book launches	ERL / Authors
	5 x Adult technology training sessions	ERL
	2 x writing workshops	ERL / Authors
	3 X Author talks	ERL / Authors
<b>OTHER</b>	17 X gardening activities	ERL
	Variety of new programs on offer can be explored on the Millers tab: <a href="https://www.yourlibrary.com.au/whats-on/">https://www.yourlibrary.com.au/whats-on/</a>	

9 Supplementary Items

10 Notices of Motion

11 Urgent Business

12 Questions Without Notice

13 Confidential Items