

# MINUTES

## Meeting of Council

Held at the  
Civic Centre  
511 Burwood Highway  
Wantirna South  
On  
Monday 23 October 2023

The Agenda for the Meeting of Council, Monday 23 October 2023, forms part of these Minutes and is attached in full at the end of the Minutes.

These Minutes are considered draft until adopted and confirmed at the next Meeting of Council.



The meeting commenced at 7:08pm.

**PRESENT:**

<i>Cr M Timmers-Leitch (Mayor)</i>	<i>Collier Ward</i>
<i>Cr Y Allred</i>	<i>Baird Ward</i>
<i>Cr J Dwight</i>	<i>Chandler Ward</i>
<i>Cr M Baker</i>	<i>Dobson Ward</i>
<i>Cr S Laukens</i>	<i>Friberg Ward</i>
<i>Cr L Cooper</i>	<i>Scott Ward</i>
<i>Cr D Pearce</i>	<i>Taylor Ward</i>
<i>Cr N Seymour</i>	<i>Tirhatuan Ward</i>

<i>Mr B Dobson</i>	<i>Chief Executive Officer</i>
<i>Mr G Curcio</i>	<i>Director - Customer and Performance</i>
<i>Mr G Thorne</i>	<i>Director – Infrastructure</i>
<i>Mr M Kelleher</i>	<i>Director - City Liveability</i>
<i>Ms J Chalkley</i>	<i>Director – Connected Communities</i>
<i>Ms N Lorkin</i>	<i>Chief Financial Officer</i>
<i>Mr A Dowling</i>	<i>Manager, Governance and Risk</i>

**THE MEETING OPENED WITH A STATEMENT OF ACKNOWLEDGEMENT AND A STATEMENT OF COMMITMENT**

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

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## 1 Apologies and Requests for Leave of Absence

An apology was received from Councillor Grasso.

## 2 Declarations of Conflict of Interest

Councillor Pearce and Councillor Laukens foreshadowed declaring a conflict of interest in Item 8.2, Community Development Fund Assessment Panel Members Recommendations 2023-24.

Councillor Baker foreshadowed making a declaration statement for Item 8.2, Community Development Fund Assessment Panel Members Recommendations 2023-24.

## 3 Confirmation of Minutes

The Chairperson, Councillor Timmers-Leitch invited Councillors to raise any opposition to the Minutes of the Meetings of Council held on 28 August 2023 and 25 September 2023. There being none, the Chairperson declared the Minutes be confirmed.

## 4 Presentations, Petitions and Memorials

Nil.

## 5 Reports by Councillors

### 5.1.1 Councillor Laukens

Councillor Laukens reported attending the following meetings:

- Community Conversation with a Councillor event at Mountain Gate Shopping Centre
- Knox Community Safety, Health and Wellbeing Advisory Committee Meeting
- Construction tour of Knox Library at Westfield Knox
- Australian Institute of Company Directors Study Group
- Rowville Riders Annual Dinner at Mulgrave Country Club
- Knox Little Athletics Opening Ceremony
- Knox United Soccer Club - 2023 Minirosos and Junior Presentation Day at the Knox Italian Club in Rowville
- Breakfast with Elected representatives
- MAV 2023 Annual Conference and Dinner
- MAV State Council Meeting
- Knox Stringybark Festival 2023
- CEO Performance and Remuneration Committee Meeting
- Eastern Regional Libraries Corporation/Your Library Board Meeting

Councillor Laukens also:

- Acknowledged the success of the Knox Stringybark Festival and thanked the Events team, community groups and traders who make the festival a success.

### 5.1.2 Councillor Baker

Councillor Baker reported attending the following meetings:

- Knox Seniors Festival Launch
- Knox Disability Advisory Committee Meeting
- Unveiling of Frank Johnson Memorial Plaque at Tim Neville Arboretum
- Planting of Separation Tree at Quarry Reserve, Ferntree Gully
- Knox Stringybark Festival 2023
- Knox Environmental Society Annual General Meeting

Councillor Baker also:

- Acknowledged the success of the Knox Stringybark Festival and thanked the Events team and volunteers.
- Attended the Knox Environmental Society Annual General Meeting and the unveiling of their mural, noting funding for the mural arose from a Community Development Fund Grant.
- Attended the Knox Seniors Festival where valuable information was provided to attendees.
- Expressed the honour of attending the unveiling of the plaque dedicated to Frank Johnson at the Tim Neville Arboretum, acknowledging his family, background, community service and achievements as a Knox Councillor which included the establishment of the Tim Neville

Arboretum. The Arboretum opened while Mr Johnson was Mayor and has become a key landmark in Knox that is highly valued by the community.

- Noted that Frank Johnson was an admired community leader and was involved in many community groups including:
  - St Vincent's De Paul
  - Ferntree Gully Football Club.
  - Fourth Knox Scouts
  - Knox and District Woodworkers Club as a founding member

### **5.1.3 Councillor Dwight**

Councillor Dwight reported attending the following meetings:

- Knox Arts & Culture Committee Meeting
- Planting of Separation Tree at Quarry Reserve, Ferntree Gully
- Viewing of the film 'A Plastic Ocean' at the Bayswater Arts Centre
- 'Meet Your Councillor' event at Miller's Homestead
- Yarning Circle project at Coonara Community House
- Meeting with (Labor) elected representatives
- MAV 2023 Annual Conference and Dinner
- Koolunga Native Reserve Working Bee and Annual General Meeting
- Photo with Dr Prabodh Malhotra for his fundraising walk for the McGrath Foundation from the Melbourne Cricket Ground to the Sydney Cricket Ground
- CEO Performance and Remuneration Committee Meeting
- Knox Youth Advisory Committee Meeting
- Meeting with (Independent) elected representatives
- Eastern Regional Group of Councillors Meeting
- Knox Environment Society Annual General Meeting
- 

Councillor Dwight also:

- Praised the community in The Basin for their tribute to support the Darragh family by marking the memory of Michelle Darragh and her unborn baby who died as a result of domestic violence in 2021, with residents tying orange to their letterboxes as part of the Orange 21 October campaign to provide solidarity and awareness relating to domestic violence in the community.
- Noted there is ivy removal being undertaken on public and private land as a result of the growth of ivy and the significant amount of rain and described the importance of Council setting an example to manage and raise the issue in the community, appreciating the recent advocacy being undertaken to raise the issue.
- Outlined that Year 12 students are in her thoughts during their exams.

### **5.1.4 Councillor Cooper**

- Completed the community consultation process for the R.D Egan Lee Reserve Wetlands, which is the vacant land between the Lakewood Estate and the main oval at the Reserve,

noting there is information including videos and pictures which outline what is proposed on the Council website and encouraged people to provide feedback via the General Knox email: [knoxcc@knox.vic.gov.au](mailto:knoxcc@knox.vic.gov.au)

### **5.1.5 Councillor Timmers-Leitch**

Councillor Timmers-Leitch reported attending the following meetings:

- A Question of Age: A Conversation with Jacinta Parsons
- Knox Seniors Festival Launch
- Radio Eastern 98.1FM 'Midweek Magazine' Radio Interview
- Meeting with Mary Doyle MP and Knox City Council CEO, Bruce Dobson
- Construction tour of Knox Library at Westfield Knox
- Unveiling of Frank Johnson Memorial Plaque at Tim Neville Arboretum
- Planting of Separation Tree at Quarry Reserve, Ferntree Gully
- Meeting with (Independent) elected representatives
- Meeting with (Labor) elected representatives
- Knox City Council Budget Workshop
- MAV Annual Conference 2023
- Knox Stringybark Festival 2023
- Visit to State Basketball Centre
- Photo with Dr Prabodh Malhotra - Fundraising walk from the Melbourne Cricket Ground to the Sydney Cricket Ground for the McGrath Foundation
- Orana Neighbourhood House Annual General Meeting
- CEO Performance and Remuneration Committee Meeting
- Presenting the Collier Award at The Knox School
- Your Library Auditors Meeting
- Eastern Regional Libraries Corporation/Your Library Board Meeting
- Eastern Regional Group of Councils Meeting
- Knox Environmental Society Annual General Meeting

Councillor Timmers-Leitch also:

- Participated in construction tours of key infrastructure projects within Knox including the Westfield Knox Library which is due to open in March 2024 on the third floor of the old Myer Knox building and the State Basketball Centre, alongside Minister Steve Dimopoulos MP, Minister for Sport.
- Attended the MAV Annual Conference last week and acknowledged that Councillor Pearce received an award for 15 years of service to the community.

### **5.1.6 Councillor Allred**

Councillor Allred reported attending the following meetings:

- A Question of Age: In Conversation with Jacinta Parsons event
- Knox Seniors Festival Launch
- Unveiling of Frank Johnson Memorial Plaque at Tim Neville Arboretum
- Knox City Council Budget and Annual Plan Workshop
- Knox Stringybark Festival 2023



- CEO Performance and Remuneration Committee Meeting

## 6 Planning Matters

### 6.1 Report of Planning Applications Decided Under Delegation 1 September 2023 to 30 September 2023

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 September to 31 September 2023) be noted.

#### **RESOLUTION**

**MOVED:** Councillor Baker

**SECONDED:** Councillor Allred

**That the planning applications decided under delegation reports (between 1 September to 31 September 2023) be noted.**

#### **CARRIED**

## 6.2 100 Station Street, Ferntree Gully

SUMMARY: Senior Planner, Emily Zeng

This report considers Planning Application P/2023/6369 for the use and development of the land for an Automated Collection Point (Reverse Vending Machine Kiosk) at 100 Station Street, Ferntree Gully.

### RECOMMENDATION (SUMMARY)

That Council issue a Planning Permit for the use and development of an Automated Collection Point (Reverse Vending Machine Kiosk) at 100 Station Street, Ferntree Gully, subject to the conditions detailed in the full recommendation in section 10 below.

### RECOMMENDATION

That Council issue a Planning Permit for the use and development of an Automated Collection Point (Reverse Vending Machine Kiosk) at 100 Station Street, Ferntree Gully, subject to the following conditions.

#### General

1. At all times what the permit allows must be carried out in accordance with the requirements of any document approved under this permit to the satisfaction of the responsible authority.
2. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.
3. Prior to the commencement of the use, the development must be completed in accordance with the endorsed plan/s to the satisfaction of the Responsible Authority.
4. The layout of the use and development must not be altered from the layout on the approved and endorsed plans, except with the prior written consent of the Responsible Authority,
5. The use authorised by this permit must only operate between 7:00am and 8:00pm Monday to Sunday, except with the prior written consent of the Responsible Authority.
6. The collection of waste may only occur between 11:00am and 3:00pm Monday to Sunday, except with the written consent of the Responsible Authority.

#### Reverse Vending Machine (RVM) Operational Plan

7. Before the development approved under this Permit commences, an amended Reverse Vending Machine (RVM) Operational Plan must be submitted to and approved by the Responsible Authority. Once approved, the RVM Operational Plan will be endorsed and will form part of this permit. The RVM Operational Plan must include:
  - 7.1. How the litter (including dumped items) will be disposed of by the cleaner (not within street rubbish bins).
  - 7.2. That the cleaner will perform this service seven days per week, including public holidays.

- 7.3. Specify the extent of the surrounding area that the cleaner is responsible for removing litter (which must include all the car parking area of the subject site).

To the satisfaction of the Responsible Authority.

#### Noise Control

8. In the event that any undue detriment is caused to the amenity of the area as a result of noise emanating from the activities within the Automated Collection Point hereby permitted then noise amelioration measures must be undertaken to address this amenity issue to the satisfaction of the Responsible Authority.
9. Noise from the Automated Collection Point must comply with the requirements of the *Environment Protection Regulations 2021* (as amended from time to time) as measured in accordance with the Noise Protocol to the satisfaction of the Responsible Authority.

*Noise Protocol* means the *Noise limit and assessment protocol for the control of noise from commercial, industrial and trade premises and entertainment venues*, published by the Environment Protection Authority on its website, as in force from time to time.

#### Amenity During Construction

10. 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:
- 10.1. the appearance of building, works or materials on the land
  - 10.2. parking of motor vehicles
  - 10.3. transporting of materials or goods to or from the site
  - 10.4. hours of operation
  - 10.5. stockpiling of top soil or fill materials
  - 10.6. air borne dust emanating from the site
  - 10.7. noise
  - 10.8. rubbish and litter
  - 10.9. sediment runoff
  - 10.10. 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.

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

Maintenance

12. All buildings and works must be maintained in good order and appearance to the satisfaction of the Responsible Authority.

Permit Expiry

13. This permit will expire if one of the following circumstances applies:
  - 13.1. The development is not started within two years of the date of this permit.
  - 13.2. The development is not completed within four years of the date of this permit.
  - 13.3. The use is not started within two years of completion of the development.

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

- A building permit must be obtained before development is commenced.
- Buildings are not allowed to be built over Council easements.
- All litter and rubbish associated with the construction must be contained on site at all times.

MOTION

MOVED: Councillor Baker

SECONDED: Councillor Seymour

Part A

That a Notice of Refusal for Planning Application No. P/2023/6369 be issued for the use and development of an Automated Collection Point (Reverse Vending Machine Kiosk) at 100 Station Street, Ferntree Gully VIC 3156, on the following grounds:

1. The use and development is contrary to orderly and proper planning.
2. The Automated Collection Point will be located on existing car parking spaces which will have a negative effect on existing car parking provision on the site, and the viability of businesses on the land.
3. The location of the Automated Collection Point will restrict pedestrian visibility from the adjacent railway land.
4. The Automated Collection Point will cause adverse amenity impacts on adjoining land uses and the public realm by way of proposed traffic movements, including truck collection, and visual amenity.

Part B

That Council:

1. Advise Visy Recycling that the land at 100 Station Street, Ferntree Gully is owned by Knox City Council, and that Council has no intention of entering into a License or Lease arrangement with Visy Recycling or any party, to facilitate the use of part of the site for a recycling Automated Collection Point.
2. Acknowledges that Council has been working proactively with Visy Recycling on a range of locations throughout Knox for Automated Collection Points for the Victorian Government Container Deposit Scheme and will continue that work for suitable locations, including in Ferntree Gully.

LOST

A Division was called by Councillor Baker

For the motion: Councillor Baker, Councillor Cooper and Councillor Seymour

Against the motion: Councillor Allred, Councillor Dwight, Councillor Laukens, Councillor Pearce and Councillor Timmers-Leitch

Abstention: Nil

LOST 3:5

## **RESOLUTION**

**MOVED:** Councillor Pearce

**SECONDED:** Councillor Dwight

That Council issue a Planning Permit for the use and development of an Automated Collection Point (Reverse Vending Machine Kiosk) at 100 Station Street, Ferntree Gully, subject to the following conditions.

### **General**

1. At all times what the permit allows must be carried out in accordance with the requirements of any document approved under this permit to the satisfaction of the responsible authority.
2. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.
3. Prior to the commencement of the use, the development must be completed in accordance with the endorsed plan/s to the satisfaction of the Responsible Authority.
4. The layout of the use and development must not be altered from the layout on the approved and endorsed plans, except with the prior written consent of the Responsible Authority,
5. The use authorised by this permit must only operate between 7:00am and 8:00pm Monday to Sunday, except with the prior written consent of the Responsible Authority.
6. The collection of waste may only occur between 11:00am and 3:00pm Monday to Sunday, except with the written consent of the Responsible Authority.

### **Reverse Vending Machine (RVM) Operational Plan**

7. Before the development approved under this Permit commences, an amended Reverse Vending Machine (RVM) Operational Plan must be submitted to and approved by the Responsible Authority. Once approved, the RVM Operational Plan will be endorsed and will form part of this permit. The RVM Operational Plan must include:
  - 7.1. How the litter (including dumped items) will be disposed of by the cleaner (not within street rubbish bins).
  - 7.2. That the cleaner will perform this service seven days per week, including public holidays.
  - 7.3. Specify the extent of the surrounding area that the cleaner is responsible for removing litter (which must include all the car parking area of the subject site).

To the satisfaction of the Responsible Authority.

### **Noise Control**

8. In the event that any undue detriment is caused to the amenity of the area as a result of noise emanating from the activities within the Automated Collection Point hereby

permitted then noise amelioration measures must be undertaken to address this amenity issue to the satisfaction of the Responsible Authority.

9. Noise from the Automated Collection Point must comply with the requirements of the *Environment Protection Regulations 2021* (as amended from time to time) as measured in accordance with the Noise Protocol to the satisfaction of the Responsible Authority.

*Noise Protocol* means the *Noise limit and assessment protocol for the control of noise from commercial, industrial and trade premises and entertainment venues*, published by the Environment Protection Authority on its website, as in force from time to time.

#### **Amenity During Construction**

10. 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:

- 10.1. the appearance of building, works or materials on the land
- 10.2. parking of motor vehicles
- 10.3. transporting of materials or goods to or from the site
- 10.4. hours of operation
- 10.5. stockpiling of top soil or fill materials
- 10.6. air borne dust emanating from the site
- 10.7. noise
- 10.8. rubbish and litter
- 10.9. sediment runoff
- 10.10. 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.

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

#### **Maintenance**

12. All buildings and works must be maintained in good order and appearance to the satisfaction of the Responsible Authority.

#### **Permit Expiry**

13. This permit will expire if one of the following circumstances applies:
- 13.1. The development is not started within two years of the date of this permit.
  - 13.2. The development is not completed within four years of the date of this permit.



**13.3. The use is not started within two years of completion of the development.**

**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**

- **A building permit must be obtained before development is commenced.**
- **Buildings are not allowed to be built over Council easements.**
- **All litter and rubbish associated with the construction must be contained on site at all times.**

**CARRIED**

A Division was called by Councillor Pearce

For the motion: Councillor Allred, Councillor Dwight, Councillor Laukens and Councillor Pearce

Against the motion: Councillor Baker, Councillor Cooper, Councillor Seymour and Councillor Timmers-Leitch

Abstention: Nil

**4:4**

**CARRIED ON THE CASTING VOTE OF THE CHAIRPERSON**

## 7 Public Question Time

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

Question Time commenced at 8:17pm.

The following questions were raised with Council:

### 7.1.1 Question One - Douglas Moore

**Would Council please consider limiting the area of hard rubbish to 4 square metres and providing a notice to be placed on collections with rules that taking from or adding to the collection is prohibited?**

The Director Infrastructure, Grant Thorne responded:

- Council is currently engaged in an ongoing contract for provision of the hard waste service in its current format which does not include a specific cubic meter limit on the material residents can put out per booking. Council also does not currently discourage residents from recycling items from material placed out for hard waste collection from other residents, so long as this is done in a respectful and careful manner, in order to encourage resource recovery. Council will however, as part of ongoing monitoring and management of this contract, review the methods and conditions used in order to ensure best value and positive amenity outcomes for the community.

### 7.1.2 Question Two - Bernie Hoefler

**In regards to local traffic parking, is it illegal for residents to permanently park on local roads given that planning has provided for all off-street parking for residents?**

**Do bylaws officers survey and infringe illegal parking in local streets in accordance with VicRoads rules, for example making sure there is 3 metres of solid centre to ensure a safe passage for moving traffic to see incoming traffic and safely drive around (ie police for road safety rather than commissions)?**

**I briefly spoke with Councillor Megan Baker about this issue.**

The Director City Liveability, Matt Kelleher responded:

- It is not an offence for residents to park on a local road for extended periods in residential areas, provided the vehicle is parked in compliance with local signage and line marking, as defined in the Road Safety Rules 2017.
- Council's Parking Officers regularly patrol and issue infringements for illegally parked vehicles in local streets, as prescribed within the Road Safety Rules 2017.
- Council's Parking Officers are able to respond to resident complaints to support community safety, should a resident advise Council of a situation that infringes on the Road Safety Rules 2017. A complaint can be made via Council's online 'Report an illegally parked vehicle' tool on its Parking Rules and Infringements page at all hours, or via phone during business hours.

### 7.1.3 Question Three - Susan Pearce

**Is it Knox Council's intention to retain citizenship ceremonies on Australia Day (January 26<sup>th</sup>) each year?**

The Director Connected Communities, Judy Chalkley responded:

- There is a report on Councils Agenda tonight, Item 8.7 Citizenship Ceremonies and Council will confirm the dates for ceremonies for next year and that includes the Citizenship Ceremony in January.

### 7.1.4 Question Four - Susan Pearce

**Can Council please advise why the funding for Knox Infolink 2022-23 only increase by 1% for the operational funding?**

The Director Connected Communities, Judy Chalkley responded:

- Knox Infolink are funded through Council's Community Partnership Fund – Welfare Support and Emergency Relief Stream. This is a four-year funding cycle from 2022 to 2026.
- The Council resolution after consideration of a submission, at a Council Meeting on the 16 June 2022 was:  
'To increase 22/23 funding to align with the rate cap which was 1.75%.'

Councillor Timmers-Leitch additionally noted the Breakfast Program was funded by the Boronia Suburban Revitalisation Board through the State Government and is a great program.

### 7.1.5 Question Five - Anne Boyd

**In relation to Item 6.2 100 Station Street Ferntree Gully, in presenting this proposal has Council taken into account the current proposal from the Village Traders Association and funding by grants to conduct regular monthly markets in the car park proposed for siting this Automated Collection Point? The markets together with music and children's activities are part of Council's revitalisation Scheme. Reduction of the space will seriously damage these events. The proposal needs reconsidering.**

The Director City Liveability, Matt Kelleher responded:

- Council has considered the planning permit application for the Automated Collection Point and has resolved to issue the permit, noting that the casting vote was used.
- It's important to make clear that Council has two decision making roles in relation to this proposal for this site – as a responsible authority for planning, and as a land owner.
- As the Container Deposit Scheme is a State Government Program, planning schemes across the state now include provisions that very clearly guide how a planning decision is to be arrived at, including an exemption from third party notice and appeal rights. The planning application was referred to all the responsible departments that are outlined in the attached report and a summary of the feedback is provided in that report.
- Council's role as a land holder is quite distinct and may include other considerations for the site outside of the planning scheme. This includes how current and future uses of the site and whether they can coexist, including for new uses such as a proposed market.
- The group organising the market is aware of the application and is commencing considering options to co-exist at this site with a potential container deposit scheme automated collection point.

- Council is yet to make a decision as the land owner of the proposed Automated Collection Point and will need to consider existing and potential uses for the site when a decision is made.

Question Time Concluded at 8:32pm.

**PROCEDURAL MOTION**

**ADJOURNMENT**

<b><u>MOVED:</u></b>	<b>Councillor Cooper</b>
<b><u>SECONDED:</u></b>	<b>Councillor Baker</b>

**That Council adjourn the Meeting for 8 Minutes.**

**CARRIED**

**The Meeting was adjourned at 8:32pm and resumed at 8:43pm with all attending Councillors present.**

## 8 Officer Reports

### 8.1 2022-23 Annual Report

**SUMMARY:** Strategy and Planning Specialist, Elisa De Iulii  
Knox City Council's 2022-23 Annual Report is presented to Council for consideration, in accordance with the Local Government Act 2020.

#### **RECOMMENDATION**

That Council:

1. Consider and endorse the 2022-23 Annual Report in accordance with Sections 98 and 99 of the Local Government Act 2020, and
2. Note that the 2022-23 Annual Report will be made available via Council's website.

The Mayor, Councillor Timmers-Leitch spoke to the 2022-23 Annual Report.

#### **RESOLUTION**

**MOVED:** Councillor Laukens

**SECONDED:** Councillor Dwight

That Council:

1. Consider and adopt the 2022-23 Annual Report in accordance with Sections 98 and 99 of the Local Government Act 2020 as annexed to the Minutes with the following corrections:
  - a) Inclusion of the Victorian Auditor-General's (VAGO) Certification of Performance Statement, (see pages 121-122 and 128-129).
  - b) Four minor changes to the Financial performance indicators:
    - "*Expenditure Level (Expenses per property Assessment)*" for 2023 has been updated from \$3,032.96 to \$3,034.26 (see page 116)
    - "*Indebtedness (non-current liabilities compared to own source revenue)*" for 2023 has been updated from 45.55% to 45.56% (see page 116)
    - "*Underlying Result*" for 2023 has been amended from -9.07% to -9.13% (see page 118)
    - "*Rates effort (rates compared to property values)*" for 2023 has been amended to 70.14% to 70.15% (see page 118)
  - c) A change to the progress of the initiative below (refer page 70) under Key Direction 4, from "Behind Schedule" to "Complete". Support the review of the Knox Municipal Emergency Management Plan and associated sub plans. Engage with the Municipal Emergency Management Planning Committee (MEMPC) to review and/or develop the scheduled sub plans, complementary plans, and the community emergency risk assessment (CERA).
  - d) A change to the Committee Meeting attendance (refer page 93) to reflect:

- Cr Marcia Timmers-Leitch has attended 2 of 2 ICT Governance Committee Meetings.
  - Cr Susan Laukens has attended 3 of 4 ICT Governance Committee Meetings.
  - Cr Nicole Seymour has attended 1 of 2 ICT Governance Committee Meetings.
2. Authorise the Chief Executive Officer, in consultation with the Mayor, to make minor administrative and non-material changes to the adopted 2022-23 Annual Report prior to the draft Minutes of the October Council meeting being issued.
  3. Note that the 2022-23 Annual Report will be made available via Council's website.

**CARRIED**

## 8.2 Community Development Fund Assessment Panel Members Recommendations 2023-24

SUMMARY: Community Partnerships Officer, Jade Mainwaring  
This report presents the recommendations of the Community Development Fund (CDF) Assessment Panel for Council's 2023-24 CDF Grants Program allocation to not-for-profit community groups operating within Knox.

### RECOMMENDATION

That Council approves the 2023-24 applications the Community Development Fund Assessment Panel has recommended for funding, as outlined in Attachments 1 and 2 of this report.

*Pursuant to Section 130 of the Local Government Act 2020 (the Act) and Chapter 5 of the Governance Rules of Knox City Council, Councillor Laukens declared a general conflict of interest in this item on the grounds that she is a General Committee Member for the Knox Community Gardens and was involved in the discussion relating to their application under this item.*

*Pursuant to Section 130 of the Local Government Act 2020 (the Act) and Chapter 5 of the Governance Rules of Knox City Council, Councillor Pearce declared a general conflict of interest in this item on the grounds that his spouse is now the Treasurer of Knox Infolink which is a listed beneficiary of funding under the Community Development Fund within the report.*

*Councillor Baker made a disclosure in the interests of transparency, that she has family members who use the services of Interchange Outer East, but noted that there is no financial benefit or decision-making link with the outcome of this item.*

*Councillor Pearce left the meeting at 8:56pm before the discussion and vote on item 8.2*

*Councillor Laukens left the meeting at 8:56pm before the discussion and vote on item 8.2*

**RESOLUTION**

**MOVED:** Councillor Seymour

**SECONDED:** Councillor Cooper

**That Council approves the 2023-24 applications the Community Development Fund Assessment Panel has recommended for funding, as outlined in Attachments 1 and 2 of this report.**

**CARRIED**

*Councillor Pearce returned to the meeting at 9:02pm after the vote on item 8.2*

*Councillor Laukens returned to the meeting at 9:02pm before the vote on item 8.2*

### 8.3 Minor Grants Program 2023-24 Monthly Report - October

**SUMMARY:** Community Partnerships Officer, Jade Mainwaring

This report summarises the grant applications recommended for approval in October for the 2023- 24 Minor Grants Program. All applications have been assessed against the criteria set out in the Minor Grants Program Procedure.

Applications under the Minor Grants Procedure are limited to a maximum of \$3,000.00 within the current financial year.

#### RECOMMENDATION

That Council:

1. Approve nine applications for a total of \$22,127.00 as detailed below:

<b>Applicant Name</b>	<b>Project Title</b>	<b>Amount Requested</b>	<b>Amount Recommended</b>
Knoxfield Tennis Club Inc.	Knoxfield Tennis Club garden works	\$3,000.00	\$3,000.00
Caribbean Speed Club Inc.	Uniform replenishment	\$3,000.00	\$3,000.00
Knox Remembrance Day Committee	Knox Remembrance Day Service	\$2,780.00	\$2,780.00
Resound Church	Lifesaving equipment	\$2,978.14	\$2,500.00
Hinu Satsang Mandal of Victoria	Diwali celebrations	\$3,000.00	\$3,000.00
Wantirna Tennis Club Inc.	Court line refurbishments	\$990.00	\$990.00
Hindi Niketan Inc.	Australia Day/India Republic Day celebrations in Knox	\$2,700.00	\$2,700.00
Forest Road MCHC Playgroup	Replacement of worn tiles	\$1,157.00	\$1,157.00
Share Space Inc.	The Sanctuary	\$3,000.00	\$3,000.00
<b>Total</b>		<b>\$22,605.14</b>	<b>\$22,127.00</b>

2. Defer two applications requesting a total of \$4,700.00 as detailed below:

<b>Applicant Name</b>	<b>Project Title</b>	<b>Amount Requested</b>
The Basin Cricket Club	Bringing back players and family to the Club for meals after relocation (previously deferred August 2023)	\$3,000.00
Rowville Neighbourhood Learning Centre Inc. trading as Community Learning Centre (referred to as CLC)	CALD Community Groups - Capacity Building Project	\$1,700.00
<b>Total</b>		<b>\$4,700.00</b>



3. Refuse three applications requesting a total of \$7,500.00 as detailed below:

Applicant Name	Project Title	Amount Requested	Reason for ineligibility
Indian Senior Citizens Association (ISCA)	Celebration of Diwali Function (Festival of Lights)	\$2,000.00	This project is ineligible due to insufficient evidence of expenses despite attempts to collect. The event date is prior to the next Council meeting and is therefore unable to be supported.
Rotary Club of Boronia	ANZAC Service for Knox Primary School Children Yrs 5-6	\$2,500.00	This project is ineligible as this group has exceeded their funding allocations.
Shishukunj Melbourne	Annual Camp	\$3,000.00	The project is ineligible as the project start date has passed.
<b>Total</b>		<b>\$7,500.00</b>	

4. Note that should the recommended grants be approved by Council, the remaining Minor Grants Program budget for 2023-24 will be \$75,943 before GST adjustments; and
5. Note that one application from The Local Spiritual Assembly of the Bahai's of Knox has been withdrawn, after being deferred at the September 2023, Ordinary Meeting of Council.

## **RESOLUTION**

**MOVED:** Councillor Baker

**SECONDED:** Councillor Seymour

**That Council:**

1. Approve nine applications for a total of \$22,127.00 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
Knoxfield Tennis Club Inc.	Knoxfield Tennis Club garden works	\$3,000.00	\$3,000.00
Caribbean Speed Club Inc.	Uniform replenishment	\$3,000.00	\$3,000.00
Knox Remembrance Day Committee	Knox Remembrance Day Service	\$2,780.00	\$2,780.00
Resound Church	Lifesaving equipment	\$2,978.14	\$2,500.00
Hinu Satsang Mandal of Victoria	Diwali celebrations	\$3,000.00	\$3,000.00
Wantirna Tennis Club Inc.	Court line refurbishments	\$990.00	\$990.00
Hindi Niketan Inc.	Australia Day/India Republic Day celebrations in Knox	\$2,700.00	\$2,700.00

Forest Road MCHC Playgroup	Replacement of worn items	\$1,157.00	\$1,157.00
Share Space Inc.	The Sanctuary	\$3,000.00	\$3,000.00
<b>Total</b>		<b>\$22,605.14</b>	<b>\$22,127.00</b>

**2. Defer two applications requesting a total of \$4,700.00 as detailed below:**

<b>Applicant Name</b>	<b>Project Title</b>	<b>Amount Requested</b>
The Basin Cricket Club	Bringing back players and family to the Club for meals after relocation (previously deferred August 2023)	\$3,000.00
Rowville Neighbourhood Learning Centre Inc. trading as Community Learning Centre (referred to as CLC)	CALD Community Groups - Capacity Building Project	\$1,700.00
<b>Total</b>		<b>\$4,700.00</b>

**3. Refuse three applications requesting a total of \$7,500.00 as detailed below:**

<b>Applicant Name</b>	<b>Project Title</b>	<b>Amount Requested</b>	<b>Reason for ineligibility</b>
Indian Senior Citizens Association (ISCA)	Celebration of Diwali Function (Festival of Lights)	\$2,000.00	This project is ineligible due to insufficient evidence of expenses despite attempts to collect. The event date is prior to the next Council meeting and is therefore unable to be supported.
Rotary Club of Boronia	ANZAC Service for Knox Primary School Children Yrs 5-6	\$2,500.00	This project is ineligible as this group has exceeded their funding allocations.
Shishukunj Melbourne	Annual Camp	\$3,000.00	The project is ineligible as the project start date has passed.
<b>Total</b>		<b>\$7,500.00</b>	

- 4. Note that should the recommended grants be approved by Council, the remaining Minor Grants Program budget for 2023-24 will be \$75,943 before GST adjustments; and**
- 5. Note that one application from The Local Spiritual Assembly of the Bahai's of Knox has been withdrawn, after being deferred at the September 2023, Ordinary Meeting of Council.**

**CARRIED**

## 8.4 Mountain Highway, The Basin Footpath Connection

SUMMARY: Sustainable Transport Planner, Winchelle Chuson

At its Ordinary Meeting of Council on 26 June, 2023, Council endorsed Notice of Motion 135 - Mountain Highway, The Basin (Wicks Road to Claremont Avenue) Footpath Design. This Notice of Motion requested that a report be presented outlining options for proceeding with the path, including community consultation and potential funding sources be received by the November 2023 Council meeting. This report responds to that Notice of Motion.

### RECOMMENDATION

That Council:

1. Receives and notes this report in response to the 26 June 2023 Ordinary Meeting of Council Notice Motion in relation to the Mountain Hwy Footpath project between Wicks Road and Claremont Avenue;
2. Notes the results of the community consultation in relation to the provision of the footpath;
3. Notes the possible external funding options available to Council for the design and construction of the proposed footpath;
4. Supports the position to investigate the full extent of the proposed footpath through a detailed design and survey process;
5. Refer the estimated cost to undertake the detailed design to the Capital Works Program for consideration alongside other project priorities; and
6. Subject to funding the detailed design, receive a further report to consider the construction options for this project.

### MOTION

MOVED: Councillor Dwight

SECONDED: Councillor Pearce

That Council:

1. Receives and notes this report in response to the 26 June 2023 Ordinary Meeting of Council Notice Motion in relation to the Mountain Hwy Footpath project between Wicks Road and Claremont Avenue;
2. Notes the results of the community consultation in relation to the provision of the footpath;
3. Notes the possible external funding options available to Council for the design and construction of the proposed footpath;
4. Supports the position to investigate the full extent of the proposed footpath through a detailed design and survey process;
5. Proceed to undertake detailed design to inform Council's 2024/25 capital works budget priorities; and
6. Receive a further report to consider the construction options for this project.

*The Chairperson noted advice regarding the uncertainty of funding capacity and ruled the motion invalid in accordance with the Section 23.3 of the Governance Rules.*

**RESOLUTION**

**MOVED:** Councillor Dwight

**SECONDED:** Councillor Pearce

That Council:

1. Receives and notes this report in response to the 26 June 2023 Ordinary Meeting of Council Notice Motion in relation to the Mountain Hwy Footpath project between Wicks Road and Claremont Avenue;
2. Notes the results of the community consultation in relation to the provision of the footpath;
3. Notes the possible external funding options available to Council for the design and construction of the proposed footpath;
4. Supports the position to investigate the full extent of the proposed footpath through a detailed design and survey process;
5. Refer the estimated cost to undertake the detailed design to the Capital Works Program for consideration alongside other project priorities; and
6. Subject to funding the detailed design, receive a further report to consider the construction options for this project.

**PROCEDURAL MOTION**

**MOVED:** Councillor Seymour

**SECONDED:** Councillor Timmers-Leitch

That the motion be now put

**CARRIED**

**The substantive motion was put and CARRIED**

## 8.5 Contributory Schemes - Special Rates and Charges Policy

SUMMARY: Coordinator, Project Delivery, Hans Pelgrim

Council has an existing Contributory Schemes - Special Rates and Charges Policy which aims to ensure sustainable funding for projects that directly provide 'special benefit' to a particular group of properties within Knox. Contributory Schemes can cover works such as constructing unsealed or unmade roads, stormwater drainage, kerb and channel, off-street carparking or footpaths. The Contributory Schemes - Special Rates and Charges Policy was last endorsed by Council on 27 July 2020 and set a review date three years from adoption. This report notes that a review of the current Policy has been undertaken and provides very minor changes to the Policy document.

### RECOMMENDATION

That Council endorse the revised Contributory Schemes Special Rates and Charges Policy (including appendices 1 – 3) as set out in Attachments 1 to 4.

### **RESOLUTION**

**MOVED:** Councillor Dwight

**SECONDED:** Councillor Baker

**That Council endorse the revised Contributory Schemes Special Rates and Charges Policy (including appendices 1 – 3) as set out in Attachments 1 to 4.**

### **CARRIED**

## 8.6 Capital Works Proposed Ranking Criteria

SUMMARY: Coordinator Capital Works Planning, John Bixby

This report presents the ranking criteria proposed to be used to prioritise New/Upgrade projects within individual 2024-2029 Capital Works Programs. The criteria considers Council's Community Facilities Planning Policy and Climate Response Plan where appropriate and is presented for Council's consideration.

### RECOMMENDATION

That Council:

1. Adopt the Capital Works Ranking Criteria for New/Upgrade Programs as shown in Attachment 1;
2. Note that the Capital Works Program Ranking Criteria will be utilised for the development of the Draft 2024-2029 Capital Works Program.

### RESOLUTION

**MOVED:** Councillor Seymour

**SECONDED:** Councillor Timmers-Leitch

That Council:

1. **Adopt the Capital Works Ranking Criteria for New/Upgrade Programs as shown in Attachment 1 subject to the following amendments;**
  - a) **Amend the proposed ranking criteria for Program 4000 – Structured Sporting Facilities (Buildings), Program 4001 – Arts and Cultural Facilities (Buildings), Program 4002 – Indoor Leisure Facilities (Buildings) and Program 4003 – Family & Children Service Buildings and Facilities (Buildings) by retaining the (unamended) maximum score for the 'External funding' criteria as currently endorsed by Council and reducing the other respective criteria which were changed to maintain the 100-point total score.**
  - b) **Amend Programs 4000 Structured Sporting Facilities (Non - Buildings) Item 1.2, 4001 Arts and Cultural Facilities (Buildings) Item 4.7 and 4002 Indoor Leisure Facilities (Non-Buildings) Item 5.2 by including “, CALD” after “LGBTQI+” in each Program.**
2. **Receive a further report to a future Council or Committee meeting to consider potential amendments to the proposed ranking criteria for Program 4000 – Structured Sporting Facilities (Buildings), Program 4001 – Arts and Cultural Facilities (Buildings), Program 4002 – Indoor Leisure Facilities (Buildings) and Program 4003 – Family & Children Service Buildings and Facilities (Buildings).**
3. **Note that the Capital Works Program Ranking Criteria will be utilised for the development of the Draft 2024-2029 Capital Works Program.**

### CARRIED

## 8.7 Citizenship Ceremonies

**SUMMARY:** Team Leader Festival and Events, Kym Griffiths and Director Connected Communities, Judy Chalkley

This report provides an overview of citizenship ceremonies in Knox, including a summary of outcomes for financial year 2022/23 delivery. It also discusses and makes recommendations regarding the delivery of future citizenship ceremonies in Knox.

Knox City Council is the sole host of citizenship ceremonies within the municipality. While all local governments in Victoria deliver citizenship ceremonies on behalf of the Australian Government, there is no legal or contractual obligation to do so. These events do however present a valuable opportunity to officially welcome new citizens into our community and provide a favourable interaction for new citizens with Council and the services Council provides. Citizenship ceremonies are the final step in the process for people becoming citizens and there are currently no other providers of this service in Knox outside of Council.

This report highlights the role Council has played over the COVID-19 Pandemic period, including addressing backlogs, and discusses options available to Council for delivery of citizenship ceremonies going forward. It highlights the costs involved and advocacy Council has been undertaking in seeking funding from the Australian Government to support delivery of citizenship ceremonies. Opportunities to reduce the costs of delivery are set out in the report. Considering Council's opportunities to reduce costs associated with conducting citizenship ceremonies is important in the context of Council's financial capacity being increasingly constrained in a rate-capped environment, and Council needing to carefully consider the services it is providing, particularly those that are the primary responsibility of other levels of government.

The Officer Recommendation is that Council continues to provide citizenship ceremonies in 2024, applying a more cost-effective operating model, while also continuing to advocate for Australian Government funding. Discussions during the 2023/24 budget process indicated some uncertainty regarding Council's position on delivering citizenship ceremonies into the future. This report seeks a Council decision on the matter so that Officers can then notify the Commonwealth of the arrangements for hosting of ceremonies in 2024.

### RECOMMENDATION

That Council:

1. Continues to deliver citizenship ceremonies in Knox, as outlined in Attachment 1 - Knox Citizenship Ceremonies - Event Schedule 2022/2023 and Proposed 2023/2024;
2. Note citizenship ceremonies will return to the Knox Civic Centre from October 2023, with six events delivered per financial year (with 1-3 ceremonies per event), at a reduced scale and budget allocation to no greater than \$75,000 in financial year 2023/24, with an annual budget review; and
3. Continues to advocate to the Australian Government to provide a dedicated funding program to support the ongoing delivery of citizenship ceremonies.

**RESOLUTION**

**MOVED:** Councillor Pearce

**SECONDED:** Councillor Seymour

**That Council:**

- 1. Continues to deliver citizenship ceremonies in Knox, as outlined in Attachment 1 - Knox Citizenship Ceremonies - Event Schedule 2022/2023 and Proposed 2023/2024;**
- 2. Note citizenship ceremonies will return to the Knox Civic Centre from October 2023, with six events delivered per financial year (with 1-3 ceremonies per event), at a reduced scale and budget allocation to no greater than \$75,000 in financial year 2023/24, with an annual budget review;**
- 3. Continues to advocate to the Australian Government to provide a dedicated funding program to support the ongoing delivery of citizenship ceremonies;**
- 4. Resolve that Citizenship Ceremonies will continue to be conducted on the Australia Day Public Holiday on January 26th each year, unless Council determines to move such ceremonies by specific resolution at a prior Council Meeting, on a year-by-year basis; and**
- 5. Formally write to Federal Member for Aston, Mary Doyle MP seeking:**
  - a) The Member's support for full and ongoing cost recovery through a dedicated funding program from the Australian Government for the delivery of citizenship ceremonies at Knox City Council from 2024.**
  - b) An update on the Australian Government's response to Knox's motion raised at the 2023 National General Assembly calling on the Australian Government to 'review the citizenship process and provide a dedicated funding program to support the ongoing delivery of ceremonies'.**

**CARRIED**

**A Division was called by Councillor Pearce**

**For the motion: Councillor Allred, Councillor Baker, Councillor Cooper, Councillor Pearce, Councillor Seymour and Councillor Timmers-Leitch**

**Against the motion: Councillor Dwight and Councillor Laukens**

**Abstention: Nil**

**CARRIED 6:2**



## 8.8 Revised Instruments of Delegation to Members of Council Staff

**SUMMARY:** Governance Officer, Damian Watson

Instruments of Delegation represent the formal delegation of powers by Council and enable the effective functioning of Council. The Instrument of Delegation – Road Management Responsibilities has been revised to reflect changes to position titles within the organisation.

### **RECOMMENDATION**

In the exercise of the powers conferred by the legislation referred to in the attached Instrument of Delegation – Road Management Responsibilities (Attachment 1), Council resolves that:

1. There be delegated to the members of Council staff holding, acting or performing the duties of the offices or positions referred to in the attached Instrument of Delegation – Road Management Responsibilities (Attachment 1), the powers, duties and functions set out in the respective instrument, subject to the acceptance of tracked changes and the conditions and limitations specified in the Instrument;
2. Upon this resolution being made and, subject to the acceptance of tracked changes and the instruments being signed by Council’s Chief Executive Officer and the Mayor, the Instrument of Delegation – Road Management Responsibilities (Attachment 1) shall come into force;
3. On the coming into force of the instrument, pursuant to Resolution 2 above, the previous Instrument of Delegation – Road Management Responsibilities is revoked; and
4. The duties and functions set out in the instruments must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.

### **RESOLUTION**

**MOVED:** Councillor Laukens

**SECONDED:** Councillor Timmers-Leitch

In the exercise of the powers conferred by the legislation referred to in the attached Instrument of Delegation – Road Management Responsibilities (Attachment 1), Council resolves that:

1. **There be delegated to the members of Council staff holding, acting or performing the duties of the offices or positions referred to in the attached Instrument of Delegation – Road Management Responsibilities (Attachment 1), the powers, duties and functions set out in the respective instrument, subject to the acceptance of tracked changes and the conditions and limitations specified in the Instrument;**
2. **Upon this resolution being made and, subject to the acceptance of tracked changes and the instruments being signed by Council’s Chief Executive Officer and the Mayor, the Instrument of Delegation – Road Management Responsibilities (Attachment 1) shall come into force;**
3. **On the coming into force of the instrument, pursuant to Resolution 2 above, the previous Instrument of Delegation – Road Management Responsibilities is revoked; and**
4. **The duties and functions set out in the instruments must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**

### **CARRIED**

## 8.9 2023/24 Amended Budget

**SUMMARY:** Chief Financial Officer, Navec Lorkin

The 2023/24 Amended Budget is presented for consideration. This report recommends Council adopt the 2023/24 Amended Budget, including updates to capital works, for management reporting purposes.

### RECOMMENDATION

That Council adopt the 2023/24 Amended Budget as identified in Attachment 1, which will be used for management reporting purposes.

### MOTION

MOVED: Councillor Pearce

SECONDED:

That Council:

1) Adopt the 2023/24 Amended Budget as identified in Attachment 1, which will be used for management reporting purposes, subject to the following amendments to the Amended Budget Statement of Capital Works for the year ended 30 June:

a) Amend the Reason Codes to add "CR: Councillor Request"

b) Amend the notes to the Amended Budget Statement of Capital Works as shown below:

Notes	Project Name	2023/24 Adopted Budget \$'000	2023/24 Amended Budget \$'000	Variance \$'000	Reason Code
1	Park Ridge Reserve Existing Pavilion Refurbishment	2,000	<del>3550</del> 64	<del>1550</del> 1,936	<del>ER</del> CR

c) Insert the following new note to the Amended Budget Statement of Capital Works:

Notes	Project Name	2023/24 Adopted Budget \$'000	2023/24 Amended Budget \$'000	Variance \$'000	Reason Code
1	Seebeck Reserve Existing Pavilion Refurbishment	0	3,486	3,486	CR

2) Note the changes in Resolutions 1b) and 1c) above reflect expenditure and commitments to date on the Park Ridge Reserve pavilion project, and the transfer of remaining funds from the Park Ridge Reserve pavilion project to the Seebeck Reserve pavilion project.

- 3) Note the changes in resolution 1 has no impact on the bottom line of the Amended Budget Statement of Capital Works for the year ended 30 June 2024.
- 4) Note that officers will contact the tenant clubs at Park Ridge Reserve to inform them of the change in Council's priorities; and that the pavilion Refurbishment project will not continue until funds are allocated in a future Council budget.
- 5) Note the Seebeck Reserve pavilion project is not currently an active capital works project and Council's resolution will trigger commencement of that project.

The motion LAPSED for want of a seconder.

**RESOLUTION**

**MOVED: Councillor Seymour**

**SECONDED: Councillor Baker**

**That Council adopt the 2023/24 Amended Budget as identified in Attachment 1, which will be used for management reporting purposes.**

**CARRIED**

## 8.10 Media Policy

**SUMMARY:** Manager Communications, Imogen Kelly

An internal audit recommended reviewing and updating the Council Media Policy in response to the Good Governance Framework provided by the Commission of Inquiry into Greater Geelong City Council. The revised Media Policy brings together guidance for staff and councillors in one document for clarity and consistency and includes guidance on the use of social media for councillors.

**RECOMMENDATION**

That Council adopt the revised Media Policy as provided in Attachment 1.

**RESOLUTION**

**MOVED:** Councillor Timmers-Leitch

**SECONDED:** Councillor Cooper

**That Council adopt the revised Media Policy as provided in Attachment 1.**

**CARRIED**

9 Supplementary Items

Nil.

10 Notices of Motion

10.1 Notice of Motion 138 - Australian Local Government Association National General Assembly

**RESOLUTION**

**MOVED:** Councillor Pearce

**SECONDED:** Councillor Dwight

That in relation to the annual Australian Local Government Local Government Association (ALGA) National General Assembly (NGA), Council resolve to refer the decision regarding Council delegates and costs associated with attendance to Councillor Expenses and Support Policy which is currently under review, including particularly consideration of the following protocols:

1. To amend the Councillor Expenses and Support Policy to provide that attendance at the ALGA NGA is not considered reasonably necessary for a Councillor or member of a delegated committee to perform their role, and that consequently expenses associated with attendance will not be reimbursed in the absence of a prior resolution of Council to the contrary.
2. That Council should not be represented by staff members at the ALGA NGA.

**PROCEDURAL MOTION**

**MOVED:** Councillor Pearce

**SECONDED:** Councillor Cooper

That Council resolve to extend the Council Meeting until 11pm

**CARRIED**

**The substantive motion was put and CARRIED.**

## 10.2 Notice of Motion 139 - Council Leadership Weekend

### RESOLUTION

MOVED: Councillor Pearce

SECONDED:

That Council resolve to impose the following requirements for the purposes of the Council Leadership Weekend planned for February 2024 as part of the 2024/25 Budget process:

1. The venue selected must be located within the Knox Council Municipal District;
2. Overnight accommodation at the venue must not be funded through Council's financial resources; and
3. Dinner meal arrangements at the venue must not be funded through Council's financial resources.

The motion LAPSED for want of a seconder.

## 11 Urgent Business

Nil.

## 12 Questions Without Notice

Nil.

## 13 Confidential Items

### **PROCEDURAL MOTION**

### **CLOSURE OF MEETING**

**MOVED:** Councillor Baker

**SECONDED:** Councillor Allred

**That Council resolve to close the meeting to the public in accordance with Section 66(2)(a) of the Local Government Act 2020 to consider Item 13.1 Contract 2350 - Management and Operation of Knox Leisureworks, as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020. The confidential information relates to Council business information that would prejudice the Council's position in commercial negotiations with Belgravia Leisure regarding the management of Knox Leisureworks if prematurely released; and private commercial information provided by Belgravia Leisure that if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage by revealing financial information that is not available to its competitors.**

### **CARRIED**

### **THE MEETING WAS CLOSED TO THE PUBLIC AT 10:31pm**

## 13.1 Contract 2350 - Management and Operation of Knox Leisureworks

This item was resolved in camera.

### **MEETING CLOSED AT 10:34pm**

Minutes of Meeting confirmed at the  
Meeting of Council  
held on Monday, 27 November 2023

.....  
Chairperson

The Agenda for this meeting is attached in full at the end of the Minutes

# AGENDA

Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 23 October 2023 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 25 September 2023

4 Presentations, Petitions and Memorials

5 Reports by Councillors

## 6 Planning Matters

### 6.1 Report of Planning Applications Decided Under Delegation 1 September 2023 to 30 September 2023

**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 September to 31 September 2023) be noted.

#### 1.REPORT

Details of planning applications decided under delegation from **between 1 September to 31 September 2023** are attached. The applications are summarised as follows:

Application Type	No.
Building & Works: Residential	4
Other	1
Subdivision	16
Units	8
Tree Removal / Pruning	8
Single Dwelling	3
Change of Use	3
Liquor Licence	1
Variation to Restrictive Covenant	2
Certificate of Compliance	1
<b>TOTAL</b>	<b>47</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 September 2023 and 30 September 2023

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Baird	2023/9081	3 Cinerea Avenue FERNTREE GULLY VIC 3156	Two lot subdivision (approved unit development)	13/09/2023 Approved
Baird	2022/6635	30 Laurel Avenue BORONIA VIC 3155	Development of the land for two (2) double storey dwellings	7/09/2023 Notice of Decision
Baird	2023/6328	2/11 Burton Court BAYSWATER VIC 3153	Buildings & Works (carport)	12/09/2023 Approved
Baird	2023/6430	33 Burke Road FERNTREE GULLY VIC 3156	Two (2) lot subdivision (approved unit development)	27/09/2023 Approved
Baird	2023/6046	25 Cypress Avenue BORONIA VIC 3155	The construction of three (3) double storey dwellings	20/09/2023 Refused
Baird	2023/6263	1A/881-887 Burwood Highway FERNTREE GULLY VIC 3156	Liquor License - Sale for consumption on-site	20/09/2023 Approved
Baird	2023/9084	136 Burke Road FERNTREE GULLY VIC 3156	Two lot subdivision (approved development site)	27/09/2023 Approved
Baird	2023/6002	1/262A Dorset Road BORONIA VIC 3155	Change of Use (Indoor Recreation Facility)	25/09/2023 Approved
Baird	2023/6277	2/42 Barry Street BAYSWATER VIC 3153	Change of use to manufacture, store and distribute alcoholic beverage and liquor licence	27/09/2023 Approved
Baird	2023/6395	3 Freedman Avenue BORONIA VIC 3155	Certificate of Compliance under Section 97N of the Planning and Environment Act 1987	22/09/2023 Refused
Chandler	2023/6359	26 Gravenstein Crescent THE BASIN VIC 3154	Habitat Pruning of one (1) Eucalyptus maidenii (Maiden's gum)	5/09/2023 Approved
Chandler	2023/6318	32 Stuart Street THE BASIN VIC 3154	Buildings and Works (Community Care Accommodation Facility)	6/09/2023 Approved
Chandler	2023/9080	5 Fleur Court BORONIA VIC 3155	Removal of one (1) Eucalyptus obliqua (Messmate)	14/09/2023 Approved

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Chandler	2023/6356	24 Rome Beauty Avenue THE BASIN VIC 3154	Removal of one (1) Dead Callistemon sp	14/09/2023 Approved
Chandler	2023/6058	4 Reve Street BORONIA VIC 3155	Construction of two double storey dwellings on a lot	25/09/2023 Notice of Decision
Chandler	2022/6692	94 Albert Avenue BORONIA VIC 3155	Construction of two (2) double storey dwellings and the removal of vegetation and building within an SBO	26/09/2023 Notice of Decision
Chandler	2023/6336	11 Toorak Avenue THE BASIN VIC 3154	Buildings and works to construct a double storey dwelling	28/09/2023 Approved
Collier	2023/9079	39 Clarence Road WANTIRNA VIC 3152	Two lot Subdivision (Approved unit Development)	6/09/2023 Approved
Collier	2023/6182	46 Bellbird Drive WANTIRNA VIC 3152	Development of a double storey dwelling to the rear of the existing dwelling	8/09/2023 Notice of Decision
Collier	2023/6116	6 Tara Court WANTIRNA VIC 3152	Construction of three (3) double storey dwellings on the land	15/09/2023 Refused
Collier	2023/6300	523 Boronia Road WANTIRNA VIC 3152	6 Lot Subdivision (approved development site)	15/09/2023 Approved
Collier	2023/6175	6 Cassia Court WANTIRNA VIC 3152	Development of a double storey dwelling to the rear of the existing dwelling	28/09/2023 Refused
Dinsdale	2023/6201	3 Charlotte Road BORONIA VIC 3155	Development of two single storey dwellings	12/09/2023 Approved
Dinsdale	2023/6325	Knox Ozone Sh 9070/509 Burwood Highway WANTIRNA SOUTH VIC 3152	Use of the land for an indoor recreation facility (Axe Throwing), including the construction and display of internally illuminated business identification signage	13/09/2023 Approved
Dinsdale	2023/9083	51 Allanfield Crescent BORONIA VIC 3155	Two lot Subdivision (approved unit development)	22/09/2023 Approved
Dobson	2023/6350	47 Trafalgar Street FERNTREE GULLY VIC 3156	Removal of one (1) Melaleuca linariifolia (Narrow Leaved Paperbark), one (1) Ulmus parvifolia (Chinese Elm) and two (2) Pittosporum tenuifolium (Kohukohu)	4/09/2023 Approved

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Dobson	2023/6367	68 Alexander Crescent FERNTREE GULLY VIC 3156	Removal of one (1) Pittosporum eugenioides 'Variegatum' (Variegated Pittosporum, one (1) Photinia × fraseri (Photinia cultivar) and the pruning of one (1) Photinia × fraseri (Photinia cultivar)	15/09/2023 Approved
Dobson	2022/6554	5 Kevin Avenue FERNTREE GULLY VIC 3156	Three lot land subdivision	8/09/2023 Approved
Dobson	2023/6246	71 Mclver Street FERNTREE GULLY VIC 3156	Removal of one (1) Callistemon viminalis (Weeping Bottlebrush)	14/09/2023 Approved
Dobson	2023/6381	4 George Street FERNTREE GULLY VIC 3156	Pruning of one (1) Eucalyptus camaldulensis (River Red Gum)	15/09/2023 Approved
Dobson	2023/6285	45 Austin Street FERNTREE GULLY VIC 3156	The construction of a single storey dwelling on the land	15/09/2023 Approved
Dobson	2023/6370	13 Acacia Road UPPER FERNTREE GULLY VIC 3156	Removal of one (1) Eucalyptus scoparia (Wallangara white gum)	15/09/2023 Approved
Dobson	2023/6317	6 Trafalgar Street FERNTREE GULLY VIC 3156	Buildings and works (community care accommodation facility)	15/09/2023 Approved
Dobson	2023/6321	35 Perra Street FERNTREE GULLY VIC 3156	Buildings and Works (alterations and additions and construction of a verandah attached to the side of the existing dwelling)	27/09/2023 Approved
Dobson	2023/6358	30 -32 Station Street FERNTREE GULLY VIC 3156	Eight (8) Lot Subdivision (approved development site)	28/09/2023 Approved
Dobson	2023/6352	1150 Burwood Highway FERNTREE GULLY VIC 3156	Seven (7) Lot Subdivision (approved development site)	27/09/2023 Approved
Dobson	2022/6290	17 Alma Avenue FERNTREE GULLY VIC 3156	Construct a double storey dwelling, removal of an Easement and vegetation removal	28/09/2023 Notice of Decision
Friberg	2023/6291	1 Gilbert Park Drive KNOXFIELD VIC 3180	The installation of internally illuminated business identification signage and the variation of restrictive covenant contained in transfer No H439763 applicable to land in Plan of Consolidation 368239X (Volume 09049 Folio 897 and Volume 09462 and Folio 300) by deleting Clause 6 and 7	13/09/2023 Approved

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Friberg	2023/6068	1 & 2/52 Frudal Crescent KNOXFIELD VIC 3180	2 Lot Subdivision (approved unit development)	18/09/2023 Approved
Friberg	2023/6306	34 Norma Crescent South KNOXFIELD VIC 3180	3 lot subdivision (approved development site)	22/09/2023 Approved
Friberg	2023/6344	8 Mountain Gate Drive FERNTREE GULLY VIC 3156	Four lot Subdivision (approved development site)	25/09/2023 Approved
Tirhatuan	2023/9082	11 Rosehill Street SCORESBY VIC 3179	Two Lot Subdivision (approved unit development)	8/09/2023 Approved
Tirhatuan	2023/6327	19 Koornang Road SCORESBY VIC 3179	Six Lot subdivision (approved warehouse development)	15/09/2023 Approved
Tirhatuan	2023/6307	Chesterfield Farm 1221 Ferntree Gully Road SCORESBY VIC 3179	Buildings and works to construct one new building	18/09/2023 Approved
Tirhatuan	2023/6341	662 Stud Road SCORESBY VIC 3179	Fourteen lot subdivision (Approved Development Site)	22/09/2023 Approved



<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Tirhatuan	2023/6154	10 Denise Close ROWVILLE VIC 3178	Variation to Restrictive Covenant M225249Y FROM "...will not erect or cause to be erected on the land hereby transferred any building other than one prie dwelling house (together with the usual outbuildings) having a minimum area of 112 square metres (excluding verandahs, pergolas, garages and other vehicle shelters) as measured from the external walls and having walls constructed of not less than 75% of brick, brick veneer, masonry stone or any combination of these materials...". TO "...will not erect or cause to be erected on the land hereby transferred any building other than a dwelling (together with the usual outbuildings), each having a minimum area of 112 square metres (excluding verandahs, pergolas, garages and other vehicle shelters) as measured from the external walls and having external walls constructed of not less than 75% clad of brick, brick veneer, masonry stone, stone render finish or any combination of these materials..."	27/09/2023 Approved
Tirhatuan	2023/6052	31 Debra Street ROWVILLE VIC 3178	Subdivide the land into two (2) lots	25/09/2023 Refused

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## 6.2 100 Station Street, Ferntree Gully

### **SUMMARY: Senior Planner, Emily Zeng**

**This report considers Planning Application P/2023/6369 for the use and development of the land for an Automated Collection Point (Reverse Vending Machine Kiosk) at 100 Station Street, Ferntree Gully.**

### **RECOMMENDATION (SUMMARY)**

**That Council issue a Planning Permit for the use and development of an Automated Collection Point (Reverse Vending Machine Kiosk) at 100 Station Street, Ferntree Gully, subject to the conditions detailed in the full recommendation in section 10 below.**

### **1. INTRODUCTION**

Application P/2023/6369 has been lodged with Council for the installation of an Automated Collection Point (Reverse Vending Machine Kiosk) at 100 Station Street, Ferntree Gully.

This application is being reported to Council as it has been called in by Cr Baker.

### **2 DISCUSSION**

It is considered that the proposal will provide additional and accessible community uses within the Ferntree Gully Village, encourage waste reduction and recycling practices and minimise impacts on the land and surrounding land uses.

The proposal complies with the purpose of the Commercial 1 Zone to create vibrant mixed use commercial centres and the decision guidelines of Clause 52.13 (Victoria's Deposit Scheme). The proposed Automated Collection Point (Reverse Vending Machine Kiosk) is suitably located to cater to the local community, to support waste reduction and encourage recycling practices.

The Officer's Report is provided at Attachment 1.

### **3 CONSULTATION**

The application was not required to be advertised as an application to use or develop an automated collection point including the construction of or putting up for display a sign in conjunction with an automated collection point is exempt from the notice requirements of section 52(1)(a), (b) and (d), the decision requirements of section 64(1), (2) and (3) and the review rights of section 82(1) of the *Planning and Environment Act 1987* (the Act).

The application was referred internally to Council's internal Asset, Building, City Futures, Property Management, Traffic & Transport and Waste Management departments. No objection was raised with the application.

### **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. Facilitating improved recycling practices has the potential to divert recyclable materials from landfill.

**5. ENVIRONMENTAL/AMENITY CONSIDERATIONS**

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

**6. FINANCIAL & ECONOMIC IMPLICATIONS**

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

As proposal will be located on Council land, Council's Property Management Department has advised that a licence agreement will be required to use Council land for an Automated Collection Point (Reverse Vending Machine Kiosk).

**7. SOCIAL IMPLICATIONS**

There are no significant social implications associated with the proposed use and 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 within Attachment 1.

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

**Opportunity & Innovation**

Strategy 1.1 - Maximise the local economy by supporting existing businesses and attracting new investment.

**Natural Environment & Sustainability**

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. RECOMMENDATION**

**That Council issue a Planning Permit for the use and development of an Automated Collection Point (Reverse Vending Machine Kiosk) at 100 Station Street, Ferntree Gully, subject to the following conditions.**

### **General**

- 1. At all times what the permit allows must be carried out in accordance with the requirements of any document approved under this permit to the satisfaction of the responsible authority.**
- 2. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.**
- 3. Prior to the commencement of the use, the development must be completed in accordance with the endorsed plan/s to the satisfaction of the Responsible Authority.**
- 4. The layout of the use and development must not be altered from the layout on the approved and endorsed plans, except with the prior written consent of the Responsible Authority,**
- 5. The use authorised by this permit must only operate between 7:00am and 8:00pm Monday to Sunday, except with the prior written consent of the Responsible Authority.**
- 6. The collection of waste may only occur between 11:00am and 3:00pm Monday to Sunday, except with the written consent of the Responsible Authority.**

### **Reverse Vending Machine (RVM) Operational Plan**

- 7. Before the development approved under this Permit commences, an amended Reverse Vending Machine (RVM) Operational Plan must be submitted to and approved by the Responsible Authority. Once approved, the RVM Operational Plan will be endorsed and will form part of this permit. The RVM Operational Plan must include:**
  - 7.1. How the litter (including dumped items) will be disposed of by the cleaner (not within street rubbish bins).**
  - 7.2. That the cleaner will perform this service seven days per week, including public holidays.**
  - 7.3. Specify the extent of the surrounding area that the cleaner is responsible for removing litter (which must include all the car parking area of the subject site).**

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

### **Noise Control**

- 8. In the event that any undue detriment is caused to the amenity of the area as a result of noise emanating from the activities within the Automated Collection Point hereby permitted then noise amelioration measures must be undertaken to address this amenity issue to the satisfaction of the Responsible Authority.**
- 9. Noise from the Automated Collection Point must comply with the requirements of the *Environment Protection Regulations 2021* (as amended from time to time) as measured in accordance with the Noise Protocol to the satisfaction of the Responsible Authority.**

**Noise Protocol** means the *Noise limit and assessment protocol for the control of noise from commercial, industrial and trade premises and entertainment venues*, published by the Environment Protection Authority on its website, as in force from time to time.

#### **Amenity During Construction**

**10. 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:**

**10.1. the appearance of building, works or materials on the land**

**10.2. parking of motor vehicles**

**10.3. transporting of materials or goods to or from the site**

**10.4. hours of operation**

**10.5. stockpiling of top soil or fill materials**

**10.6. air borne dust emanating from the site**

**10.7. noise**

**10.8. rubbish and litter**

**10.9. sediment runoff**

**10.10. 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.

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

#### **Maintenance**

**12. All buildings and works must be maintained in good order and appearance to the satisfaction of the Responsible Authority.**

#### **Permit Expiry**

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

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

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

**13.3. The use is not started within two years of completion of the development.**

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**

- **A building permit must be obtained before development is commenced.**
- **Buildings are not allowed to be built over Council easements.**
- **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, Emily Zeng**  
**Report Authorised By:                 Director, City Liveability, Matt Kelleher**

#### **Attachments**

1. Attachment 1 - Officer Report - 100 Station Street, Ferntree Gully [**6.2.1** - 8 pages]
2. Attachment 2 - Council Attachments - 100 Station Street, Ferntree Gully [**6.2.2** - 12 pages]



# Attachment 1



## Planning Application P/2023/6369 for the use and development of an Automated Collection Point (Reverse Vending Machine Kiosk) at 100 Station Street, Ferntree Gully.

### 1. Summary:

Subject Site:	100 Station Street, FERNTREE GULLY VIC 3156
Proposed Development:	Use and development of an Automated Collection Point (Reverse Vending Machine Kiosk)
Existing Land Use:	Car Park
Site Area:	2,402sqm
Planning Scheme Controls:	Commercial 1 Zone, Design and Development Overlay - Schedule 8 and Significant Landscape Overlay - Schedule 2
Application Received:	11 August 2023
Number of Objections:	N/A
PCC Meeting:	N/A
Ward:	Dobson

### 2. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of Planning Permit Application P/2023/6369 to assist in making a decision on the application. It should be read in conjunction with the other attachments.

### 3. Background

#### 3.1 Planning Scheme Amendments

**Amendment VC246:** Amendment VC246 was gazetted on 26 September 2023 and introduced new land use controls in the Victoria Planning Provisions (VPP) and all planning schemes to improve facilitation of Victoria's Container Deposit Scheme (CDS). The amendment introduces a transitional provision which states the new requirements of Amendment VC246 do not apply to an application for an automated collection point or container deposit scheme centre lodged before the approval date of 26 September 2023.

As the current application was lodged on 11 August 2023, Amendment VC246 does not apply to this application.

#### 3.2 Subject Site and Surrounds

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

- The subject site is located on the east side of Station Street, bordered by Ferntree Gully Railway Station and railway corridor to the north and east, as well as Alpine Street further to the south, in Ferntree Gully.



## Attachment 1

- The site is irregular in shape with a frontage of 89m to Station Street and an overall area of 2,402sqm.
- The northern portion of the site is utilised as an at-grade car parking area with designated parking for 29 vehicles, including one (1) Electric Vehicle (EV) charging station. Within the southern portion of the site is a row of single-storey, commercial tenancies with frontages to Station Street.
- The site is located within the Ferntree Gully Village which provides the surrounding community with a mix of services, recreation/leisure, retail, as well as food and drink premises.
- The site is located within the Principal Public Transport Network Area and directly abuts Ferntree Gully Station, as well as a bus connection point servicing Bus Route Nos. 691, 693 and 755.
- The site is located on a larger land holding owned by Knox City Council (Crown Allotment 53H9, Parish of Scoresby) that is partially affected by a covenant and three (3) easements. The covenant, as shown on the Plan of Subdivision is not relevant to the application, relating to the Crown grant of the land retaining rights under the *Mineral Resources Development Act 1990*, *Petroleum Act 1958* and *Land Act 1958*.
- No significant vegetation exists on the site.

### 3.3 The Proposal

The proposal seeks permission for the use and development of an Automated Collection Point (Reverse Vending Machine Kiosk). Refer to attached plans at Attachment 2. Details of the proposal are as follows:

- The kiosk will comprise an enclosed kiosk with side bin doors and two (2) customer interfaces, each accepting eligible containers (internal capacity of twelve 1100L ins for glass, PET and aluminium).
- It will be setback 26 metres from Station Street towards the eastern boundary, adjacent the existing Ferntree Gully railway station pedestrian ramp, and occupy a total of five (5) car parking spaces.
- The kiosk will measure 2.5m wide, 11.4m long with a maximum height of 2.92m (excluding the air-conditioning condenser).
- The installation of four (4) external security cameras, five (5) security lights, bollards and noise attenuation measures is also proposed.
- Signage is to be displayed along the customer interface and on the kiosk wall.
- The kiosk will operate from 7:00am to 8:00pm, seven (7) days a week. Outside of operating hours, the kiosk will be inactive, and a message will be displayed informing users that it is outside of the kiosk's operating hours.
- Bins removal and truck loading are to occur between 11:00am and 1:00pm, and based on customer filling frequency of the kiosk.
- Every eight (8) weeks, a cleaner will accompany the collection truck to clean the kiosk.
- Spot cleaning of surrounding area for any litter disposed of in the vicinity of the kiosk will occur daily.

## 4. Consultation

### 4.1 Advertising

The application is exempt from notice requirements.

Pursuant to Clause 52.13-6 of the Knox Planning Scheme, an application to use or develop an automated collection point including the construction of or putting up for display a sign in conjunction with an automated collection point





## Attachment 1

is exempt from the notice requirements of section 52(1)(a), (b) and (d), the decision requirements of section 64(1), (2) and (3) and the review rights of section 82(1) of the *Planning and Environment Act 1987*.

### 4.3 Referrals

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

**Asset Protection:** No objection.

**Building Services:** No objection. A building permit must be obtained prior to the commencement of the proposed building works.

**City Futures:** No objection. The proposal is suitably located noting that it will cater to the local community, and support waste reduction and encourage recycling practices. Additionally, the proposal overall preserves the view lines to the foothills with a height of 2.92 metres and incorporation of largely muted colours.

**Property Management:** No objection. The proposal's use of 5 car parks for the purpose of an Automated Collection Point is acceptable. A Licence Agreement will be required for the use, to provide non-exclusive use of the area. A termination clause will need to be considered if the use of the site changes in accord with the Structure Plan.

**Traffic and Transport:** No objection. The proposed Automated Collection Point is setback well into the parking spaces to allow adequate sightlines for the safety of pedestrians and vehicle movements to occur on the south side of the machine. The provision of lighting and fixed bollards will provide adequate illumination during darker conditions and provide safety parameters around the machine. The truck swept path diagram to access into and exit out of the carpark has been reviewed and considered as satisfactory. Additionally, no parking provision/reduction concerns were raised for the proposed Automated Collection Point installation.

Further to this, a consultation process has been commenced with the community regarding the reduction of five (5) car parking spaces. This consultation has been conducted outside of the requirements of the Knox Planning Scheme.

**Waste Management:** No objection. Further details regarding the proposed spot cleaning surrounding the Automated Collection Point is required. An updated Operational Plan will need to be re-submitted for the review and approval by Council's Waste Management Unit. This will form part of any permit to issue.

## 5. Discussion

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

### 5.1 Zoning and Overlays

#### 5.1.1 Commercial 1 Zone

The site is located within the Commercial 1 Zone. A Planning Permit is required to use the land for an Automated Collection Point and for buildings and works

- The proposal is consistent with the purpose and decision guidelines of the Commercial 1 Zone by providing a convenient collection point where eligible empty cans, small bottles and cartons can be dropped off for a refund within an established Neighbourhood Activity Centre.
- The proposal will provide opportunities for shared benefits to the local community, including supporting waste reduction and encouraging recycling practices.



## Attachment 1

- The site is suitably located with established connections to utility services and transportation networks, including pedestrian pathways whilst being surrounded by various commercial uses and built form.
- The proposal will not result in adverse amenity impacts to the local community. The proposal will provide noise attenuation measures to minimise noise impacts, illumination and security cameras to provide a sense of activation and safety. The siting of the Automated Collection Point adjacent to the existing Ferntree Gully railway station pedestrian ramp will not adversely affect the existing movement of pedestrians, cyclists, public transport and vehicles within the site and the surrounding road network.

### 5.1.2 Overlays

#### Significant Landscape Overlay - Schedule 2

The site is affected by the Significant Landscape Overlay - Schedule 2. A Planning Permit is required to construct a building or construct or carry out works.

Schedule 2 to the Significant Landscape Overlay seeks to protect and enhance the views of the Dandenong Foothills: Foothills Backdrop and Ridgeline Area.

- The proposal is consistent with the purpose and decision guidelines of the Significant Landscape Overlay as the height of the Automated Collection Point will continue to preserve the view lines towards the Dandenong Foothills.
- The proposal, including its signage will largely incorporate various blues and navy that is considered suitably muted to not dominate the surrounding landscape. Whilst there is the use of accented orange, this is acceptable to provide clear, visible promotion of the kiosk proposal within the heart of the Ferntree Gully Village. The use of Colorbond Surfmist on the roof is consistent with other commercial buildings within the Ferntree Gully Village.
- No vegetation is proposed to be removed or impacted.

#### Design and Development Overlay - Schedule 8

The site is affected by the Design and Development Overlay - Schedule 8. A Planning Permit is not required to construct a building or construct or carry out works for an Automated Collection Point.

### 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 Activity Centres, Landscapes, Urban Design, Waste and Resource Recovery.

**Clause 11-03.15 Activity Centres:** To encourage the concentration of major retail, residential, commercial, administrative, entertainment and cultural developments into activity centres that are highly accessible to the community.

**Clause 12.05-25 Landscapes:** To protect and enhance significant landscapes and open spaces that contribute to character, identity and sustainable environments.

**Clause 15.01-15 Urban Design:** To create urban environments that are safe, healthy, functional and enjoyable and that contribute to a sense of place and cultural identity.

**Clause 17.02 Commercial:** To encourage development which meets the community's needs for retail, entertainment, office and other commercial services and provides net community benefit in relation to accessibility, efficient infrastructure use and the aggregation and sustainability of commercial facilities.



## Attachment 1

**Clause 19.03-5S Waste and Resource Recovery:** To reduce waste and maximise resource recovery to reduce reliance on landfills and minimise environmental, amenity and public health impacts.

**Municipal Strategic Statement:** Council's Municipal Strategic Statement (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.

**Clause 21.03-4 Environmental and Landscape Values: Significant Landscapes:** To protect and enhance the role of Knox's significant landscapes by maintaining the unique landscape character, amenity and natural values of Knox's significant landscapes, including the Dandenong Foothills, Lysterfield Valley and the Dandenong Creek Valley, despite development pressures and managing bushfire risk.

**Clause 21.05-4 Design for Safety:** All people in Knox should feel and be safe. Applying design for safety principles reduces the fear and incidence of crime and improves quality of life and wellbeing. Designing for safety aims to:

- *Activity Centres* – The proposed Automated Collection Point will suitably add to the diversity of services provided within the commercial precinct which is provided convenient access via the existing footpath, road and public transport networks.
- *Landscapes* – The kiosk will not adversely detract from the natural qualities of the significant landscape areas, including obscuring views towards the Dandenong Foothills.
- *Urban Design* – The siting and design of the kiosk will be easily accessible by the community given its location within an existing, at-grade car parking areas with convenient pedestrian and vehicular access. To ensure safety, the kiosk will provide sensor illumination (similar to streetlights) to ensure public lighting during the evening/early morning hours, security cameras for monitoring, as well as bollards to provide protection between pedestrian and vehicular movements. Further to this, the kiosk's siting along an existing pedestrian connection will enhance illumination and activity along a commuter's transfer journey.
- *Commercial* – The provision and accessibility of the kiosk is considered to provide a benefit to the local community.
- *Waste and Resource Recovery* – The installation of a kiosk is a direct response to Victoria's Container Deposit Scheme which operates under the Circular Economy (Waste Reduction and Recycling) Act 2021. The kiosk within the community will encourage and facilitate sustainable waste recovery which will assist in reducing environmental, amenity and public health impacts.
- *MSS* – The overall siting, design and massing of the kiosk is appropriate and will not detrimentally impact the surrounding commercial precinct nor significant landscape values.
- *Environmental and Landscape Values* – The kiosk will not negatively impact the landscape character, amenity and natural values of the Dandenong Foothills.
- *Design for Safety* – The kiosk will provide additional activation and illumination within the car parking area and pedestrian connections.

### 5.3 Particular Provisions

**Clause 52.05 Signs:** To regulate the development of land for signs and associated structures; to ensure signs are compatible with the amenity and visual appearance of an area, including the existing or desired future character; to ensure signs do not contribute to excessive visual clutter or visual disorder; and to ensure that signs do not cause loss of amenity or adversely affect the natural or built environment or the safety, appearance or efficiency of a road.



## Attachment 1

Clause 52.05-11 (Commercial Areas – Signs) states that the total display area of business identification signs/promotional sign to each premises must not exceed 8 sqm. However, this does not include a sign with a display area not exceeding 1.5 sqm that is below a verandah or, if no verandah, that is less than 3.7 m above pavement level.

- The signs located along the customer interface are less than 8 sqm and therefore do not require a Planning Permit.

Clause 52.05-10 (Signs) of the Scheme states despite any provision in a zone, overlay, or other particular provision of this scheme, a permit is not required to construct or put up for display a sign publicising or providing information about Victoria’s container deposit scheme under the Circular Economy (Waste and Recycling) Act 2021. The sign must be attached to an automated collection point, or a building used for a Container deposit scheme centre. The display area for the sign must not exceed 8 square metres. The sign must not be an animated, floodlit or internally illuminated sign.

- The promotional sign displaying “Victoria’s Container Deposit Scheme” towards Station Street has a total area of 6.3sqm. Therefore, a permit is not triggered under Clause 52.05 (Signs) of the Scheme.

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

- Clause 52.13-6 (Victoria’s Container Deposit Scheme) states that an Automated Collection Point is exempt from the requirements of Clause 52.06 (Car Parking). Therefore an assessment against Clause 52.06 (Car Parking) is not required.

**Clause 52.13 Victoria’s Container Deposit Scheme:** The purpose of this Clause is to facilitate the provision of automated collection points and transfer stations to support waste reduction and recycling under Victoria’s container deposit scheme; and to ensure an automated collection point is designed and sited to minimise impacts on the land and surrounding land uses.

The mandatory requirements at Clause 52.13-3 (Victoria’s Container Deposit Scheme) states an automated collection point must not be attached to another building, be no more than 3m in height (including an attached sign), and must not restrict a vehicular or pedestrian access way to or from the land or an entry or exit to a building.

- The proposed Automated Collection Point meets the mandatory requirements of Clause 52.13-3.

Any requirement in a zone or overlay, or a schedule to a zone or overlay, to obtain a permit to construct a building or construct or carry out works does not apply if the requirements of Clause 52.13-3 and clause 52.13-5 are met. This does not apply to a requirement in a Significant Landscape Overlay.

Pursuant to Clause 52.13-5 (Victoria’s Container Deposit Scheme) an automated collection point is exempt from a Planning Permit, if the automated collection point:

- Occupies no more than:
  - 4 existing car spaces on the land; or,
  - 5 existing car spaces on the land if the land contains 50 or more car spaces.
- Is set back more than 4 metres from the frontage.



## Attachment 1

- Is set back greater than 30 metres from land (not a road) which is in a residential zone, Rural Living Zone or Urban Growth Zone, and not in the same ownership.
- Not be located on vacant land in a residential or rural zone.
- Be of muted, non-reflective external colours and finishes.
- *The application does not meet the permit exemptions of Clause 52.13-5 as the automated collection point will occupy a total of five (5) car parking spaces and the land contains less than 50 or more spaces, therefore a Planning Permit is required for the proposal.*
- Clause 52.13-8 (Victoria's Container Deposit Scheme) states that any requirement of a permit, or any permit condition, that requires the provision of car parking, or requires land to be set aside for vehicle access or car parking, does not apply to the use or development of land for an automated collection point, if the requirements of Clause 52.13-3 are met (which they are).

An assessment against the decision guidelines at Clause 53.13-9 are considered below:

- Although the proposed kiosk will occupy five (5) car parking spaces and involve the movement of trucks to and from the site, it is not expected to adversely affect the provision of car parking within Ferntree Gully Village. Council's Traffic and Transport Department reviewed the proposal and raised no objections with the proposal, noting that a separate consultation process has been commenced with the community regarding the reduction of five (5) car parking spaces.
- The kiosk will be located 26m from Station Street and located in excess of 90m from the nearest residential zoned land.
- It is relevant to note the site is located within a Commercial 1 Zone, which is expected to include business and community facilities.
- The proposal, including signage, will largely incorporate various blues and navy that will not dominate the surrounding landscape. Whilst there is the use of accented orange within the signage, the overall colour scheme is acceptable to complement and provide clear, visible promotion of the kiosk within the heart of the Ferntree Gully Village.
- The proposal is not expected to result in an unreasonable cumulative impact given this is the only Automated Collection Point that has been proposed to be installed within Ferntree Gully Village.
- Regarding safety, the kiosk is setback well into the occupying car spaces to allow adequate sightlines for pedestrians and vehicle movements to occur on the south and west sides of the kiosk, adjacent the rail station pedestrian ramp and within the car parking area generally. The kiosk will also provide sensor lighting fixtures at the corners of the vending to provide additional illuminate during dark conditions. The additional bollards which set out the kiosks parameters provide additional clearances improving the safety of pedestrian and vehicle movement.
- If there is an existing permit or requirement on the existing shops at 100 Station Street that required the provision of car parking, Clause 52.13-8 exempts any such requirement for those parking spaces that become occupied for the Automated Collection Point.

### 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.



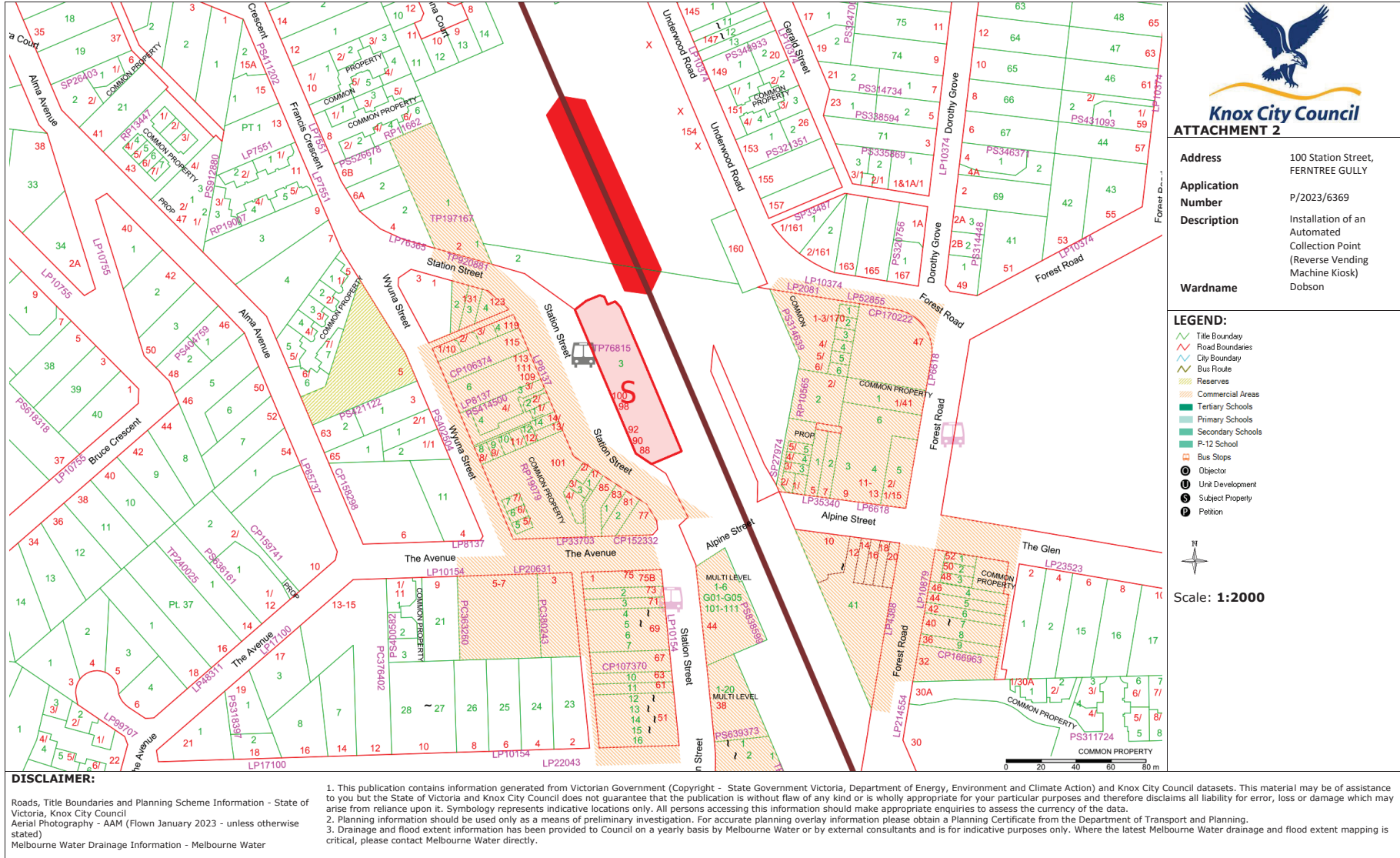
## Attachment 1

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

### 6. Conclusion

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

- The use and development is consistent with State Policy, Clause 11.03-1S (Activity Centres), Clause 12.05-2S (Landscapes), Clause 15.01-1S (Urban Design), Clause 17.02 (Commercial), Clause 19.03-5S (Waste and Resource Recovery), Clause 21.03-4 (Environmental and Landscape Values) and Clause 21.05-4 (Design for Safety).
- The proposal complies with the purpose of the Commercial 1 Zone and the Significant Landscape Overlay - Schedule 2.
- Subject to conditions, the use and development of an Automated Collection Point will not adversely impact the significant landscape values of the surrounding area, nor result in unreasonable material and amenity detriment to the adjoining land uses, streetscape and surrounding Ferntree Gully Village.





<b>Address</b>	100 Station Street, FERNTREE GULLY
<b>Application Number</b>	P/2023/6369
<b>Description</b>	Installation of an Automated Collection Point (Reverse Vending Machine Kiosk)
<b>Wardname</b>	Dobson

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

Scale: 1:2000

**DISCLAIMER:**

Roads, Title Boundaries and Planning Scheme Information - State of Victoria, Knox City Council  
 Aerial Photography - AAM (Flown January 2023 - unless otherwise stated)  
 Melbourne Water Drainage Information - Melbourne Water

1. This publication contains information generated from Victorian Government (Copyright - State Government Victoria, Department of Energy, Environment and Climate Action) and Knox City Council datasets. This material may be of assistance to you but the State of Victoria and Knox City Council does not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for error, loss or damage which may arise from reliance upon it. Symbology represents indicative locations only. All persons accessing this information should make appropriate enquiries to assess the currency of the data.
2. Planning information should be used only as a means of preliminary investigation. For accurate planning overlay information please obtain a Planning Certificate from the Department of Transport and Planning.
3. Drainage and flood extent information has been provided to Council on a yearly basis by Melbourne Water or by external consultants and is for indicative purposes only. Where the latest Melbourne Water drainage and flood extent mapping is critical, please contact Melbourne Water directly.





GOOGLE EARTH VIEW

Sheet 2



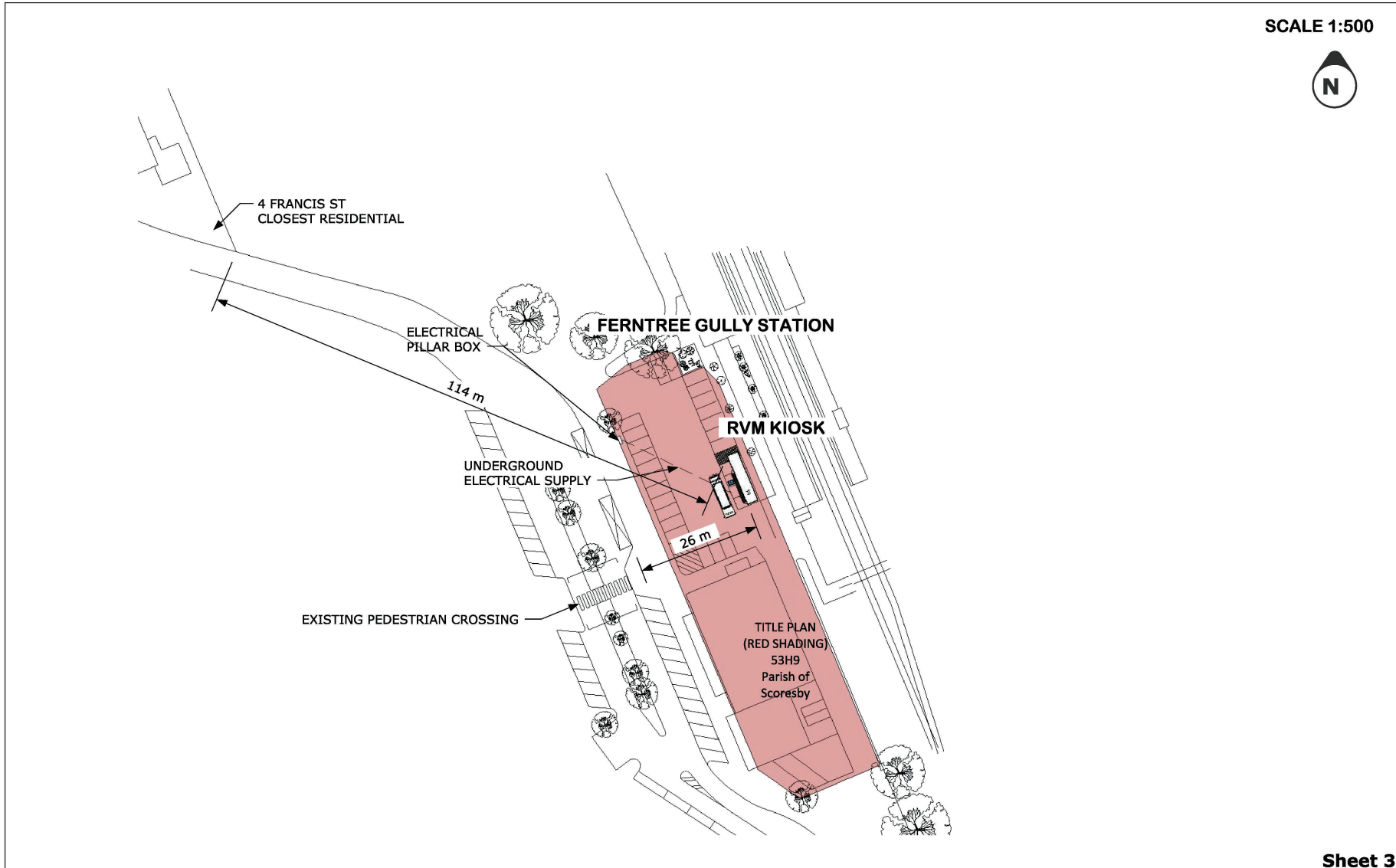
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LAYOUT DRAWING

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			01/09/2023	NTS		
<b>CDS-VT-A-2-SL-042</b>					<b>P</b>	<b>B</b>

**VISY RECYCLING**  
**CDS RVM KIOSK PROJECT**  
**FERNTREE GULLY STATION**



Sheet 3



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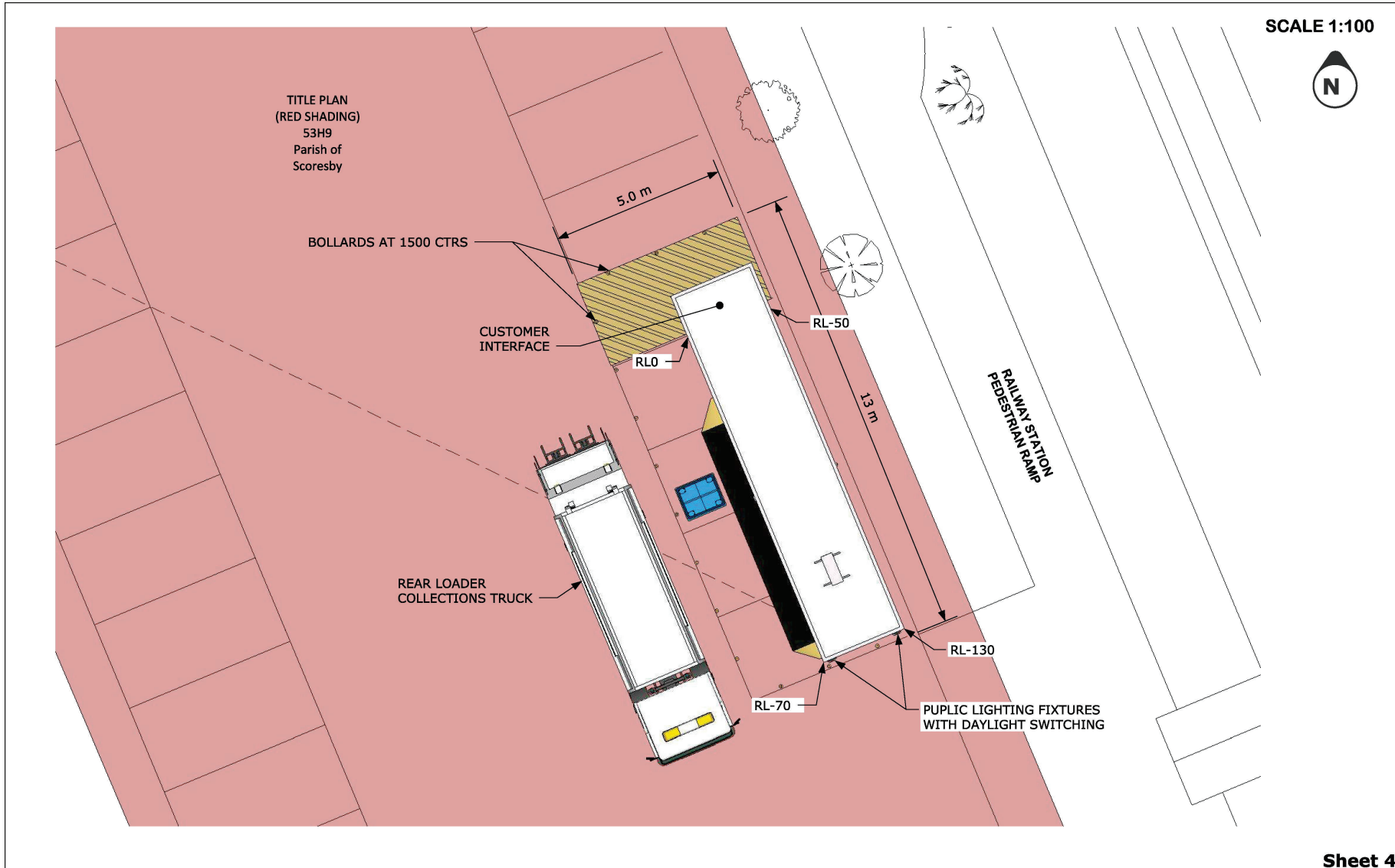
LAYOUT DRAWING

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**VISY RECYCLING**  
**CDS RVM KIOSK PROJECT**  
**FERNTREE GULLY STATION**



Sheet 4



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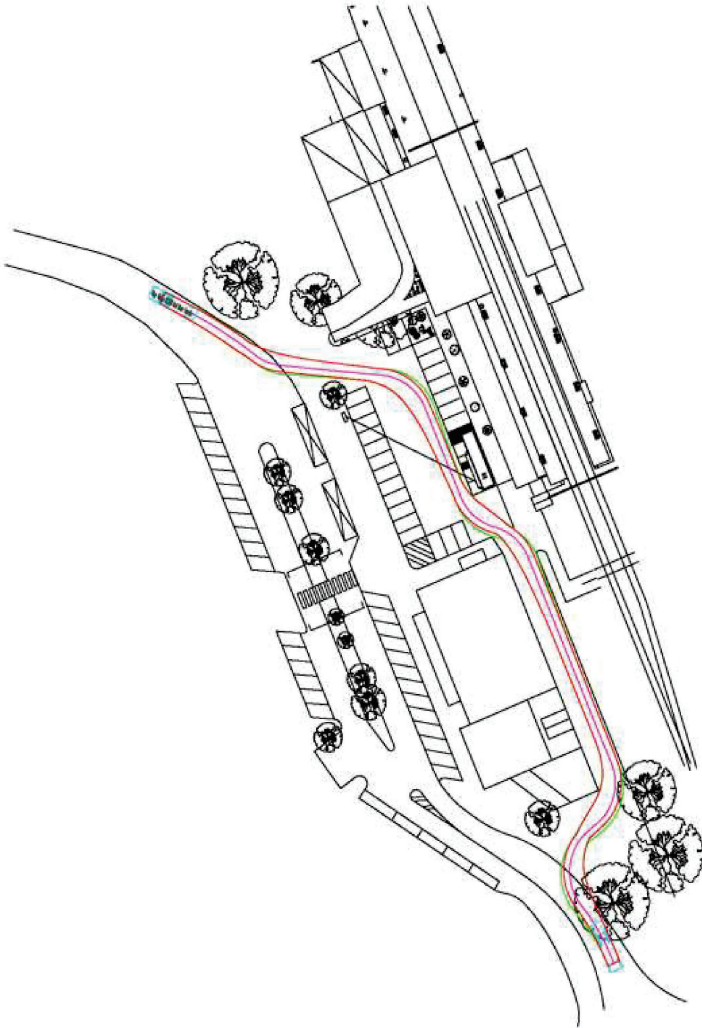
LAYOUT DRAWING

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CDS-VT-A-2-SL-042

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**VISY RECYCLING**  
**CDS RVM KIOSK PROJECT**  
**FERNTREE GULLY STATION**



SWEPT PATH DIAGRAM

Sheet 8



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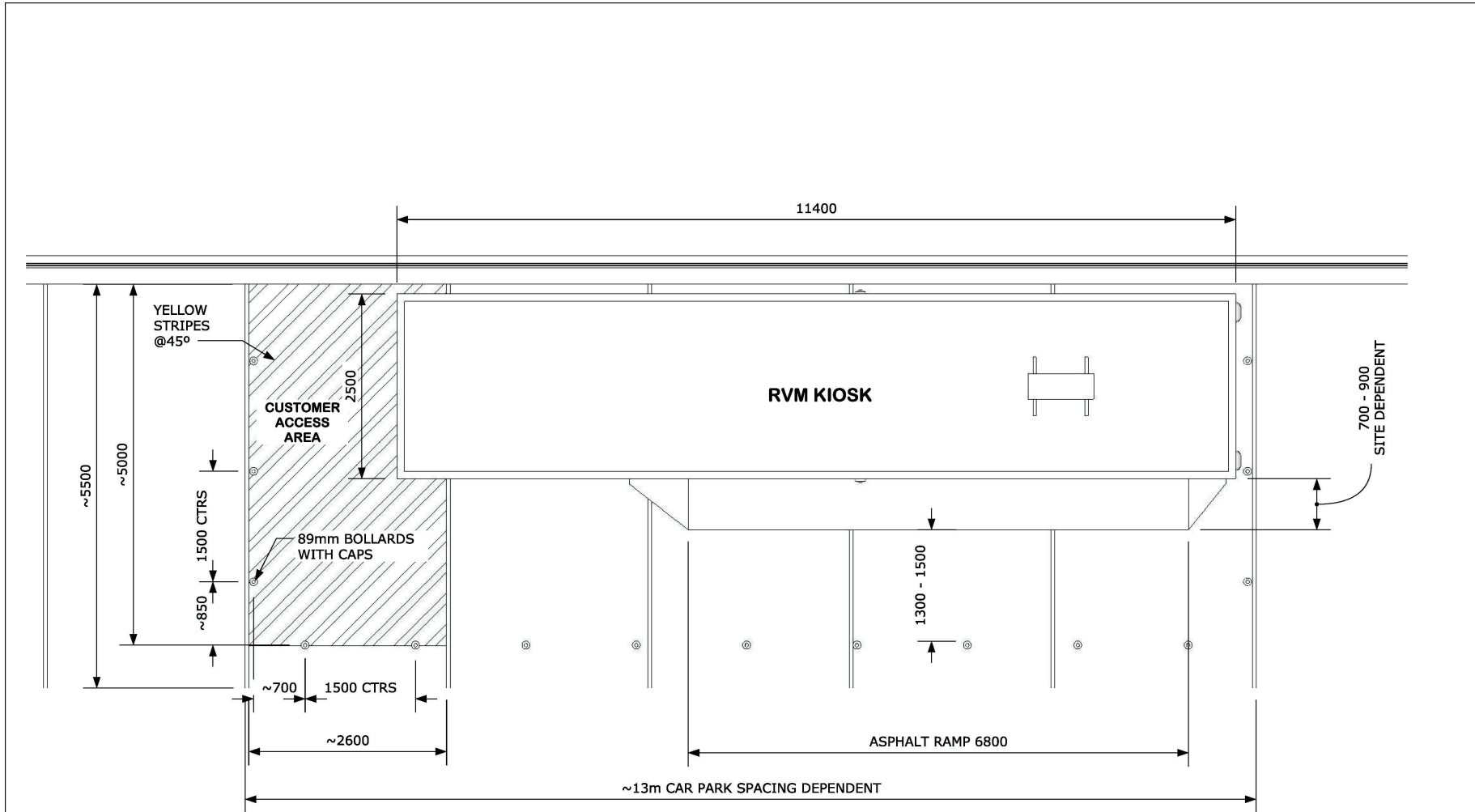
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**VISY RECYCLING**  
**CDS RVM KIOSK PROJECT**  
**FERNTREE GULLY STATION**



**KIOSK INSTALLATION AREA**  
55 - 65sqm SITE DEPENDENT

**PLAN - SITE INSTALLATION**

**Sheet 3**



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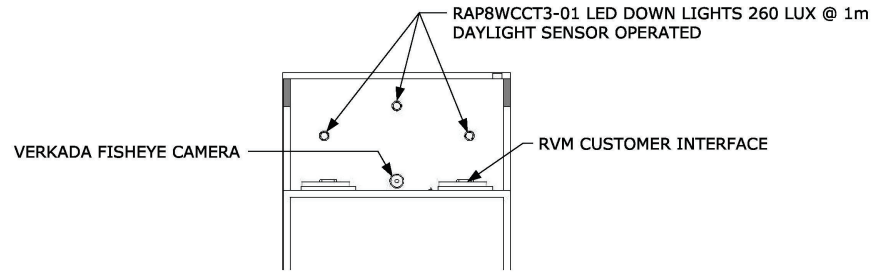
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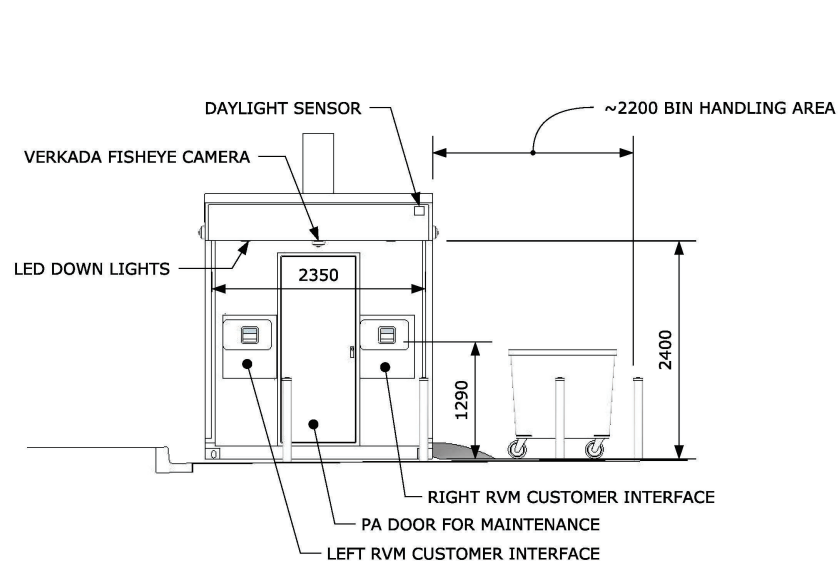
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**CDS RVM KIOSK PROJECT**

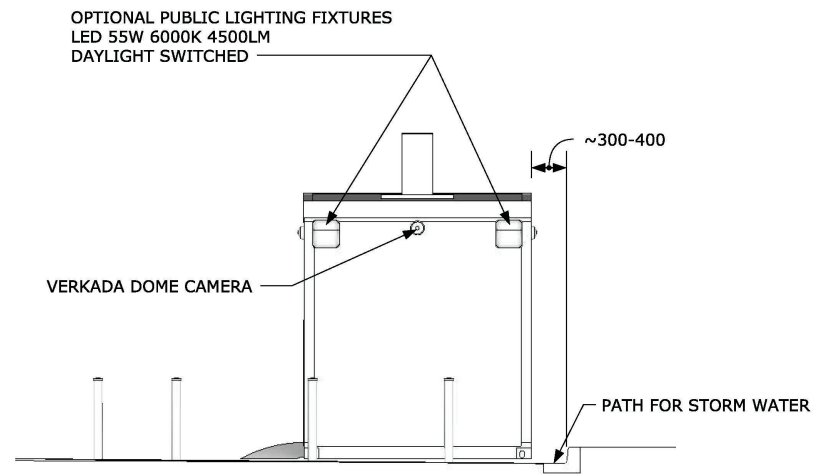
**KIOSK RIGHT HAND VERSION CAR PARK LAYOUT**



**REFLECTED CEILING PLAN - CUSTOMER AREA**



**ELEVATION - CUSTOMER END - DDA COMPLIANT**



**ELEVATION - REAR**

**Sheet 7**



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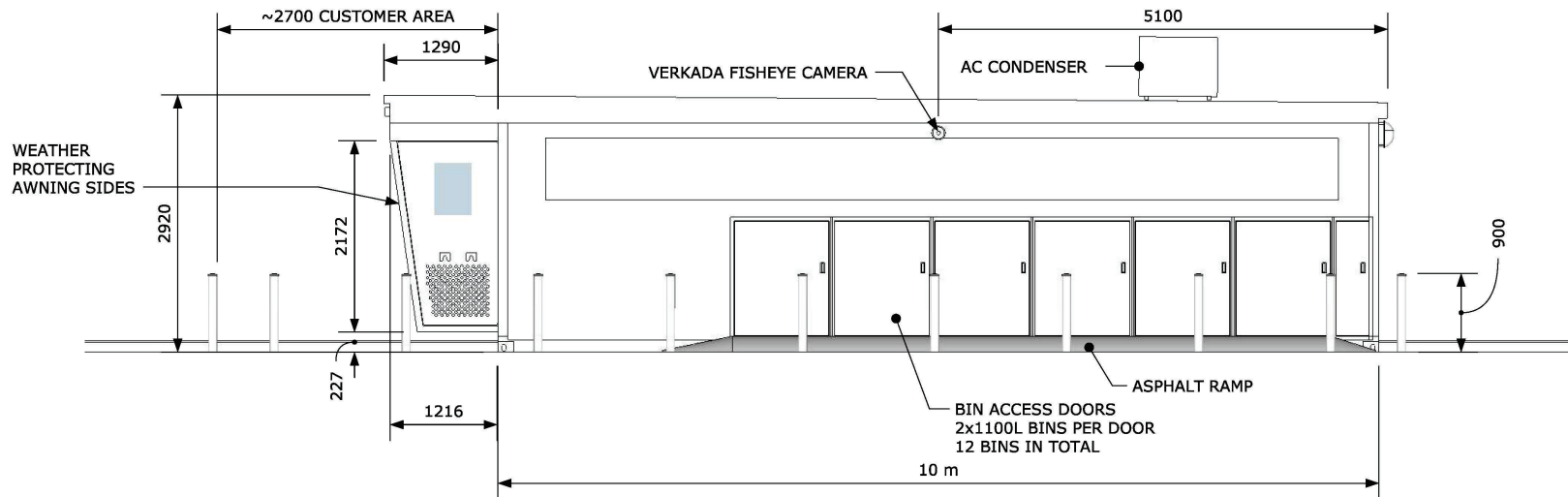
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**C 1**

**VISY RECYCLING**

**CDS RVM KIOSK PROJECT**

**KIOSK RIGHT HAND VERSION CAR PARK LAYOUT**



**KIOSK ENCLOSED FOOTPRINT**  
 10m x 2.5m = 25sqm  
**KIOSK COVERED CUSTOMER AREA**  
 2.5m X 1.2m = 3sqm

**ELEVATION - BIN DOOR SIDE**

**Sheet 5**



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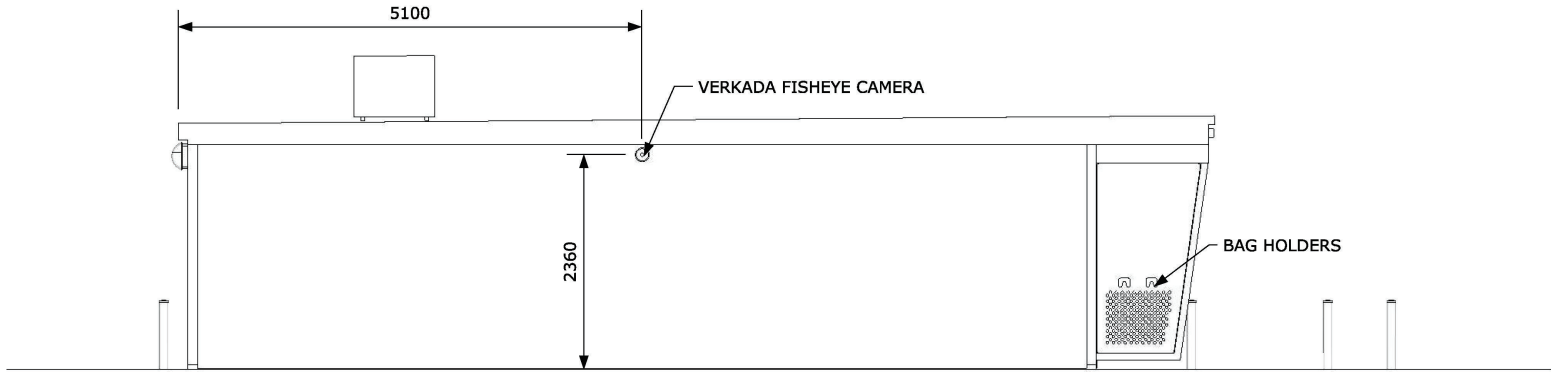
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**C 1**

**VISY RECYCLING**

**CDS RVM KIOSK PROJECT**

**KIOSK RIGHT HAND VERSION CAR PARK LAYOUT**



ELEVATION - BACK SIDE

Sheet 6



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C 1

VISY RECYCLING

CDS RVM KIOSK PROJECT

KIOSK RIGHT HAND VERSION CAR PARK LAYOUT



# RVM Front

## Design Overview

Item	High	Width	Qty
1 Top Panel	400mm	2280mm	1
2 Visy Logo	164.766mm	230mm	1
3 CDS/Gov Logo	90.772mm	350mm	1
4 Containers Top	226mm	580mm	2
5 Instruction Panel	1174mm	815mm	1
6 Can we help?	186mm	580mm	2



# RVM Side

## Design Overview

Item	High	Width	Qty
7 Door side panel	700mm	9000mm	1



7 Public Question Time

## 8 Officer Reports

### 8.1 2022-23 Annual Report

**SUMMARY: Strategy and Planning Specialist, Elisa De Iuliis**  
**Knox City Council's 2022-23 Annual Report is presented to Council for consideration, in accordance with the Local Government Act 2020.**

#### **RECOMMENDATION**

**That Council:**

- 1. Consider and endorse the 2022-23 Annual Report in accordance with Sections 98 and 99 of the Local Government Act 2020, and**
- 2. Note that the 2022-23 Annual Report will be made available via Council's website.**

#### **1. INTRODUCTION**

Section 98 of the Local Government Act 2020 (the Act) requires the Council to prepare an Annual Report containing:

- a) a report of operations of the Council;
- b) an audited performance statement;
- c) audited financial statements;
- d) a copy of the auditor's report on the performance statement;
- e) a copy of the auditor's report on the financial statements under Part 3 of the Audit Act 1994;
- f) any other matters prescribed by the regulations.

#### **2. DISCUSSION**

The 2022-23 Annual Report provides an opportunity to report to the Knox community about Council services, initiatives and performance. It supports public transparency about Councils operations, and shares the wins and challenges faced across the year.

The preparation of the Annual Report 2022-23 has included the collation and review of Councils financial and performance information. On 25 September 2023, Council approved in principle the year-end financial statements and the performance statement in advance of the Auditor-General's consideration. The report from the Auditor-General on the financial statements and performance statement is currently pending and expected to be received within the week. There is currently no indication of any material issues with the financial and performance statements.

Section 100 of the Local Government Act 2020 requires the Mayor to report on the implementation of the Council Plan by presenting the annual report at a Council meeting open to the public.

Following presentation of the annual report, and then the performance statements inserted on pages 128-129, it will be available to the community in electronic format available through the Knox City Council website, with hard copies available on request.

The structure of the report is outlined below:

### Introduction

This includes major achievements of 2022-23, Mayor and Chief Executive Officer Message, Council's vision, values, and information about Council, Councillors and the organisation.

### Performance Overview

This section describes Knox's planning framework, outlines key services and documents the performance of Knox against the Council Plan 2021-25 by Key Direction.

The service performance indicators of the Local Government Performance Reporting Framework (LGPRF) are also included in this section. The Financial Performance and sustainability indicators are included in the Performance Statement.

### Governance and Statutory Information

This section captures annual statutory reporting requirements, Councillor meeting attendance, documents available for inspection, audit operations and the Governance and Management checklist.

### Performance Statement

This is the statement prepared under sections 98 and 99 of the Act and reports on the LGPRF. The regulations require an explanation of any material variations for all relevant indicators. Materiality thresholds have been set at +/- 10%.

### Financial Statements

This contains financial statements, as well as a guide to assist readers to understand their nature and content. These statements have received an unqualified report from the Victorian Auditor-General's Office.

## **3. CONSULTATION**

Under section 100 of the Local Government Act 2020, for the purposes of section 18(1)(d), the Mayor must report on the implementation of the Council Plan by presenting the annual report at a Council meeting open to the public.

## **4. CLIMATE CHANGE CONSIDERATIONS**

The Annual Report 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**

Information about Council's achievements and aspirations for the environment are contained in the 2022-23 Annual Report. Producing the report in a primarily electronic format saves paper resources and printing costs.

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

An overview of Council's financial performance is presented in the 2022-23 Annual Report. The Annual Report contains a guide on how to understand the detailed financial report which includes audited financial and standard statements. The report from this audit is currently pending from the Victorian Auditor General's office.

**7. SOCIAL IMPLICATIONS**

Information about Council's achievements and aspirations for the community and social impacts are contained in the Annual Report 2022-23.

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

**Civic Engagement & Integrity**

Strategy 5.3 - Ensure our processes are transparent and decisions are accountable.

**9. CONFLICT OF INTEREST**

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

**10. CONFIDENTIALITY**

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

**Report Prepared By: Strategy and Planning Specialist, Elisa De Iuliis**

**Report Authorised By: Director Customer and Performance, Greg Curcio**

**Attachments**

1. Knox City Council Annual Report 2022-23 [8.1.1 - 204 pages]



# Annual Report 2022-2023

knox





## Acknowledgement of traditional land owners

Knox City Council acknowledges the Wurundjeri Woi-wurrung people and Bunurong people of the Kulin Nation as Traditional Custodians of the land in Knox. The Knox Aboriginal and Torres Strait Islander communities come from a variety of different nations within Australia including the Torres Strait, the Traditional Custodians and Stolen Generation. As such, we pay respect to all Aboriginal and Torres Strait Islander Elders, past and present, who have resided in the area and have been an integral part of the region's histories.

Located at the foot of the Dandenong Ranges, Knox has many places of historic significance to the Kulin Nation. Important cultural and historical sites within Knox hold both the traditional knowledge of First Nations peoples and the traumatic stories of colonisation. The journey ahead for Knox involves the land, the Traditional Custodians, the local First Nations communities, the wider community and the Council itself. We will walk together and listen together to create a culturally safe and culturally rich community for all.

In 2021, Knox City Council announced an intention to promote a “whole of business” mindset, moving forward in its acknowledgement and respect of First Nations peoples, ensuring cross-functional collaboration as opportunities present themselves.  
(Knox Council Plan 2021-2025)





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**Cover image:** Artist George Rose in front of her mural in Lupton Way, Boronia.

## Welcome

### To Knox City Council's Annual Report for 2022-23.

The Annual Report provides a thorough account of Council's achievements, challenges and performance from 1 July 2022 to 30 June 2023.

It also provides audited financial statements and a performance statement.

If you would like a printed copy or wish to provide feedback, please contact Council on 9298 8000 or email [knoxcc@knox.vic.gov.au](mailto:knoxcc@knox.vic.gov.au).



# Report of Operations

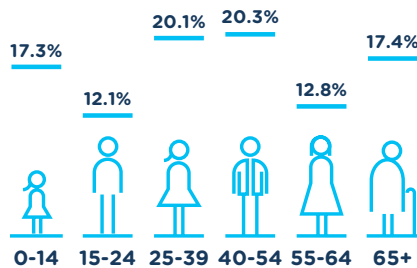
Knox City Council is committed to transparent reporting and accountability to the community. The report of operations 2022-23 is the primary means of advising the community regarding Council’s operations and performance during the financial year.

## Who we are

The municipality of Knox is made up of 11 suburbs, approximately 25 kilometres from the Melbourne central business district. It covers an area of 114 square kilometres and consists of the suburbs of Bayswater, Boronia, Ferntree Gully, Knoxfield, Lysterfield, Rowville, Scoresby, The Basin, Upper Ferntree Gully, Wantirna and Wantirna South.



**159,404**  
people call Knox home.



**40**  
is the average age of residents.



**33.1%**  
of residents were born overseas:

- 5.3% China.
- 3.8% United Kingdom.
- 3.2% India.
- 2.5% Malaysia.
- 2.4% Sri Lanka.



## We have a mix of family composition

- 37.1% Couple family with children.
- 25.9% Couple family without children.
- 10.6% One-parent family.
- 26.4% Other family configurations.



**35.3%**  
of working residents are employed in Knox.

## Our 10-year community vision:

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

## Fast facts about our services

In 2022-23, there were...



**65,743**

online service requests received



**10,890**

visits to Council's Customer Service Centre



**100,215**

phone calls received, with 91% resolved at the first point of contact



**31,565**

hard-waste bookings lodged



**4,945**

children provided with maternal and child health (MCH) services



**1,515**

MCH four-week key age and stage visits



**6,885**

infants and children immunised



**323,354**

visits to aquatic facilities



**1,760**

animal management requests received



**834,002**

physical library items loaned



**359,478**

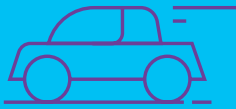
digital library items loaned



**957**

planning applications received

### In 2022-23, there were...



**5,535**

community transport trips made



**2,449**

trees planted



**1,242 km**

of footpaths maintained



**40,022**

drainage pits maintained



**209**

playgrounds maintained



**725 km**

of local roads maintained



**64**

sportsgrounds and major reserves maintained



**283**

Council-owned buildings maintained



**22,547 m<sup>2</sup>**

of graffiti removed from Knox Council's assets

# The year in review

## Mayor & CEO message

**The 2022–23 financial year was a productive year in which we progressed our ambitions to make our community a better place to live and thrive. We advanced the objectives set out in our Community and Council Plans and annual budget, working to deliver vital community services, key capital works projects, engage with our community and advocate for the interests of Knox.**

Fundamental to delivering on the community priorities outlined in these plans is our Customer Strategy. Endorsed in December 2022, this strategy describes the steps we will take to truly understand the needs and priorities of our customers and continually measure our effectiveness in delivering services. With this understanding, we can be calculated and proactive in how we direct our available resources to the things that matter most to our residents, non-resident ratepayers, business owners, local workers, visitors and community service users.

Council was pleased, especially after an extraordinarily challenging period, to present community events as a way to celebrate people coming together. The Knox Carols by Candlelight event returned live on stage for the first time since 2019, celebrating its 21st year. Being one of Melbourne's largest carols performance, the event attracts up to 25,000 people and showcases an outstanding line-up of local and nationally acclaimed performers.

Working in partnership with local First Nations people, relevant services and key networks to progress reconciliation, Council marked Sorry Day with an event that was attended by about 350 community members and also developed our Reconciliation Action Plan.

We also progressed the implementation of a food and garden bin service, furthering objectives from our Council Plan and Years 2 to 4 of our Climate Response Plan. We are reducing the amount of greenhouse gas emitted from landfill by composting food and garden waste, which is then being used to enrich the soil at farms, parks and gardens. This change will significantly decrease the amount of waste going to landfill.

In a Victorian first, Council entered an agreement to install up to seven electric vehicle (EV) public fast-charging stations in select Knox shopping centres, with the first 15-20 minutes of charge free to local residents and visitors. On-road transport accounts for 13% of emissions in Knox, so more charging stations will support and encourage people to choose zero-emissions transport and help our community achieve net zero emissions by 2040. We also completed the Boronia Streetlight Replacement Project, replacing about 500 streetlights on main roads with energy-efficient LEDs.

These lighting upgrades will reduce the emission of greenhouse gases by up to 2,900 tonnes over the next 20 years, which is the equivalent of taking approximately 65 cars off the road each year. This will also improve the amenity and perceptions of safety.

Together with the community, we developed the draft Boronia Renewal Strategy to revitalise the centre of Boronia. As part of Council's broader work to support suburban renewal and retail activation of key precincts in Knox, we worked with the state government to transform Boronia's streets and laneways with art. This year saw the completion of a series of murals to beautify the suburb. Together, we also progressed work on the Ferntree Gully Creative Placemaking Plan, using art to beautify and create interest in the village and improve community safety along key pedestrian walkways.

Council also developed and implemented its Social and Affordable Housing Strategy to help increase supply and identify the potential sites of future dwellings. Almost 30% of our residents are over 55 years old, and we have a particular need for smaller dwellings to match the needs of an ageing population. Actions we will take include negotiating with developers to contribute to social housing as well as advocating to the state government for housing investment in Knox.

Knox has been guiding a project undertaken by the Eastern Affordable Housing Alliance to prevent homelessness among older women, who are the fastest growing cohort of people experiencing homelessness in the eastern metropolitan region. This project is exploring the lived experiences of women aged over 55 and identifying service gaps in the region. It is also helping to identify critical points at which intervention may help keep older women safe from homelessness.

We spent \$59.33 million on capital works, and invested in community priorities such as safer roads and footpaths, drainage upgrades, better parks and playgrounds, and improved sporting and recreational facilities.

The \$18.3 million spent on sporting upgrades included the delivery of a new hockey facility at Wantirna Reserve to cater for growth in the sport and to provide Knox Hockey Club with a new home following the completion of a new synthetic hockey pitch.

We celebrated the completion of significant milestones towards the \$15.6 million expansion of the Knox Regional Netball Centre in Ferntree Gully, which aims to meet future demand for the highest female participation sport in Knox. The completion of the new stadium doubles the number of indoor courts to four, bringing the total number of courts to 22, which allows for more games and training sessions to be held without being impacted by weather. This is part of a wider upgrade project, which will also include refurbishment of the existing courts.

Council continued to progress its program of enhancements to pavilions across Knox, including the \$10.7 million multipurpose facility at Fairpark Reserve, which is nearing completion.

We also delivered a new modular facility and refurbished the existing pavilion at Gilbert Park Reserve to support baseball and softball clubs, and made similar enhancements at the Marie Wallace Bayswater Park to provide female-friendly facilities and enhance experiences for key users.

We also invested \$11.4 million in parks and reserves, including the construction of wetlands surrounding the historic Stamford Park in Rowville. This \$9.5 million project will result in expanded wetlands with shared walking and cycling paths, boardwalks, landscaping and revegetation works, and a lookout tower and village green for community events.

Council is working closely with Melbourne Water, who are half way through daylighting a 1.6-kilometre section of Blind Creek from Scoresby Road to Lewis Park. This will see Blind Creek restored from an underground concrete pipe into an above-ground natural waterway for the community's enjoyment. This reimagining of Blind Creek is part of our bigger plan to turn Lewis Park into the green heart of Knox.

The project will also involve the creation of wetlands with pedestrian bridges, waterway crossings and boardwalks to create an incredible place for the community to enjoy and enhance biodiversity within the 40-hectare parkland. Council is contributing \$3.5 million toward this project.

We progressed planning for the new Knox Library at Westfield, with works set to commence in early 2023-24. The new library will occupy about 2,000 square metres or half of the former Myer store on Level 3. It includes a garden room, computer area, meeting rooms, desk spaces, quiet study booths, lounges, a youth area and a children's area. The Knox Library is our busiest branch and we expect the new library will attract even more community members.

The 2022-23 Budget was a forward-thinking, realistic and responsible budget that had been influenced by many factors. It reflected the challenges and changes forced on Council and our community by the COVID-19 pandemic over the previous two years. It also reflected the significant financial constraints of the state government's mandated rate cap of 1.75%. Rates make up more than 70% of Council's income and help fund vital community services and capital works projects delivered by Council. This rate cap presented a challenge in balancing the delivery of our key services with maintenance of the facilities our community values and relies on. This was in addition to increased costs associated with construction materials, fuel, utilities and many of Council's other expenses. We are proud of what we were able to achieve in 2022-23 given these financial constraints.

Given these financial constraints, the introduction of a new Customer and Performance Directorate and adoption of Our Customer Strategy will be key pieces in guiding our transformation of how we deliver our services to our community. Our renewed focus on having the customer at the centre of everything we do will not only generate efficiencies in how we deliver our services and more cost-effective ways of doing things, but will ultimately result in us better meeting the needs of our customers.

In 2022-23, Knox City Council continued to deliver projects, infrastructure and services to do our best for the community. Knox is a diverse community with many and varied needs and aspirations and we want to do our best for the community. In reflecting on our achievements over the 2022-23 financial year, we would like to thank our Knox Councillors and colleagues for their dedication and commitment to delivering the above outcomes for our community.



A handwritten signature in black ink, appearing to read 'M-T-L'.

**Cr Marcia Timmers-Leitch**  
**Mayor**



A handwritten signature in black ink, appearing to read 'Bruce Dobson'.

**Bruce Dobson**  
**Chief Executive Officer**



## Financial Summary

Council’s financial position continued to remain sound throughout the 2022-23 financial year, while noting the forward outlook is increasingly challenging. A summary of our performance is outlined below while detailed information is included within the financial statements and performance statement sections of this report.

### Operating result

Summary of financial performance as at 30 June 2023	Budget \$'000	Actual \$'000
Total income	190,956	201,378
Total expenses	182,860	209,274
<b>Surplus/(deficit) for the reporting period</b>	<b>8,096</b>	<b>(7,896)</b>

The operating deficit reported in the 2022-23 financial statements is \$7.9M, which compares unfavourably to a budgeted surplus of \$8.1M.

The unfavourable variance is primarily due to the delay in the transfer of the Knox Regional Sports Park assets to the state government, totalling \$25.4M, which occurred in July 2022 after previously being budgeted to occur during the 2021-22 financial year. This timing difference does not negatively impact Council’s underlying financial position.

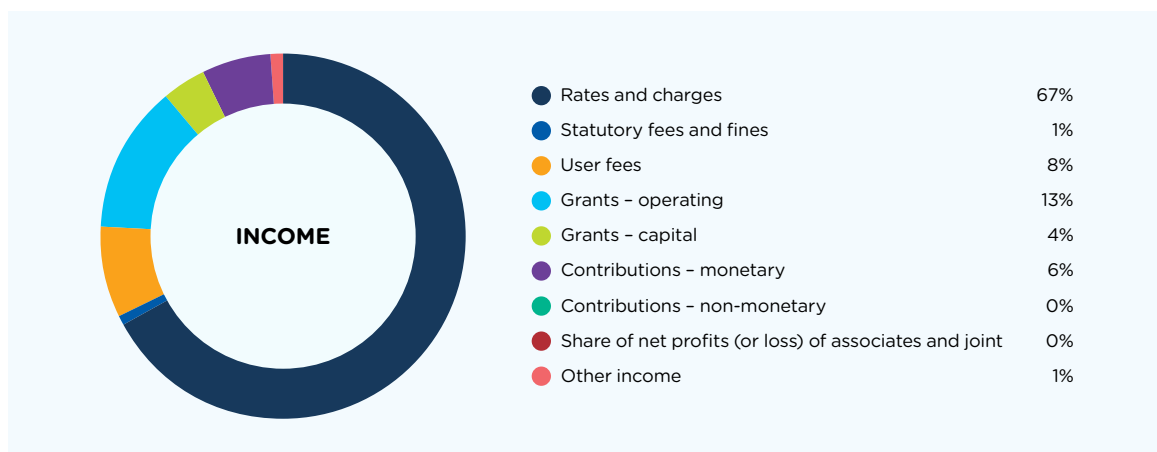
### Income

Total income for the year was \$201.4M. Overall income increased in 2022-23 by \$9.5M, which represents a 4.9% increase from the previous year. The majority of this income is derived from rates and charges of \$134.6M, which represents 66.8% of the total income generated.

Other major sources of income included grants of \$34.7M, user fees of \$15.9M and monetary contributions of \$11.2M.

User fees were down \$0.7M on budget primarily due to decreases in childcare and kindergarten parent fees, while statutory fees were down \$1.3M on budget primarily due to a decrease in traffic enforcement fines against budget. Capital grants were up \$5.6M on budget due to the timing of capital projects, and operating grants were up \$3.7M on budget due to the early receipt of the 2023-24 Victoria Local Government Grants Commission General Purpose Grant. Monetary contributions were up \$2.9M on budget due to the receipt of capital contributions that were budgeted to be received in prior years.

A breakdown of Council’s income sources is shown in the following chart, which highlights Council’s reliance on rate income to fund community services and the renewal of community assets.



## Expenses

Total expenses for 2022–23 were \$209.3M. Overall expenditure increased in 2022–23 by \$14.6M, a 7.5% increase from the previous year. The increase primarily relates to the \$9.5M increase in materials and services, of which \$5.7M is for waste management (including \$2.6M for the implementation of the Food Organics and Garden Organics service) and the one-off transfer of the Knox Regional Sports Park assets to the State Government, totalling \$25.4 million.

Materials and services were down on budget (\$5.3M), with \$3.7M of this reduction being linked to operating project expenditure for capital works.

The disposal of the Knox Regional Sports Park assets in July 2022 which were budgeted to occur in 2021–22, together with a delay in the budgeted sale of land, resulted in an unfavourable variance of \$32.4M in net loss(gain) on the disposal of property, infrastructure, plant and equipment. The delayed land sales are expected to occur during the 2023-24 financial year.

Contributions and donations were \$1.5M greater than budget, with \$1.2M relating to the State Basketball Centre asset renewal fund and the football pitch replacement fund transferred to the State Government as part of the Knox Regional Sports Park project.

A breakdown of Council's expenditure categories is shown in the following chart. It highlights that the majority of total expenses consisted of employee costs of \$77.4M and materials and services of \$70.1M.

## Overall financial position

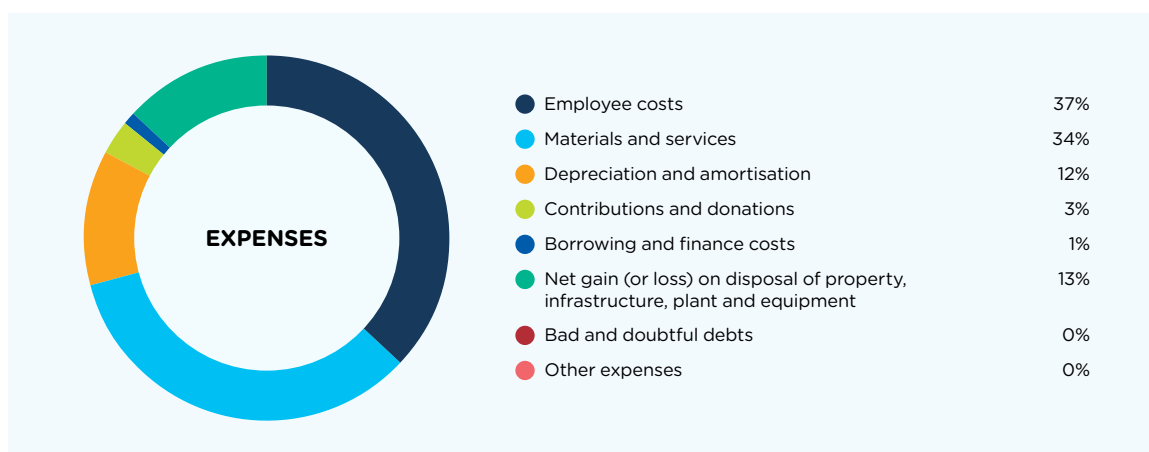
Council ended the 2022–23 financial year with net assets of \$2.1B, an increase of \$112.7M when compared to the budget.

Summary of financial position as at 30 June 2023	Budget \$'000	Actual \$'000
Total assets	2,114,849	2,230,50
Total liabilities	117,906	121,428
<b>Net assets</b>	<b>1,996,943</b>	<b>2,109,522</b>

The variance in total assets is primarily due to the net-asset revaluation increment of \$113.0M through the revaluation of land, buildings, and infrastructure since the 2022–23 budget was adopted.

The Balance Sheet reflects a satisfactory position with working capital ratio (liquidity) of 1.63:1 or 163%, meaning Council has \$1.63 of current assets for each \$1.00 of current liabilities.

Total trade and other receivables were \$21.5M (the 2021–22 figure was \$18.5M). Included in this was rates debtors which increased to \$14.5M in 2022–23 from \$13.1M in 2021–22.



## Cash position

Summary of cash flows for the year ended 30 June 2023	Budget \$'000	Actual \$'000
Cash flows provided by/ (used in) operating activities	27,142	43,981
Cash flow provided for/ (used in) investing activities	(61,227)	(65,189)
Cash flow provided by/ (used in) financing activities	25,296	22,674
<b>Net increase/(decrease) in cash and cash equivalents</b>	<b>(8,789)</b>	<b>1,466</b>
Cash at beginning of the financial year	47,924	42,852
<b>Cash at end of the financial year</b>	<b>39,135</b>	<b>44,318</b>

Council's cash position as at 30 June 2023 was \$44.3M, with there being a further \$12.5M in investment accounts. This result represents an increase in cash holdings, including other financial assets, from the previous year of \$9.0M.

## Debt position

Council borrowed \$29.3M which was \$5.0M less than budgeted. Borrowings were used to fund works within the capital works program.

## Economic factors

The Australian economy is being impacted by higher inflation and increasing interest rates. This situation has impacted on the interest rate applicable to Council on its access to borrowings as well as the cost of accessing materials and services.

In 2022-23, Knox continued to see increased demand for Council services and upgraded or new facilities while facing the need to maintain assets appropriately. Council's capacity to meet these obligations is challenged by the state government-imposed cap on revenue.



## Capital works program

The City of Knox was largely developed between the 1960s and 1980s, with most of its roads, footpaths, drains and community buildings constructed during that time. Detailed condition assessments of many of Knox’s major assets indicate that Council needs to continue to allocate renewal funding to meet current infrastructure requirements now and avoid increased costs in the future. To achieve long-term financial sustainability, effective asset management is essential.

### Capital expenditure

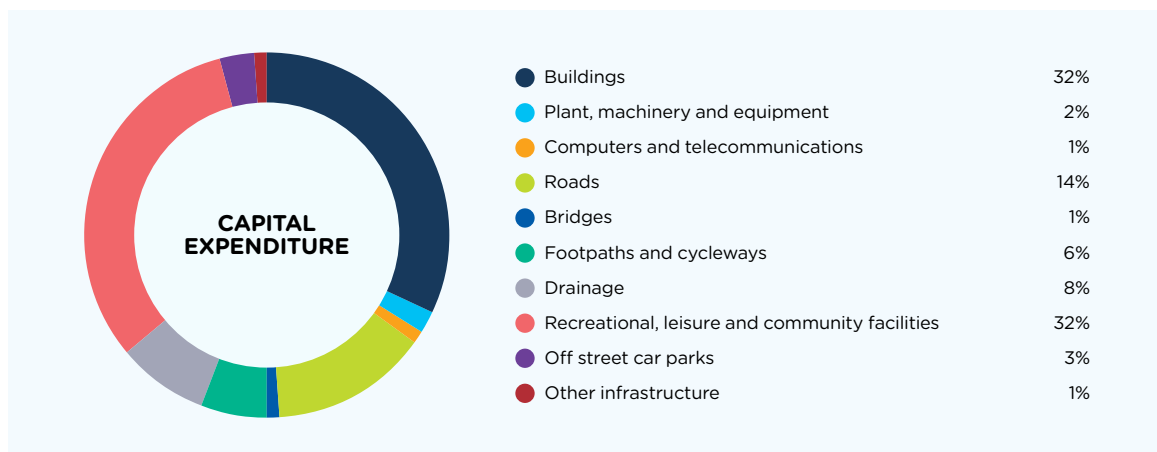
Council allocates funding on an annual basis for the renewal of the community’s assets, which are valued at over \$2B. Funding is also allocated for the new, upgrade, asset expansion and legal requirement programs in order to deliver a range of works that enhance the city and its infrastructure. In 2022-23, Council delivered capital works to the value of \$59.33M, which met the accounting requirements for capitalisation. The following chart details the proportional allocation of the capital works expenditure for 2022-23.

### Major projects in 2022-23

During 2022-23, the major capital works included the following:

#### Stamford Park Parklands transformation

Works were continued to deliver enhanced parklands at Stamford Park in order to enhance and preserve this wonderful natural environment for our community. The expanded wetlands at Stamford Park will include shared walking and cycling paths, boardwalks, landscaping and revegetation works, a lookout tower, a village green for community events, and a specially designed habitat for the local platypus colony.



### Pavilions enhancement program across Knox

Council continued to invest in upgrades to pavilions throughout Knox, using both traditional and modular construction (prefabricated offsite) techniques. Key projects delivered or progressing in 2022-23 included:

- Completion of both the modular pavilion construction and adjacent pavilion refurbishment at Marie Wallace Reserve (Bayswater Oval No. 2) to provide an enhanced experience for tenant clubs.
- Completion of the Gilbert Park pavilion upgrade to support regional baseball and softball facilities, where offsite fabrication of the facility was utilised.
- Progression of an integrated multi-purpose facility at Fairpark Reserve to enhance the user experience for all tenants, with building works nearing completion.

### New Library at Knox Central

Works continued during 2022-23 to establish a new library at the Westfield Knox Shopping Centre, which will provide an enhanced user experience for Knox customers.

### Knox Regional Netball Centre

Construction on the \$14.4M expansion of the Knox Regional Netball Centre was completed during 2022-23. There are now two additional indoor courts that provide all-weather support for additional play and support the use of the facility by up to 6,000 netball players each week. The upgrade meets the increasing demand for netball facilities in the region and caters for the future expansion of netball, which is the highest participation sport for females in Knox. This project has received support from both the Australian and Victorian governments.

### Knox Hockey Club relocation

Council completed a successful relocation of the Knox Hockey Club to a new facility at Wantirna Reserve, which incorporated an International Hockey Federation-standard synthetic field to provide a home for the 400-strong members of the Knox Hockey Club. Council had been working with the club for several years to find a new home for it after it had been asked to relocate its home ground of 20 years at the Knox School to make way for new school facilities.



## Asset management

Council continues to invest in its assets – both existing and new – to achieve a quality service standard that meets community needs and ensures financial sustainability into the future. Council's capitalised works expenditure for 2022-23 was \$59.33M, which included projects carried forward from 2021-22. This also included \$27.61M for asset renewal, which incorporated funding to support the renewal of existing assets, such as roads, bridges, buildings, drainage, footpaths, shared paths, street trees, open space and recreation facilities.

Council adopted an asset plan in 2021-22, which incorporated a strategic lens across a 10-year period, and defined the current condition/performance of Council's physical assets and identified the financial investment required to provide fit-for-purpose assets that meet the ongoing needs of the community over a 10-year horizon. Having implemented its initial suite of asset management plans, Council is now developing the second generation of asset plans, which will bring a stronger service lens to the planning and management of Council's assets. These plans will ensure that key management directions have been defined and costed across all asset infrastructure categories.

To support Council's knowledge of asset performance, an ongoing program of condition audits was completed across all asset categories to better inform planning and decision-making.

## Asset renewal program highlights

Road pavement, kerb and channel, and footpath/shared-path reconstruction programs that were completed during 2022-23, included the following:

- Road reconstruction of Mossfield Avenue, Mountain Gate Drive, Adele Avenue, and the Studfield Shops laneway in Wantirna South; Avalon Road, Rowville; and Marlborough Road, Bayswater in addition to numerous designs to inform the 2023-24 program.
- \$4.34M in road resurfacing works throughout Knox.
- \$2.48M in footpath improvements and \$0.73M in shared-path improvements.

The Active Open Space program included the following works during 2022-23:

- Tennis court renewals at Wantirna Reserve, Reta Matthews Reserve, Eildon Park Reserve and Glenfern Park
- Renewal of sports fields at Guy Turner Reserve
- Cricket net enhancements at Talaskia Reserve and Dobson Park and batting cage renewal at Gilbert Park Reserve.
- Fencing enhancements at various sporting grounds across Knox.



## Description of operations

**Knox City Council provides a broad range of services from Arts and Culture, Community Safety, Sport and Leisure, Festivals and Events, Open Space and Biodiversity, Waste, Economic Development, Food Safety, Community Laws, Early Years, Youth, Seniors, Roads and Transport, Water and Drainage and Sustainability & Climate Response.**

This broad range of services and infrastructure for residents supports the wellbeing and prosperity of the community. Council's Vision, Key Directions and strategies to further improve services and facilities are described in our Council Plan 2021-2025. Further information regarding Council's services can be found in the 'Our Performance' section on page 32.

Council also has a wide range of responsibilities that have been legislated by the Victorian and Australian governments.

### Major Achievements

During, 2022-23 our major achievements included the following:

#### Our Customer Strategy 2022-2025

Adopted in December 2022, Our Customer Strategy 2022-2025 has been guiding the transformation of how we deliver our services to ensure that we focus on better meeting the needs of our customers and fostering a customer-centric service culture that will ultimately improve our customers' experience of our services. Council's services extend well beyond roads, rates and rubbish to create this liveable place we are lucky enough to call home. Our strategy was developed following a rigorous research and consultation process, both with our customers and staff, and it ensures our focus on customers is at the centre of everything we do.

As part of our customer transformation, Council produced a new service catalogue, to redefine our service offering through the eyes of our customers. This catalogue outlines 34 external and internal services that Knox provides and considers how we deliver them. It will help to drive improved customer satisfaction, better service delivery, improved decision-making, better integration and increased transparency with the Knox community. Additionally, the service catalogue will be used to support community engagement, customer experience, planning, and review and improvement.



## Reconciliation Action Plan

Council has adopted its first Reconciliation Action Plan (RAP) to strengthen the relationship between the First Nations community and the wider Knox community through meaningful steps to advance reconciliation. Council's two-year plan was developed with the local First Nations community and Wurundjeri Woi-wurrung and Bunurong Elders. Knox has the second largest First Nations population in Melbourne's east. The RAP contains specific steps to embed the principles of reconciliation in everything we do. It identifies six focus areas: health and wellbeing, recognition and respect, employment and economic development, civic participation, cultural heritage, and voice and governance.

## Food and garden bin collection

Over 2022-23, Council has been preparing for changes to our waste service and the introduction of a food and garden waste service in 2023-24. This is one of a number of changes to be introduced as part of the state government's recycling reforms. From 1 July 2023, food scraps can be added to the green waste bin for collection. The household food and garden waste will be collected weekly and general rubbish collected fortnightly. The rollout of this service will significantly reduce the amount of waste going to landfill and the amount of greenhouse gas emitted by landfill sites.

The expanded service will convert food and garden waste into nutrient-rich compost for gardens, parks and farms. Knox Council continued to collaborate with all levels of government and the waste and recycling sector to work towards a more sustainable future for waste collection and recycling.

## Spotlight on the arts

Some of Australia's best performing artists and outstanding local talent appeared at the Knox Community Arts Centre during 2022-23. This program showcased a diverse mix of professional evening shows that featured comedy, music and cabaret performances, together with a daytime program and family school holiday programs. Partnerships with local community groups once again bring an engaging mix of quality homegrown theatre, musical productions and creative workshops to the venue that offered something for everyone. Highlights including Sionnach Rua's *Great Irish Song Book*, an authentic music and story catalogue from Irish musician Gallie, and *The Songs of Eva Cassidy* performed by Silvie Paladino.

## Festivals and events

Council held a number of festivals and events to bring our community together during 2022-23. Knox Carols by Candlelight returned live on stage for the first time since 2019 with attendance of 25,000 people. The event is one of Melbourne's largest carols performances and brought together an outstanding line-up of local and nationally acclaimed performers.

The Knox Festival was held in March 2023 at Wally Tew Reserve and had a range of activities for the whole family including amusement rides, community stalls, food trucks, stage programs, an outdoor roller rink, 'come and try' activities and a fireworks finale. This free community event welcomed all locals to come together and celebrate community life. Council also saw the return of the in person Stringybark Festival in October 2022. Stringybark is a free community event celebrating home-grown creativity, sustainability and all things local and has been running for over 30 years. The program featured local gardening, sustainability and arts workshops, colourful stage programs, a maker's market, cooking presentations and children's activities.

## Koolunga Native Reserve plan

Council endorsed a plan that provides clear direction for the future development of Koolunga Native Reserve. The reserve is located at the foothills of the Dandenong Ranges National Park and is one of the early catchments for Blind Creek and the Dandenong Creek. These waterways flow through Knox and provide a wildlife corridor that links the national park to suburbia. The plan has 21 future actions and four priority actions to be initially undertaken.



The priority actions are working with Melbourne Water to improve the functionality of the Forest Road drain; installing a gross pollutant trap and a biofiltration rain garden or small wetland to the west of Forest Road; diverting some of the flow from the Forest Road drain to the ephemeral watercourse in the reserve; and developing a plan for the staged removal of the pine trees throughout the reserve.

### Breathing life into Knox's shopping centres

The Retail Activation Strategy was developed in collaboration with our business community to breathe new life into Knox's shopping centres, following the toll that COVID-19 had taken on Knox traders. Council allocated \$150,000 to be spent over a three-year period to support the strategy. Initiatives under the strategy include creating a platform to provide services to help independent traders bounce back and thrive; making it easier for traders to create outdoor dining and retail experiences through the installation of fixtures and fittings; opening car parks to markets and events creating promotional campaigns that connect Knox's walking, cycling and driving tours and its retail offerings; and inviting local traders, performers and entrepreneurs to our car parks, streets, open spaces and parks.

## Change Management

Throughout 2022-23, a number of restructures and realignments of various scale were carried out across the organisation. Change processes were supported by People, Culture and Development and were carried out in accordance with Clause 12 – Change Management of Council's Enterprise Agreement. The following areas underwent change:

### New organisation structure

A new organisation structure was proposed in 2021-22 to better deliver on our priorities for the Knox community and meet the evolving expectations of our customers. After a significant consultation process with our employees, the new structure went live in September 2022.

Putting the customer at the centre of what we do is a core responsibility for us and is fundamental to delivering on the priorities set out in the Council and Community Plan.

How we arrange ourselves helps us align to our purpose, strategy, focus and customers.

The principles behind the organisation structure design were:

- Group functions together where synergies and common outcomes exist to aid collaboration and enhance the effectiveness and efficiency of our delivery
- Support a customer-centric focus as we plan and deliver on our priorities
- Give clarity to individual roles and the part we each play in making a difference to our community
- Balance accountabilities and responsibilities across teams and departments.

### Customer and Performance

The organisation restructure in September 2022 resulted in the creation of the Customer and Performance directorate. The directorate consists of the Customer and Communications, Chief Information Office, Strategy and Transformation and Governance and Risk departments.

After careful consideration of the priorities and accountabilities for the new directorate, further changes were proposed in February 2023. A change management process was undertaken to enable the directorate to deliver on key priorities that would ensure there was an adequate focus on core responsibilities and accountabilities for each department and to support career progression and development opportunities. The proposed change was endorsed and took effect from 3 April 2023.

### People Culture and Development (Chief People Office)

A review of the people, culture and development function of Council took place in October 2022. Feedback was sought from a number of stakeholders across the organisation. The structure and operating model was reviewed and embedded to ensure a strong focus on Operational Service Delivery, Strategic Business Partnering, and Strategic Centre of Expertise services. The proposed change was endorsed and took effect from 1 January 2023.

The change management processes have better positioned Council to ensure that key priorities at a departmental, directorate and organisational level are achieved.

## Our City

The municipality of Knox is named after Sir George Hodges Knox (1885–1960), who was a local and state politician. Sir George was elected in 1923 to the Ferntree Gully Shire Council.

In 1927, he won the Legislative Assembly seat of Upper Yarra for the Nationalists. Sir George was a diligent local member and remained unopposed between 1929 and 1940. From 1945 until his passing in 1960, he represented Scoresby and is now commemorated with a municipality named after him.

Approximately 25 kilometres from Melbourne's central business district, Knox is a major hub of cultural, commercial, business and innovative activity in the eastern suburbs of Melbourne.

It is a diverse municipality, with residents from 140 different countries speaking over 130 languages. The City of Knox has an estimated residential population of 159,404 (30 June 2023) and covers an area of 114 square kilometres. The area boasts a green, leafy environment that extends to the foothills of the picturesque Dandenong Ranges. Knox comprises the following suburbs: Bayswater, Boronia, Ferntree Gully, Knoxfield, Lysterfield, Rowville, Scoresby, The Basin, Upper Ferntree Gully, Wantirna and Wantirna South.

## Map of Knox

### Council offices

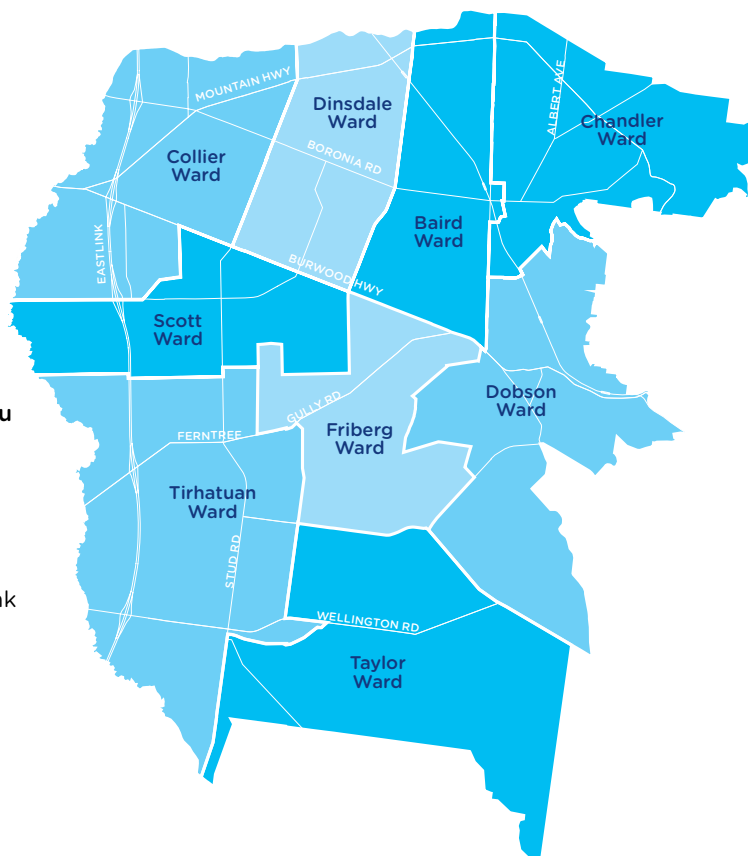
**Address:**  
511 Burwood Highway  
Wantirna South VIC 3152

**Opening hours:**  
8:30am to 5pm Monday to Friday

### How to contact Knox City Council

**Phone:** 9298 8000  
**Email:** [knoxcc@knox.vic.gov.au](mailto:knoxcc@knox.vic.gov.au)  
**Facebook:** [knoxccouncil](#)  
**Twitter:** [knoxcc](#)  
**Instagram:** [knoxccouncil](#)

Visit our Have Your Say website to see how you can contribute to projects and tell us what you think of our draft plans and strategies - [www.knox.vic.gov.au/haveyoursay](http://www.knox.vic.gov.au/haveyoursay)



## Our Councillors



**Cr Yvonne Allred**  
**Baird Ward**  
 Current term:  
 Nov 2020 - current



**Cr Susan Laukens**  
**Friberg Ward**  
 Current term:  
 Nov 2020 - current  
 Deputy Mayoral term:  
 Nov 2020 - Nov 2021  
 Mayoral term:  
 Nov 2021 - Nov 2022



**Cr Jude Dwight,**  
**Deputy Mayor**  
**Chandler Ward**  
 Current term:  
 Nov 2020 - current  
 Deputy Mayoral term:  
 Nov 2022 - current



**Cr Lisa Cooper**  
**Scott Ward**  
 Current term:  
 Mar 2015 - current  
 Mayoral term:  
 Nov 2020 - Nov 2021



**Cr Marcia Timmers-Leitch,**  
**Mayor**  
**Collier Ward**  
 Current term:  
 Apr 2019 - current  
 Deputy Mayoral term:  
 Oct 2019 - Oct 2020  
 Mayoral term:  
 Nov 2022 - current



**Cr Darren Pearce**  
**Taylor Ward**  
 Current term:  
 Nov 2008 - current  
 Mayoral term:  
 Nov 2013 - Nov 2014,  
 Nov 2016 - Nov 2017



**Cr Sorina Grasso**  
**Dinsdale Ward**  
 Current term:  
 Nov 2020 - current



**Cr Nicole Seymour**  
**Tirhatuan Ward**  
 Current term:  
 Mar 2012 - current  
 Mayoral term:  
 Oct 2019 - Oct 2020  
 Deputy Mayoral term:  
 Nov 2021 - Nov 2022



**Cr Meagan Baker**  
**Dobson Ward**  
 Current term:  
 Nov 2020 - current

## Our people

### Executive management team

The following information is representative of the executive management team in place at Knox as at 30 June 2023.



**Bruce Dobson**  
Chief Executive Officer

Bruce Dobson joined Knox City Council as Chief Executive Officer on 8 September 2021. As Chief Executive Officer, Bruce was appointed by Council and is responsible for leading the organisation in delivering on Council's objectives.



**Judy Chalkley**  
Director Connected Communities

Judy's directorate consists of:

- Active and Creative Communities
- Community Access and Support
- Community Wellbeing
- Family and Children's Services



**Matt Kelleher**  
Director City Liveability

Matt's directorate consists of:

- City Futures
- City Planning and Building
- City Projects
- City Safety and Health



**Greg Curcio**  
Director Customer and Performance

Greg's directorate consists of:

- Chief Information Office
- Customer and Communications
- Governance and Risk
- Strategy and Transformation
- Data Enablement



**Grant Thorne**  
Director Infrastructure

Grant's directorate consists of:

- Community Infrastructure
- Major Initiatives
- Operations
- Sustainable Infrastructure



**Navec Lorkin**  
Chief Financial Officer

Navec's function consists of:

- Chief Financial Office
- Strategic Procurement and Property



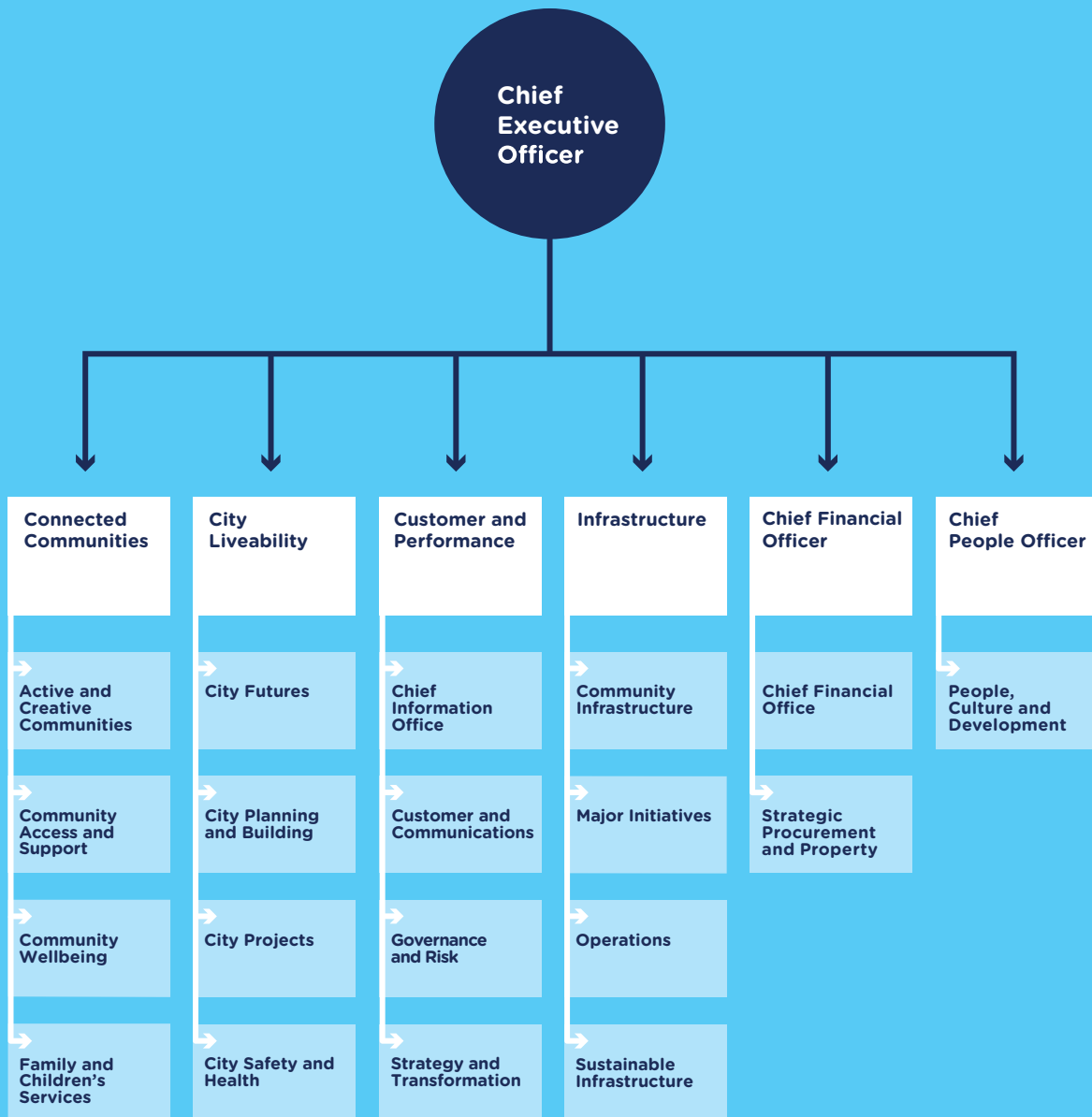
**John Rashed**  
Acting Chief People Officer

John's function consists of:

- People, Culture and Development

## Organisation chart

The following chart sets out the organisational structure of Knox City Council as at 30 June 2023.



## Workplace report

As at 30 June 2023, Council employed 955 people, who worked in full-time, part-time, temporary and casual positions.

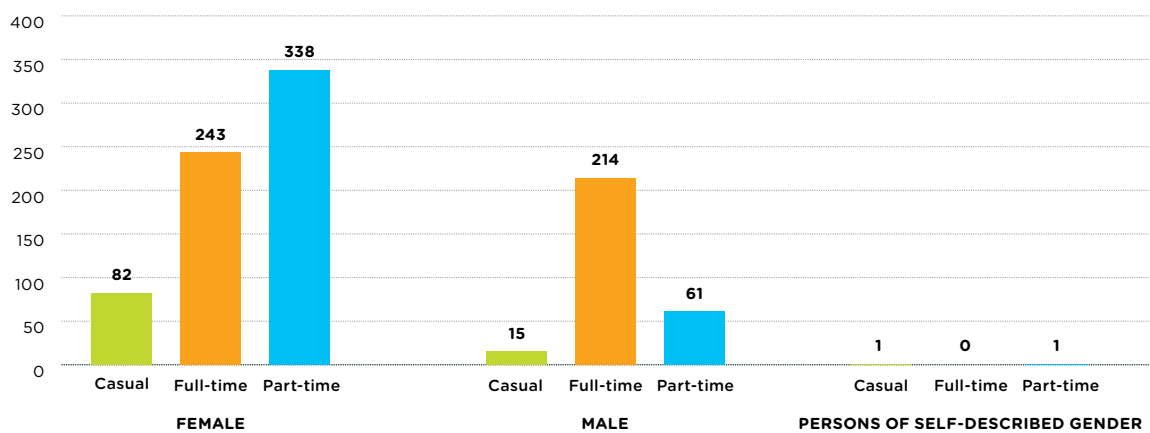
Overall, 176 permanent, temporary and casual staff joined Council during the year to fill vacant positions and meet increased legislative, project and operational requirements.

### Staff by functional area in 2022-23

#### Headcount as at 30 June 2023

Directorate	Full-time			Part-time			Casual			Gender Total			Grand Total
	Female	Male	Persons of Self-Described Gender	Female	Male	Persons of Self-Described Gender	Female	Male	Persons of Self-Described Gender	Female	Male	Persons of Self-Described Gender	
Chief Executive Office	1	1	-	-	-	-	-	-	-	1	1	-	2
Chief Financial Office	10	3	-	11	-	-	-	-	-	21	3	-	24
City Liveability	41	44	-	83	39	-	27	9	1	151	92	1	244
Connected Communities	109	16	-	198	7	1	52	5	-	359	28	1	388
Customer & Performance	40	30	-	25	8	-	-	-	-	65	38	-	103
Infrastructure	28	118	-	14	7	-	1	1	-	43	126	-	169
People, Culture and Development	14	2	-	7	-	-	2	-	-	23	2	-	25
<b>Grand Total</b>	<b>243</b>	<b>214</b>	<b>-</b>	<b>338</b>	<b>61</b>	<b>1</b>	<b>82</b>	<b>15</b>	<b>1</b>	<b>663</b>	<b>290</b>	<b>2</b>	<b>955</b>

#### EMPLOYEES - HEADCOUNT BY EMPLOYMENT STATUS AND GENDER



**Full-time Equivalent (FTE) as at 30 June 2023**

A summary of the number of full time equivalent (FTE) Council staff by organisational structure, employment status and gender is detailed in the following table.

Employment Status/Gender	Chief Executive Office	Chief Financial Office	City Liveability	Connected Communities	Customer & Performance	Infrastructure	People, Culture and Development	Total
Permanent Full-Time - Female	1	9	32	90	33	22	13	<b>200</b>
Permanent Full-Time - Male	-	3	37	13	20	106	1	<b>180</b>
Permanent Part-Time - Female	-	6.55	23	91.73	11.1	7.26	5.27	<b>144.91</b>
Permanent Part-Time - Male	-	-	8	2.17	2.72	1.34	-	<b>14.23</b>
Temporary Full-Time - Female	-	1	9	19	7	6	1	<b>43</b>
Temporary Full-Time - Male	1	0	7	3	10	12	1	<b>34</b>
Temporary Part-Time - Female	-	0.89	4.81	27.27	7	1.5	-	<b>41.47</b>
Temporary Part-Time - Male	-	-	-	2.2	1.48	2.57	-	<b>6.25</b>
Casual - Female*	-	-	0.81	1.56	-	0.03	0.06	<b>2.46</b>
Casual - Male*	-	-	0.27	0.15	-	0.03	-	<b>0.45</b>
<b>Total</b>	<b>2</b>	<b>20.44</b>	<b>121.92</b>	<b>250.74</b>	<b>92.3</b>	<b>158.73</b>	<b>21.33</b>	<b>667.46</b>

\* Each casual is calculated as 0.03, which is equivalent to 1 hour per week.

Note: Persons of self-described gender have been removed from this table so as to preserve confidentiality, however have been include in the "Total" column.



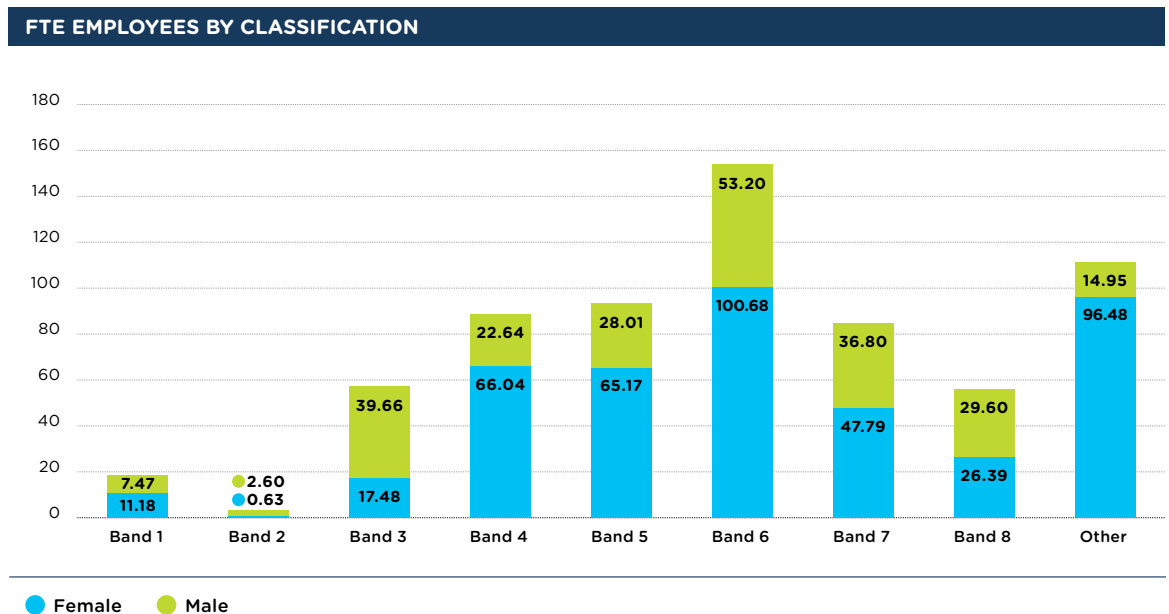
## Council staff

A summary of the number of full-time equivalent (FTE) staff categorised by employment classification and gender is detailed in the following table.

Employee Classification	Female	Male
Band 1	11.18	7.47
Band 2	0.63	2.60
Band 3	17.48	39.66
Band 4	66.04	22.64
Band 5	65.17	28.01
Band 6	100.68	53.20
Band 7	47.79	36.80
Band 8	26.39	29.60
Other*	96.48	14.95
<b>Total</b>	<b>431.84</b>	<b>234.93</b>

\* 'Other' includes non-banded workforce members, including health professionals and nurses, teachers, assistants and senior executive officers.

Note: Persons of self-described gender have been removed from this table so as to preserve confidentiality.





## Purpose

**During 2022-23, we continued to strengthen our staff's connection to our organisational purpose: 'empowering our diverse community to thrive and prosper'.**

Knox City Council practices hybrid and flexible ways of working. Hybrid working at Knox means adapting where, when and how we work together to meet the needs of our customers. The following hybrid principles were established:

- Flexible by design
- People at the centre
- Keep connected
- Workplace as a resource

Based on these principles, leaders continue to support their teams to complete team agreements, to establish work modes of how, when and where to work, and the best ways to connect. This change supports one of the strategic actions in the Gender Equality Action Plan, which is to implement a refreshed flexibility model to support work-life integration and assist teams to continue to work together to service the changing needs of the community, while adopting hybrid working principles as well. As part of our Employee Value Proposition (EVP) framework, this work will be reviewed to ensure that this model remains fit for purpose and that we aim to become a strong employer of choice.

Following on from Knox's first Employee Engagement Survey in March 2023, Council achieved a 77% response rate with an engagement score of 59% across the organisation as a whole. Engagement is a measure of people's connection and commitment to the organisation and its goals. In essence it reflects the level of enthusiasm and connection employees have with Knox, the level of motivation to put in extra effort, and how committed people are to staying. Leaders shared their department and team results and have been working with their team members to identify focus areas to work on together. Our leaders have actively listened and accepted the survey results working towards closing out their action items about what our employees have told us scheduled for completion by the end of 2023.



## Our values

Our values are the foundations to our success and culture at Knox. They represent what we stand for; they inspire us to bring our whole selves to work; and they create a shared understanding to align the way we work with our vision and purpose.



Our Employee Engagement Survey conducted in March 2023 revealed that 85% of respondents thought they had a good understanding of what our organisation's values meant and 71% believed our values were a good fit for our culture.

Our annual Star Awards celebrate outstanding excellence in people and teams across Knox. These awards have been aligned with our values to help foster a positive and purpose-driven work environment. This aids in motivating our employees, enhances engagement and job satisfaction, promotes desired behaviours, and contributes to the overall success of the organisation.

ROADmap (performance conversations) focuses on growth and authentic conversations to enhance performance and development. It helps align our vision, purpose and values in all that we do. One of the developmental activities of ROADmap is for employees and their leaders to notice, encourage, talk about and bring our values to life through sharing stories and examples of how they have demonstrated the values.

## Organisational Development

The People, Culture and Development (PCD) restructure in 2022 resulted in the introduction of a new team Organisational Development (OD) with three Key Focus Areas – Talent, Learning and Culture:

- Attract and Retain TALENT
- Grow LEARNING Capability
- Cultivate a CULTURE of Engagement

### Learning and Development:

Knox City Council holds quarterly Leadership Forums with our people leaders. These forums are held to:

- Unite senior leaders at Knox and build trust
- Provide clarity about what it means to be a leader at Knox
- Improve cross-functional engagement, alignment and collaboration
- Lead our strategic initiatives and support a customer-centric focus
- Lead with compassion and authenticity to support our evolving culture
- Improve communication and share key updates
- Develop leadership skillsets and mindsets
- Build peer connections and share learning

Knox City Council also has a number of learning and development opportunities for all staff. Workshops run during 2022-23 included:

- Wholehearted Conversations
- Customer First Training
- Intersectional Bystander training
- You as Coach – Masterclass
- School Readiness funding programs
- Partnerships with parents affected by trauma
- Recruiting for Excellence – Behavioural Interview Skills for Merit Based Selection
- Recruiting for Excellence – Leading the Recruitment Process
- Child safe training
- Pulse corporate reporting training
- Gender Impact Assessment training
- Community Engagement Training – How to Nail a Successful Listening Post
- Various other modules

## Equal opportunity

Council takes its equal opportunity responsibilities seriously and is committed to upholding the principles of the *Equal Opportunity Act 2010*, which are affirmed in Council's Enterprise Agreement No.11 2023-2026. Throughout the first half of 2023 there was a strong focus on the Gender Equality Action Plan, which was supported through holding a number of training programs for all staff such as Active Bystander Training, Gender Impact Assessment Training, Everyday Sexism, LGBTIQ Inclusion and Sexual Harassment in the Workplace (Compliance) Training.

Regular updates of equal opportunity issues or concerns are reported to the Staff Consultative Committee (SCC) who also act as the Equal Opportunity Consultative Committee (EOCC).

## Child Safety

Knox City Council is committed to complying with the Victorian Child Safe Standards, which set out the compulsory minimum standards for organisations that provide services for children and young people (or where services and facilities are used by children and young people) to help protect them from harm.

### ***Our commitment***

***Knox City Council has zero tolerance for child abuse and all forms of harm to children.***

***All children and young people who access our services, programs, events and facilities have the right to feel safe and be safe. This includes spaces owned or managed by Council.***

***We take the wellbeing and safety of children and young people in our care seriously. We maintain a child safe organisation by embedding the protection of children into everyday thinking and practice.***

***All Knox City Council employees, contractors and volunteers are responsible for ensuring children and young people are valued, heard and protected from abuse.***

In 2021-22, Council updated its Child Safe Policy and Procedures to reflect the 11 new standards and undertook an analysis of any priority areas for further focus in 2022-23 to address these new standards. Council reinforced its commitment to child safety through establishing the child safe advisor role to support the organisation to strengthen its focus and compliance with the Child Safe Standards.

The Child Safe Governance and Reporting Framework was adopted in 2023 by the Child Safe Committee to monitor and report progress and compliance of all agreed actions as outlined in the Child Safe Action Plan. All Council teams and services are required to ensure compliance with the Knox Child Safe Policy and implement appropriate initiatives and actions to create and maintain a child-safe environment that meets the 11 new standards.



## Staff health and wellbeing

In 2022–23, our goal is to provide a safe and healthy workplace and environment for our staff (employees, contractors, volunteers, students and visitors). At Knox City Council, our culture recognises safety as everyone’s responsibility. We integrate this messaging into our organisational values. Each person is responsible for recognising workplace hazards and correcting or reporting them promptly. Knox City Council then has a robust system in place to support the investigation and either rectify, or oversee the rectification of reported hazards.

We have several programs to support the wellbeing of our employees, including free flu vaccinations, a partnership with a local medical and allied health provider, safety committees and a wellbeing learning program. In addition, we have an extensive employee assistance program to support staff with both personal and work-related issues.

## Safety activities

Knox is committed to maintaining a safety culture and implements a number of safety and injury management focused activities.

### Implementation of Duress Devices

In 2022–23, Council issued 88 duress devices to staff, developed and implemented relevant procedures, and trained all staff in the usage of those devices. The introduction of duress devices followed hazards encountered in previous years in lone-worker situations. These hazards were identified as a significant risk to the health and safety of Council staff and could be limited by duress devices.

## Contractor Safety Management Program

Council is committed to achieving a workplace that is safe and without risk of harm to all employees, contractors, volunteers, clients, and visitors, so far as is reasonably practicable; and in compliance with the *Occupational Health and Safety Act 2004* (‘The Act’), Council has adopted key principles and duties pertaining to effective contractor safety management.

Contractors are often engaged to perform work for which specialised skills, knowledge and expertise are required and/or which is relatively high risk in nature. Where Council has engaged a contractor, both parties have shared responsibilities and must work together to ensure the health and safety of themselves and others. Contractors must therefore be held to similar safety standards expected from Council staff and a process must be in place to manage the occupational health and safety practices of the contractors we engage.

Highlights from 2022–23 included

- Development of a contractor safety management procedure
- Implementation of contractor safety management training
- Prequalification and compliance system

## Injury management

Council experienced a slight increase in injuries reported by Council staff in 2022–23, with 114 injuries reported compared to 103 injuries in 2021–22.

Pleasingly, the proportion of injuries classified as ‘major injuries’ (medical treatment and lost-time injuries) continued to reduce from previous years, with 36 reported in 2022–23 compared to 43 in 2021–22 and 54 in 2020–21.

‘Minor injuries’ (injuries requiring no treatment or first aid only) increased to 78 in 2022–23 from 60 in 2021–22.

The reduction in ‘major injuries’ resulted in a reduction in the number of WorkCover claims lodged to 26 in 2022–23 compared to 30 in 2021–22.

Council’s investment in a holistic injury management program that is focused on early intervention and timely and sustainable return-to-work programs resulted in an overall improvement in Council’s WorkCover claims performance.

## Risk management

Council continued to work throughout the 2022-23 financial year towards embedding a risk management culture in the organisation. Progress towards achieving this goal was supported by transferring the Risk team to the Governance and Risk department to enable integrated oversight of risk management and governance practices and ensure risk considerations are entrenched within governance and compliance processes.

The realignment of the risk team will support the organisation to continue to manage and reduce risk in our operations, whilst balancing risk with innovation in order to meet the requirements of the Council Plan 2021-2025.

Council is committed to proactive risk management and has continued to maintain its Risk Management Policy and Framework, which is in line with the current international standards (ISO 31000: 2018 Risk Management).

Council's risk management objectives are to:

- integrate and promote risk management practices into all of Council's work practices
- equip staff and management with the knowledge and ability to identify, analyse and prioritise areas of risk to Council
- implement effective processes to reduce and/or eliminate high-level risk
- continuously improve risk assessment, monitoring and reporting standards
- provide a basis for higher standards of accountability through the creation of effective performance objectives and the measurement of performance against these objectives.

The executive management team continues to conduct quarterly reviews of Council's Corporate Strategic and Operational Risk registers, with regular reports being provided to Council's Audit and Risk Committee. This will be supported into the future by the implementation of the new enterprise risk management platform in June 2023, which will support more efficient risk management, monitoring and reporting.

## Insurance

Council's insurance portfolio is comprehensively reviewed annually with support from an appointed broker. Our major insurable risks include building assets, public and professional liabilities, cyber security and motor vehicles.

Council is a participant of the Municipal Association of Victoria's Liability Mutual Insurance Scheme. The scheme provides public liability and professional indemnity insurance cover.

## Business Continuity Management

Council's Business Continuity Framework and Crisis Management Plan were reviewed and updated in 2020. Individual business area continuity plans are reviewed annually.

Business continuity management at Knox City Council is aligned with current International Business Continuity Standards (ISO 22301:2019 Business Continuity Management and the Good Practice Guidelines 2018).

A status report on Council's business continuity management program is provided to the executive management team biannually and to the Audit and Risk Committee annually.

Council seeks to maintain the continuity of its business and services by monitoring and managing potential risks and risk events that impact on the availability of resources supporting our business processes.

Business continuity awareness and training scenarios are provided yearly to key staff members with business continuity responsibilities.

## Audit and Risk Committee

Council's Audit and Risk Committee (ARC) oversees and monitors the effectiveness of Council in carrying out its responsibilities for accountable financial management, good corporate governance, maintaining an effective system of internal control and risk management and fostering an ethical environment.

The functions and responsibilities of the ARC are set out in a charter approved by Council.

The ARC's purpose is to:

- monitor the compliance of Council's policies and procedures with the overarching governance principles, the Act, regulations and any ministerial directions
- monitor financial and performance reporting
- oversee internal and external audit functions
- monitor and provide advice on risk management and fraud prevention controls.

The ARC consists of three independent members, and two councillors. Independent members are appointed for a maximum term of six years. The chair is elected from amongst the independent members.

ARC meetings are held quarterly, or more frequently as determined and the Committee reports on its operations to Council biannually.

## Internal and External Audits

The audit function provides independent and objective assurance that the appropriate processes and controls are in place across Council. Council uses the services of an external provider who has extensive local government experience to carry out the internal audit function.

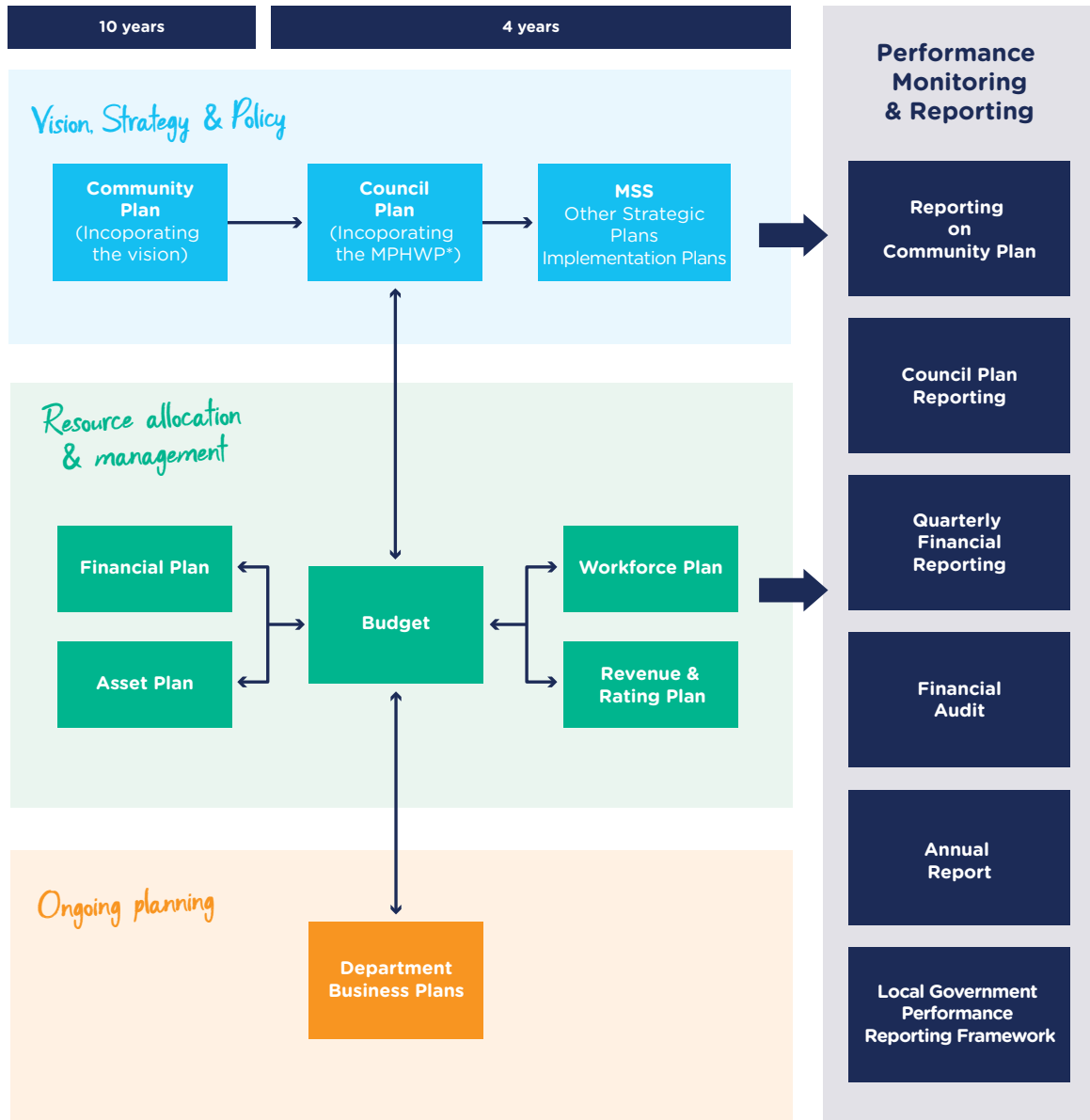
The risk-based three-year Strategic Internal Audit Plan is revised annually to ensure that the audit resources remain focused on the appropriate areas. The review process considers Council's risk framework; the Council Plan; the impact of any change on operations, systems or the business environment; prior audit coverage; and outcomes and management input. The audit plan is reviewed and approved by the Audit and Risk Committee (ARC) annually.

The internal auditor attends ARC meetings as required to report on the status of the audit plan, provide an update on the implementation of audit recommendations, and present the findings of completed reviews. All audit issues identified are risk rated. Recommendations are assigned to the responsible officers and tracked through Council's internal compliance framework. Each year, external auditors from the Victorian Auditor General's Office prepare an external audit plan and an independent audit report on Council's financial and performance statements.

# Our performance

## Our plans

All of Knox City Council’s work is shaped by two key guiding documents: our Community Plan 2021–2031 and our Council Plan 2021–2025.



\*Municipal Public Health and Wellbeing Plan



The Community Plan 2021–2031 represents the voices of our community and stakeholders. It includes the Community Vision and describes what we, as a collective, need to focus on to achieve that vision.

The Council Plan 2021–2025 (incorporating the Municipal Public Health and Wellbeing Plan) represents our commitment and contribution to achieving the Community Vision. It is Council's key strategic plan and provides direction to the organisation.

Knox's Municipal Public Health and Wellbeing Plan has also been integrated into the Council Plan. This ensures the priorities for supporting, protecting and improving the health and wellbeing of our community are at the forefront of everything we do and are integrated into all Council services and initiatives.

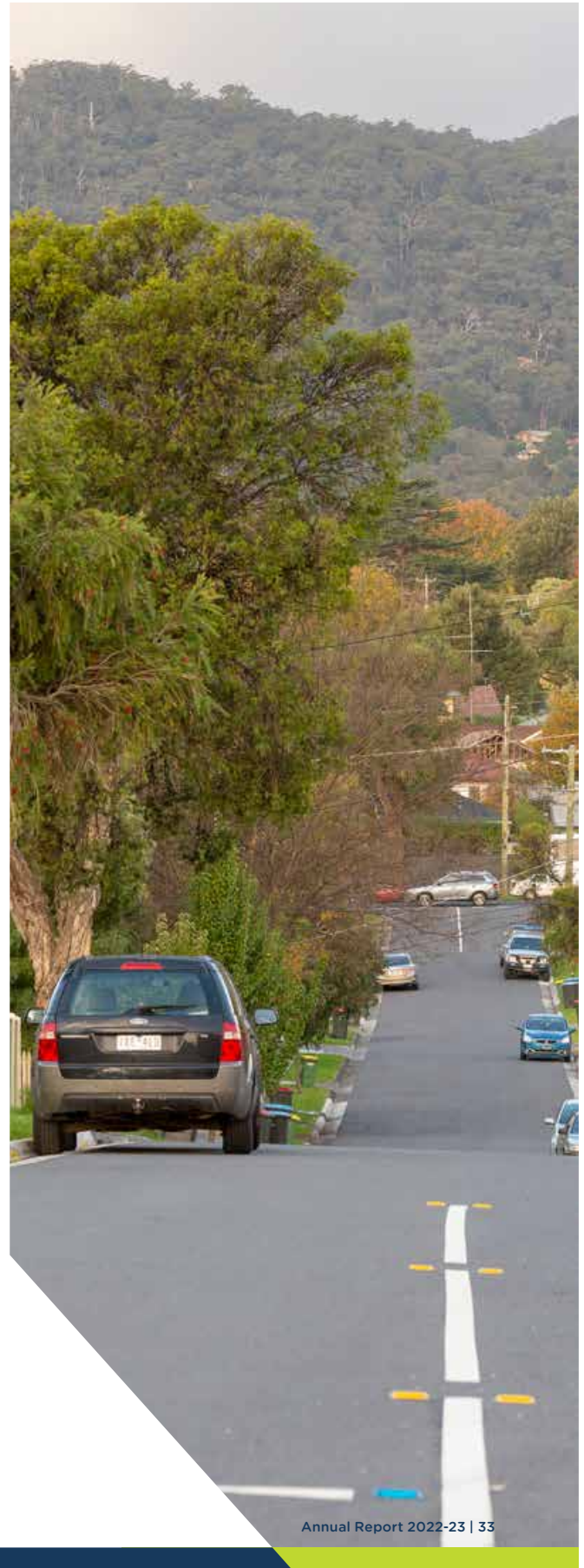
These plans form an integral part of Knox's integrated strategic planning and reporting framework, which illustrates the medium- and long-term plans that we produce to guide and manage our city.

## Our 10-year community vision

In 2020 we asked our community to tell us about their aspirations for the future of Knox. Through face-to-face activities and online community forums and focus groups, people of all ages told us what they love about Knox now and what they want it to be like in 10 years.

Based on what we heard, we developed and released five vision statements for public voting. The following vision statement was selected by the vast majority of those that voted as the one that best reflected our community's aspirations:

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



## Our key directions

Using the information we gained through research and talking to the community about their needs and aspirations, we developed five Key Directions that will help achieve the Community Vision.

In the Community Plan 2021–2031, each Key Direction describes the outcomes our community want to see over the next 10 years and what we need to focus on to get there.

These Key Directions also drive the work of Council. The Council Plan 2021–2025 articulates the strategies that Council is using to achieve these outcomes, the initiatives we're undertaking over this four-year period and what we'll start to see if we're successful.



### Key Direction 1: Opportunity and innovation

Knox strives to be a city of opportunity, embracing innovation and change, and providing local learning and employment opportunities for all. It's a place where people and business can thrive.



### Key Direction 2: Neighbourhoods, housing and infrastructure

Building on what's great about our city, Knox's housing and infrastructure will meet the changing needs of our community.



### Key Direction 3: Natural environment and sustainability

Knox's natural environment is protected and enhanced to ensure sustainability for future generations.



### Key Direction 4: Connection, resilience and wellbeing

Knox is a place to call home. Our community is strong, healthy and we support and respect each other.



### Key direction 5: Civic engagement and integrity

Knox Council is a trusted and respected leader in our community, acting appropriately and ensuring all voices are heard.

## Our detailed performance

This section of the Annual Report 2022-23 provides an overview of the achievements of the second year of our Council Plan.




## Our initiatives

The initiatives earmarked to be completed or to have had significant work undertaken in the 2022-23 financial year were identified in the Annual Budget 2022-23. The progress against these initiatives is listed in the following pages under the Key Directions.

We have flagged the initiatives that will contribute to the health and wellbeing of our community with a **◆** symbol. When you see this symbol you will know that these initiatives will help us become a healthier, stronger, more resilient and connected community.

Each Key Direction also has a major initiative. The major initiatives are those identified by Council as priorities to be undertaken during the financial year.

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:

	<b>Complete</b>
	<b>Behind Schedule</b>
	<b>Deferred</b>

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. The items behind schedule are primarily related to external factors outside Council's control.

## How we'll know we're making a difference

In the Council Plan, we have identified a number of indicators that will tell us if the work that we have been performing has been contributing to a positive change in our community. Council has sole control over the achievement of some of these indicators. For others, it is able to influence in partnership with other organisations (for example, other levels of government, service providers). It must be noted, however, that some data will not change due to different reporting timeframes. Updated data for these indicators will be reported in future annual reports when it becomes available.

## Our ongoing work

The services we provide and the everyday work that Council does are listed under each Key Direction. Our services may contribute to more than one Key Direction; however, they have been placed under the Key Direction to which they contribute the most.

## Local Government Performance Reporting Framework

The Local Government Performance Reporting Framework (LGPRF) was established by the Victorian Government in 2014 and is a mandated reporting requirement for all councils. The LGPRF is a comparative reporting framework that aims to ensure measuring and reporting on performance is done in a consistent way across local government in Victoria.

Four indicator sets have been developed across three thematic areas - service performance, financial performance and sustainability - in order to provide a comprehensive picture of Council's performance. These indicators and measures are reported on throughout the following sections of this report.



## Key Direction 1: Opportunity and Innovation

Knox strives to be a city of opportunity, embracing innovation and change, and providing local learning and employment opportunities for all. It's a place where people and business can thrive.

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

- Maximising the local economy by supporting existing businesses and attracting new investment.
- Encouraging and supporting opportunities for skills development and lifelong learning for all people in Knox.
- Supporting organisations in Knox to navigate recovery and new ways of working.

### Highlights:




- We presented the Bayswater Business Precinct (BBP) Transformation Strategy to Council for adoption and undertook engagement with Councillors on the BBP Governance Framework to finalise it for deployment.
- We actively participated in the State Government Planning Scheme Amendment process for the Wantirna Health Precinct.
- A project scope was prepared to enable and advance the circular economy and the resources needed to deliver it.
- Diverse and creative workshops were delivered through Council's cultural and community venues, and program expansion occurred at Knox Community Arts Centre and Ferntree Gully Community Arts Centre.



## What we achieved in 2022-23

### Progress of our initiatives identified in Year 2 of the Council Plan 2021-2025.


Maximise the local economy by supporting existing businesses and attracting new investment.

Initiative	Progress	Comments	Status Symbol
<p>Work with Maroondah and Yarra Ranges Councils to deliver key initiatives of the Bayswater Business Precinct Transformation Strategy.</p> <p>Present the Bayswater Business Precinct Transformation Strategy to Council for adoption.</p> <p>Undertake engagement with Council on the BBP Governance Framework and finalise for deployment.</p>	100%	<p>The Bayswater Business Precinct Transformation Strategy was adopted by Council in December 2022 with the proposed Governance Framework presented to Council on how Knox, Maroondah and Yarra Ranges councils would work together on its implementation. Council officers from the three councils continue to progress the implementation actions of the Bayswater Business Precinct Transformation Strategy. This includes development of the spatial plan project brief, promotion of Council's endorsement of the strategy through various communication channels, and preliminary scoping for locating an advanced manufacturing hub within the precinct.</p>	
<p>Work alongside the state government on the implementation of the Wantirna Health Precinct Masterplan.</p> <p>Actively participate in the State Government Planning Scheme Amendment process for the Wantirna Health Precinct, including making a submission and engaging in any panel/ advisory committee process. ◆</p>	100%	<p>A draft submission to the Wantirna Health Precinct Masterplan Planning Scheme Amendment (PSA) exhibition process was prepared and endorsed by Council at the March 2023 meeting of Council.</p> <p>Council officers continue to liaise with the Department of Transport and Planning regarding the state government's consideration of the Wantirna Health Precinct PSA and Council's submission to the amendment. No further update has been provided by the state government on timeframes for any public hearing associated with the PSA or their position on Council's submission.</p>	
<p>Research and review supply chain connectivity and networks, to enable and advance the circular economy.</p> <p>Prepare a project scope to enable and advance the circular economy and the resources needed to deliver it.</p>	100%	<p>A project scope and application was submitted to Sustainability Victoria to support Council's grant funding application to undertake a project that investigates supply connectivity in Knox. Council is awaiting the state government's decision on the application. Council officers are continuing to explore alternative circular-economy initiatives whilst the decision is pending.</p>	
<p>Continue to monitor the local economy to inform the strategic direction of future economic development initiatives.</p> <p>Create a reporting framework to deliver regular relevant information to stakeholders about the Knox economy.</p>	80%	<p>Council's Land for Business monitoring framework has been reviewed and updated with data to reflect the 2022-23 financial year. Council's economic development team is preparing a series of economic indicators to incorporate into its strategic work plan review as well as into a Knox economic indicator dashboard for internal monitoring.</p> <p>A preliminary dashboard has been created to track information about the local economy but requires testing and evaluation. The dashboard will create a simple way for Council to report high-level and local economic performance. This project has been delayed due to resource constraints which are anticipated to be resolved in Quarter 1 of 2023-24, allowing this project to be completed by the end of Quarter 2.</p>	

### Encourage and support opportunities for skills development and lifelong learning for all people in Knox.

Initiative	Progress	Comments	Status Symbol
<p><b>Implement Council's decision regarding kindergarten expansion.</b></p> <p><b>Complete the service review for kindergartens in consultation with the community and key stakeholders.</b></p>	100%	<p>The kindergarten service review is currently being finalised. At its June 2023 meeting, Council resolved to formally consider Option 2 - to remain a sessional kindergarten provider in the two early years hubs from January 2025 and to balance the operational and financial risks of being a kindergarten provider with the social benefits and returns of investing in early learning. In accordance with industrial relations obligations, a formal consultation period has been entered into with all the affected employees regarding the proposed changes. A further report will be presented to Council in August 2023, seeking a final decision in relation to this option following consultation being undertaken. Implementation of this decision will be undertaken in 2023-24.</p>	✓
<p><b>Explore opportunities to increase the number and diversity of creative learning opportunities offered through Council's cultural and community venues.</b></p> <p><b>Deliver diverse and creative workshops and program expansion at Knox Community Arts Centre and Ferntree Gully Community Arts Centre. ◆</b></p>	100%	<p>At the Ferntree Gully Community Arts Centre, six new pottery and art teachers were hired in 2022-23, to expand and diversify community-learning opportunities. New classes were introduced in Term 2 in 2023, including an additional adult pottery class to meet high demand, and three drawing and painting classes for adults.</p> <p>The Cultural Venues School Holiday programs throughout 2022-23 featured 49 creative, educational, and affordable workshops, which included pottery, craft, performance, and science. Partnerships with local theatre groups were formed to provide low-cost workshops and performances at the Knox Community Arts Centre.</p> <p>A cultural immersion workshop was delivered at the Knox Community Arts Centre by Indigenous Elder Kutcha Edwards during National Aborigines and Islanders Day Observance Committee (NAIDOC) week in Quarter 1 of 2022-23.</p> <p>The FreeZa program (youth program for the music industry and event management skill development) commenced regular meetings and training sessions at the Knox Community Arts Centre, including a professionally led Introduction to Event Management workshop in December 2022.</p>	✓

Support organisations in Knox to navigate recovery and new ways of working.

Initiative	Progress	Comments	Status Symbol
<p>Coordinate the implementation of Knox's Retail Activation Strategy.</p> <p>Present the Retail Activation Strategy to Council for adoption and subsequent development of the Implementation Plan.</p> <p>Commence implementation of 1st year actions of the Retail Activation Strategy. (Major Initiative)</p>	<p>75%</p>	<p>The Retail Activation Strategy was originally presented to Council in May 2022 and then presented again and adopted at its December 2022 Meeting. The adopted motion removed the actions related to microbreweries and distilleries and the strategy document has been updated to reflect this. Council's economic development team has led meetings with other internal teams to inform an implementation plan for the Retail Activation Strategy. Finalisation of the implementation plan has been delayed due to resource constraints. This project is anticipated to recommence in Quarter 1 of 2023-24 and be completed by the end of Quarter 2.</p>	



## The difference we're making

Performance against the indicators identified in the Council Plan 2021-2025.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	Comment
<b>Maintaining the number of existing businesses in Knox.</b>	The total number of businesses registered in Knox.	Annual	14,046 (2019)	14,077 (2021)	<b>15,019 (2022)</b>	<p>The total number of businesses registered in Knox was 15,019 as at June 2022.</p> <p>Note: The data source for this data is the ABS Count of Australian Businesses. Data is reported as at the end of June each year but not usually released until December. The next update is due to become available in December 2023.</p>
<b>An increase in new businesses in Knox.</b>	The total number of new businesses registered in Knox.	Annual	875 (2020-21)	1,174	<b>300</b>	<p>The 2021 result became available during 2022-23.</p> <p>The 2022-23 result is lower than the 2020-21 and 2021-22 results, as in those years, a large number of small businesses opened during COVID-19.</p>
<b>More residents employed in Knox.</b>	The percentage of Knox residents who work in Knox.	5 yearly	32.2% (2016)	32.1% (2021)	<b>Data not available</b>	<p>The 2021 result became available during 2022-23 from the 2021 Census.</p> <p>This measure relies on the Census data available every 5 years. This data is not yet available to Council.</p>
<b>More people with need for assistance employed in Knox.</b>	The percentage of Knox residents (community of interest - people with need for assistance) employed.	5 yearly	83.9% (2016)	87% (2021)	<b>Data not available</b>	<p>The 2021 result became available during 2022-23 from the 2021 Census.</p> <p>This measure relies on the Census data available every 5 years. This data is not yet available to Council.</p> <p>Note: This measure only includes people with a disability who are in the labour force (i.e. working or looking for work and does not include all people with a disability). This measure also excludes children under 15.</p>



Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	Comment
An increase in Knox's Gross Regional Product/capita.	An estimate of the total value of all final goods and services produced in the economy based on final market value for the end consumer.	Annual	\$65,030 (2018)	\$70,819 (2021)	<b>\$74,416 (2022)</b>	The total value of all final goods and services produced in the economy based on the final market value for the end consumer was \$74,416 in 2022. This measure is the definition of Gross Regional Product.
Improved secondary school completion rates.	Percentage of population 15+ years with Year 12 or equivalent.	5 yearly	55% (2016)	60.7% (2021)	<b>Data not available</b>	This measure relies on the Census data available every 5 years. This data is not yet available to Council.  Note: The 2021 result has been amended (from 63.3%) as the number of 'not stated' has now been removed from the baseline population.
Increased participation in Knox's Business Education program.	Number of businesses who participated in Knox education programs.	Annual	335 (2020-21)	113	<b>24</b>	Twenty-four businesses participated in the Business Support grants program and were provided eCommerce upskilling in 2022-23. It should be noted that the number of businesses participating in the program has declined over time due to the availability of funding as the education program was initially established to support business through the pandemic.
More community education programs run by Knox.	The number of community training workshops run by Knox.	6 monthly	12	12	<b>18</b>	The number of community training workshops increased in 2022-23 mainly due to the demand for grant writing sessions and the introduction of grant acquittal workshops.
Participation in funded 3-year old kindergarten.	Percentage of eligible children enrolled in Government funded 3-year old kindergarten.	Annual	New data set	69.3% (2022)	<b>80% (2023)</b>	This data relates to enrolments in the 2023 calendar year as provided by the Department of Education.
Increased participation in funded 4-year-old-kindergarten.	Percentage of eligible children enrolled in Government funded 4-year old kindergarten.	Annual	85.7% (2020)	91% (2022)	<b>87% (2023)</b>	This data relates to enrolments in the 2023 calendar year as provided by the Department of Education.

## Services

The services funded in the 2022-23 Budget.

Service	Description	Net cost of providing this service in 2022-23	
		Budget	Actual Variance \$'000
<b>Economic Development</b>	The Economic Development service provides information, advice and action to support a prosperous and sustainable economy. It helps generate local employment opportunities and encourages and attracts new investment, to position Knox as a vibrant and diverse place of business.		1,657
			1,254
			403
<b>Innovation</b>	The Innovation service supports Council to continue our journey to become a customer centric and innovative organisation. It facilitates change management and process improvement to improve our customer and employee experiences.		978
			719
			259
<b>Integrated Strategy and Partnerships for Children</b>	The Integrated Strategy and Partnerships for Children service focuses on the current Kindergarten Service Review project, strategic early years' service review projects, strategic workforce design and development, and strategic monitoring, evaluation and reporting. It also undertakes broader municipal partnership projects and builds relationships to strengthen the voice of the child across Council and our community.		734
			688
			46
<b>Investment &amp; Partnership</b>	The Investment and Partnership service undertakes projects and provides implementation frameworks supporting Council to activate and create opportunities in our city. The service employs a venture planning and partnership building approach to create a sustainable and resilient community.		878
			718
			160



## Key Direction 2: Neighbourhoods, housing and infrastructure

Building on what's great about our city, Knox's housing and infrastructure will meet the changing needs of our community.

### 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.





### Highlights:

- We conducted an awareness campaign for Homelessness Week, an expression of interest process with community housing providers to explore the development of a social housing project on surplus Council land in Station Street, Bayswater, and we established an internal working group to drive the Social and Affordable Housing Strategy.
- We facilitated an Eastern Affordable Housing Alliance (EAHA) film screening and panel discussion to raise awareness and build on collective advocacy, and delivered phase one of the Preventing Homelessness in Older Women Research project.
- Public consultation (Exhibition) of Amendment C192knox (implementation of the Boronia Renewal Strategy into the Knox Planning Scheme) was undertaken and other key projects under the Boronia Renewal Strategy were progressed.
- The Central Precinct Plan was presented to Council for consideration.
- A Community Infrastructure Needs Analysis was conducted for suburbs across Knox to identify requirements for additional future community infrastructure.
- Active transport infrastructure was delivered as defined in Council's Capital Works Program for 2022-23.
- We conducted a review of the Knox City Council Community Transport program and worked with Community Transport providers to investigate a cooperative booking system, share resources, increase revenue streams, and pilot new service models.



## What we achieved in 2022-23

### Progress of our initiatives identified in Year 2 of the Council Plan 2021-2025.





#### Plan for and support diverse housing to meet changing community needs.

Initiative	Progress	Comments	Status Symbol
<p><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></p> <p><b>Conduct an awareness campaign for Homelessness Week, an expression of interest process with community housing providers to explore the development of a social housing project on surplus Council land in Station Street, Bayswater, and establish an internal working group to drive the social and affordable housing strategy. ◆</b> (Major Initiative)</p>	100%	<p>Council endorsed the Knox Social and Affordable Housing Strategy and Action Plan and commenced working on a number of the actions. An awareness campaign was conducted during Homelessness Week 2022 in local hot spots known for where “rough” sleeping occurs. Significant progress was made on the development of a social-housing project at Station Street, Bayswater, with the Stage 1 expression of interest completed, and the Stage 2 request for proposal (RFP) having been received and currently undergoing evaluation. Council officers established a regular meeting schedule with Homes Victoria to share information on local projects and strategic goals in relation to social and affordable housing.</p>	
<p><b>Build on regional partnerships by contributing to the work of the Eastern Affordable Housing Alliance (EAHA).</b></p> <p><b>Facilitate an Eastern Affordable Housing Alliance (EAHA) film screening and panel discussion to raise awareness and build on collective advocacy, and deliver phase one of the Preventing Homelessness in Older Women research project. ◆</b></p>	100%	<p>The Making it Home: Uncovering Solutions to Older Women’s Housing event was held on 16 March 2023 at the Karralyka Centre in Ringwood. This event featured a screening of the <i>Under Cover</i> documentary to highlight the issue of homelessness among older women. It was hosted by the Eastern Affordable Housing Alliance (EAHA) and the expert panel discussion was chaired by Jane Caro.</p> <p>Phase 1 of the Preventing Homelessness in Older Women research project has now been completed. The EAHA commissioned Umwelt environmental consultants to undertake research that involved gathering and collating qualitative and quantitative data of the target cohort (women over the age of 55 facing homelessness); reviewing existing services and identifying potential gaps in services provision, data collection and service integration; and consulting with service providers and the target cohort via workshops and interviews to provide an in-depth understanding of experiences and early-intervention points. An analysis of the Phase 1 findings was presented to the Project Control Group in June 2023. Stage 2 will commence in July 2023.</p>	

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

Initiative	Progress	Comments	Status Symbol
<p>Facilitate and support the implementation of the Boronia Renewal program.</p> <p>Public consultation (Exhibition) of Amendment C192knox (implementation of the Boronia Renewal Strategy into the Knox Planning Scheme) and progression of other key projects under the Boronia Renewal Strategy.</p>	100%	Public consultation on the Boronia Renewal Strategy and Exhibition of Amendment C192knox was undertaken in March and April 2023. This consultation took place via several community sessions, a direct mailout, online engagement through Council's Have Your Say platform, and other media platforms. This resulted in a high level of public engagement with the project, resulting in a total of 95 submissions being received. Other projects linked to the renewal program have also progressed during 2022-23. Of note are the Lupton Way construction and green spine projects, the public art/murals projects, the façade upgrade grants program, the wayfinding study and the place-making events.	
<p>Progress implementation of the Knox Central program.</p> <p>Present the Central Precinct Plan to Council for consideration.</p>	100%	Council was briefed on the draft Central Precinct land use plan and preliminary business plan in March 2023. A community engagement plan was also developed and a report was presented to Council for the approval to commence Stage 1 consultation. The Central Precinct Plan was endorsed by Council in April 2023 for public consultation.	
<p>Understand community needs across the suburbs of Knox to plan for community infrastructure requirements for the next 5-20 years - Conduct a Community Infrastructure Needs Analysis for suburbs across Knox to identify requirements for additional future community infrastructure. ◆</p>	100%	Research was completed to ascertain data-driven evidence-based community infrastructure needs analysis, resulting in Council subscribing to use the database and modelling tool, CASIMO. CASIMO will assist with long-term, data-informed and place-based community infrastructure planning. Meetings with key internal stakeholders occurred in 2022-23 to map out the process and training sessions for Council staff to learn how to use the tool were completed.	
<p>Develop an Integrated Major Infrastructure Development Plan for sport, leisure and recreation.</p>	0%	This initiative has not commenced and will be deferred pending future budget allocation.	
<p>Commence review and upgrade of Council's strategic planning documents including the Open Space Plan, Play Space Plan and Liveable Streets Plan.</p> <p>Finalise the Open Space Strategy Background Research Project to inform the development of a draft consolidated Open Space Plan. ◆</p>	80%	The review of the open space plan has commenced. The Background Research Project, the first stage of the review of the new Open Space plan, is estimated to be completed in August 2023. Consultants were engaged in 2022-23 to collect and analyse data and an initial review of all Council background documents has occurred.	

## Provide, maintain and advocate for accessible and sustainable ways to move around Knox.

Initiative	Progress	Comments	Status Symbol
<p>Advocate to state government for improved public transport and arterial road connectivity in Knox.</p> <p>Advocate to federal and state governments to commence the Business Case for a Trackless Tram to Rowville, and reinstate the Dorset Road extension and Napoleon Road duplication projects onto the forward delivery program.</p> <p>Develop an arterial road priorities listing and present to Council for consideration, and advocate for the provision of public transport services within the Caribbean Business Park, incorporating new bus services to the estate. ◆</p>	100%	<p>Council made a submission during the consultation stage of Infrastructure Victoria's strategy review, calling for previously identified transport priorities across Knox. These included the trackless tram proposal along Wellington Road, the extension of the tram line along Burwood Highway, a pilot trial for the Bayswater shuttle to service the Bayswater Business Precinct, in addition to a suite of bus network enhancements and local arterial road enhancements to address safety and improved access. Council also contributed to the Eastern Transport Coalition's submission to the Infrastructure Victoria strategy, with an emphasis on better buses and regional trail connectivity. Council's representative on the Eastern Transport Coalition also attended an industry event facilitated by Monash University and Vicinity Centres, calling for accelerated commencement of the business case for the trackless tram proposal connecting Caulfield Station, Monash University and Rowville.</p>	
<p>Enhance sustainable transport utilisation through delivery of active transport infrastructure.</p> <p>Deliver active transport infrastructure as defined in Council's Capital Works Program for 2022-23. ◆</p>	100%	<p>On-road shared-path treatments have been completed at Templeton Street, Wantirna, and Renou Road, Wantirna South. Off-road paths along Mountain Highway (Scoresby Road to Jersey Road), Bayswater, have also been completed. Design development also continued to progress for a number of projects across Knox to complete the delivery of the 2023-24 program, with design of the Liverpool Road shared path progressing well, and funding for the Upper Ferntree Gully rail link and Napoleon Road Stage 4 seeking to carry forward funding into 2023-24 in order to complete implementation.</p>	
<p>Implement Knox's Parking Strategy.</p> <p>Complete the tender process to secure a contractor to implement the delivery of new parking technology and systems.</p> <p>Commence the installation and testing of new parking technology and systems.</p>	95%	<p>The tender for in-ground parking sensors is now complete and Council has engaged a contractor who has undertaken software testing and has migrated servers to allow for the implementation of the new systems. The data for the location of approximately 400 in-ground parking sensors was provided to the contractor in 2022-23. Installation of the sensors is due to commence in early 2023-24.</p>	
<p>Provide new and innovative community transport for the Knox community.</p> <p>Conduct a review of the Knox City Council Community Transport program and work with Community Transport providers to investigate a cooperative booking system, share resources, increase revenue streams, and pilot new service models. ◆</p>	100%	<p>A review of the Knox City Council Community Transport program was completed in 2022-23. Community transport outings participation rates are continuing to increase. Over 5,000 passengers used the service in 2022-23 compared to 2,000 in 2021-22.</p> <p>Planning was completed for the reintroduction of the Knox Senior's Group bus excursions program to commence in September 2023.</p> <p>A pilot program commenced in 2022-23 to provide senior residents at public housing estates with transport to undertake their regular shopping trips.</p> <p>Discussions held with local community transport supplier, Bridges Connecting People, has created collaboration opportunities regarding volunteer resources.</p>	

## The difference we're making

Progress against the indicators identified in the Council Plan 2021-2025.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	Comment
<b>More social and rental housing that is affordable to low income households in Knox.</b>	The proportion of need that can be met with existing local social housing and affordable private rentals.	5 yearly	77% (2020)	77% (2021)	<b>N/A</b>	The 2021 result became available during 2022-23.  Data from the 2021 Minimum Supply of Social Housing review remains the most current available, with existing social housing and affordable private rentals notionally able to meet 77% of the low cost housing needs of the most housing vulnerable.
<b>A reduction in the median household incomes needed to purchase a typical house.</b>	The average number of household incomes needed to purchase a typical house.	5 yearly	8.9 (2016)	9.7 (2021)	<b>N/A</b>	Data from the 2021 Census remains the most current available, with approximately 9.7 household incomes needed to purchase a median priced house in Knox at that time.  <i>Note: The 2021 result has been amended (from 8.7) in accordance with the revised 2021 Census data.</i>
<b>Increased public transport usage.</b>	Percentage of weekday trips made by public transport.	2 yearly	6.54% (2018)	6.41% (2020)	<b>Data not available</b>	The 2020 result became available during 2022-23 from the 2020 Victorian Integrated Survey of Travel and Activity. This is the most recent data available and indicates a slight decrease in the share of weekday trips made by public transport, from 6.54% in 2018 to 6.41% in 2020. Data from the 2022 survey is anticipated to be released in late 2024.
<b>More one and two bedroom dwellings approved for construction in Knox.</b>	The number of one & two bedroom dwellings approved for construction in Knox.	Annual	240 (2020-21)	Data not available	<b>174</b>	There were 174 one and two bedroom dwellings approved for construction in Knox in 2022-23.
<b>An increase in the number of cyclists recorded on a typical day at a typical site on Knox's shared path networks.</b>	The number of cyclists recorded on a typical day at a typical site on Knox's shared path networks.	Annual	517 (March 2020)	1,090 (March 2022)	<b>1,251 (March 2023)</b>	The 2023 results are consistent with the 2022 results.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	Comment
Improved community satisfaction with recreation facilities.	Community satisfaction score for recreation facilities.	Annual	74 (2021)	73 (2022)	<b>70 (2023)</b>	The 2023 result shows a slight decline on the 2022 result. The variance is not considered statistically significant.
Improved community satisfaction with arts centres and libraries.	Community satisfaction score for arts centres and libraries.	Annual	72 (2021)	70 (2022)	<b>70 (2023)</b>	The 2023 result is in line with the 2022 result.
Improved community satisfaction with appearance of public areas.	Community satisfaction score for appearance of public areas.	Annual	72 (2021)	69 (2022)	<b>63 (2023)</b>	The 2023 result shows a decline on the 2022 result. This decline is in line with broader State-wide and Metro trends.
Improved community satisfaction with sealed local roads.	Community satisfaction score for sealed local roads.	Annual	70 (2021)	68 (2022)	<b>55 (2023)</b>	The decline in satisfaction with sealed local roads is significant, but in line with broader State-wide and Metro trends. This has been driven by significant weather events that have impacted road conditions across both Council and State owned roads in the Knox area. Council continued to advocate for better road maintenance on State owned roads as part of the Aston by-election, which may have also increased community awareness of road conditions.
Improved community satisfaction with planning for population growth.	Community satisfaction score for planning for population growth.	Annual	55 (2021)	56 (2022)	<b>N/A</b>	This indicator was unable to be measured in 2023.



## Services

The services funded in the 2022-23 Budget.

Service	Description	Net cost of providing this service in 2022-23	
		Budget	Actual
			Variance
			\$'000
<b>Asset Management</b>	The Asset Management service develops processes and systems to maintain and regularly update Council's asset register, collect asset condition data and develop and implement strategic asset management plans. It aims to preserve and protect all assets in areas associated with subdivisions, private developments, Council infrastructure projects and works undertaken by service authorities, contractors and government agencies. This service also plans, coordinates, and monitors the delivery of Council's capital works program.		1,363
			1,128
			235
<b>Building</b>	The Building service provides building assessment and regulatory services in accordance with the <i>Building Act 1993</i> and other relevant legislation. It issues building permits, performs building inspections, responds to complaints with inspections, and performs swimming pool inspections.		267
			841
			(574)
<b>Community Planning and Places</b>	The Community Planning and Places service manages tenancy agreements for Council owned facilities, and supports the implementation of Council's capital works projects. It also supports the planning and advocacy for social and affordable housing.		552
			432
			120
<b>Facilities</b>	The Facilities service constructs and maintains all Council buildings, and undertakes services such as graffiti control and security. It also provides internal architectural advice and building management services on land where Council has an interest.		3,541
			4,854
			(1,313)
<b>Major Initiatives</b>	The Major Initiatives service delivers major projects that supplement the full program of capital projects being delivered by Council. It provides architectural advice, quantity surveying, project and construction management, specialist engineering and site supervision services.		339
			318
			21
<b>Open Space Management</b>	The Open Space Management service plans, designs, and delivers passive open spaces, streetscapes and playgrounds. It also develops strategic plans and policies, and provides landscape architectural design expertise for other areas of Council.		12,541
			12,549
			(8)
<b>Operations</b>	The Operations service is responsible for maintenance services and delivery of new, renewed and upgraded Council infrastructure assets. The service provides well maintained infrastructure assets that meet present day and future needs of our community.		3,056
			2,689
			367

Service	Description	Net cost of providing this service in 2022-23	
		Budget	Actual
		Variance	
		(\$'000)	
<b>Planning</b>	The Planning service provides statutory planning assessments, enforcement and regulatory services under the Planning and Environment Act and related acts and regulations.		(4,419)
			(4,225)
			(194)
<b>Social Policy and Projects</b>	The Social Policy and Projects service conducts research, strategic planning, analysis and community consultation to inform the development of evidence based social policy and strategic planning responses for Council and community partners.		176
			168
			8
<b>Strategic Land Use Planning</b>	The Strategic Land Use Planning service undertakes research to inform planning policies and decisions. It prepares and assesses planning scheme amendments, internal referral responses to planning applications, and provides general strategic land use planning advice to internal and external customers. It also reviews the Knox Planning Scheme every four years to ensure it reflects the Community and Council Plans		1,210
			754
			456
<b>Traffic and Transport</b>	The Traffic and Transport service provides local traffic management advice for Knox's on roads, footpaths, and shared paths. It also advocates for a broad range of transport choices for our community.		3,713
			3,666
			47

## Local Government Performance Reporting Framework

This section contains the results of prescribed service performance indicators and measures of the LGPRF aligned to this key direction. Comments are provided to assist in understanding the results where there may be a discrepancy between this year's results and the previous year's (material variation). Knox Council has set its material variation threshold at +/-10% of the previous year's results.

Service/indicator/ measure	Results				Comment
	2019-20	2020-21	2021-22	2022-23	
<b>Roads</b>					
<b>Satisfaction of use</b> <b>Sealed local road requests</b> [Number of sealed local road requests/ Kilometres of sealed local roads] x100	46.81	40.71	48.51	<b>58.3</b>	Council includes all requests received from external customers (via customer service requests or after-hours requests) that relate to the quality of the sealed road surface and kerb and channel. Requests are counted regardless of whether a maintenance activity is required to be undertaken in accordance with Council's service levels. 2022-23 saw a 25% higher than average rainfall which resulted in an increase in the number of sealed local road requests.
<b>Condition</b> <b>Sealed local roads maintained to condition standards</b> [Number of kilometres of sealed local roads below the renewal intervention level set by Council/ Kilometres of sealed locals roads] x100	94.49%	93.92%	93.89%	<b>95.28%</b>	Council has a relatively high service standard for the resealing of its roads and is progressively addressing the backlog of roads requiring renewal. External audits undertaken every four years of the whole road network enable Council to measure its progress.
<b>Service Cost</b> <b>Cost of sealed local road reconstruction</b> [Direct cost of sealed local road reconstruction/ Square metres of sealed local roads reconstructed]	\$133.20	\$101.29	\$84.39	<b>\$183.11</b>	Total costs are based on the relatively small number of road reconstructions undertaken and vary according to the extent of reconstruction specified for each project. Road reconstructions have two stages (design and construction) and are completed across a two-year program, resulting in fluctuating results. The cost per project varies considerably due to levels of treatment required and has been impacted in 2022-23 by increases in project costs.
<b>Cost of sealed local road resealing</b> [Direct cost of sealed local road resealing/ Square metres of sealed local roads resealed]	\$24.37	\$25.40	\$32.53	<b>\$26.50</b>	Road resealing is completed by contractors engaged by Council. A significant number of roads are resealed in any given year to meet Council's service standards and to address the average life of an asphalt surface. The cost includes the total contract cost of road resealing, including any preparatory patching works.

Service/indicator/ measure	Results				Comment
	2019-20	2020-21	2021-22	2022-23	
<b>Roads</b>					
<b>Roads Satisfaction with sealed local roads</b> [Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads]	68	70	68	<b>55</b>	The decline in satisfaction with sealed local roads is significant, but in line with broader State-wide and Metro trends. This has been driven by significant weather events that have impacted road conditions across both Council- and State-owned roads in the Knox area. Council continued to advocate for better road maintenance as part of the Aston by-election, which may have also increased community awareness of road conditions.
<b>Statutory Planning Timeliness</b> Time taken to decide planning applications [The median number of days between receipt of a planning application and a decision on the application]	31	28	50	<b>49</b>	This figure is consistent with the previous year and reflects the changes in the processing of applications, including additional work to comply with changes to privacy regulations when advertising planning applications.
<b>Statutory Planning Service Standard</b> <b>Planning applications decided within required timeframes</b> [Number of planning applications decisions made within 60 days for regular permits and 10 days for VicSmart permits/ Number of planning applications decisions made] x100	85.46%	82.04%	70.73%	<b>71.12%</b>	The percentage of planning applications decided within required time frames is consistent when compared to previous reporting periods.

Service/indicator/ measure	Results				Comment
	2019-20	2020-21	2021-22	2022-23	
<b>Roads</b>					
<b>Statutory Planning Service Cost</b> <b>Cost of statutory planning service</b> [Direct cost of statutory planning service/Number of planning applications received]	\$1,878.71	\$1,685.93	\$1,607.91	<b>\$1,844.44</b>	The total cost of the statutory planning services is consistent with the previous year; however, due to a drop in the number of planning applications received, the cost of the service per planning application has increased.
<b>Statutory Planning Decision-making</b> <b>Council planning decisions upheld at VCAT</b> [Number of VCAT decisions that did not set aside Council's decisions in relation to a planning application/Number of VCAT decisions in relation to planning applications] x100	58.62%	47.06%	62.50%	<b>16.67%</b>	The percentage of Council decisions upheld at VCAT and the number of appeals lodged decreased in 2022-23. The outcomes are influenced by the individual circumstances of each case. For example, the VCAT process allows for applicants to submit amended plans during the process. While VCAT may determine to set aside Council's decision, if the application is amended during the appeal process, the built form or planning outcome can be different to that originally considered by Council. Whether VCAT upholds or sets aside a decision is less an indicator of success than the outcome of each individual case. VCAT decisions will also be analysed in greater detail to ensure Knox's planning controls are effective as part of the Planning Scheme Review process.



### Key Direction 3: Natural environment and sustainability

Knox's natural environment is protected and enhanced to ensure sustainability for future generations.

#### 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.

#### Highlights:


- We implemented the high priority actions from Year 2 of the Climate Response Plan.
- We completed a trial to incorporate new and recycled materials in the construction of shared paths, and completed Council's road renewal program with at least 80% recycled content in asphalt.
- An investigation of currently available heavy electric vehicles was completed, along with the Whole of Life cost analysis.
- The bin lid changeover was rolled out to support the Food and Green Organics (FOGO) waste service and commence implementation of the service.
- We participated in the Advanced Waste Processing (AWP) tender process to secure an AWP provider.





## What we achieved in 2022-23

### Progress of our initiatives identified in Year 2 of the Council Plan 2021-2025.

#### Preserve our biodiversity and waterways, and enhance our urban landscape.

Initiative	Progress	Comments	Status Symbol
<p>Implement Knox's Biodiversity Resilience Plan.</p> <p>Complete the Habitat Corridor Plan, Resilient Tree Framework, Biodiversity Action Plan and Tree Analysis Report. ◆</p>	95%	<p>Visual mapping of the habitat corridors was completed in 2022-23, with a high-level action plan now being finalised. The draft plan is scheduled to be finalised in 2023. All other elements of the plan are complete and ready to form part of the Biodiversity Resilience Plan.</p>	

#### Prepare for, mitigate and adapt to the effects of climate change.

Initiative	Progress	Comments	Status Symbol
<p>Implement the high priority actions from Years 2-4 of the Climate Response Plan.</p> <p>Implement the high priority actions from Year 2 of the Climate Response Plan. (Major Initiative)</p>	100%	<p>Implementation of the Year 2 Climate Response Plan (CRP) actions progressed well during 2022-23. Three electric vehicle (EV) charging stations are now operational in Ferntree Gully, Bayswater and Scoresby, which will provide the first 15-20 minutes of charging free to local residents and visitors. During May 2023, nearly 500 charging sessions were recorded across these three sites. Four additional EV charging stations were installed at the Knox Civic Centre for Council fleet vehicles. Work has commenced on the feasibility of subscribing to a corporate and community car share and EV transition of Council's fleet.</p> <p>Implementation of actions from Council's sustainability education program included information sessions on solar savers (a local government initiative helping households and businesses to install quality and affordable rooftop solar). Council installed 17kW solar photovoltaic panels on the roofs of two pavilions at Wally Tew Reserve, Ferntree Gully. Planning also commenced for the launch of the Knox Net Zero Hero community campaign scheduled for the Stringybark Festival in October 2023.</p>	
<p>Trial new and recycled materials in the construction of shared paths and as part of Council's road renewal program.</p> <p>Complete a trial to incorporate new and recycled materials in the construction of shared paths, and complete Council's road renewal program with at least 70% recycled content in asphalt. ◆</p>	100%	<p>Council successfully completed its road surface renewal program, with over 80% of projects now using recycled content in the asphalt. Trials of Alex Fraser's PolyPave product and Downer's Reconophalt product were successful, and both contain recycled asphalt, plastics, glass, and toner. These mixes will now be Council's standard asphalt product. Council will continue to explore and test emerging recycled products for our road and footpath programs.</p>	

Initiative	Progress	Comments	Status Symbol
<p>Investigate electric heavy vehicle transport options to deliver Council services.</p> <p>Complete the investigation of currently available heavy electric vehicles and complete the whole of life cost analysis.</p>	100%	<p>Council continued to monitor developments within the heavy-vehicle and plant industries and its investigations into truck-manufacturing developments as technology advances in this area.</p> <p>Council trialled electric ride-on mowers from a leading supplier of electric equipment as a possible supply agent in this area. Council is also converting small plant and equipment to cordless electric power wherever an appropriate replacement is available. At this time, there are no fully electric heavy vehicles available from the market. Consequently, trials cannot currently be conducted. Council will continue to monitor the industry developments of electric heavy plant and other emerging technologies.</p>	✓

#### Lead by example and encourage our community to reduce waste.

Initiative	Progress	Comments	Status Symbol
<p>Implement food and green organics (FOGO) waste service across Knox.</p> <p>Commence the bin lid changeover to support the Food and Green Organics (FOGO) waste service and commence implementation of the service. ◆ (Major Initiative)</p>	100%	The bin lid changeover and the bin rollouts were mostly completed in 2022-23, with the balance (approximately 7000 lids) to be changed over when the food and green organics (FOGO) implementation commences in July 2023. Council's waste team and customer service officers have managed a high volume of calls over both the bin-lid rollout and the lead-in to the FOGO implementation, which will see general waste services revert from a weekly to a fortnightly service.	✓
<p>Secure long term solutions for the treatment and disposal of residual waste streams.</p> <p>Participate in advanced waste processing (AWP) tender process to secure AWP provider.</p>	100%	A confidential tender process to identify a preferred development partner to secure an advanced waste processing (AWP) solution for the south-east Melbourne councils continued in 2022-23, with an evaluation report close to being finalised and presented to the Special Purpose Vehicle Board and Council for consideration. The AWP procurement process has been facilitated by the Department of Energy, Environment and Climate Action.	✓
<p>Progress planning and programming to standardise bin lids across Knox in line with Recycling Victoria policy.</p> <p>Commence the Food and Green Organics (FOGO) bin lid changeover and plan for the changeover for recycling and garbage bin lids in late 2024.</p>	100%	Bin lid changeover and bin rollouts have been mostly rolled out, with the balance (approximately 7,000 lids) of the implementation to take place upon execution of the Food and Green Organics (FOGO) implementation, which will commence in July 2023. The ongoing changes to bin lid colours for both recycling and general waste bin lids will continue in 2023-24 as the FOGO service commences and we see changes to waste collection frequencies.	✓



## The difference we're making

Progress against the indicators identified in the Council Plan 2021-2025.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	Comment
<b>More houses within 400m of open space.</b>	The percentage of Knox homes within 400m of a public open space of any size.	2 yearly	69% (2018)	81.7% (2021)	<b>N/A</b>	This data is available every two years.  Note: The 2021 result has been amended (from 76.4%) by the Australian Urban Observatory data.
<b>An increase in tree canopy coverage.</b>	Percentage of Knox's total area under tree canopy cover.	2 yearly	18% (2018)	Data not available	<b>Data not available</b>	The 2018 result remains the most accurate data available to Council.
<b>A reduction in greenhouse gas emissions.</b>	Tonnes of greenhouse gas emissions generated per capita in total (waste, transport, gas & electricity).	2 yearly	15 (2017)	11.6 (2020-21)	<b>N/A</b>	The 2020-21 municipal emissions data remains the most current available. Updated data is anticipated to become available in late 2023.  Note: The 2020-21 result has been amended (from 14) to reflect more accurate data on greenhouse gas emissions made available in October 2022.
<b>An increase in renewable energy usage.</b>	Renewable energy as a percentage of total electricity consumption.	2 yearly	7.3% (2017)	56% (2021)	<b>47%</b>	This data is available every two years.  The proportion of renewable energy used by Council in 2022-23 was slightly lower due to a decrease in overall energy consumption. This decrease is attributable to Stage 1 of the LED upgrade program which upgraded renewable energy streetlights.
<b>A reduction in Council's corporate greenhouse gas emissions.</b>	Council's corporate greenhouse gas emissions.	Annual (Sept)	9,733 (2020-21)	8,605 (2021-22)	<b>8,357 (2022-23)</b>	Note: The 2021-22 result has been populated with availability of data in September 2022.  Note: The 2020-21 result has been amended (from 8,446) with availability of more accurate data.
<b>An increase in Council's corporate renewable energy usage.</b>	Total Installed capacity of Solar on Council facilities.	Annual	662kW (2020-21)	816kW	<b>916kW</b>	There are currently 916kW of Solar Panels installed across 46 Council buildings.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	Comment
<b>A higher annual net gain of trees in Knox.</b>	The net gain (difference between trees removed and planted) of trees in Knox.	Annual	1,249 (2020-21)	1,420	<b>1,611</b>	In 2022-23 there were 2,449 trees planted and 838 trees removed, resulting in a net gain of 1,611 trees planted across the municipality.
<b>Improved community satisfaction with waste management.</b>	Community satisfaction score for waste management.	Annual	75 (2021)	76 (2022)	<b>69 (2023)</b>	The decline in satisfaction with waste management is in line with broader State-wide and Metro trends. This may have been impacted by proposed changes in our waste service including the introduction of the Food and Garden bin service and changes to the bin collection schedule. The survey was conducted prior to these changes taking effect.
<b>Improved community satisfaction with environmental sustainability.</b>	Community satisfaction score for environmental sustainability.	Annual	65 (2021)	65 (2022)	<b>62 (2023)</b>	The 2023 result shows a slight decline on the 2022 result. The variance is not considered statistically significant.
<b>An increase in kerbside collection waste diverted from landfill.</b>	Percentage of kerbside collection waste diverted from landfill.	6 monthly	52.10% (2020-21)	51.60%	<b>53.12%</b>	The percentage of kerbside collection waste diverted from landfill in 2022-23 has remained relatively consistent with previous reporting periods. The waste diversion rate is expected to increase in 2023-24 with the introduction of food and garden bin collection (FOGO) and the changes to the collection frequency.

## Services

The services funded in the 2022-23 Budget.

Service	Description	Net cost of providing this service in 2022-23	
		Budget	Actual Variance \$'000
Biodiversity	The Biodiversity service works to conserve, enhance and celebrate our local biodiversity. It provides bushland management to over 100 Council bushland reserves and over 120 sites of biological significance. This service also runs programs to increase the understanding and appreciation of the value of biodiversity, and encourage community participation to protect and enhance remnant vegetation on public and private land.		1,428
			1,289
			139
Integrated Water Management	The Integrated Water Management service provides technical and strategic advice to developers and residents. It aims to protect our community against flooding, provide a drainage system that is safe and fit for purpose, maintain clean waterways and ensure that storm water is a valued and well used resource.		2,430
			2,455
			(25)
Sustainable Futures	The Sustainable Futures service undertakes environmental planning, community engagement, policy development and project implementation. It provides a range of learning and engagement programs that focus on supporting Council and our community to move towards environmental, social and economic sustainability.		1,094
			913
			181
Waste Management	The Waste Management service provides waste collection and disposal services, with the aim of minimising waste in our community.		(842)
			(1,176)
			334

## Local Government Performance Reporting Framework

This section contains the results of prescribed service performance indicators and measures of the LGPRF aligned to this key direction. Comments are provided to assist in understanding the results where there may be a discrepancy between this year's results and the previous year's (material variation). Knox Council has set its material variation threshold at +/-10% of the previous year's results.

Service/indicator/ measure	Results				Comment
	2019-20	2020-21	2021-22	2022-23	
<b>Waste Collection</b>					
<b>Satisfaction</b> <b>Kerbside bin collection requests</b> [Number of kerbside garbage and recycling bin collection requests/ Number of kerbside bin collection households] x1,000	100.60	108.85	130.42	<b>142.29</b>	The number of kerbside bin collection requests has increased from 2021-22. Given the scale of change in waste services over the reporting period, an increase was anticipated.
<b>Service Standard</b> <b>Kerbside collection bins missed</b> [Number of kerbside garbage and recycling collection bins missed/Number of scheduled kerbside garbage and recycling collection bin lifts] x10,000	6.22	7.70	8.22	<b>1.80</b>	The decrease in kerbside collection bins missed is due to the data now reflecting confirmed missed-bin reports only, rather than total missed-bin reports. This change in reporting now better captures Council's performance and will be replicated in future reporting periods.
<b>Service Cost</b> <b>Cost of kerbside garbage bin collection service</b> [Direct cost of the kerbside garbage bin collection service/Number of kerbside garbage collection bins]	\$111.34	\$112.92	\$110.46	<b>\$124.06</b>	The bin collection service cost includes the contracted collection service cost and the landfill levy. The increase in costs in 2022-23 was due to a significant Environmental Protection Agency landfill levy increase, and significant consumer price index increases.

Service/indicator/ measure	Results				Comment
	2019-20	2020-21	2021-22	2022-23	
<b>Waste Collection</b>					
<b>Service Cost</b> <b>Cost of kerbside recyclables bin collection service</b> [Direct cost of kerbside recyclables bin collection service/Number of kerbside recyclables collection bins]	\$64.64	\$72.79	\$71.59	<b>\$66.41</b>	The recyclables collection service cost includes the contracted service collection and disposal costs. Lower processing-facility gate fees have resulted in a slightly lower overall cost of this service in 2022-23.
<b>Waste Collection</b> <b>Waste Diversion</b> <b>Kerbside collection waste diverted from landfill</b> [Weight of recyclables and green organics collected from kerbside bins/ Weight of garbage, recyclables and green organics collected from kerbside bins] x100	53.44%	52.10%	51.60%	<b>53.12%</b>	The percentage of kerbside collection waste diverted from landfill in 2022-23 remained relatively consistent with previous reporting periods. The waste diversion rate is expected to increase in 2023-24 with the introduction of the food and green organics bin collection and the changes to the collection frequency.



## 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.

### 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.



### Highlights:





- We facilitated the Knox Mental Health Roundtable quarterly meetings and delivered initiatives including the Move Your Way 2023 program promoting physical activity, facilitating social connection and contributing to positive mental health and wellbeing.
- Planning commenced for a database of public artworks in Knox and digital resources to support accessibility and promotion of a Public Art Trail.
- We Implemented new infrastructure in parks, programs such as Move Your Way, and introduced Pickleball at Rowville Community Centre.
- Family violence prevention activities were conducted, including 16 Days of Activism against Gender-Based Violence and MoneyGirl seminars.
- Actions within the Municipal Disability Leadership Plan were implemented to expand on the work Council will be doing to support access and inclusion and to support the launch and implementation of the Knox Connection, Access, Respect, Equality and Safety Strategy 2022-26.
- A community wide survey was conducted to better understand the aspirations and needs of people living with dementia, their carers, family and friends.
- We established relationships with refugee communities in Knox to increase participation in community activities and events, developed partnerships with key providers to increase access to community services and support for multicultural communities, and commenced planning to enable accessible information for all communications and information.
- We conducted a desktop review of ageism/ intergenerational activities, events and programs provided within the municipality, region, state, nationally, or internationally.
- We continued supporting our ongoing partnerships with First Nations People, developing and implementing Council's first Reconciliation Action Plan, and continued to build organisational and community understanding and acknowledgement of First Nations culture and history.

## What we achieved in 2022-23



### Progress of our initiatives identified in Year 2 of the Council Plan 2021-2025.

Support our community to improve their physical, mental and social health and wellbeing.



Initiative	Progress	Comments	Status Symbol
<p>Respond to emerging social and health issues caused by COVID-19 pandemic.</p> <p>Establish and facilitate the Knox Emergency Food Relief Taskforce. ◆ (Major Initiative)</p>	100%	<p>The Knox Food Relief Taskforce was established in January 2023, following an audit of food relief services, which was tabled at the October 2022 Council meeting. The taskforce aims to bring food relief providers together to enhance collaboration and improve the sustainability of the food relief system. In the first six months, the taskforce progressed a number of key projects, including exploring the option of establishing a local food distribution hub, enhancing partnerships with Foodbank Victoria and drafting a preliminary advocacy strategy with support from an expert consultant. The taskforce will continue its work in 2023-24, with these projects due to be finalised in the next financial year as well as additional priorities including volunteer recruitment and training and a service user survey.</p>	
<p>Prioritise mental health and wellbeing initiatives by focusing on community partnerships and collective impact.</p> <p>Facilitate the Knox Mental Health Roundtable quarterly meetings and deliver initiatives including the Move Your Way 2023 program promoting physical activity, facilitating social connection and contributing to positive mental health and wellbeing. ◆</p>	100%	<p>Facilitation of the Knox Mental Health roundtable meetings continued in 2022-23. The focus at the most recent meeting was service mapping and prioritisation, with a presentation from Jesuit Social Services on the “man box”, which highlighted the negative impacts of rigid masculine stereotypical behaviour. A background paper is being finalised on men’s mental health, focusing on services available for men and barriers for men accessing services. This work will inform partnerships and collective impact work for 2023-24.</p> <p>In March 2023, the Move Your Way 2023 program was completed, with nearly double the number of partnerships from 2022, a 29% increase in scheduled activities and an increase in registrations from 700 in 2022 to 1,565 in 2023. Participants have reported improvements in their mental and physical health.</p> <p>The Mental Health Month initiatives were completed in October 2022 in partnership with Eastern Regional Libraries and Knox Leisureworks.</p> <p>Council also produced two “How Are You Really?” 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>	

Initiative	Progress	Comments	Status Symbol
<p><b>Progress implementation of the Children, Youth and Seniors Plan.</b></p> <p><b>Implement the Year 2 actions of the Child, Youth and Seniors Plan. ◆</b></p>	100%	<p>The Child, Youth and Seniors Plan implementation continued to progress well in 2022-23. Highlights included the implementation of the early years online project to provide families with online access to registration and enrolments in Council's early years services; work on embedding the state government's Child Information Sharing Scheme; the staging of the Intergenerational Forum in March 2023 attended by over 100 people who shared their knowledge and experience; community transport outings now running at full capacity, with clients enjoying the opportunity to visit different places; continued strong demand for food services, home maintenance, home modifications and occupational therapy; the establishment of the new seniors exercise park at Carrington Park, which is being used by hundreds of seniors; the Knox Leisure event to promote World Elder Abuse Awareness and local services.</p> <p>Planning is also underway for the Knox Seniors Festival and Senior Dance, and for two more seniors exercise parks to be established in the municipality. Council also established the Knox Dementia Advisory Group in 2022-23 and developed an action plan to guide the two-year Dementia Friendly Strategy.</p>	
<p><b>Develop and implement an Active Participation Plan - Beyond Structured Sport</b></p> <p><b>Finalise the initial brief for the development of an Active Participation Plan - Beyond Structured Sport. ◆</b></p>	100%	<p>The project brief was completed in Quarter 2 of the 2022-23 financial year. Council's Open Space Plan review will be considered during future work to ensure there is alignment.</p>	
<p><b>Review the Sports Club Development program and usage of Council resources to support club sustainability.</b></p> <p><b>Deliver the Sports Club Development program for 2023. ◆</b></p>	100%	<p>In 2022-23, two club development sessions were delivered that focused on both attracting and retaining volunteers and female participation. Various other initiatives were also delivered to clubs, including a sports field seminar, club specific mental health education sessions, and the Sport and Leisure Awards Recognition of Volunteers event which was held in late June 2023.</p> <p>The Sports Club Development program was reviewed in 2022-23, with identified improvements to be implemented in 2023-24.</p>	
<p><b>Explore opportunities for active cultural tourism through creating a Public Art Trail.</b></p> <p><b>Commence planning for a database of public artworks in Knox and digital resources to support accessibly and promotion of the trail.</b></p>	100%	<p>The Knox Public Art database and photographic mapping projects were completed in 2022-23. A digital collection has been established that contains all the known public artwork in Knox, using a visual record of assets with key data related to the works.</p> <p>Consideration of the best way to record and promote the public art trail is being reviewed by officers who are exploring ways to use Council's current website capacity to its full potential, rather than purchasing a new tool for this trail. The digital mapping tool is anticipated to go live in December 2023.</p>	





Initiative	Progress	Comments	Status Symbol
<p>Support the creation of new physical activity based programs and community infrastructure across the municipality.</p> <p>Implement new infrastructure in parks, programs such as Move Your Way, and introduce pickleball at Rowville Community Centre. ◆</p>	100%	Council continued to deliver programs including Move Your Way in 2022-23 and implemented the master plan to expand the range of options for residents to remain active. Pickleball was introduced at Rowville Community Centre, with 30 participants having enrolled so far. Additional activities were explored for possible introduction in 2023-24 to increase utilisation.	
<p>Develop and implement programs to enable older and vulnerable residents to access technology.</p> <p>Conduct a desktop review of digital literacy programs available within the Knox municipality. ◆</p>	100%	In August and September 2022, a desktop review was performed to ascertain which Knox providers were offering digital connection services and programs. Melbourne's eastern metropolitan regional councils also conducted a review of their approach to facilitating digital connection within each of their municipalities. As a result, the Knox Digital Connection Stakeholder Group was established and held its first meeting in October 2022. This group has representation from Bridges Connecting Communities, the community houses in Knox, EACH, Services Australia, Swinburne University of Technology, U3A Knox and Your Library. Throughout the period from October 2022 to June 2023, this stakeholder group met six times and has made significant progress in establishing opportunities for digital connection and programs.	

#### Foster inclusivity, equality, belonging and safety within the community.


Initiative	Progress	Comments	Status Symbol
<p>Contribute to the collective efforts in preventing and responding to family violence.</p> <p>Deliver family violence prevention activities including 16 Days of Activism against Gender-Based Violence and MoneyGirl seminars. ◆</p>	100%	The key 2022-23 achievements have included a number of awareness and prevention activities for both the community and staff. Highlights include the Reel Respect project in partnership with Youth Services for the 16 Days of Activism Against Gender-Based Violence 2022 event; the Dad's Matter program; and the updating of awareness posters and resource cards.	
<p>Embed the state government's Child Information Sharing Scheme (CISS) to support the safety and wellbeing of children.</p> <p>Implement access to Child Link for early childhood educators in 2023 (dependent on advice from the Department of Training), and ongoing monitoring of effectiveness of policies and procedures. ◆</p>	40%	<p>The implementation of access to Child Link for early childhood educators did not progress in 2022-23 due to the delayed rollout of this initiative by the Victorian Government. This initiative will be carried over to 2023-24.</p> <p>Council continued to monitor the effectiveness of its early years policies and procedures. A survey has been undertaken to assess the effectiveness of the policies and procedures and the analysis of this information will support future activities.</p>	

Initiative	Progress	Comments	Status Symbol
<p><b>Develop and implement the Municipal Disability Leadership Plan.</b></p> <p><b>Implement actions within the Municipal Disability Leadership Plan to expand on the work Council will be doing to support access and inclusion and to support the launch and implementation of the Knox Connection, Access, Respect, Equality and Safety Strategy 2022-26 in December 2022. ◆</b></p>	100%	<p>The Municipal Disability Leadership Plan has been developed and the implementation of actions progressed during 2022-23. The work plan expands on the strategy and actions set out in the Knox Connection, Access, Respect, Equality and Safety Strategy 2022 - 2026 (Knox CARES), which was launched in December 2022. Key achievements include professional development sessions provided for early years professionals to build their skills and confidence in supporting children with a disability; weekly carer exercise groups and information sessions to build connection and capacity; delivery of a successful Disability Access &amp; Inclusion Expo; successful recruitment of new members to the Knox Disability Advisory Committee; provision of information and resources to the community, including a fortnightly e-newsletter, the Knox Guide to Disability and Aged Services and an update of the Access Key accessible guides for many Council venues and other facilities in Knox.</p>	✓
<p><b>Develop and implement the Dementia Friendly Action Plan.</b></p> <p><b>Conduct a community wide survey to better understand the aspirations and needs of people living with dementia, their carers, family and friends. ◆</b></p>	100%	<p>Following a community wide survey, 14 people participated in three focus group discussions to explore the survey findings and themes. These results and insights, gathered along with Dementia Australia's requirements, informed the content of the Knox Dementia Friendly Action Plan. The plan aims to raise awareness of the challenges of people living with dementia and to provide information and education opportunities. The plan will be implemented over the next two years.</p>	✓



Initiative	Progress	Comments	Status Symbol
<p><b>Work and partner with the multicultural community and key services to support our diverse communities.</b></p> <p><b>Establish relationships with refugee communities in Knox to increase participation in community activities and events, develop partnerships with key providers to increase access to community services and support for multicultural communities, and commence planning to enable accessible information for all communications and information. ◆</b></p>	100%	<p>Multicultural community voices continued to be represented on Knox's Multicultural Advisory Committee, which has been strengthened by the growing number of culturally diverse community members. Council's community centres and facilities have seen a growth in the number of multicultural community groups being welcomed as regular facility users, particularly at Carrington Park Leisure Centre. In the weeks leading up to World Refugee Day in June 2023, Council staff worked closely to create a short video of community members from Poland, Iran and Myanmar who had refugee backgrounds and the video is now accessible on Council's website.</p> <p>Council also marked the important journeys of refugee community members with a special event at which a guest speaker from the Refugee Council of Australia presented and which was well attended by up to 100 Council staff.</p> <p>Over the next few months, Council's work with multicultural communities will focus on improving communication with culturally and linguistically diverse Knox community members. This work will start with a review of Council's multilingual information and the ways in which Council information is delivered to multicultural community members.</p>	✓
<p><b>Implement Council's adopted Gender Equality Action Plan.</b></p> <p><b>Deliver Year 1 of the Gender Equality Action Plan.</b></p>	100%	<p>Council has completed the delivery of Year 1 of the Gender Equity Action Plan (GEAP). There are 11 strategic actions in progress and a further five scheduled to commence over the remaining two years of the GEAP.</p> <p>Knox staff participated in the People Matter Survey, which was conducted by the Victorian Public Sector Commission. A response rate of 28% was received, which was an increase from the 21% response rate received for the 2021 survey. These results will provide Council with the employee experience data needed to conduct the next scheduled Workplace Gender Audit for 2023-24.</p> <p>Council's CEO made his statement of commitment to gender equality at the launch of the GEAP in August 2022. It is published on Council's intranet and in support of his commitment, Council has encouraged staff to take a "champions of change" panel pledge, to show support and commitment to equality, diversity and inclusion.</p> <p>Further work is underway to prepare for the first progress report to the commission in February 2024.</p>	✓



Initiative	Progress	Comments	Status Symbol
<p><b>Develop and implement education and advocacy programs to address ageism and increase community respect and inclusion for all ages across Knox.</b></p> <p><b>Conduct a desktop review of ageism/intergenerational activities, events and programs provided within the municipality, region, state, nationally, or internationally.</b></p>	<p>100%</p>	<p>A desktop review of ageism/intergenerational activities, events and programs provided within the municipality, region, state, nationally, and internationally was completed, and the findings were shared with key internal and external stakeholders.</p> <p>In addition, Council has met with Coonara Community House, Aurora Early Education and Auburn High School to learn more about various intergenerational programs and activities within the community.</p> <p>An intergenerational forum was held in March 2023, which highlighted the benefits of intergenerational practice and shared successes and learnings. Council has partnered with Swinburne University, Your Library (Eastern Regional Libraries), and a local school on a research project titled Intergenerational Social Connections, which will commence in August 2023.</p>	
<p><b>Develop and deliver a range of evidence based community training initiatives to build volunteer capacity.</b></p> <p><b>Develop and deliver free workshops throughout the year for individuals, community groups, clubs and not-for-profit organisations who provide activities, programs and services in Knox.</b></p>	<p>100%</p>	<p>Throughout 2022-23, a total of 18 workshops were delivered, with a total of 252 attendees. These workshops included safe food handling, conflict management, Council grants, cultural-sensitivity training, Aboriginal cultural competency training, and child safe standards and marketing for community groups.</p>	

### Honour and integrate First Nations Culture into actions and environments.

Initiative	Progress	Comments	Status Symbol
<p>Work in partnership with local First Nations people, relevant services and key networks to progress Reconciliation.</p> <p>Continue supporting our ongoing partnerships with First Nations People, continue to develop and implement Council's first Reconciliation Action Plan, and continue to build organisational and community understanding and acknowledgement of First Nations culture and history. (Major Initiative)</p>	100%	<p>The Reconciliation Action Plan (RAP) was provided to Reconciliation Australia for final approval and the draft plan is scheduled for presentation at the July 2023 meeting of Council. The Wurundjeri Land Council also approved the use of traditional language in the RAP. This has now been included on the front page, echoing Council's vision statement for reconciliation. The RAP is anticipated to be launched in August 2023. Events held during Reconciliation Week in May 2023 included Sorry Day, which was attended by over 400 Council staff and community members. Council produced videos with local Aboriginal leaders sharing their views on Sorry Day, Country and Reconciliation.</p> <p>The Mullum Mullum Indigenous Gathering Place is now operating programs and services from HV Jones Reserve. These include a men's group and art and youth programs. Aboriginal community-controlled organisations are in discussion with the Gathering Place about utilising the space at HV Jones Reserve to run health and wellbeing service for First Nations community members. Council also commissioned artwork from Wurundjeri and Bunurong artists to use within the City of Knox, particularly for acknowledgment signage at reserves and open space.</p>	

### Support the community to identify and lead community strengthening initiatives.

Initiative	Progress	Comments	Status Symbol
<p>Develop and implement a Resilience Plan to support the community to cope with stresses, emergencies and disasters.</p> <p>Develop the Social Network Analysis (SNA) and Stakeholder Strength mapping process to inform the development of the Resilience Plan. Develop an Interim Resilience Planning Toolkit.</p>	100%	<p>The milestones that were set for 2022-23 have been completed for this multi-year project, which is due for completion in 2024-25. The social network analysis (SNA) design, including the instruction manual and Stage 1 data population, have been completed. SNA content will be updated on an ongoing basis. The Community Resilience Planning Interim Toolkit has also been completed.</p> <p>The Knox Community Resilience Plan outline has been drafted and includes base-line resilience data.</p>	
<p>Participate in the review of the Eastern Region Pandemic Plan.</p> <p>Collaborate with the eight eastern metropolitan region councils to review and update the Local Government Eastern Region Pandemic Sub Plan, and work with the Department of Health to lead a more integrated review of the sub plan that includes all sectors of government.</p>	50%	<p>The eight eastern metropolitan region councils reviewed and updated the Local Government Regional Pandemic Sub Plan, which was then endorsed by the Knox Municipal Emergency Management Planning Committee and published. The regional councils are working with the Department of Health to lead a more integrated review of the sub plan that includes all sectors of government. The Department of Health is yet to advise the schedule for this review.</p>	

Initiative	Progress	Comments	Status Symbol
<p>Support the review of the Knox Municipal Emergency Management Plan and associated sub plans.</p> <p>Engage with the Municipal Emergency Management Planning Committee (MEMPC) to review and/or develop the scheduled sub plans, complementary plans, and the community emergency risk assessment (CERA).</p>	100%	<p>All planned 2022-23 actions to maintain the Knox Municipal Emergency Management Plan (MEMP) and associated sub-plans, complementary plans, and community emergency risk assessments were delivered to the required standards. The Inspector General for Emergency Management (IGEM) Office undertook a statewide review of the adequacy of all tiers of emergency management plans, including MEMPs. The Knox MEMP largely aligned to the better-practice recommendations in the IGEM report. The outcomes of the review were workshopped at the most recent MEMP Committee meeting in June 2023.</p>	
<p>Develop a sustained and responsible model for supporting community-led events, particularly in a post-COVID-19 environment.</p> <p>Monitor the community event portal to assist groups to deliver community events that are compliant and safe.</p>	100%	<p>The community event support service is now established as a fully operational business area of Council, providing expert event management advice to community event organisers as they navigate the complex tasks involved in delivering safe, compliant, engaging and lawful events.</p> <p>The portal's digital presence is located online at <a href="http://www.knox.vic.gov.au/communityevents">www.knox.vic.gov.au/communityevents</a>. It provides resources, templates, information and online event registration as well as access to a variety of event equipment for use at community events, funded through the Outdoor Activation Victorian Government grant.</p> <p>The service has seen a significant increase in event and filming permit applications post COVID-19, with local groups seeing tremendous value in reactivating spaces and celebrating community life. Most community events require at least five different areas of Council support, which are now managed through this centralised event portal with a strong customer focus.</p> <p>This project has reached its intended outcomes in supporting community events post COVID-19.</p>	

## The difference we're making

Progress against the indicators identified in the Council Plan 2021-2025.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	Comment
<b>A reduction in the number of adults who report high or very high psychological distress.</b>	Percentage of adults who suffer from high psychological distress	3 yearly	18.25% (2017)	27.50% (2020)	<b>N/A</b>	This data is available every three years.  Data from the 2020 Victorian Population Health Survey (Local Government level data) remains the most recent available.
<b>More residents who report their health as good, very good or excellent.</b>	Percentage of Knox adults who rate their health as 'very good' or 'excellent'	3 yearly	41.00% (2017)	41.50% (2020)	<b>N/A</b>	This data is available every three years.  Data from the 2020 Victorian Population Health Survey (Local Government level data) remains the most recent available.
<b>An increase in the level of agreement that multi-culturalism makes life better.</b>	Percentage of adults that definitely agree that multiculturalism makes life their area better	3 yearly	48.57% (2017)	59.00% (2020)	<b>N/A</b>	This data is available every three years.  Data from the 2020 Victorian Population Health Survey (Local Government level data) remains the most recent available.
<b>Improved perceptions of safety.</b>	Percentage of adults that 'definitely' feel safe at night	3 yearly	52.20% (2017)	Data not available	<b>N/A</b>	Data from the 2017 Victorian Population Health Survey (Local Government level data) remains the most recent available. This measure was one of several that were not included in the 2020 survey to allow for COVID-19 related data collection. Updated data for this measure should become available with the release of the 2023 survey results.
<b>An increase in the number of adults who feel a sense of belonging.</b>	Percentage of adults that 'definitely' feel valued by society	3 yearly	41.50% (2017)	46.20% (2020)	<b>N/A</b>	This data is available every three years.  Data from the 2020 Victorian Population Health Survey (Local Government level data) remains the most recent available.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	Comment
More adults in Knox who volunteer.	Percentage of adults who definitely or sometimes help out a local group by volunteering	3 yearly	35.10% (2017)	Data not available	<b>N/A</b>	Data from the 2017 Victorian Population Health Survey (Local Government level data) remains the most recent available. This measure was one of several that were not included in the 2020 survey to allow for COVID-19 related data collection. Updated data for this measure should become available with the release of the 2023 survey results.
More infants and children in the Knox region immunised at Council run immunisation sessions.	Number of children immunised at a Council run immunisation session	Annual	5,550 (2020-21)	4,002	<b>6,885</b>	Note: The data source changed during 2022-23 with the introduction of a new system to monitor immunisations.
Increased participation in key ages and stages Maternal and Child Health visits.	Percentage of children participating in the key ages and stages MCH visit	6 monthly	96.33% (2020-21)	99.05%	<b>95.44%</b>	Participation in the 4-week Key Age and Stage visit has remained relatively consistent with previous reporting periods. Council increases the emphasis on re-engagement of families with younger infants if an appointment is missed.
Improved satisfaction with cultural activities.	Community satisfaction score for community & cultural	Annual	65 (2021)	63 (2022)	<b>65 (2023)</b>	The 2023 result has seen an improvement on the 2022 result.
An increase in the number of opportunities and avenues to include First Nations Culture within Knox.	The number of opportunities and initiatives that partner with First Nations people and Traditional Custodians across various departments of Council.	Annual	New data set	35 (Jan-June 2022)	<b>43</b>	Partnership opportunities undertaken included: NAIDOC activities, Reconciliation Action Plan consultations, Grants Consultations, Mullum Mullum Indigenous Gathering Place (MMIGP) Gala, Traditional Owner formal consultations, Koorie Heritage Trust Education, Harmony Week activities and Sorry Day/Reconciliation Week activities.



Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	Comment
<b>An increase in the number of meals delivered through Meals on Wheels.</b>	The number of meals delivered through Meals on Wheels	Annual	35,194 (2020-21)	31,587	<b>31,138</b>	The baseline result saw a higher number of meals delivered during 2020-21 due to COVID-19 and associated restrictions. The 2022-23 result is in line with the 2021-22 result.
<b>More clients and community members supported through Council's Community Access and Support programs.</b>	Number of clients and community members who have participated in CAS programs	Annual	4,348 (2020-21)	4,656	<b>11,407</b>	The 2022-23 result is reflective of service levels prior to the COVID-19 pandemic.
<b>Greater sports participation rates.</b>	Number of teams using Council facilities.	Annual	1,157 (2020-21)	2,018	<b>2,457</b>	The increase in the number of teams using Council facilities in 2022-23 compared to the previous two reporting years is likely to have resulted from the complete lifting of COVID-19 restrictions.
	Number of participants by age and gender	Annual	<b>Male -</b> 12,310 <b>Female -</b> 3,745 <b>Junior -</b> 9,248 <b>Senior -</b> 6,807 (2020-21)	<b>Male -</b> 12,450 <b>Female -</b> 3,558 <b>Junior -</b> 9,142 <b>Senior -</b> 6,866	<b>Male -</b> <b>13,364</b> <b>Female -</b> <b>3,819</b> <b>Junior -</b> <b>9,639</b> <b>Senior -</b> <b>7,544</b>	The increase in the number of participants in 2022-23 compared to the previous two reporting years is likely to have resulted from the complete lifting of COVID-19 restrictions.

## Services

The services funded in the 2022-23 Budget.

Service	Description	Net cost of providing this service in 2022-23	
		Budget	Actual Variance \$'000
Arts & Cultural Services	The Arts and Cultural service delivers and engages our community in a range of arts and cultural services and programs, including performing arts, events, festivals, arts courses, performances and public art projects.		2,505
			2,340
			165
Community Access and Support Management	The Community Access and Support Management service provides services and programs to support older people, people with a disability, and youth, within our community. It supports planning, performance monitoring, continuous improvement and research.		1,097
			984
			113
Community Partnerships	The Community Partnerships service supports and strengthens local not-for-profit groups to be active, sustainable and resilient through capacity building, partnering and connecting.		1,907
			1,889
			18
Emergency Management	The Emergency Management service coordinates and delivers Council's legislative and community focused responsibilities for emergency and fire management. It includes services to mitigate risk to people and property. This service also plans for response and recovery, ensuring preparedness and resilience in our community.		493
			721
			(228)
Health Planning and Livability	The Health Planning and Livability service supports our community to reach their full potential through health promotion, advocacy, sector collaboration and education across priority health and wellbeing areas.		353
			197
			156
Healthy and Safe Communities	The Healthy and Safe Communities service provides advocacy, delivers projects and programs, and partners with others to address access, equity and community safety issues in our community.		1,670
			1,498
			172

		<b>Net cost of providing this service in 2022-23</b>
<b>Service</b>	<b>Description</b>	<b>Budget Actual Variance \$'000</b>
<b>Inclusive Communities</b>	The Inclusive Communities service provides support for eligible Knox residents aged 55 years or older who are homeless or at risk of homelessness. This support may include advice, advocacy, referrals and assistance for public housing. It also provides a range of accessible and inclusive support services for those living with a disability in Knox, as well as for their carers. The service also aims to connect those in need with other Council services and external service providers, to help access a range of support with issues such as isolation or loneliness, financial hardship, emotional or mental health support, practical needs, ageing, illness, family relationships, and other issues.	799
		701
		98
<b>Integrated Services and Practice</b>	Integrated Services and Practice focuses on leadership and support of Council's early years hubs, kindergartens, maternal & child health services, playgroups and parenting support.	1,743
		2,745
		(1,002)
<b>Integrated Systems Quality and Operations</b>	The Integrated Systems Quality and Operations service focuses on maximizing the design and delivery of systems, processes, policies and procedures. It also supports workforce and operational planning and reporting for Family and Children's Services.	2,874
		2,368
		506
<b>Leisure Services</b>	Leisure Services provides strategic advice to community organisations that offer opportunities for sport, leisure, recreation and wellbeing in our community. It also manages and operates Council's two leisure centres (including aquatic facilities).	1,160
		1,056
		104
<b>Libraries</b>	The Libraries service provides resources, programs and a variety of media for education, information, leisure and personal development. There are currently five branch libraries in Knox and one library service bus. The service is managed by the Eastern Regional Library Corporation, a formal partnership between Maroondah, Yarra Ranges and Knox Councils.	5,013
		4,827
		186
<b>Local Laws</b>	The Local Laws service ensures compliance with Council's local laws, parking enforcement, school crossing supervision, and animal management programs.	990
		1,330
		(340)
<b>Regional Assessment Service</b>	The Regional Assessment service provides a range of information and resources about aged care to individuals, community groups and organisations, and sector based organisations across Knox.	(130)
		(154)
		24

		<b>Net cost of providing this service in 2022-23</b>
<b>Service</b>	<b>Description</b>	<b>Budget Actual Variance \$'000</b>
<b>Social Connections</b>	The Social Connections service provides programs, transport options and opportunities for our community members who are 65 years old and over to stay connected, active and engaged. This includes delivery and facilitation of exercise, recreation and leisure activities, advocacy for improved access to existing technology, delivery of meals for those in need and running a range of clubs and learning centres. It also aims to raise awareness of and support research into community attitudes towards older persons, and deliver a range of intergenerational activities, events and programs.	1,021 <hr/> 855 <hr/> 166
<b>Youth Services</b>	Youth Services promotes, develops and encourages the physical, social and mental wellbeing of young people aged 10-25 years in Knox. It plans, advocates, funds and provides information, referral and support programs for young people, their families and their community. Youth Services includes counselling, leadership development, parenting programs, and partnerships with schools in Knox.	979 <hr/> 980 <hr/> (1)



## Local Government Performance Reporting Framework

This section contains the results of prescribed service performance indicators and measures of the LGPRF aligned to this key direction. Comments are provided to assist in understanding the results where there may be a discrepancy between this year's results and the previous year's (material variation). Knox Council has set its material variation threshold at +/-10% of the previous year's results.

Service/indicator/ measure	Results				Comment
	2019-20	2020-21	2021-22	2022-23	
<b>Aquatic Facilities Service standard Health inspections of aquatic facilities</b> [Number of authorised officer inspections of Council aquatic facilities/Number of Council aquatic facilities]	2	1	2	<b>2</b>	Two health inspections were completed during 2022-23.
<b>Aquatic Facilities Utilisation Utilisation of aquatic facilities</b> [Number of visits to aquatic facilities/Municipal population]	1.69	0.85	1.11	<b>2.03</b>	Participation levels increased during 2022-23, demonstrating a return to pre-COVID-19 utilisation.
<b>Aquatic Facilities Service Cost Cost of aquatic facilities</b> [Direct cost of aquatic facilities less income received/ Number of visits to aquatic facilities]	\$0.32	\$3.65	\$0.83	<b>\$1.55</b>	Expenses for the service included internal maintenance, gardening and utilities costs, and leisure maintenance costs. Increases in 2022-23 were due to aquatic facilities returning to the first full year of operation since COVID-19 closures.
<b>Animal Management Timeliness Time taken to action animal requests</b> [Number of days between receipt and first response action for all animal management requests/Number of animal management requests]	2.04	3.93	3.13	<b>3.06</b>	All animal management requests are triaged based on risk and are actioned in a timely manner. Council prioritises all dogs at large, animal collection, attacks, rushes and animal cruelty requests, whereby it acts on them immediately.

Service/indicator/ measure	Results				Comment
	2019-20	2020-21	2021-22	2022-23	
<b>Animal Management Service Standard</b> <b>Animals reclaimed</b> [Number of animals reclaimed/Number animals collected] x100	51.18%	59.43%	50.54%	<b>47.48%</b>	The number of animals collected fluctuates depending on the number of requests for animal collections from the public. Attempts are made to contact the owners of all identifiable animals and advise them that their animal requires collection. Registering animals helps ensure the best possible outcomes for the lost pet. Registered pets are more likely to be returned more efficiently to their owner, benefiting the animal's welfare and reducing unnecessary impoundments.
<b>Animal Management Service Standard</b> <b>Animal rehomed</b> [Number of animals rehomed/ Number of animals collected] x100	33.38%	23.40%	34.60%	<b>36.43%</b>	The number of animals rehomed has remained steady in comparison with the previous reporting period. Where animals have not been reclaimed by their owner, all efforts to find a new home were made in accordance with the Domestic Animals Act and the Code of Practice for the Management of Dogs and Cats in Shelters and Pounds.
<b>Service Cost</b> <b>Cost of animal management service per population</b> [Direct cost of animal management service/Population]	\$5.35	\$5.03	\$6.14	<b>\$8.08</b>	Council has reviewed the way the cost of service is calculated to more accurately reflect the cost of providing the animal management service. As a result, the direct cost of the animal management service is higher than previous reporting periods. In addition we have also recruited additional staff to provide an increase in the level of service for animal management matters.
<b>Animal Management Health and safety</b> <b>Animal management prosecutions</b> [Number of successful animal management prosecutions/ Number of animal management prosecutions] x100	100%	100%	95.45%	<b>91.67%</b>	Council undertakes prosecutions in relation to more serious incidents that occur under the Domestic Animals Act as well as in relation to offenders who consistently demonstrate irresponsible pet ownership. Council continued to have a high success rate of animal management prosecutions in 2022-23. This was attributed to quality investigation and prosecution practices.
<b>Food Safety Timeliness</b> <b>Time taken to action food complaints</b> [Number of days between receipt and first response action for all food complaints/Number of food complaints]	1.98	1.98	1.48	<b>1.97</b>	There was a moderate increase in response times to action food complaints in 2022-23 primarily due to staff shortages and an increase in the complexity of some matters. Recently implemented key performance indicators and a round of recruitment are expected to result in an improvement in response times during the next reporting period.

Service/indicator/ measure	Results				Comment
	2019-20	2020-21	2021-22	2022-23	
<b>Food Safety Service standard</b> <b>Food safety assessments</b> [Number of registered class 1 food premises and class 2 food premises that receive an annual food safety assessment in accordance with the <i>Food Act 1984</i> /Number of registered class 1 food premises and class 2 food premises that require an annual food safety assessment in accordance with the <i>Food Act 1984</i> ] x100	100.00%	103.05%	102.05%	<b>101.11%</b>	There were fewer registered premises than inspections due to inspections being conducted prior to the premises being closed or transferred.
<b>Food Safety Service cost</b> <b>Cost of food safety service</b> [Direct cost of the food safety service/ Number of food premises registered or notified in accordance with the <i>Food Act 1984</i> ]	\$477.77	\$478.91	\$852.85	<b>\$1,128.87</b>	The higher cost of the food safety service in 2022-23 was the result of further food premises closures caused by the COVID-19 pandemic.

Service/indicator/ measure	Results				Comment
	2019-20	2020-21	2021-22	2022-23	
<b>Food safety</b> <b>Health and safety</b> <b>Critical and major non-compliance outcome notifications</b> [Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up/ Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x100	100.00%	98.04%	96.71%	<b>99.40%</b>	During 2022-23, one food premises closed prior to a follow-up inspection being completed. Council's health officers have prioritised follow-up inspections to ensure legislative compliance.
<b>Libraries</b> <b>Utilisation</b> <b>Physical library collection usage</b> [Number of physical library collection item loans/Number of physical library collection items]	8.14	4.62	5.51	<b>6.66</b>	The number of library loans are returning to pre-COVID-19 levels, with visitations increasing.
<b>Libraries</b> <b>Resource Standard</b> <b>Recently purchased library collection</b> [Number of library collection items purchased in the last 5 years/Number of library collection items] x100	70.98%	80.78%	80.02%	<b>77.00%</b>	The 2022-23 result for the recently purchased library collection measure remains steady, with there being more focus on e-books and e-audiobooks. The purchase cost of new books has increased significantly compared to last year, which has impacted on the number of new books purchased.
<b>Libraries</b> <b>Participation</b> <b>Active library borrowers in municipality</b> [Number of active library borrowers in the last three years/The sum of the population for the last three years] x100	12.87%	11.41%	10.09%	<b>9.05%</b>	The number of active library borrowers remains low compared to pre-COVID-19 levels. The lower result for 2022-23 is due to the calculation including a three-year average, and the last three years have all been impacted by COVID-19. Results are expected to return to pre-COVID-19 levels over the next two years due to this three-year average.



Service/indicator/ measure	Results				Comment
	2019-20	2020-21	2021-22	2022-23	
<b>Libraries</b> <b>Service Cost</b> <b>Cost of library</b> <b>service per</b> <b>population</b> [Direct cost of library service/ Population]	\$21.64	\$21.03	\$22.98	<b>\$23.68</b>	The slight increase in the operating cost of the library service was expected due to increases in wages in line with the Enterprise Agreement and the rising costs of supplies and services. The increase, however, is below the rate cap of 3.5% and significantly lower than the annual Consumer Price Index of 6%.
<b>Maternal and Child Health (MCH)</b> <b>Service standard</b> <b>Infant enrolments</b> <b>in the MCH service</b> [Number of infants enrolled in the MCH service (from birth notifications received)/Number of birth notifications received] x100	101.14%	100.49%	101.14%	<b>100.98%</b>	All infants were enrolled from birth notifications received and contacted by the MCH service.
<b>Maternal and Child Health (MCH)</b> <b>Service Cost</b> <b>Cost of the MCH</b> <b>service</b> [Cost of the MCH service/Hours worked by MCH nurses]	\$78.53	\$82.86	\$90.44	<b>\$90.25</b>	The cost of the MCH service includes the cost for providing the universal Maternal and Child Health Service (including the sleep-settling program) but does not include the cost associated with the Enhanced Maternal and Child Health Program.
<b>Maternal and Child Health (MCH)</b> <b>Participation</b> <b>Participation in the</b> <b>MCH service</b> [Number of children who attend the MCH service at least once (in the year)/ Number of children enrolled in the MCH service] x100	76.27%	75.82%	73.72%	<b>75.84%</b>	Participation in Council's MCH service has remained relatively consistent with previous reporting periods. A slight increase was noted in quarters 3 and 4 of 2022-23 following reduced impacts from COVID-19.
<b>Participation</b> <b>Participation in the</b> <b>MCH service by</b> <b>Aboriginal children</b> [Number of Aboriginal children who attend the MCH service at least once (in the year)/Number of Aboriginal children enrolled in the MCH service] x100	80.36%	85.48%	75.81%	<b>85.71%</b>	Participation in Council's MCH service by Aboriginal children increased in 2022-23, following the reduced COVID-19 restrictions and the increased focus on inclusive practice and embedding cultural safety into the services.

Service/indicator/ measure	Results				Comment
	2019-20	2020-21	2021-22	2022-23	
<b>Maternal and Child Health (MCH) Satisfaction</b> <b>Participation in 4-week Key Age and Stage visit</b> [Number of 4-week key age and stage visits/Number of birth notifications received] x100	99.34%	96.33%	99.05%	<b>98.70%</b>	Participation in the 4-week Key Age and Stage visit has remained relatively consistent with previous reporting periods. Council increases the emphasis on re-engagement of families with younger infants if an appointment is missed.





## 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.

### 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.




### Highlights:

- We continued implementation of the Community Engagement Framework and Action Plan including leadership training activities and commencement of the evaluation program.
- Our Customer Experience Strategy was presented to Council for consideration, the Complaints Policy was reviewed and the digital roadmap was completed.
- The 'THRIVE: Future Ready Knox' workplace strategy was reviewed.


Provide opportunities for all people in Knox to have their say.

Initiative	Status	Progress	Comments	Status Symbol
<p>Implement priority actions of the Community Engagement Framework and Action Plan.</p> <p>Continue implementation of the Community Engagement Framework and Action Plan, including leadership training activities and commencement of the evaluation program.</p>	Completed	100%	The focus in 2022-23 was on the development of priorities with Council's senior management and staff, building staff capacity in the engagement process through internal and external training opportunities, and improving engagement methods including the online platform. The online community engagement platform hosted 35 projects this year, attracting 4,300 contributions from 28,370 visitors. 1,790 new members signed up to the platform during this time.	✓

### Manage our resources effectively to ensure financial sustainability and improved customer experience.

Initiative	Progress	Comments	Status Symbol
<p>Develop and implement a Customer Experience Strategy and Action Plan.</p> <p>Present the Customer Experience Strategy to Council for consideration, review the Complaints Policy and complete the digital roadmap. (Major Initiative)</p>	100%	<p>The Our Customer Strategy 2023-25 was adopted by Council in December 2022.</p> <p>A review of the Complaints Policy was conducted between October and December 2022, resulting in a revised policy being adopted by Council in December 2022. Additionally, the digital roadmap was completed.</p>	
<p>Refresh and implement Council's ICT Strategy, including consideration of Smart Cities technology.</p> <p>Develop the new Enterprise ICT Strategy and Roadmap.</p>	100%	<p>During 2022-23, Council's ICT Strategy 2016-23 concluded. Projects delivered this year included: completion of phase one of the asset management information system replacement; implementation of two modules of the new corporate reporting system; implementation of the new core system for early years; improvements to our requests system to provide business process efficiencies and improved customer experience; and development of the proof of concept for the Enterprise Integration Platform project to enable easy and fast data sharing between Council systems.</p> <p>This initiative will be replaced with "Implement the Transformation Roadmap to ensure Knox Council's services, systems and processes meet our customers' needs and drive organisational financial sustainability" for the remaining two years of the Council Plan. This new initiative accurately reflects the expanded scope of the project and the focus of the new Customer and Performance directorate formed during 2022-23.</p>	
<p>Refresh and implement the THRIVE: Future Ready Knox workplace strategy.</p> <p>Complete a review of the current 'THRIVE: Future Ready Knox' workplace strategy.</p>	100%	<p>A review of all the action items was completed in 2022-23. All outstanding items within the THRIVE: Future Ready Knox strategy will be transitioned into the Organisational Development Plan - currently in development - or into the Workforce Plan.</p>	

### Ensure our processes are transparent and decisions are accountable.

Initiative	Progress	Comments	Status Symbol
<p>Implement an internal self-assessment process to monitor Council's performance in decision making.</p> <p>Develop and distribute a self-assessment survey, analyse the results and conduct workshops with councillors, including an externally facilitated self-assessment workshop.</p>	30%	<p>Work commenced on the implementation of an ongoing Council self-assessment process to monitor Council's performance in decision-making in 2022-23. Council officers investigated several options for consideration, including utilising an existing program through a third party, or developing a self-assessment tool internally. It is intended that the preferred self-assessment process be incorporated into an ongoing self-assessment and professional development program.</p> <p>An options report was prepared and considered by the executive management team in June 2023, with further consideration by councillors on 31 July 2023.</p>	

## The difference we're making

Progress against the indicators identified in the Council Plan 2021-2025.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	Comment
Improved community satisfaction with decision making.	Community satisfaction score for decision making.	Annual	60 (2021)	58 (2022)	<b>54 (2023)</b>	The decline in satisfaction with Council decisions is in line with broader State-wide trend, and likely influenced by the decline in the community's satisfaction with consultation and engagement.
Improved community satisfaction with customer service.	Community satisfaction score for customer service.	Annual	75 (2021)	73 (2022)	<b>71 (2023)</b>	The 2023 result shows a slight decline on the 2022 result. The variance is not considered statistically significant.
Improved community satisfaction with overall direction.	Community satisfaction score for overall direction.	Annual	54 (2021)	51 (2022)	<b>48 (2023)</b>	The 2023 result shows a slight decline on the 2022 result. The variance is not considered statistically significant.
Improved community satisfaction with overall performance.	Community satisfaction score for overall performance.	Annual	69 (2021)	67 (2022)	<b>62 (2023)</b>	The 2023 result shows a decline on the 2022 result. This decline is in line with broader State-wide and Metro trends.
Improved community satisfaction with consultation & engagement.	Community satisfaction score for consultation & engagement.	Annual	58 (2021)	58 (2022)	<b>53 (2023)</b>	Community consultation and engagement remains a key priority for Council. There was a moderate drop in community satisfaction with engagement which is in line with the broader State-wide trend.

Council Plan Indicator	Measure	Reporting timeframe	Baseline	2021-22 Result	2022-23 Result	Comment
<b>More Council services with a technology based self-service option.</b>	Number of Council services with a technology based self-service option.	Annual	434 (2020-21)	439	<b>456</b>	<p>Over the past 12 months we have continued to prioritise digital options for customers to self-serve on the Knox website. Increasing the number of Council services on the Knox website with a self-service option is a key direction of the Digital Experience team.</p> <p>The additional Council services with a technology based self-service option include waste related services such as check my bin day, Hard Rubbish Cancellation Request, Move Your Way expressions of interest and classes, Preschool Field Officer Program Resource Kit, Request a printed Council meeting agenda, Stringybark Festival stallholder information services - Apply to keep additional animals or birds permit and Apply to display real estate signs.</p>
<b>Meet liquidity and indebted targets from the adopted budget.</b>	Liquidity result compared to target.	Quarterly	1.0 (2021/22 Adopted Budget)	1.5 (June 2022)	<b>1.6 (June 2023)</b>	The June 2023 liquidity result of 1.6 compares favourably to the budgeted liquidity result of 1.4. Cash and cash equivalents, together with other financial assets, are \$17.7 million greater than budget, partially offset by trade and other payables, together with unearned income, which are \$7.8 million greater than budget.
<b>Meet liquidity and indebted targets from the adopted budget.</b>	Indebted result compared to target.	Quarterly	53.2% (2021/22 Adopted Budget)	38.8% (June 2022)	<b>45.6% (June 2023)</b>	The increased result in Quarter 4 of 2022-23 compared to 2021-22 is due to new borrowings taken out in June 2023, therefore increasing Council's non-current liabilities.

## Services

The services funded in the 2022-23 Budget.

Service	Description	Net cost of providing this service in 2022-23	
		Budget	Actual Variance \$'000
<b>Communications</b>	Communications is responsible for providing our community with information about the decisions Council makes and how we invest our resources in order to respond to the needs of the community.	2,422	
		2,494	
			(72)
<b>Customer Service</b>	Customer Service supports the delivery of a range of programs and services to our community via telephone, counter contact centres and online. The service provides guidance and support for all customer interactions and exists to support information and connection between Council and our community.	2,183	
		2,023	
			160
<b>Digital Experience</b>	The Digital Experience service is responsible for helping the community easily access the information and services they need online	0	
		0	
			0
<b>Financial Services</b>	Financial Services leads the processes for budgeting and forecasting, provides regular financial reporting, and prepares the Annual Financial Accounts. It also coordinates the rating services and provides oversight of Council's property management obligations.	2,625	
		2,469	
			156
<b>Governance</b>	The Governance service ensures Council's legislative compliance, provides councillor support and development, coordinates Council meetings and maintains Council's Civic Centre meeting rooms. It is also responsible for Council's integrity framework, including the Audit Committee, fraud and corruption prevention, privacy compliance and freedom of information.	5,228	
		4,928	
			300

Service	Description	Net cost of providing this service in 2022-23	
		Budget	Actual
		Variance	
		(\$'000)	
Information Technology	The Information Technology service (IT) provides services and support for the organisation in all aspects of IT. It provides hardware and software support, as well as internal and external telecommunications, ensuring efficient service delivery for the organisation and our community.		8,800
			8,312
			488
People and Culture	The People and Culture service provides leadership, services and programs for all aspects of human resource management. These include industrial and employee relations, recruitment, induction, corporate learning and development, leadership development, organisational culture, performance management, workforce planning, remuneration, and employee safety, health and wellbeing. This service also includes Council's risk management systems, insurances and the frontline support to customers and residents for insurance related issues.		6,246
			5,760
			486
Research and Mapping	The Research and Mapping service supports an evidence-based approach to policy development and decision-making. It undertakes specialist research and mapping activities, provides advice, builds organisational capacity and develops and implements new tools and applications in the area of research and mapping. This service is responsible for the maintenance of Council's geographic information system (GIS), spatial database and online data resources.		139
			138
			1
Strategy and Business Intelligence	The Strategy and Business Intelligence service is an integrated suite of functions designed to enhance business insights, strategic planning and engagement to shape decision-making. The team leads the organisation in the development and implementation of Council's Integrated Strategic Planning and Reporting Framework, including the Community and Council plans and aims to improve outcomes for the Knox community through developing and sharing crucial insights.		940
			653
			287



## Local Government Performance Reporting Framework

This section contains the results of prescribed service performance indicators and measures of the LGPRF aligned to this key direction. Comments are provided to assist in understanding the results where there may be a discrepancy between this year's results and the previous year's (material variation). Knox Council has set its material variation threshold at +/-10% of the previous year's results.

Service/indicator/ measure	Results				Comment
	2019-20	2020-21	2021-22	2022-23	
<b>Governance Transparency Council decisions made at meetings closed to the public</b> [Number of Council resolutions made at ordinary or special meetings of Council, or at meetings of a special committee consisting only of Councillors, closed to the public/ Number of Council resolutions made at ordinary or special meetings of Council or at meetings of a special committee consisting only of Councillors] x100	5.88%	10.40%	6.31%	<b>4.20%</b>	The 2022-23 result is a decrease against the 2021-22 result and continues a downward trend, reflecting Council's endeavours to minimise the number of decisions made in meetings closed to the public as much as possible.
<b>Governance Consultation and engagement Satisfaction with community consultation and engagement</b> [Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement]	57	58	58	<b>53</b>	Community consultation and engagement remains a key priority for Council. There was a moderate drop in community satisfaction with engagement which is in line with the broader State-wide trend.
<b>Governance Attendance Councillor attendance at Council meetings</b> [The sum of the number of Councillors who attended each ordinary and special Council meeting/ (Number of ordinary and special Council meetings) x (Number of Councillors elected at the last Council general election)] x100	87.96%	98.41%	91.85%	<b>91.27%</b>	Councillor attendance in 2022-23 continued at levels similar to 2021-22.

Service/indicator/ measure	Results				Comment
	2019-20	2020-21	2021-22	2022-23	
<b>Governance</b> <b>Service Cost</b> <b>Cost of elected representation</b> [Direct cost of the governance service/ Number of Councillors elected at the last Council general election]	\$53,714.33	\$51,449.33	\$57,069.44	<b>\$61,954.22</b>	The increase in the cost of elected representation was due to an increased cost in the running of Council and committee meetings with the return of in-person meetings, together with an increase in mayor and councillor allowances.
<b>Governance</b> <b>Satisfaction</b> <b>Satisfaction with Council decisions</b> [Community satisfaction rating out of 100 with how Council has performed in making decisions in the interest of the community]	58	60	58	<b>54</b>	The decline in satisfaction with Council decisions is in line with broader State-wide trend, and likely influenced by the decline in the community's satisfaction with consultation and engagement.

## Governance and statutory information

### Governance

Knox City Council is a municipal council for the purposes of the *Local Government Act 2020*, which prescribes its role as providing good governance in its municipal district for the benefit and wellbeing of the municipal community.

Council is committed to effective and sustainable forms of leadership as the key to ensuring the community's priorities are met. The community has many opportunities to provide input into Council's decision-making processes, which include community consultation, public forums and the ability to make submissions to Council on a range of matters.

Council delegates the majority of its decision-making to Council's CEO and other staff. These delegations are exercised in accordance with the *Local Government Act 2020*, adopted Council policies and Council's Budget. Knox's formal decision-making processes are conducted through Council meetings and delegated committee meetings.

This Annual Report has been prepared according to the requirements of the *Local Government Act 2020*.

### Council and committee meetings

#### Council meetings

Council meetings are typically scheduled to held on the fourth Monday of each month. Additional Council meetings can be called for specific purposes if required.

Meetings are typically held at the Knox Civic Centre located at 511 Burwood Highway, Wantirna South, and are open to the public except in specific circumstances (for example, where the meeting is closed to consider confidential information).

The *Local Government Act 2020* was amended in 2022 to enable Council meetings to be conducted virtually through electronic attendance, and/or in the absence of a public gallery, provided they are livestreamed or recorded, which is Council's practice and is reflected in Council's governance rules. Council meetings throughout 2022-23 were conducted in person in a hybrid format, with some councillors and staff attending in person and some attending electronically. Monthly meetings also provide the opportunity for community members to submit a question to the Council and to speak to their question.



### **Delegated committee meetings**

The Strategic Planning Delegated Committee meetings are typically scheduled to be held on the second Monday of each month, excluding January.

The purpose of the Strategic Planning Delegated Committee (also known as the Strategic Planning Committee) is to exercise Council's functions and powers and to perform Council's duties in relation to any matter within its delegation in a decision-making forum with less procedural formality than a Council meeting. This form of meeting enables more extensive discussion and debate, particularly for, but not limited to, strategic and policy related matters as well as being a suitable forum for receiving deputations and presentations from external parties and Council staff.

Meetings are typically held at the Knox Civic Centre located at 511 Burwood Highway, Wantirna South, and are open to the public except in specific circumstances (for example, where the meeting is closed to consider confidential information). The Local Government Act 2020 was amended in 2022 to enable Strategic Planning Delegated Committee meetings to be conducted virtually through electronic attendance, and/or in the absence of a public gallery, provided they are livestreamed or recorded, which is Council's practice and is reflected in Council's governance rules. Strategic Planning Delegated Committee meetings throughout 2022-23 were conducted in person in a hybrid format, with some councillors and staff attending in person and some attending electronically.

### **Other committee meetings**

In addition to the regular meetings of Council, councillors are appointed to various internal and external committees.

The following tables provide a summary of councillor attendance at Council meetings, Strategic Planning Committee meetings, and various other committee meetings for the 2022-23 financial year.

## Meetings of Council 2022-23 financial year

### Committee Meeting attendance

Committee	Cr Grasso	Cr Baker	Cr Timmers-Leitch	Cr Allred	Cr Laukens	Cr Dwight	Cr Cooper	Cr Pearce	Cr Seymour
<b>Specific Purpose Committees</b>									
Audit and Risk Committee			3/3		4/4				1/1
Australia Day Awards Committee				1/1					1/1
CEO Employment and Remuneration Committee			6/6	6/6	6/6				4/6
ICT Governance Committee			1/3	3/4	2/4				1/1
<b>Council Committees</b>									
Early Years Advisory Committee			4/7	3/7					
Youth Advisory Committee			5/5	4/4		3/4			
Active Ageing Advisory Committee		6/6							5/6
Environment Advisory Committee				6/6		5/6			
Community Safety, Health and Wellbeing Committee				2/3	4/6	2/3			
Knox Disability Advisory Committee		6/6							5/6
Knox Multicultural Advisory Committee	3/3								3/3
Arts and Culture Committee	1/4		2/2	2/2	1/2				
Recreation and Leisure Committee	2/2		2/2				4/4		

### Council Meeting attendance

<b>Council Meetings</b>	<b>Cr Allred</b>	<b>Cr Dwight</b>	<b>Cr Grasso</b>	<b>Cr Baker</b>	<b>Cr Laukens</b>	<b>Cr Cooper</b>	<b>Cr Pearce</b>	<b>Cr Seymour</b>	<b>Cr Timmers-Leitch</b>
Meetings attended in 2022-23 (14 overall in 2022-23)	11	13	13	14	13	11	14	13	13
Overall meetings in term	44	44	44	44	44	44	44	44	44
Overall attendance	39	41	39	42	43	35	44	42	43

### Strategic Planning Committee attendance

<b>Strategic Planning Committee</b>	<b>Cr Allred</b>	<b>Cr Dwight</b>	<b>Cr Grasso</b>	<b>Cr Baker</b>	<b>Cr Laukens</b>	<b>Cr Cooper</b>	<b>Cr Pearce</b>	<b>Cr Seymour</b>	<b>Cr Timmers-Leitch</b>
Meetings attended in 2022-23 (10 overall in 2022-23)	10	7	9	9	8	4	10	9	10
Overall meetings in term	24	24	24	24	24	24	24	24	24
Overall attendance	23	20	23	23	22	16	24	23	23

## Councillor allowances

The allowance paid to mayors, deputy mayors and councillors are fixed by the Victorian Independent Remuneration Tribunal.

The allowances in effect pursuant to the Tribunal's Allowance payable to Mayors, Deputy Mayors and Councillors (Victoria) Determination No. 01/2022, as issued on 7 March 2022 and amended on 8 December 2022 are set out below:

Effective date	Allowance for mayors	Allowance for deputy mayors	Allowance for councillors
01 July 2022	\$119,316	\$59,658	\$35,972
18 December 2022	\$124,469	\$62,235	\$37,565

The allowances paid to councillors during the 2022-23 financial year were:

Councillors	Allowance Paid
Cr Marcia Timmers-Leitch, Collier Ward Mayor: November 2022 - June 2023	\$98,662.39
Cr Jude Dwight, Chandler Ward Deputy Mayor: November 2022 - June 2023	\$54,477.49
Cr Yvonne Allred, Baird Ward	\$36,958.81
Cr Meagan Baker, Dobson Ward	\$36,958.81
Cr Sorina Grasso, Dinsdale Ward	\$34,164.21
Cr Susan Laukens, Friberg Ward Mayor: July 2022 - November 2022	\$ 61,035.96
Cr Lisa Cooper, Scott Ward	\$36,958.81
Cr Darren Pearce, Taylor Ward	\$36,958.81
Cr Nicole Seymour, Tirhatuan Ward Deputy Mayor: July 2022 - November 2022	\$39,922.10

## Councillor expenses

Councillors are entitled to have paid, or reimbursed, any necessary out-of-pocket expenses incurred while performing their duties. Council is also required to make available a 'minimum toolkit' of resources for councillors, including computers, phones and a vehicle for the Mayor.

### Expenses for 2022-23

Ward	Performance of the role \$	Professional development \$	Travel \$	Grand total \$
Baird	1,152.24	1,193.50	0	2,345.74
Chandler	1,488.05	4,309.95	0	5,798.00
Collier	4,458.27	5,099.00	14,692.51	24,249.78
Dinsdale	1,571.95	1,102.55	1,139.49	3,813.99
Dobson	1,634.72	605.00	90.84	2,330.56
Friberg	4,738.75	9,862.50	8,074.20	22,675.45
Scott	2,430.57	674.00	0	3,104.57
Taylor	3,651.31	0	0	3,651.31
Tirhatuan	1,227.64	0	0	1,227.64
<b>Total</b>	<b>22,353.50</b>	<b>22,846.50</b>	<b>23,997.04</b>	<b>69,197.04</b>

### Vehicle Expenses

Cr Susan Laukens (Friberg Ward) Mayor: July 2022- November 2022	Monthly Vehicle Expense	\$6,103.59
	Fuel Expenses	\$ 933.74
	Maintenance Expenses	0
	Toll Expenses	\$149.70
	<b>Total</b>	<b>\$6,253.29</b>
Cr Marcia Timmers-Leitch (Collier Ward) Mayor: November 2022 - June 2023	Monthly Vehicle Expense	\$10,417.41
	Fuel Expenses	\$820.28
	Maintenance Expenses	\$1,682.02
	Toll Expenses	\$154.36
	<b>Total</b>	<b>\$13,074.07</b>

Councillor travel expenses include expenses for a fully maintained vehicle provided for the Mayor.

Depreciation, maintenance, registration and insurance costs are apportioned to the mayor of the day on an annualised, pro-rata basis. Fuel, maintenance and toll expenses are allocated to the mayor of the day as incurred.



## Governance and management checklist

The following are the results in the prescribed form of Council's assessment against the prescribed governance and management checklist.

Sr. No	Governance and Management Items	Assessment	Comment
1	<b>Community Engagement Policy</b> (policy under section 55 of the Act outlining Council's commitment to engaging with the community on matters of public interest)	Adopted in accordance with section 55 of the Act  <b>Date of adoption:</b> 22 February 2021	Not due for review until September 2023.
2	<b>Community Engagement Guidelines</b> (guidelines to assist staff to determine when and how to engage with the community)	Guidelines  <b>Date of commencement of current guidelines:</b> 22 February 2021	Community Engagement Guidelines incorporated into the Community Engagement Policy.  Not due for review until September 2023.
3	<b>Financial Plan</b> (plan under section 91 of the Act outlining the financial and non-financial resources required for at least the next 10 financial years)	Adopted in accordance with section 91 of the Act  <b>Date of adoption:</b> 26 June 2023	
4	<b>Asset Management Plan</b> (plan under section 92 of the Act setting out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years)	Adopted in accordance with section 92 of the Act  <b>Date of adoption:</b> 27 June 2022	The Asset Management Plan was adopted by Council on 27 June 2022.  The Road Management Plan was adopted by Council on 22 May 2023.
5	<b>Revenue and Rating Plan</b> (plan under section 93 of the Act setting out the rating structure of Council to levy rates and charges)	Adopted in accordance with section 93 of the Act  <b>Date of adoption:</b> 26 June 2023	The Revenue and Rating Plan has been updated in line with the 2022-23 Budget process and was out for consultation from 27 April to 20 May 2022. The update was adopted by Council on 27 June 2022.
6	<b>Annual Budget</b> (plan under section 94 of the Act setting out the services to be provided and initiatives to be undertaken during the budget year and the funding and other resources required)	Adopted in accordance with section 94 of the Act  <b>Date of adoption:</b> 26 June 2023	
7	<b>Risk policy</b> (policy outlining Council's commitment and approach to minimising the risks to Council's operations)	Policy - Risk Management Framework  <b>Date of commencement of current policy:</b> 2 December 2021	Risk Management Policy forms part of the Risk Management Framework
8	<b>Fraud policy</b> (policy outlining Council's commitment and approach to minimising the risk of fraud)	Policy - Fraud and Corruption Control Framework  <b>Date of commencement of current policy:</b> 25 July 2022	The Fraud and Corruption Control Framework was presented to the 9 June 2022 Audit and Risk Committee Meeting.

Sr. No	Governance and Management Items	Assessment	Comment
9	<b>Municipal Emergency Management Plan</b> (plan under section 20 of the <i>Emergency Management Act 1986</i> for emergency mitigation, response and recovery)	Prepared and maintained in accordance with section 20 of the <i>Emergency Management Act 1986</i>  <b>Date of adoption:</b> 28 February 2022	
10	<b>Procurement Policy</b> (policy under section 108 of the Act outlining the principles, processes and procedures that will apply to the purchase of goods and services by the Council)	Adopted in accordance with section 108 of the Act  <b>Date of adoption:</b> 27 June 2022	The Procurement Policy was presented to the 9 June 2022 Audit and Risk Committee Meeting.
11	<b>Business Continuity Plan</b> (plan setting out the actions that will be undertaken to ensure that key services continue to operate in the event of a disaster)	Business Continuity Plan  <b>Date of commencement of current plan:</b> March 2020	
12	<b>Disaster Recovery Plan</b> (plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster)	Plan - Disaster Recovery Plan  <b>Date of commencement of current plan:</b> June 2021	
13	<b>Risk Management Framework</b> (framework outlining Council's approach to managing risks to the Council's operations)	Framework - Risk Management Framework  <b>Date of commencement of current framework:</b> 2 December 2021	
14	<b>Audit and Risk Committee</b> (see sections 53 and 54 of the Act)	Established in accordance with section 53 of the Act. The Audit and Risk Committee Charter was <b>adopted by Council on 27 February 2023.</b>	Audit and Risk Committee Charter was approved by the Committee on 8 December 2022 with amendments made thereafter by Committee members.
15	<b>Internal audit</b> (independent accounting professionals engaged by the Council to provide analyses and recommendations aimed at improving Council's governance, risk and management controls)	Engaged - Crowe  <b>Date of engagement of current provider:</b> 1 December 2018	Council extended the contract with Crowe as the appointed internal auditor for another 2 years until 30 November 2023.
16	<b>Performance Reporting Framework</b> (a set of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 98 of the Act)	Framework - Community Plan 2021 - 2031, Council Plan 2021-2025  Financial Plan 2023 - 2033 (adopted separately 26 June 2023)  <b>Date of adoption of current framework:</b> 25 October 2021	
17	<b>Council Plan report</b> (report reviewing the performance of the Council against the Council Plan, including the results in relation to the strategic indicators, for the first 6 months of the financial year)	Report  <b>Date of reports:</b> 29 August 2022  24 October 2022 (Annual Report)	The Council Plan Report will be incorporated in the Financial Performance Report.

Sr. No	Governance and Management Items	Assessment	Comment
18	<b>Quarterly budget reports</b> (quarterly reports to the Council under section 97 of the Act, comparing actual and budgeted results and an explanation of any material variations)	<p>Reports presented to the Council in accordance with section 97(1) of the Act</p> <p><b>Dates reports presented:</b> 29 August 2022 24 October 2022 (Annual Report) 27 February 2023 22 May 2023</p>	
19	<b>Risk reports</b> (6-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies)	<p>Reports</p> <p><b>Dates of reports:</b> 8 December 2022- Audit and Risk Committee Meeting 9 March 2023- Audit and Risk Committee Meeting</p>	Quarterly, cyclical reporting of strategic risks to the Audit and Risk Committee has commenced in June 2023.
20	<b>Performance reports</b> (6-monthly reports of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 98 of the Act)	<p>Reports</p> <p><b>Dates of reports:</b> 28 November 2022 19 December 2022 (CEO Performance Review) 27 February 2023</p>	
21	<b>Annual report</b> (annual report under sections 98 and 99 of the Act containing a report of operations and audited financial and performance statements)	<p>Presented at a meeting of the Council in accordance with section 100 of the Act</p> <p><b>Date of presentation:</b> 23 October 2023</p>	
22	<b>Councillor Code of Conduct</b> (Code under section 139 of the Act setting out the standards of conduct to be followed by Councillors and other matters)	<p>Reviewed and adopted in accordance with section 139 of the Act</p> <p><b>Date reviewed and adopted:</b> 24 February 2021</p>	

Sr. No	Governance and Management Items	Assessment	Comment
23	<b>Delegations</b> (documents setting out the powers, duties and functions of Council and the Chief Executive Officer that have been delegated to members of staff, in accordance with sections 11 and 47 of the Act)	Reviewed in accordance with section 11(7) of the Act and a register kept in accordance with sections 11(8) and 47(7) of the Act	<p><b>Date of review under section 11(7):</b></p> <ul style="list-style-type: none"> <li>• Council to CEO – June 2022</li> <li>• Council to SPC – November 2021</li> <li>• Cemeteries and Crematoria – February 2023</li> <li>• Domestic Animals, Environmental Protection and Food – August 2022</li> <li>• Road Management Responsibilities – August 2022</li> <li>• Planning – February 2023</li> <li>• CEO Powers – April 2023</li> <li>• CEO to Staff – June 2023</li> <li>• CEO to Staff for VicSmart – May 2023</li> <li>• Municipal Building Surveyor to Building Department – June 2023</li> </ul>
24	<b>Meeting Procedures</b> (Governance Rules under section 60 of the Act governing the conduct of meetings of Council and delegated committees)	Governance Rules reviewed and adopted in accordance with section 60 of the Act	<p><b>Date Governance Rules Review adopted:</b> 29 August 2022</p>

I certify that this information presents fairly the status of Council's governance and management arrangements.



**Bruce Dobson**  
Chief Executive Officer  
Date: 25 September 2023  
Wantirna South



**Cr Marcia Timmers-Leitch**  
Mayor  
Date: 25 September 2023  
Wantirna South

## Audit operations

Knox City Council is committed to good governance, public transparency and accountability to the Knox community.

The Audit and Risk Committee (the committee) has been established to strengthen Council's governance, risk management and financial management as well as driving continuous improvement.

The committee is an independent advisory committee, established under section 53 of the *Local Government Act 2020*. It reviewed its membership of three independent members and two Councillors in August 2020.

The committee provides an autonomous link between Council, management and its external and internal auditors as well as assisting in providing independent advice, assurance and recommendations to Knox Council on matters relevant to the committee's charter.

Council members of the Audit and Risk Committee during 2022-23 were:

- Cr Susan Laukens (From November 2022)
- Cr Nicole Seymour (From June 2022 to November 2022)
- Cr Marcia Timmers-Leitch (From November 2022)

Independent external members were:

- Mr Geoff Harry (Chair since March 2023)
- Ms Lisa Tripodi (Chair March 2022- March 2023. Tenure concluded on 31 May 2023)
- Mr Homi Burjorjee
- Mr Michael Jaensch (appointed in May 2023)

The committee's role is to support Council in discharging its oversight and accountability responsibilities related to the following:

1. Compliance with Council's policies, procedures and governance principles.
2. Overarching governance principles.
3. The effectiveness of Council's system of internal controls, including fraud and corruption prevention.
4. Council's risk management framework.
5. Financial and performance reporting.
6. Internal audit and external audit functions.
7. Statutory and legislative compliance.
8. Liaison between Council, management and the external and internal auditors.

The committee met on four occasions during 2022-23 and oversaw the internal audit work plan by Council's contracted internal auditor, Crowe, which included audit reviews of:

- Project management and capital works
- Child safety standards
- Statutory planning
- Fraud awareness
- Purchasing card and fuel card
- Portable and attractive assets
- Records management

The committee received reports on a range of matters relevant to its terms of reference as well as developments in the local government sector.

## Statutory information

As part of its commitment to good governance, Knox City Council is required to report against several relevant acts and regulations.

### Privacy and Data Protection

The *Privacy and Data Protection Act 2014* (the Act) states that Council must not contravene the Information Privacy Principles in respect of personal information it has collected, held, managed, used, disclosed or transferred.

Council's Privacy Policy is a public document available from Council's website at [www.knox.vic.gov.au](http://www.knox.vic.gov.au) or on request. The policy was reviewed in June, 2020.

No complaints were referred to Council from the Office of the Victorian Information Commissioner in 2022-23 regarding breaches of the Act.

All questions or complaints regarding Council's obligations under the Act and Council's Privacy and Data Protection Policy can be discussed with Council's Chief Privacy Officer on 9298 8000.

**Chief Privacy Officer:  
Manager Governance and Risk**

### Health Records

The *Health Records Act 2001* (the Act) requires Council to responsibly handle the health information it collects and states that Council must not do an act or engage in a practice that contravenes the Health Privacy Principles.

Council's Health Records Policy is a public document available from Council's website at [www.knox.vic.gov.au](http://www.knox.vic.gov.au) or on request. The policy was approved in March 2018.

No complaints were referred to Council from the Office of the Victorian Information Commissioner or the Health Complaints Commissioner in 2022-23 regarding breaches of the Act.

All questions or complaints regarding Council's obligations under the Act and Council's Health Records Policy can be discussed with Council's Chief Privacy Officer on 9298 8000.

**Chief Privacy Officer:  
Manager Governance and Risk**

### Freedom of Information (FOI)

The *Freedom of Information Act 1982* (the Act) gives members of the public a legal right of access to documents held by Council limited only by exemptions. It also provides individuals with the right to access and correct documents containing their own personal information. Requests for access to Council documents under the Act must be in writing, accompanied by the application fee of two fee units and should provide sufficient information to identify the particular documents being sought.

During 2022-23, Council received 15 valid FOI requests. Determinations were made on 12 of those applications during the period; three requests were deemed invalid and two other requests were finalised outside the Freedom of Information Act. One request outstanding from 2021-22 was also determined in the period, while one request that had been determined in the 2021-22 financial year had its documents finalised and released in the 2022-23 financial year.

The median time taken to issue a determination on FOI applications determined in 2022-23 was nine days. There were no applications which were lodged with OVIC for review during 2022-23. There were no appeals to VCAT regarding requests processed throughout the year.

Requests for access to information under the Freedom of Information Act should be lodged with the Freedom of Information Officer, Knox City Council, 511 Burwood Highway, Wantirna South, VIC 3152. Enquiries regarding the Freedom of Information Act can also be made by calling 9298 8000.

**Freedom of Information  
Officer: Governance Officer**

### Improvement Incentive Principles Agreement

Although payments under the Improvement Incentive Principles Agreement were terminated in 2005-06, Council was required to recommit to the principles contained in the agreement under the National Competition Policy, regarding Australian Consumer Law, local laws and competitive neutrality.

No complaints were received in relation to the National Competition Policy or Australian Consumer Law during the 2022-23 financial year. Council continues to comply with these principles under the national policy and in fulfilment of its obligations.

**The Australian Consumer Law  
Compliance Officer:  
Manager Governance and Risk**

### Road Management Act

The *Road Management Act 2004* requires Council to develop a road management plan, which in effect provides an opportunity to establish a policy defence against civil liability claims associated with the management of its road network. Council's road management plan outlines roads under management, inspection regimes and service and maintenance standards against which Council will manage its roads and road-related assets.

In line with requirements under the *Local Government Act 2020*, Council also completed a review of its Road Management Plan, which will inform a refresh of the plan, which was endorsed by Council during 2022-23.

No formal ministerial guidance was received in 2022-23 in relation to the Road Management Act. A copy of the latest version of this Act can be viewed using the following link:

[http://www8.austlii.edu.au/cgi-bin/viewdb/au/legis/vic/consol\\_act/rma2004138/](http://www8.austlii.edu.au/cgi-bin/viewdb/au/legis/vic/consol_act/rma2004138/)

Council's latest iteration of its published Road Management Plan is available on Council's website.

### National Competition Policy

Knox City Council continues to comply with the requirements of the National Competition Policy and the Australian Consumer Law legislation in the operation of its business. Council's significant businesses operate in accordance with the principles of competitive neutrality to ensure that Council does not unduly influence the private market in the provision of services.

**Officer responsible for National Competition Policy: Chief Financial Officer**

### Public Interest Disclosures Act 2012

The *Public Interest Disclosures Act 2012* aims to ensure openness and accountability in government by encouraging people to disclose improper conduct within the public sector, and providing protection for people who make disclosures.

Council recognises the value of transparency and accountability in its administrative and management practices, and supports the making of disclosures that reveal improper conduct. During 2022-23, no public interest disclosures were required to be notified to the Independent Broad-based Anti-corruption Commission under Section 21(2) of the Act.

To access our Public Interest Disclosure Procedures, visit [knox.vic.gov.au](http://knox.vic.gov.au) and search for 'public interest disclosures'.

**Public Interest Disclosure Coordinator: Manager Governance and Risk**

### Strategic and Service Planning Principles

In accordance with the *Local Government Act 2020*, Council applies a number of principles to its strategic and service planning processes. At Knox this happens through the regular process of future planning and ensuring continuous review and improvement across all Council's service areas. This means the following:

- Council decisions are to be made and actions taken in accordance with the relevant law.
- Priority is to be given to achieving the best outcomes for the municipal community, including future generations.
- The economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.
- The municipal community is to be engaged in strategic planning and strategic decision making.
- Innovation and continuous improvement is to be pursued.
- Collaboration with other Councils and Governments and statutory bodies is to be sought.
- The ongoing financial viability of the Council is to be ensured.
- Regional, state and national plans and policies are to be taken into account in strategic planning and decision making.

- The transparency of Council decisions, actions and information is to be ensured.

These principles are incorporated into the delivery of the Knox Community Plan 2021-2031 and Council Plan 2021-2025, the Annual Budget and Council's business planning process. This Annual Report illustrates Council's performance against these Principles.

### Charter of Human Rights and Responsibilities

The Victorian *Charter of Human Rights and Responsibilities Act 2006* (the Act) sets out the rights, freedoms and responsibilities of all Victorians. Government departments and public bodies must observe the rights set out in the Act when creating laws, developing policy and providing services. This means that government, public servants, local councils, Victoria Police and others are required to act in a way that is consistent with the rights protected under the charter.

During 2022-23, no complaints were received by Council in relation to Knox City Council's implementation of the Act.

Any questions or complaints regarding this Act can be discussed with Council's Human Rights Officer on 9298 8000.

**Human Rights Officer: Manager Governance and Risk**

### Documents available for inspection

Knox City Council adopted a Public Transparency Policy in August 2020 in accordance with section 57 of the *Local Government Act 2020*.

This policy is available on Council's website and specifies information which is publicly available and the ways in which it can be accessed.

### Contracts

For the period of 1 July 2022 to 30 June 2023, as declared under section 108 (4) of the *Local Government Act 2020* and the Council Procurement Policy, Council entered into the following contracts valued above the tender threshold without seeking an invitation to tender:

Council awarded contract 3141E, provision of Knox Library Furniture to Mantric Architecture as an extension of the design intentions for the Knox Library project. The contract is to design, source, purchase and install the furniture required for the Knox library under construction at Westfield, Knox, within constrained timeframes. Contract 3012E, awarded to IKON Property Services for the provision of home maintenance services, was extended for 12 months to allow sufficient time to prepare a tender.

The program is dependent on funding from the Commonwealth Home Support Program (CHSP), which was extended by the federal government to 30 June 2023. The services have since been tendered in accordance with the procurement policy. Contract 3199E was awarded to Efficiency Leaders P/L to support Computron, Kofax and Magiq software in Council.

An evaluation was undertaken with the only two known businesses able to provide the support services for these software applications; however, an exemption was required per the Procurement Policy.

In accordance with the provisions under the Local Government Act, and the Knox City Council Procurement Policy, the following contracts were awarded following a public tender process for the period 1 July 2022 to 30 June 2023:

Contract number	Contract name
2659	Stamford Park Parklands Construction
2664	Tree Planting and Establishment Services
2874	Corporate Reporting Solution
2916	Electric Vehicle Fast Charging Stations within the City of Knox
2926	Marie Wallace Bayswater Park – Female Friendly Facility Upgrades – Pavilion Refurbishment
2936	Insurance Brokerage Services
2967	Pruning & General Arboricultural Services
3001	HV Jones Reserve – Carpark, Netball Court and Lighting Upgrade
3003	Wantirna Reserve Tennis Court Renewal Stage 1 (Courts 1-5) and associated works
3007	Road Renewal Construction Program 2022-2023
3014	Guy Turner Reserve Sportsground Redevelopment
3021	Eildon Park Reserve Tennis Courts Renewal (Courts 7-9) and associated works
3022	Civil Works Contract – Various Civil Works, Drainage, Concreting, Bridges and Culverts
3031	Cleaning of Storm Water Pits, Litter Baskets & Gross Pollutant Trap Services
3032	Jet Pressure, Drain Cleaning and CCTV Surveying Services
3040	Parking Compliance Technology
3041	Knox Park Athletics Track Redevelopment – Design
3054	Injury Management Services
3069	Schultz Reserve Pavilion Refurbishment
3101	Carpark Upgrade and Associated Works for Rowville Recreation Reserve and Lakesfield Reserve
3121	Design and Construction of Brenock Park Drive Pedestrian Bridge (B15)
3139	Online Data Subscriptions Procurement
3155	Delivery of the Stud Park All-Abilities Playspace Renewal
3184	Provision of Home Maintenance and Modification Services



### Food Act 1984

Knox City Council is responsible for meeting and enforcing the legislative requirements of the *Food Act 1984*. Council manages its statutory obligations by meeting the necessary inspection targets, relevant follow-ups, food sampling requirements and food-related investigations.

Approximately 70 per cent of the work of Council's environmental health officers relates to food compliance functions at premises including restaurants, takeaway food outlets, hotels, cafés and supermarkets. Officers promptly respond to food-related complaints with a same-day or next-day response to commence an investigation. Council's emphasis is primarily aimed at educating proprietors of their responsibilities; however, escalating enforcement action is applied to those proprietors who continually breach food standards.

### Disability Act 2006 - Disability Action Plan Implementation

Knox City Council is committed to creating a community that is accessible, welcoming and inclusive of everyone.

Approximately 28,000 people in Knox have a disability of some kind. This equates to 17 per cent of Knox residents.<sup>1</sup> As the Knox population ages, this proportion is likely to increase.

Council acknowledges that initiatives to create a more accessible and inclusive community cannot be achieved without addressing the specific needs and rights of people with disabilities, their families and carers. The Knox Connection, Access, Respect, Equality and Safety Strategy 2022-2027 (Knox CARES) guides our commitment to building a safer, healthier and more inclusive Knox and encapsulates the strategic directions Council will take to promote the rights of people with disabilities while enhancing access and inclusion to benefit the whole community.

The Knox Disability Access and Inclusion Work Plan 2022-2026 provides greater detail and direction on key focus areas to support and provide specific benefits for people with disabilities and their families. It also complements those services delivered by the National Disability Insurance Scheme (NDIS) and assists those who are not eligible for the NDIS through the provision of information, building the capacity of services to be more inclusive of people with a disability, and strengthening the community service system.

Aligned to the *Disability Act 2006*, Council aims to:

- reduce barriers to people with a disability in accessing goods, services and facilities
- reduce barriers to people with a disability in obtaining and maintaining employment
- promote inclusion and participation in the community
- achieve tangible changes in the attitudes and practices that discriminate against people with a disability.

<sup>1</sup> (Source: SDAC 2018, published by ABS 2020 <https://www.abs.gov.au/statistics/health/disability/disability-ageing-and-carers-australia-summary-findings/2018/2018%20sdac%20lga%20modelled%20estimates.xlsx>)

To achieve this, Council provides a wide range of services and programs for the community, many of which are accessible and inclusive for people with disabilities. Council also provides a range of services to more directly meet the needs of people with disabilities, their families and carers. These include the following:

- Professional development training for Knox Early Years Services to build capacity and enhance the successful inclusion of children with a disability or developmental delay across universal early years services.
- Support and capacity building for families and carers through the establishment of information sessions, carer groups and exercise groups that facilitate social connection, health and building capacity.
- Commonwealth Home Support Program Food Services (meals on wheels) – home-delivered meals distributed by community volunteers.
- Housing Support program – for residents aged over 55, including those with a disability, who are homeless or at risk of becoming homeless.
- Parking permits – Council administers the Accessible Parking Permit scheme with VicRoads.
- Wheelie Bin Assistance scheme – Council provides support for frail aged people and people with a disability who are unable to put bins out for Council collection.
- Retrofitting program – allocation of dedicated funds through the capital works program to enhance access to Council-owned buildings and facilities.
- Bi-monthly meetings of the Knox Disability Advisory Committee, which consists of people with a disability, carers and representatives from disability service providers to assist Council in the consultative process and provide feedback to support Council's decision-making.
- Provision of a range of communication materials on services and relevant information, which encourages and demonstrates actions to improve access and inclusion through such publications as a *Guide to Disability and Aged Services* in Knox, the *People First Guide* and the email newsletter, *Accessing Knox*.
- Facilitation and development of the Knox Disability Providers Partnership Network to engage Knox disability providers to explore opportunities to work together and improve access and inclusion for residents with a disability.
- Co-facilitation and development of the Building Equitable Employment Network to share information, opportunities, and collaborate to increase authentic employment opportunities for people with disability.
- Development and support of the Eastern Disability Housing Network, designed to engage community members and explore opportunities to improve housing options for people with a disability.
- Celebration of International Day of People with Disability.
- Inclusive features incorporated in all Knox festivals such as providing an access key and chill-out spaces for people with anxiety, accessible seating areas, carols songbooks in Braille and sighted guides, Auslan interpreters, paths for wheelchair mobility, accessible parking and toilets, and having a changing-places facility on site.
- Training and information sharing for community members and services on topics such as the NDIS, NDIS reviews, mental health first aid, understanding behaviours and communication and autism.
- The Eastern Regional Libraries Corporation offers a range of services to people with disabilities, which includes a home delivery service; tactile, audio and large print books; captioned DVDs; and assistive devices for computer users.
- Access keys for the Knox Civic Centre and a range of community venues in Knox including neighbourhood houses, libraries and sport venues to increase the accessibility of our community for people with impaired mobility, anxiety, autism spectrum disorder, intellectual disability, dementia or sensory impairments.

### Carers Recognition Act 2012

Knox City Council acknowledges the *Carers Recognition Act 2012* (the Act) and has taken steps to deliver the principles of the Act in a practical sense, supported by policy and practice relating to people who require care, those who are carers, and the wider community.

Council's Enterprise Agreement acknowledges that carer responsibilities for employees may extend beyond that of immediate family members. Carer responsibilities are now more broadly acknowledged to include a definition of a 'significant other person', where an employee is responsible for providing direct and immediate care and support to that person.

The Flexible Work Arrangements Policy and Procedure has been prepared, which recognises the role of the carer in accordance with the Act. The policy provides flexible work options for staff who have carer responsibilities.

Council has taken all practicable measures to ensure staff, Council agents and volunteers working for Council are informed regarding the principles and obligations of the Act by including information on the care relationship through the following:

- Council's induction and training programs for staff working in outward-facing community services, and for staff and volunteers in frontline positions with the general community.
- A number of initiatives have been implemented to ensure that the Act is recognised and delivered to the community. Some of the programs are delivered in partnership with other community support services.
- Approximately 1,100 residents subscribe to *Accessing Knox*, the electronic publication distributed weekly by email. Council has received positive feedback about the information and available services provided in this communication.
- Provision of information such as: *A Guide to Disability and Aged Services in Knox* and *People First: Supporting the Inclusion of People with Disability—Your Guide to an Inclusive Community*, which is available on Council's website. These guides include valuable information for carers and have been widely distributed to individuals and community organisations throughout Knox.
- Carer information sessions - such as parent/carer legal information that focuses on power of attorney, administration, guardianship, wills and trusts for carers; preparing for educational transitions; understanding neurodivergence and autism and the Knox Disability Access & Inclusion Expo - have been well attended by Knox carers and parents.
- Council provides two weekly carer exercise sessions and a monthly Pathways for Carer walk, which support carers to connect, stay well and find out more information to support them in their caring role.
- Council's Community Access and Support Department provides service coordination, referral and support to carers through the Regional Assessment Service. CHSP and Council-funded services are provided to carers to support their caring role (for example, community transport, short-term support and food services).
- The Playconnect playgroup is part of the federal government's Helping Children with Autism package, which provides support and services for children with ASD.
- The Eastern Disability Housing Network is a network that has been established to support parents/carers, people with a disability and the disability sector to improve housing options for people with a disability.
- My Time is a support playgroup for parents and carers of young children who have a disability or a chronic medical condition. The playgroup is facilitated by a trained worker employed by Playgroup Victoria and supported by Knox Council. The program is funded by the federal government.
- Knox Council is a member of the Carer Card program, a state government initiative that offers carers a wide range of discounts and benefits from businesses, local government and community organisations.
- The Knox Community Access and Support team continues to refer carers to the Carer Gateway website, which provides a range of practical information and resources to help in their caring role.

### Domestic Animal Management Plan 2021-25

Under the *Domestic Animals Act 1994*, all Victorian councils are required to have a domestic animal management plan (DAMP), which is to be renewed every four years.

In 2021-22, Council developed a new DAMP for the 2021-2025 period, with the previous 2017-2021 DAMP expiring in June 2021. After extensive public consultation, with more than 3,400 community members participating, the new DAMP 2021-2025 was adopted by Council on 28 February 2022.

The DAMP aims to promote responsible pet ownership and the welfare of dogs and cats in the community, as well as protect the community and environment from nuisance dogs and cats. The following are the focus areas covered in the plan:

- Promoting and encouraging responsible ownership of dogs and cats.
- Encouraging the registration and identification of dogs and cats.
- Minimising the risk of attacks by dogs on people and other animals.
- Minimising the potential for dogs and cats to create a nuisance.
- Addressing the issue of over-population and the high euthanasia rates of cats and dogs.
- Managing dangerous, menacing and restricted breed dogs in the municipality.
- Inspecting and ensuring domestic animal businesses comply with legislated requirements.
- Providing training for Council's authorised officers.
- Other domestic animal matters.

The following actions were delivered in 2022-23:

- Regular patrols of Council's parks and reserves.
- Delivery of a Council and state government initiative to provide discounted cat and dog desexing services to eligible vulnerable and/or disadvantaged residents.
- Promotion of responsible pet ownership at Council's free 'Pets in the Park' event in March 2023.
- Investigation of all reported animal management issues.
- Provision of cat traps to residents with reported cat nuisance issues.
- Implementation of a program of animal registration compliance that included:
  - an enhanced process to improve the timeliness and compliance of registration
  - registration reminder text messages distributed to owners to ensure timely registration renewals
  - issuing renewal and overdue notices
  - follow-up contact with residents to obtain evidence of unregistered animals and issuing owners with infringements for non-compliance
  - improving the accuracy of Council's animal registration database
  - letters being sent to the owners of animals that had been microchipped but not registered, advising them of registration requirements.
- Community education that included the promotion of the cat curfew and animal registration through media releases, social media posts and Council's newsletters.
- Ongoing identification of properties where more than two dogs or two cats are registered in order to determine if a local law permit is required and if they are an animal breeder requiring registration as a domestic animal business.
- Training of officers in relation to situational awareness, conflict management and self-preservation as well as harm reduction strategy training.

# Performance Statement

Year ending 30 June 2023

## Description of the municipality

Located approximately 25 kilometres from Melbourne's central business district, the Knox municipality is a major hub of cultural, commercial, business and innovative activity in the eastern suburbs of Melbourne. It is a diverse municipality, with residents from over 140 different countries who speak over 130 languages. The City of Knox has an estimated resident population of 159,404 (as at 30 June 2023) and covers an area of 113.84 square kilometres. The area boasts a green, leafy image extending to the foothills of the picturesque Dandenong Ranges. Knox consists of the following suburbs: Bayswater, Boronia, Ferntree Gully, Knoxfield, Lysterfield, Rowville, Scoresby, The Basin, Upper Ferntree Gully, Wantirna and Wantirna South.

## Understanding the Performance Statement

Council is required to prepare and include a performance statement within its Annual Report. The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures, together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 2020* and *Local Government (Planning and Reporting) Regulations 2020* (the Regulations).

Where applicable, the results in the Performance Statement have been prepared on accounting bases consistent with those reported in the financial statements. The other results are based on information drawn from Council information systems or from third parties (for example, the Australian Bureau of Statistics).

The Performance Statement presents the actual results for the current year and for the prescribed financial performance indicators and measures and the results forecast by Council's Strategic Resource Plan. The *Local Government (Planning and Reporting) Regulations 2020* require explanation of any material variations in the results contained in the Performance Statement. The materiality thresholds have been set as +/-10% of the 2022-23 results. Explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material in nature.

The forecast figures included in the performance statement are those adopted by Council in its Financial Plan on 26 June 2023. The Financial Plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and are aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the general purpose financial statements. The Financial Plan is available on Council's website.

The following statement provides the results of the prescribed service performance indicators and measures, including an explanation of material variations.

## Sustainable capacity indicators

For the year ended 30 June 2023

Service/indicator/ measure	Results				Comment
	2019-20	2020-21	2021-22	2022-23	
Population <i>Expenses per head of municipal population</i> [Total expenses/ Municipal population]	\$1,009.15	\$1,047.69	\$1,196.12	<b>\$1,312.85</b>	Expenditure includes the one-off transfer of assets totalling \$25.4 million relating to the Knox Regional Sports Park to the State Government.
<i>Infrastructure per head of municipal population</i> [Value of infrastructure/ Municipal population]	\$6,138.10	\$6,220.00	\$6,854.05	<b>\$6,872.31</b>	The infrastructure value has decreased by \$20.2 million on the prior year, with additions of \$57.6 million being offset by a decrease related to depreciation, disposals and revaluation. The municipal population has decreased by 3,365.
<i>Population density per length of road</i> [Municipal population/ Kilometres of local roads]	227.26	227.91	224.51	<b>219.87</b>	The municipal population has decreased by 3,365. There has been no change to the length of local roads.
Own-source revenue <i>Own-source revenue per head of municipal population</i> [Own-source revenue/ Municipal population]	\$835.22	\$846.27	\$894.33	<b>\$976.14</b>	Own-source revenue has increased by \$10.0 million, with the majority of this increase being the \$8.6 million increase to rates income. The municipal population has decreased by 3,365.
Recurrent grants <i>Recurrent grants per head of municipal population</i> [Recurrent grants/ Municipal population]	\$153.90	\$174.66	\$194.91	<b>\$162.75</b>	Council has updated its definition of recurrent capital grants to only include recurrent capital grants received in relation to the Victorian Local Government Grants Commission local road funding, and Roads to Recovery.
Disadvantage <i>Relative socio-economic disadvantage</i> [Index of Relative Socio-economic Disadvantage by decile]	9.00	9.00	9.00	<b>9.00</b>	

Service/indicator/ measure	Results				Comment
	2019-20	2020-21	2021-22	2022-23	
<b>Workforce turnover</b> <b>Percentage of staff turnover</b> [Number of permanent staff resignations and terminations/ Average number of permanent staff for the financial year] x100	9.3%	15%	13.5%	<b>17.72%</b>	The increase in turnover remains below the State-wide average. The movement can be attributed to factors including a competitive labour market and post COVID retirements as people transition from the workforce.

### Definitions

“adjusted underlying revenue” means total income other than:

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to above

“infrastructure” means non-current property, plant and equipment excluding land

“local road” means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*

“population” means the resident population estimated by council

“own-source revenue” means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

“relative socio-economic disadvantage”, in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage (Catalogue Number 2033.0.55.001) of SEIFA

“SEIFA” means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet website

“unrestricted cash” means all cash and cash equivalents other than restricted cash.

## Service performance indicators

For the year ended 30 June 2023

Service/indicator/ measure	Results				Comment
	2019-20	2020-21	2021-22	2022-23	
Aquatic Facilities <i>Utilisation</i> Utilisation of aquatic facilities [Number of visits to aquatic facilities/Municipal population]	1.69	0.85	1.11	<b>2.03</b>	Participation levels increased during 2022-23 demonstrating a return to pre-COVID-19 utilisation.
Animal Management <i>Health and safety</i> Animal management prosecutions [Number of successful animal management prosecutions/ Number of animal management prosecutions] x100	100%	100%	95.45%	<b>91.67%</b>	Council undertakes prosecutions in relation to more serious incidents that occur under the Domestic Animals Act, as well as in relation to offenders who consistently demonstrate irresponsible pet ownership. Council continued to have a high success rate of animal management prosecutions in 2022-23. This is attributed to quality investigation and prosecution practices.
Food safety <i>Health and safety</i> Critical and major non-compliance outcome notifications [Number of critical non-compliance outcome notifications and major non- compliance outcome notifications about a food premises followed up/ Number of critical non-compliance outcome notifications and major non- compliance outcome notifications about food premises] x100	100.00%	98.04%	96.71%	<b>99.40%</b>	During 2022-23, one food premises closed prior to a follow up inspection being completed. Council's health officers have prioritised follow up inspections to ensure legislative compliance.



Service/indicator/ measure	Results				Comment
	2019-20	2020-21	2021-22	2022-23	
<b>Governance Satisfaction</b> Satisfaction with Council decisions [Community satisfaction rating out of 100 with how Council has performed in making decisions in the interest of the community]	58	60	58	<b>54</b>	The decline in satisfaction with council decisions is in line with broader State-wide trend, and likely influenced by the decline in the community's satisfaction with consultation and engagement. This may be related to the cumulative impact of a number of years of significant government decisions, and the calling of the Aston by-election which re-ignited community debate on the role of government.
<b>Libraries Participation</b> Active library borrowers in municipality [Number of active library borrowers in the last three years/The sum of the population for the last three years] x100	12.87%	11.41%	10.09%	<b>9.05%</b>	Active library borrowers remains low compared to pre-COVID-19 levels. This is increasing steadily with borrowings trending up and expected to be at pre-COVID-19 levels by the end of 2023-24.
<b>Maternal and Child Health (MCH) Participation</b> Participation in the MCH service [Number of children who attend the MCH service at least once (in the year)/ Number of children enrolled in the MCH service] x100	76.27%	75.82%	73.72%	<b>75.84%</b>	Participation in Council's MCH service has remained relatively consistent with previous reporting periods. A slight increase was noticed in quarter 3 and 4 of 2022-23 following reduced impacts from COVID-19.
<b>Participation</b> Participation in the MCH service by Aboriginal children [Number of Aboriginal children who attend the MCH service at least once (in the year)/Number of Aboriginal children enrolled in the MCH service] x100	80.36%	85.48%	75.81%	<b>85.71%</b>	Participation in Council's MCH service by Aboriginal children has increased in 2022-23, following reduced restrictions from COVID-19 and increased focus on inclusive practice and embedding cultural safety into the services.

Service/indicator/ measure	Results				Comment
	2019-20	2020-21	2021-22	2022-23	
<b>Roads Satisfaction</b> Satisfaction with sealed local roads [Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads]	68	70	68	<b>55</b>	The decline in satisfaction with sealed local roads is significant, but in line with broader State-wide and Metro trends. This has been driven by significant weather events that have impacted road conditions particularly across State-owned roads in the Knox area. Council continued to advocate for better road maintenance as part of the Aston by-election, which may have also increased community awareness of road conditions.
<b>Statutory Planning Decision-making</b> Council planning decisions upheld at VCAT [Number of VCAT decisions that did not set aside Council's decisions in relation to a planning application/Number of VCAT decisions in relation to planning applications] x100	58.62%	47.06%	62.50%	<b>16.67%</b>	The percentage of Council decisions upheld at VCAT and the number of appeals lodged decreased in 2022-23. The outcomes are influenced by the individual circumstances of each case. For example, the VCAT process allows for applicants to submit amended plans during the process. While VCAT may determine to set aside Council's decision, if the application is amended during the appeal process, the built form or planning outcome can be different to that originally considered by Council. Whether VCAT upholds or sets aside a decision is less an indicator of success than the outcome of each individual case. VCAT decisions will also be analysed in greater detail to ensure Knox's planning controls are effective as part of the Planning Scheme Review process.

Service/indicator/ measure	Results				Comment
	2019-20	2020-21	2021-22	2022-23	
Waste Collection <i>Waste Diversion</i> Kerbside collection waste diverted from landfill [Weight of recyclables and green organics collected from kerbside bins/ Weight of garbage, recyclables and green organics collected from kerbside bins] x100	53.44%	52.10%	51.60%	<b>53.12%</b>	The percentage of kerbside collection waste diverted from landfill in 2022-23 has remained relatively consistent with previous reporting periods. The waste diversion rate is expected to increase in 2023-24 with the introduction of food and garden bin collection (FOGO) and the changes to the collection frequency.

## Definitions

“Aboriginal child” means a child who is an Aboriginal person

“Aboriginal person” has the same meaning as in the *Aboriginal Heritage Act 2006*

“active library borrower” means a member of a library who has borrowed a book from the library

“annual report” means an annual report prepared by a council under section 98 of the Act

“class 1 food premises” means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 1 food premises under section 19C of that Act

“class 2 food premises” means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 2 food premises under section 19C of that Act

“critical non-compliance outcome notification” means a notification received by council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that poses an immediate serious threat to public health

“food premises” has the same meaning as in the *Food Act 1984*

“local road” means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*

“major non-compliance outcome notification” means a notification received by a council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken

“MCH” means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age

“population” means the resident population estimated by council

## Financial performance indicators

For the year ended 30 June 2023

Dimension/indicator/measure	Results			
	2020	2021	2022	2023
<b>Efficiency</b>				
<b>Expenditure level</b> <i>Expenses per property assessment</i> [Total expenses/Number of property assessments]	\$2,441.81	\$2,544.46	\$2,833.93	<b>\$3,032.96</b>
<b>Revenue level</b> <i>Average rate per property assessment</i> [Total rate revenue (general rates and municipal charges)/Number of property assessments]	\$1,523.82	\$1,563.94	\$1,573.01	<b>\$1,623.38</b>
<b>Liquidity</b>				
<b>Working capital</b> <i>Current assets compared to current liabilities</i> [Current assets/Current liabilities] x100	168.76%	144.58%	148.44%	<b>163.35%</b>
<b>Unrestricted cash</b> <i>Unrestricted cash compared to current liabilities</i> [Unrestricted cash/Current liabilities] x100	36.99%	30.88%	35.38%	<b>41.95%</b>
<b>Obligations</b>				
<b>Loans and borrowings</b> <i>Loans and borrowings compared to rates</i> [Interest bearing loans and borrowings/Rate revenue] x100	0.00%	0.00%	38.83%	<b>54.95%</b>
<b>Loans and borrowings</b> <i>Loans and borrowings repayments compared to rates</i> [Interest and principal repayments on interest bearing loans and borrowings/Rate revenue] x100	0.00%	0.00%	1.14%	<b>4.45%</b>
<b>Indebtedness</b> <i>Non-current liabilities compared to own source revenue</i> [Non-current liabilities/Own source revenue] x100	3.19%	3.25%	33.09%	<b>45.55%</b>
<b>Asset renewal and upgrade</b> <i>Asset renewal and upgrade compared to depreciation</i> [Asset renewal and asset upgrade expense/Asset depreciation] x100	139.94%	150.75%	170.53%	<b>186.26%</b>

Forecasts				
2024	2025	2026	2027	Material Variations and Comments
\$2,774.57	\$2,779.86	\$2,786.09	\$2,832.48	Expenditure includes the one-off transfer of assets totalling \$25.4 million relating to the Knox Regional Sports Park to the State Government.
\$1,679.94	\$1,718.79	\$1,758.60	\$1,799.34	General rate income was increased by the approved rate cap percentage, while supplementary rate income was up \$0.7 million on the 2022 financial year.
126.70%	118.54%	109.25%	101.91%	Cash and cash equivalents and other financial assets have increased by \$11.9 million due to the budgeted carry forward of capital works expenditure in to 2023-24. Borrowings totalling \$29.3 million were taken out in the 2023 financial year which contributed to an increase in current assets, while current interest-bearing liabilities only increased by \$2.5 million.
54.31%	59.53%	61.44%	54.65%	Cash and cash equivalents and other financial assets have increased by \$11.9 million due to the budgeted carry forward of capital works expenditure in to 2023-24. Borrowings totalling \$29.3 million were taken out in the 2023 financial year which contributed to an increase in cash and cash equivalents. Conditional grants unspent reduced by \$1.7 million, while statutory reserves decreased by \$1.3 million.
56.11%	63.08%	60.37%	62.99%	Borrowings totalling \$29.3 million were taken out in the 2023 financial year, with further borrowings forecast in future years to fund projects within the capital works program.
7.22%	8.56%	9.53%	10.38%	Borrowings totalling \$29.3 million were taken out in the 2023 financial year, with further borrowings forecast in future years to fund projects within the capital works program.
46.38%	53.81%	50.58%	52.15%	Borrowings totalling \$29.3 million were taken out in the 2023 financial year, with further borrowings forecast in future years to fund projects within the capital works program.
274.38%	236.13%	165.51%	192.10%	Asset renewal and upgrade works were \$5.5 million greater than the 2022 financial year, while depreciation increased by \$1.0 million.

Dimension/indicator/measure	Results			
	2020	2021	2022	2023
<b>Operating position</b>				
<b>Adjusted underlying result</b> <i>Adjusted underlying surplus (or deficit)</i> [Adjusted underlying surplus (deficit)/Adjusted underlying revenue] x100	2.87%	4.66%	-4.56%	<b>-9.07%</b>
<b>Stability</b>				
<b>Rates concentration</b> <i>Rates compared to adjusted underlying revenue</i> [Rate revenue/Adjusted underlying revenue] x100	68.58%	67.40%	67.63%	<b>70.14%</b>
<b>Rates effort</b> <i>Rates compared to property values</i> [Rate revenue/Capital improved value of rateable properties in the municipality] x100	0.24%	0.23%	0.24%	<b>0.22%</b>

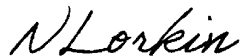
**Definitions**

- “adjusted underlying revenue” means total income other than:
  - (a) non-recurrent grants used to fund capital expenditure; and
  - (b) non-monetary asset contributions; and
  - (c) contributions to fund capital expenditure from sources other than those referred to above
- “adjusted underlying surplus (or deficit)” means adjusted underlying revenue less total expenditure
- “asset renewal expenditure” means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability
- “current assets” has the same meaning as in the AAS
- “current liabilities” has the same meaning as in the AAS
- “non-current assets” means all assets other than current assets
- “non-current liabilities” means all liabilities other than current liabilities
- “non-recurrent grant” means a grant obtained on the condition that it be expended in a specified manner and is not expected to be received again during the period covered by a council’s Strategic Resource Plan
- “own-source revenue” means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)
- “population” means the resident population estimated by council
- “rate revenue” means revenue from general rates, municipal charges, service rates and service charges
- “recurrent grant” means a grant other than a non-recurrent grant
- “residential rates” means revenue from general rates, municipal charges, service rates and service charges levied on residential properties
- “restricted cash” means cash and cash equivalents, within the meaning of the AAS, that are not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year
- “unrestricted cash” means all cash and cash equivalents other than restricted cash

Forecasts				
2024	2025	2026	2027	Material Variations and Comments
8.91%	2.89%	5.45%	4.81%	Council's one-off transfer of assets to the value of \$25.4 million to the State Government relating to the Knox Regional Sports Park project has impacted the adjusted underlying surplus (deficit) figure.
68.89%	74.50%	74.18%	75.07%	Rates income, including the residential garbage charge and related service charges, was \$8.6 million greater than the 2022 financial year. This is partially offset by an increase of \$3.9 million in non-recurrent capital grants, capital contributions and non-monetary contributions.
0.24%	0.23%	0.22%	0.21%	Rates income, including the residential garbage charge and related service charges, was \$8.6 million greater than the 2022 financial year. However property values have increased \$8,920,581 million compared to the 2022 financial year.

## Certification of the Performance Statement 2022-23

In my opinion, the accompanying performance statement has been prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.



Navec Lorkin CPA  
Principal Accounting Officer  
Date: 25 September 2023  
Wantirna South

In our opinion, the accompanying performance statement of Knox City Council for the year ended 30 June 2023 presents fairly the results of council's performance in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

The performance statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

At the date of signing, we are not aware of any circumstances that would render any particulars in the performance statement to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2020* to certify this performance statement in its final form.



Cr Marcia Timmers-Leitch  
Mayor  
Date: 25 September 2023  
Wantirna South



Cr Susan Laukens  
Councillor  
Date: 25 September 2023  
Wantirna South



Bruce Dobson  
Chief Executive Officer  
Date: 25 September 2023  
Wantirna South



# Victorian Auditor-General's Certification of Performance Statement



## Understanding the Financial Statements

The Financial Report shows how Council performed financially during the 2022–23 year and the overall position at the end of the financial year on 30 June 2023.

### What is contained in the Annual Financial Report?

Council's Financial Report contains a set of financial statements and accompanying notes. These are prepared by Council staff to meet the requirements of the Local Government Act 2020, Australian Accounting Standards (AASs) as well as the Victorian Auditor-General's model accounts which are designed to standardise financial reporting for local government bodies throughout Victoria.

The statements are audited by the Victorian Auditor-General's office before being approved in principle by Council's Audit Committee and Council itself. The financial statements are then forwarded to the Auditor-General for final approval. Once approval has been received, the statements are made available for public inspection.

The financial statements are made up of five key financial reports:

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

The notes detail Council's accounting policies and a breakdown of values contained in the statements.

In addition to the financial statements, Council is also required to prepare budget comparison notes which are included in this Annual Report. The budget comparison notes provide a comparison between actual results for the year and the annual adopted budget, and provide explanations for major variances.

### Comprehensive Income Statement

The Comprehensive Income Statement measures Council's performance over the year and indicates whether a surplus or deficit has resulted from the delivery of Council's services.

The statement presents the following:

- The sources of Council's revenue under various income headings.
- The expenses incurred in the operation of Council during the 2022–23 financial year. This includes depreciation or the writing-down of the value of buildings, roads, footpaths, drains and all other infrastructure assets that are used to provide Council's services. These assets are depreciated over the life of the asset as they are used. Capital costs or new assets purchased or created during the year are excluded from the statement but as indicated above, are depreciated as they are used.
- Other Comprehensive Income that demonstrates the movement in the value of Council's net assets as a result of asset revaluations as at 30 June 2023.

The statement is prepared on an 'accrual' basis. This means that all income and expenses for the year are recognised even though the income may not yet have been received (such as interest on investments) or expenses may not yet have been paid (invoices that have not yet been received for goods and services already used).

The key figure to consider is the surplus (or deficit) for the year. A surplus means that Council is creating sufficient surplus to renew infrastructure assets at the time when they need to be renewed.

### Balance Sheet

The Balance Sheet sets out Council's net accumulated financial worth at a point in time. It shows the assets that Council holds as well as liabilities or claims against these assets. The bottom line of this statement is net assets which indicates the net worth of Council that has been built up over many years.

The assets and liabilities are separated into current and non-current. Current assets or liabilities are those that will be due within the next 12 months, with non-current ones being due after 12 months.

The Balance Sheet has the following components:

### Current and non-current assets

Council's assets are as follows:

- Cash and cash equivalents—cash held in the bank and in petty cash, and the value of Council's investments with a maturity term of no greater than three months.
- Other financial assets—the value of Council's investments with a maturity term of greater than three months.
- Trade and other receivables—monies owed to Council by ratepayers and others.
- Non-current assets classified as held for sale—assets available for immediate sale. For infrastructure assets including property, these relate to a resolution of Council.
- Prepayments – expenses that Council has paid in advance of service delivery.
- Other assets—includes accrued income which is income that Council has earned but has yet to be received.
- Inventories—comprises various stock items held by Council.
- Investment in Eastern Regional Libraries Corporation—represents Council's investment in the Eastern Regional Libraries Corporation and its share of the Corporation's accumulated surplus.
- Property, infrastructure, plant and equipment—the largest component of Council's worth, representing the value of all the land, buildings, roads, plant and equipment that has been built up by Council over many years.

- Right-of-use assets—Council's right to use an underlying asset in a lease arrangement.
- Intangible assets—non-current assets held by Council that are not physical assets, for example computer software.

### Current and non-current liabilities

Council's liabilities are as follows:

- Trade and other payables—people and businesses to whom Council owes money.
- Trust funds and deposits—monies held in trust by Council.
- Unearned income—revenue from grants where the associated performance obligation has yet to be satisfied.
- Provisions—the accrued value of annual and long service leave employee entitlements and the net present value of the cost of landfill rehabilitation at two facilities.
- Interest-bearing loans and borrowings—the outstanding balance Council owes on bank loans.
- Lease liabilities—Council's financial obligation to make payments arising from a lease.

### Net assets

This term is used to describe the difference between the value of total assets and the value of total liabilities. It represents the net worth of Council as at 30 June.

### Total equity

This always equals net assets and is made up of the following components:

- Accumulated surplus—the value of all net assets, other than those below, accumulated over time.
- Reserves—the reserves are made up of asset revaluation reserve and other reserves. The asset reserve is the difference between the previously recorded value of assets and their current valuation, and other reserves that are funds that have restrictions placed on their use and are not readily available to Council.

### Statement of Changes in Equity

The Statement of Changes in Equity summarises the change in Council's net worth. Council's net worth can only change as a result of one of the following:

- A surplus or (deficit) as recorded in the Comprehensive Income Statement.
- The use of monies from Council's reserves.
- An increase/decrease in the value of non-current assets that has resulted from a revaluation of those assets.

### Statement of Cash Flows

The Statement of Cash Flows summarises Council's cash receipts and payments for the financial year and the net 'cash in hand' position. The values may differ from those shown in the Comprehensive Income Statement because the Comprehensive Income Statement is prepared on an accrual accounting basis.

- Cash in this statement refers to bank deposits and other forms of highly liquid investments that can readily be converted into cash.
- Council's cash arises from, and is used in, the following three main areas:

#### **Cash flows from operating activities**

- Receipts – all cash receipts arising from the general operations of Council, including rates, general trading sales and debtors, grants and interest earnings. Receipts do not include cash from the sale of assets or loan funds.
- Payments – all cash paid by Council from its bank account to employees, suppliers and other persons. It does not include the costs associated with the creation of assets.

#### **Cash flows from investing activities**

This section indicates the cash invested in the creation or purchase of property, infrastructure, plant and equipment assets, and the cash received from the sale of these assets.

#### **Cash flows from financing activities**

This is where the receipt and repayment of borrowed funds are recorded.

The bottom line of the Statement of Cash Flows is the cash at the end of the financial year. This shows the capacity of Council to meet its cash debts and other liabilities.

## **Statement of Capital Works**

The Statement of Capital Works details Council's capital works expenditure for the financial year. It sets out the expenditure on creating or buying property, plant and equipment, and infrastructure by each category of asset. It also indicates how much has been spent on renewing, upgrading, expanding or creating new assets of this type.

## **Notes to the accounts**

The notes to the accounts are a very important and informative section of the report. While the Australian Accounting Standards are not prescriptive about the provision of details of Council's accounting policies, they are provided here to enable the reader to understand the values shown in the statements.

Apart from describing the main accounting policies, they also provide details on many of the summary items contained in the Annual Financial Report. The note numbers are shown beside the relevant items in each of the statements. The notes also provide an opportunity for Council to disclose additional information that cannot be incorporated into the Annual Financial Report.

The notes should be read at the same time as, and together with, the other parts of the financial statements to get a clear picture of the accounts.

## **Statements by the Principal Accounting Officer, Councillors and the Chief Executive Officer**

The certification of the Principal Accounting Officer is made by the person responsible for the financial management of Council that, in her/his opinion, the financial statements have met all the statutory and professional reporting requirements.

The certification of the Chief Executive Officer and Councillors is made by two Councillors and the Chief Executive Officer on behalf of Council that, in their opinion, the financial statements are fair and not misleading.

## **Auditor-General's Report on the Financial Report**

An Independent Audit Report provides the reader with an external and independent opinion on the financial statements. It confirms that the financial report has been prepared in accordance with relevant legislation and professional standards and that it represents a fair picture of the financial affairs of the Council.

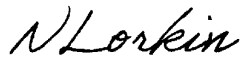
## Financial Report

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## Certification of the Financial Statements

### Statement by Principal Accounting Officer

In my opinion, the accompanying financial statements have been prepared in accordance with the *Local Government Act 2020*, the *Local Government (Planning and Reporting) Regulations 2020*, the Australian Accounting Standards and other mandatory professional reporting requirements.



**Navec Lorkin CPA**  
Principal Accounting Officer  
Date: 25 September 2023  
Wantirna South

### Statement by Councillors and Chief Executive Officer

In our opinion, the accompanying financial statements present fairly the financial transactions of Knox City Council for the year ended 30 June 2023 and the financial position of the Council as at that date.

As at the date of signing, we are not aware of any circumstances that would render any particulars in the financial statements to be misleading or inaccurate.

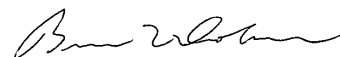
We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2020* to certify the financial statements in their final form.



**Cr Marcia Timmers-Leitch**  
Mayor  
Date: 25 September 2023  
Wantirna South



**Cr Susan Laukens**  
Councillor  
Date: 25 September 2023  
Wantirna South



**Bruce Dobson**  
Chief Executive Officer  
Date: 25 September 2023  
Wantirna South

# Victorian Auditor-General's Certification of the Financial Report





## Comprehensive Income Statement

For the Year Ended 30 June 2023

	Note	2023 \$'000	2022 \$'000
<b>Income/revenue</b>			
Rates and charges	3.1	134,583	125,938
Statutory fees and fines	3.2	3,020	2,770
User fees	3.3	15,877	15,354
Grants - operating	3.4	25,668	25,096
Grants - capital	3.4	9,049	14,722
Contributions - monetary	3.5	11,179	6,072
Contributions - non-monetary	3.5	-	440
Share of net profits (or loss) of associates and joint ventures	6.3	(90)	395
Other income	3.7	2,092	1,112
<b>Total income/revenue</b>		<b>201,378</b>	<b>191,899</b>
<b>Expenses</b>			
Employee costs	4.1	(77,443)	(75,672)
Materials and services	4.2	(70,120)	(60,633)
Depreciation	4.3	(23,973)	(22,965)
Amortisation - intangible assets	4.4	(647)	(598)
Amortisation - right-of-use assets	4.5	(635)	(630)
Bad and doubtful debts - allowance for impairment losses	4.6	(276)	(334)
Borrowing costs	4.7	(1,746)	(403)
Finance costs - leases	4.8	(31)	(30)
Contributions and donations	4.9	(7,325)	(31,327)
Net gain (or loss) on disposal of property, infrastructure, plant and equipment	3.6	(26,273)	(1,362)
Other expenses	4.10	(805)	(737)
<b>Total expenses</b>		<b>(209,274)</b>	<b>(194,691)</b>
<b>Surplus/(deficit) for the year</b>		<b>(7,896)</b>	<b>(2,792)</b>
<b>Other comprehensive income</b>			
<b>Items that will not be reclassified to surplus or deficit in future periods</b>			
Net asset revaluation increment (or decrement)	9.1	(25,820)	138,834
<b>Total other comprehensive income</b>		<b>(25,820)</b>	<b>138,834</b>
<b>Total comprehensive result</b>		<b>(33,716)</b>	<b>136,042</b>

The above Comprehensive Income Statement should be read in conjunction with the accompanying notes.

## Balance Sheet

As at 30 June 2023

	Note	2023 \$'000	2022 \$'000
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	5.1	44,318	42,852
Other financial assets	5.1	12,500	5,000
Trade and other receivables	5.1	21,509	18,542
Inventories		21	14
Prepayments	5.2	1,141	1,085
Non-current assets classified as held for sale	6.1	2,072	2,928
Other Assets	5.2	1,008	24
<b>Total current assets</b>		<b>82,569</b>	<b>70,445</b>
<b>Non-current assets</b>			
Property, infrastructure, plant and equipment	6.2	2,142,080	2,161,732
Right-of-use assets	5.8	1,104	1,059
Intangible assets	5.2	2,742	2,152
Investment in Eastern Regional Libraries Corporation	6.3	2,455	3,469
<b>Total non-current assets</b>		<b>2,148,381</b>	<b>2,168,412</b>
<b>Total assets</b>		<b>2,230,950</b>	<b>2,238,857</b>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	5.3	19,497	17,357
Trust funds and deposits	5.3	2,562	2,507
Unearned income/revenue	5.3	2,694	4,363
Provisions	5.5	18,511	18,428
Interest-bearing liabilities	5.4	6,765	4,263
Lease liabilities	5.8	517	539
<b>Total current liabilities</b>		<b>50,546</b>	<b>47,457</b>
<b>Non-current liabilities</b>			
Provisions	5.5	3,097	2,991
Interest-bearing liabilities	5.4	67,191	44,645
Lease liabilities	5.8	594	526
<b>Total non-current liabilities</b>		<b>70,882</b>	<b>48,162</b>
<b>Total liabilities</b>		<b>121,428</b>	<b>95,619</b>
<b>Net assets</b>		<b>2,109,522</b>	<b>2,143,238</b>
<b>Equity</b>			
Accumulated surplus		698,440	702,718
Reserves	9.1	1,411,082	1,440,520
<b>Total equity</b>		<b>2,109,522</b>	<b>2,143,238</b>

The above Balance Sheet should be read in conjunction with the accompanying notes.

## Statement of Changes in Equity

For the Year Ended 30 June 2023

<b>2023</b>	<b>Note</b>	<b>Total \$'000</b>	<b>Accumulated Surplus \$'000</b>	<b>Revaluation Reserve \$'000</b>	<b>Other Reserves \$'000</b>
Balance at beginning of the financial year		2,143,238	702,718	1,400,349	40,171
Surplus for the year		(7,896)	(7,896)	-	-
Net asset revaluation increment/ (decrement)	6.2	(25,820)	-	(25,820)	-
Transfers to other reserves	9.1	-	(18,370)	-	18,370
Transfers from other reserves	9.1	-	21,988	-	(21,988)
<b>Balance at end of the financial year</b>		<b>2,109,522</b>	<b>698,440</b>	<b>1,374,529</b>	<b>36,553</b>

<b>2022</b>	<b>Note</b>	<b>Total \$'000</b>	<b>Accumulated Surplus \$'000</b>	<b>Revaluation Reserve \$'000</b>	<b>Other Reserves \$'000</b>
Balance at beginning of the financial year		2,007,196	706,532	1,261,515	39,149
Surplus for the year		(2,792)	(2,792)	-	-
Net asset revaluation increment/ (decrement)	6.2	138,834	-	138,834	-
Transfers to other reserves	9.1	-	(13,432)	-	13,432
Transfers from other reserves	9.1	-	12,410	-	(12,410)
<b>Balance at end of the financial year</b>		<b>2,143,238</b>	<b>702,718</b>	<b>1,400,349</b>	<b>40,171</b>

The above statement of changes in equity should be read in conjunction with the accompanying notes.

## Statement of Cash Flows

For the Year Ended 30 June 2023

	Note	2023 Inflows/ (Outflows) \$'000	2022 Inflows/ (Outflows) \$'000
<b>Cash flows from operating activities</b>			
Rates and charges		132,254	125,691
Statutory fees and fines		2,762	2,439
User fees		13,075	17,894
Grants - operating		25,564	25,942
Grants - capital		8,839	6,462
Contributions - monetary		11,614	6,138
Interest received		559	11
Trust funds and deposits taken		19,970	17,591
Other receipts		1,551	1,144
Net GST refund		12,663	12,225
Employee costs		(78,105)	(78,146)
Materials and services		(78,120)	(73,830)
Contributions and donations		(7,916)	(31,910)
Short-term, low value and variable lease payments		(160)	(119)
Trust funds and deposits repaid		(19,915)	(16,941)
Other payments		(654)	(659)
<b>Net cash provided by/(used in) operating activities</b>	9.2	<b>43,981</b>	<b>13,932</b>
<b>Cash flows from investing activities</b>			
Payments for property, infrastructure, plant and equipment	6.2	(60,214)	(62,076)
Proceeds from sales of property, infrastructure, plant and equipment		1,601	497
Payments for investments		(12,500)	(5,000)
Proceeds from sale of investments		5,000	-
Proceeds from investment in Eastern Regional Libraries Corporation		924	2,000
<b>Net cash provided by/(used in) investing activities</b>		<b>(65,189)</b>	<b>(64,579)</b>
<b>Cash flows from financing activities</b>			
Finance costs		(1,720)	(345)
Proceeds from borrowings		29,312	50,000
Repayment of borrowings		(4,263)	(1,092)
Interest paid - lease liability		(30)	(30)
Repayment of lease liabilities		(625)	(632)
<b>Net cash provided by/(used in) financing activities</b>		<b>22,674</b>	<b>47,901</b>
Net increase/(decrease) in cash and cash equivalents		1,466	(2,746)
Cash and cash equivalents at the beginning of the financial year		42,852	45,598
<b>Cash and cash equivalents at the end of the financial year</b>		<b>44,318</b>	<b>42,852</b>
Financing arrangements	5.6		
Restrictions on cash assets	5.1		

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

## Statement of Capital Works

For the Year Ended 30 June 2023

	Note	2023 \$'000	2022 \$'000
<b>Property</b>			
Land		453	18,070
<b>Total land</b>		<b>453</b>	<b>18,070</b>
Buildings		18,441	18,759
<b>Total buildings</b>		<b>18,441</b>	<b>18,759</b>
<b>Total property</b>		<b>18,894</b>	<b>36,829</b>
<b>Plant and equipment</b>			
Artworks		493	92
Plant, machinery and equipment		1,098	909
Fixtures, fittings and furniture		153	-
Computers and telecommunications		947	935
<b>Total plant and equipment</b>		<b>2,691</b>	<b>1,936</b>
<b>Infrastructure</b>			
Roads		8,333	8,016
Bridges		893	480
Footpaths and cycleways		3,437	5,025
Drainage		4,536	3,143
Recreational, leisure and community facilities		18,762	6,735
Off street car parks		1,779	4,930
<b>Total infrastructure</b>		<b>37,740</b>	<b>28,329</b>
<b>Total capital works expenditure</b>		<b>59,325</b>	<b>67,094</b>
<b>Represented by:</b>			
New asset expenditure		9,193	24,032
Asset renewal expenditure		27,612	23,072
Asset expansion expenditure		5,479	3,899
Asset upgrade expenditure		17,041	16,091
<b>Total capital works expenditure</b>		<b>59,325</b>	<b>67,094</b>

The above Statement of Capital Works should be read in conjunction with the accompanying notes.

# Notes to the Financial Report

For the Year Ended 30 June 2023

## Note 1 Overview

### Introduction

Knox City Council was established by an Order of the Governor in Council in 1994 and is a body corporate. The Council's main office is located at 511 Burwood Highway, Wantirna South, Victoria.

### Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with the Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 2020*, and the *Local Government (Planning and Reporting) Regulations 2020*.

The Council is a not-for-profit entity and therefore applies the additional AUS paragraphs applicable to a not-for-profit entity under the Australian Accounting Standards.

### Significant accounting policies

#### (a) Basis of accounting

Accounting policies are selected and applied in a manner which ensures that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions or other events is reported. Accounting policies applied are disclosed in sections where the related balance or financial statement matter is disclosed.

The accrual basis of accounting has been used in the preparation of these financial statements, except for the cash flow information, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

The financial statements are based on the historical cost convention unless a different measurement basis is specifically disclosed in the notes to the financial statements.

The financial statements have been prepared on a going concern basis. The financial statements are in Australian dollars. The amounts presented in the financial statements have been rounded to the nearest thousand dollars unless otherwise specified. Minor discrepancies in tables between totals and the sum of components are due to rounding.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- the fair value of land, buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to Note 6.2)
- the determination of employee provisions (refer to Note 5.5)
- the determination of landfill provisions (refer to Note 5.5)
- the determination of whether performance obligations are sufficiently specific so as to determine whether an arrangement is within the scope of *AASB 15 Revenue from Contracts with Customers* or *AASB 1058 Income of Not-for-Profit Entities* (refer to Note 3)
- the determination, in accordance with *AASB 16 Leases*, of the lease term, the estimation of the discount rate when not implicit in the lease and whether an arrangement is in substance short-term or low value (refer to Note 5.8)
- whether or not *AASB 1059 Service Concession Arrangements: Grantors* is applicable
- other areas requiring judgements.

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

### Goods and Services Tax (GST)

Income and expenses are recognised net of the amount of associated GST. Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the taxation authority is included with other receivables or payables in the balance sheet.

# Notes to the Financial Report

For the Year Ended 30 June 2023

## Note 2 Analysis of our results

### 2.1 Performance against budget

The performance against budget notes compare Council's financial plan, expressed through its annual budget, with actual performance. The *Local Government (Planning and Reporting) Regulations 2020* requires explanation of any material variances. Council has adopted a materiality threshold of greater than ten percent and \$1,000,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

The budget figures detailed below are those adopted by Council on 27 June 2022. The budget was based on assumptions that were relevant at the time of adoption of the budget. Council sets guidelines and parameters for income and expense targets in this budget in order to meet Council's planning and financial performance targets for both the short and long-term. The budget did not reflect any changes to equity resulting from asset revaluations, as their impacts were not considered predictable.

These notes are prepared to meet the requirements of the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.



## 2.1.1 Income/revenue and expenditure

	Budget 2023 \$'000	Actual 2023 \$'000	Variance \$'000	Variance %	Ref
<b>Income/revenue</b>					
Rates and charges	133,468	134,583	1,115	1%	
Statutory fees and fines	4,306	3,020	(1,286)	-30%	1
User fees	16,566	15,877	(689)	-4%	
Grants - operating	21,924	25,668	3,744	17%	2
Grants - capital	3,478	9,049	5,571	160%	3
Contributions - monetary	8,313	11,179	2,866	34%	4
Contributions - non-monetary	2,000	-	(2,000)	-100%	5
Share of net profits (or loss) of associates and joint ventures	-	(90)	(90)	100%	
Other income	901	2,092	1,191	132%	6
<b>Total income/revenue</b>	<b>190,956</b>	<b>201,378</b>	<b>10,422</b>	<b>5%</b>	
<b>Expenses</b>					
Employee costs	79,480	77,443	2,037	3%	
Materials and services	75,449	70,120	5,329	7%	
Depreciation	23,625	23,973	(348)	-1%	
Amortisation - intangible assets	893	647	246	28%	
Amortisation - right of use assets	739	635	104	14%	
Bad and doubtful debts - allowance for impairment losses	308	276	32	10%	
Borrowing costs	1,948	1,746	202	10%	
Finance costs - leases	39	31	8	21%	
Contributions and donations	5,835	7,325	(1,490)	-26%	7
Net loss (gain) on disposal of property, infrastructure, plant and equipment	(6,080)	26,273	(32,353)	532%	8
Other expenses	624	805	(181)	-29%	
<b>Total expenses</b>	<b>182,860</b>	<b>209,274</b>	<b>(26,414)</b>	<b>-14%</b>	
<b>Surplus/(deficit) for the year</b>	<b>8,096</b>	<b>(7,896)</b>	<b>(15,992)</b>	<b>-198%</b>	

# Notes to the Financial Report

For the Year Ended 30 June 2023

## Note 2 Analysis of our results (cont'd)

### 2.1 Performance against budget (cont'd)

#### (i) Explanation of material variations

Variance Ref	Item	Explanation
1	Statutory fees and fines	Traffic enforcement fines were down \$0.812 million mainly due to the delayed implementation of parking sensors. Statutory planning application fees were down \$0.376 million which is reflective of development activities.
2	Grants - operating	The 2023-24 Victoria Local Government Grants Commission General Purpose Grant was brought forward and paid prior to 30 June 2023, leading to the total grant received during the 2022-23 financial year being \$4.075 million greater than budget. Unbudgeted operating grants totalling \$1.250 million were received and expended during the year. This is partially offset by the Childcare Benefit Subsidy being \$1.489 million down on budget due to utilisation.
3	Grants - capital	The 2023-24 Victoria Local Government Grants Commission Local Road Funding was brought forward and paid prior to 30 June 2023, leading to the total grant received during the 2022-23 financial year being \$1.053 million greater than budget. Capital grants totalling \$3.392 million were received in the 2021-22 financial year but expended and recognised in the 2022-23 financial year. Capital grants totalling \$2.682 million were budgeted in prior years but recognised as income in 2022-23. This is partially offset by capital grants totalling \$1.194 million that have been received but have been treated as unearned income as they are yet to be expended. Capital grants budgeted but yet to be received due to delays in the projects total \$0.333 million.
4	Contributions - monetary	Capital contributions of \$2.559 million relating to social housing and \$0.411 million relating to the Knox Hockey facility development were budgeted in prior years but received during the 2022-23 financial year. Unbudgeted capital contributions totalling \$0.123 million were received. This is partially offset by public open space contributions being down \$0.317 million on budget, with this income being directly contingent on developer activities in the municipality.
5	Contributions - non-monetary	Non-monetary contributions were down \$2.000 million due to no assets being handed over to Council from developers.
6	Other income	Interest on investments was \$0.623 million greater than budget due to higher than budgeted cash holdings related to delays in the capital works program, and the increase in interest rates. Reimbursements were \$0.279 million greater than budget.
7	Contributions and donations	Contributions totalling \$1.237 million relating to the State Basketball Centre asset renewal fund and the football pitch replacement fund were transferred to the State Government as part of the Knox Regional Sports Park project. This was previously budgeted to occur in the 2021-22 financial year.
8	Net loss (gain) on disposal of property, infrastructure, plant and equipment	Buildings and infrastructure relating to the Knox Regional Sports Park totalling \$25.421 million were transferred to the State Government in July 2022 as part of the Knox Regional Sports Park project, after previously being budgeted to occur in the 2021-22 financial year. Land and building sales were \$10.180 million down on budget, partially offset by the written down value of these sales totalling \$4.752 million. The variance in land sales are a timing difference and are set to proceed during the 2023-24 financial year.

## 2.1.2 Capital works

	Budget 2023 \$'000	Actual 2023 \$'000	Variance \$'000	Variance %	Ref
<b>Property</b>					
Land	-	453	(453)	0%	
<b>Total land</b>	-	<b>453</b>	<b>(453)</b>	<b>0%</b>	
Buildings	20,909	18,441	2,468	12%	1
<b>Total buildings</b>	<b>20,909</b>	<b>18,441</b>	<b>2,468</b>	<b>12%</b>	
<b>Total property</b>	<b>20,909</b>	<b>18,894</b>	<b>2,015</b>	<b>10%</b>	
<b>Plant and equipment</b>					
Artworks	317	493	(176)	-56%	
Plant, machinery and equipment	1,976	1,098	878	44%	
Fixtures, fittings and furniture	-	153	(153)	0%	
Computers and telecommunications	6,713	947	5,766	86%	2
<b>Total plant and equipment</b>	<b>9,006</b>	<b>2,691</b>	<b>6,315</b>	<b>70%</b>	
<b>Infrastructure</b>					
Roads	9,229	8,333	896	10%	
Bridges	545	893	(348)	-64%	
Footpaths and cycleways	4,358	3,437	921	21%	
Drainage	4,962	4,536	426	9%	
Recreational, leisure and community facilities	31,447	18,762	12,685	40%	3
Off street car parks	968	1,779	(811)	-84%	
Other infrastructure	402	-	402	100%	
<b>Total infrastructure</b>	<b>51,911</b>	<b>37,740</b>	<b>14,171</b>	<b>27%</b>	
<b>Total capital works expenditure</b>	<b>81,826</b>	<b>59,325</b>	<b>22,501</b>	<b>27%</b>	
<b>Represented by:</b>					
New asset expenditure	12,443	9,193	3,250	26%	
Asset renewal expenditure	39,727	27,612	12,115	30%	
Asset expansion expenditure	6,880	5,479	1,401	20%	
Asset upgrade expenditure	22,776	17,041	5,735	25%	
<b>Total capital works expenditure</b>	<b>81,826</b>	<b>59,325</b>	<b>22,501</b>	<b>27%</b>	

# Notes to the Financial Report

For the Year Ended 30 June 2023

## Note 2 Analysis of our results (cont'd)

### 2.1 Performance against budget (cont'd)

#### (i) Explanation of material variations

Variance Ref	Item	Explanation
1	Buildings	Building related capital expenditure is lower than budget by \$2.468 million. The Fairpark Reserve Pavilion Upgrade (\$1.226 million) and the Westfield Library Upgrade (\$3.315 million) will be carried forward to the 2023-24 financial year due to delays in the projects caused by weather, supply shortages, and contract negotiations. This is partially offset by the Modular Building Program which is \$1.683 million greater than budget due to carry forward expenditure and utilising grant income received.
2	Computers and telecommunications	Capital expenditure is lower than budget due to \$1.671 million in expenditure being deemed to be operational in nature and therefore was not capitalised. The underspend in a number of projects will be carried forward to 2023-24.
3	Recreational, leisure and community facilities	Capital expenditure is lower than budget partially due to landscaping and planting works being unable to be capitalised (\$1.570 million), and projects being capitalised under different classes (\$7.238 million). The underspend in a number of projects will be carried forward to 2023-24, including the Knox Athletics Track Facility Upgrade (\$2.882 million).

## 2.2 Analysis of Council results by program

Knox City Council delivers its functions and activities through the following programs.

### 2.2.1 CEO

The office of the CEO incorporates the Chief Executive Office, the Chief Financial Office and the Chief People Office.

CEO responsibilities include establishing and maintaining an appropriate organisational structure for the council, managing interactions between council staff and Councillors, ensuring that Council decisions are implemented promptly, providing timely advice to Council, providing timely and reliable advice to the Council about its legal obligations, and overseeing the daily management of council operations following the Council Plan.

The Chief Financial Office exists to enable Council to comply with statutory requirements, provide strategic financial direction, undertake essential business processes and to support the organisation with business and financial assistance and advice. It provides expertise, guidance and processes for the purchase of goods and services. It also provides expertise for all property matters.

The Chief People Office provides strategic and operational leadership, services and programs around all aspects of human resource management.

### City Liveability

The City Liveability Directorate incorporates City Safety and Health, City Futures, City Planning and Building, and City Projects. The Directorate's purpose relates directly to Council's purpose to enhance the quality of life of the Knox community.

City Safety and Health promotes and protects the safety, health and amenity of the community through the key functions of Emergency Management, Health Services and Local Laws.

City Futures purpose is to strategically work across the organisation and the community to understand and manage the changing city.

City Planning and Building covers planning and building approvals, subdivisions and enforcement.

City Projects supports Council's strategic direction for the Knox Central Activity Centre which serves a broad cross-section of the community within Knox and across the eastern suburbs of Melbourne. Anchored by the shopping centre it includes retail, residential, industrial, commercial, educational uses, along with significant areas of open space.

### Connected Communities

The Community Services Directorate incorporates Community Wellbeing, Family and Children's Services, Community Access and Support and Active and Creative Communities. The Directorate is responsible for the management and delivery of a diverse range of community services and programs.

Community Wellbeing works strategically with the community and organisation to enable and contribute to the achievement of health and wellbeing outcomes for Knox.

Family and Children's Services delivers Council's early years services across the municipality.

Community Access and Support aims to make effective use of opportunities to enhance the physical, social and emotional wellbeing of people that enables them active participation in society.

Youth, Leisure and Cultural Services purpose is to make Knox an active, resilient, creative and inclusive community.

# Notes to the Financial Report

For the Year Ended 30 June 2023

## Note 2 Analysis of our results (cont'd)

### 2.2 Analysis of Council results by program (cont'd)

#### Customer and Performance

The Customer and Performance Directorate incorporates Governance and Risk, the Chief Information Office, Strategy and Transformation, Communications and Customer Service.

Governance ensure that Council is complying with the statutory requirements associated with municipal elections, Council decisions (Chamber and delegated), information privacy, freedom of information and meeting procedure. It also includes the support services for Council's nine Councillors who have been elected by the residents and ratepayers of the municipality.

The Chief Information Office provide a centralised approach to the management and maintenance of Council's Information Technology systems and services.

Transformation is responsible for the rollout of the organisational continuous improvement program based on Lean thinking and practice. It includes improving outcomes for our customers.

Communications supports the organisation through coordinating, facilitating and managing a range of written and verbal media. The department supports consistent branding, delivery and renewal of Council's significant signage, advertising and key publications.

Customer Service strive to deliver service excellence and create great customer experiences by providing information, guidance and resolution where possible. They support and enable the delivery of Council services, programs and information to the community.

#### Infrastructure

The Infrastructure Directorate incorporates Sustainable Infrastructure, Community Infrastructure, Operations and the Major Initiatives Unit. The Directorate is responsible for constructing new infrastructure and maintaining existing infrastructure across a very diverse range of assets that underpin the wellbeing of the community. These assets include capital works engineering services, environment and waste, city works, parks and gardens, emergency management and municipal resources.

Sustainable Infrastructure is responsible for waste management, local traffic management, and the management of the capital works program.

Community Infrastructure is responsible for the maintenance, renewal, upgrade and associated works of Council's buildings. It is also responsible for stormwater management, landscape and environmental design, and providing strategic direction in biodiversity enhancement.

Operations is responsible for asset rehabilitation and for reactive and proactive maintenance. It is also responsible for fleet management, and the maintenance of Council open space and reserves.

The Major Initiatives Unit provides for the delivery of major projects that supplement the full program of capital projects being delivered by the various delivery teams within Council.

### 2.2.2 Summary of income/revenue, expenses, assets and capital expenses by program

<b>2023</b>	<b>Income / revenue \$'000</b>	<b>Expenses \$'000</b>	<b>Surplus / (Deficit) \$'000</b>	<b>Grants included in income / revenue \$'000</b>	<b>Total assets \$'000</b>
CEO	123,837	12,006	111,831	9,272	74,099
City Liveability	14,208	18,651	(4,443)	1,495	57,467
Connected Communities	22,508	78,006	(55,498)	16,005	610,905
Customer and Performance	87	21,239	(21,152)	-	54,506
Infrastructure	40,738	79,372	(38,634)	7,945	1,433,973
	<b>201,378</b>	<b>209,274</b>	<b>(7,896)</b>	<b>34,717</b>	<b>2,230,950</b>

<b>2022</b>	<b>Income / revenue \$'000</b>	<b>Expenses \$'000</b>	<b>Surplus / (Deficit) \$'000</b>	<b>Grants included in income / revenue \$'000</b>	<b>Total assets \$'000</b>
CEO	117,358	12,976	104,382	8,023	63,184
City Liveability	13,665	18,105	(4,440)	2,257	46,934
Connected Communities	21,593	76,872	(55,279)	15,748	616,241
Customer and Performance	142	16,630	(16,488)	-	54,183
Infrastructure	39,141	70,108	(30,967)	13,790	1,458,315
	<b>191,899</b>	<b>194,691</b>	<b>(2,792)</b>	<b>39,818</b>	<b>2,238,857</b>

Connected Communities expenses in the 2022 financial year includes Council's \$25.400 million contribution towards the Knox Regional Sports Park project. Council-owned assets on the site valued at \$25.421 million were transferred to the State Government in July 2022, and are reflected in the Connected Communities expenses in the 2023 financial year.

## Notes to the Financial Report

For the Year Ended 30 June 2023

### Note 3 Funding for the delivery of our services

#### 3.1 Rates and charges

Council uses Capital Improved Value (CIV) as the basis of valuation of all properties within the municipal district. The CIV takes into account the total value of a property including all land, buildings and other improvements but excluding fixtures and fittings.

The valuation base used to calculate general rates for 2022-23 was \$60,857 million (2021-22 \$52,084 million). The 2022-23 rate in the CIV dollar was \$0.0015307 (2021-22 \$0.0017137) for the residential rate.

	2023 \$'000	2022 \$'000
General rates	111,012	107,787
Residential garbage charge	17,993	15,484
Service rates and charges	3,597	2,023
Supplementary rates and rate adjustments	1,001	279
Cultural and recreational	58	61
Interest on rates and charges	922	304
<b>Total rates and charges</b>	<b>134,583</b>	<b>125,938</b>

The date of the latest general revaluation for rating purposes within the municipal district was 1 January 2022 and the valuation first applied to the rating year commencing 1 July 2022.

Annual rates and charges are recognised as revenue when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.

#### 3.2 Statutory fees and fines

	2023 \$'000	2022 \$'000
Permits	1,781	1,962
Infringements and costs	674	528
Town planning fees	446	142
Land information certificates	114	138
Court recoveries	4	(2)
Other statutory fees and fines	1	2
<b>Total statutory fees and fines</b>	<b>3,020</b>	<b>2,770</b>

Statutory fees and fines (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

#### 3.3 User fees

	2023 \$'000	2022 \$'000
Waste management services	7,055	6,353
Child care/children's programs	2,752	2,714
Registration and other permits	2,396	2,173
Leisure centre and recreation	1,230	1,675
Building services	664	621
Aged and health services	448	451
Other fees and charges	1,332	1,367
<b>Total user fees</b>	<b>15,877</b>	<b>15,354</b>

User fees are recognised as revenue at a point in time, or over time, when (or as) the performance obligation is satisfied. Recognition is based on the underlying contractual terms.



### 3.4 Funding from other levels of Government

	2023 \$'000	2022 \$'000
Grants were received in respect of the following:		
<b>Summary of grants</b>		
Commonwealth funded grants	19,900	18,297
State funded grants	14,817	21,521
<b>Total grants received</b>	<b>34,717</b>	<b>39,818</b>
<b>(a) Operating grants</b>		
<b><i>Recurrent - Commonwealth Government</i></b>		
Financial Assistance Grants	9,162	8,023
Family and children - child care	2,875	3,388
General home care	1,065	1,062
<b><i>Recurrent - State Government</i></b>		
Family and children - kindergarten	5,582	5,424
Family and children - maternal and child health	1,697	1,770
General home care	823	801
School crossing supervisors	805	679
Family and children - child care	647	449
Community safety	301	27
Family and children - youth services	267	198
Community health	152	147
Recreational, leisure and community facilities	6	213
Other	45	55
<b>Total recurrent operating grants</b>	<b>23,427</b>	<b>22,236</b>
<b><i>Non-recurrent - Commonwealth Government</i></b>		
Community health	8	-
Other	-	17
<b><i>Non-recurrent - State Government</i></b>		
Family and children - kindergarten	812	1,411
Environmental planning	501	92
Recreational, leisure and community facilities	88	415
Arts and cultural services	85	88
Community health	50	123
Community safety	27	-
Family and children - child care	14	136
General home care	3	-
Other	653	578
<b>Total non-recurrent operating grants</b>	<b>2,241</b>	<b>2,860</b>
<b>Total operating grants</b>	<b>25,668</b>	<b>25,096</b>

## Notes to the Financial Report

For the Year Ended 30 June 2023

### Note 3 Funding for the delivery of our services (cont'd)

#### 3.4 Funding from other levels of Government (cont'd)

##### (b) Capital grants

	2023 \$'000	2022 \$'000
<b>Recurrent - Commonwealth Government</b>		
Financial Assistance Grants - local roads	1,783	1,625
Roads to recovery	733	733
<b>Total recurrent capital grants</b>	<b>2,516</b>	<b>2,358</b>
<b>Non-recurrent - Commonwealth Government</b>		
Recreational, leisure and community facilities	3,607	2,070
Footpaths and cycleways	567	743
Bridges	100	-
Drainage	-	330
Roads	-	306
<b>Non-recurrent - State Government</b>		
Recreational, leisure and community facilities	1,810	7,849
Roads	287	878
Buildings	162	188
<b>Total non-recurrent capital grants</b>	<b>6,533</b>	<b>12,364</b>
<b>Total capital grants</b>	<b>9,049</b>	<b>14,722</b>

##### (c) Recognition of grant income

Before recognising funding from government grants as revenue the Council assesses whether there is a contract that is enforceable and has sufficiently specific performance obligations in accordance with *AASB 15 Revenue from Contracts with Customers*. When both these conditions are satisfied, the Council:

- identifies each performance obligation relating to revenue under the contract/agreement
- determines the transaction price
- recognises a contract liability for its obligations under the agreement
- recognises revenue as it satisfies its performance obligations, at the time or over time when services are rendered.

Where the contract is not enforceable and/or does not have sufficiently specific performance obligations, the Council applies *AASB 1058 Income for Not-for-Profit Entities*.

Grant revenue with sufficiently specific performance obligations is recognised over time as the performance obligations specified in the underlying agreement are met. Where performance obligations are not sufficiently specific, grants are recognised on the earlier of receipt or when an unconditional right to receipt has been established. Grants relating to capital projects are generally recognised progressively as the capital project is completed. The following table provides a summary of the accounting framework under which grants are recognised.

	2023 \$'000	2022 \$'000
<b>Income recognised under AASB 1058 Income for Not-for-Profit Entities</b>		
General purpose	9,162	8,023
Specific purpose grants to acquire non-financial assets	2,516	2,358
Other specific purpose grants	3,680	4,066
<b>Revenue recognised under AASB 15 Revenue from Contracts with Customers</b>		
Specific purpose grants	19,359	25,371
	<b>34,717</b>	<b>39,818</b>

**(d) Unspent grants received on condition that they be spent in a specific manner**

	2023 \$'000	2022 \$'000
<b>Operating</b>		
Balance at start of year	1,646	1,582
Received during the financial year and remained unspent at balance date	1,448	1,513
Received in prior years and spent during the financial year	(1,594)	(1,449)
<b>Balance at year end</b>	<b>1,500</b>	<b>1,646</b>
<b>Capital</b>		
Balance at start of year	2,717	10,075
Received during the financial year and remained unspent at balance date	275	1,263
Received in prior years and spent during the financial year	(1,798)	(8,621)
<b>Balance at year end</b>	<b>1,194</b>	<b>2,717</b>

Unspent grants are determined and disclosed on a cash basis.

### 3.5 Contributions

	2023 \$'000	2022 \$'000
Monetary	11,179	6,072
Non-monetary	-	440
<b>Total contributions</b>	<b>11,179</b>	<b>6,512</b>

Contributions of non-monetary assets were received in relation to the following asset classes:

Roads	-	229
Drainage	-	87
Land	-	78
Footpaths and cycleways	-	46
<b>Total non-monetary contributions</b>	<b>-</b>	<b>440</b>

Monetary and non-monetary contributions are recognised as revenue at their fair value when Council obtains control over the contributed asset.

## Notes to the Financial Report

For the Year Ended 30 June 2023

### Note 3 Funding for the delivery of our services (cont'd)

#### 3.6 Net gain/(loss) on disposal of property, infrastructure, plant and equipment

	2023 \$'000	2022 \$'000
Proceeds of sale	1,601	497
Written down value of assets disposed	(27,874)	(1,859)
<b>Total net gain/(loss) on disposal of property, infrastructure, plant and equipment</b>	<b>(26,273)</b>	<b>(1,362)</b>

The profit or loss on sale of an asset is determined when control of the asset has passed to the buyer.

Buildings and infrastructure relating to the Knox Regional Sports Park totalling \$25.421 million were transferred to the State Government in July 2022 as part of the Knox Regional Sports Park project.

#### 3.7 Other income

	2023 \$'000	2022 \$'000
Rent	647	411
Interest	643	23
Reimbursements	490	569
Other	312	109
<b>Total other income</b>	<b>2,092</b>	<b>1,112</b>

Interest is recognised as it is earned.

Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.

## Note 4 The cost of delivering services

### 4.1 Employee costs

#### (a) Employee costs

	2023 \$'000	2022 \$'000
Wages and salaries	57,017	56,884
Annual leave and long service leave	7,352	6,168
Superannuation	6,800	6,699
Agency staff	3,490	3,611
WorkCover	2,470	2,055
Fringe benefits tax	314	255
<b>Total employee costs</b>	<b>77,443</b>	<b>75,672</b>

#### (b) Superannuation

	2023 \$'000	2022 \$'000
Council made contributions to the following funds:		
<b>Defined benefit fund</b>		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	259	250
Employer contributions - other funds	-	-
	<b>259</b>	<b>250</b>
Employer contributions payable at reporting date	-	-
<b>Accumulation funds</b>		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	3,360	3,360
Employer contributions - other funds	3,165	3,010
	<b>6,525</b>	<b>6,370</b>
Employer contributions payable at reporting date	820	721

Contributions made exclude amounts accrued at balance date. Refer to Note 9.3 for further information relating to Council's superannuation obligations.

## Notes to the Financial Report

For the Year Ended 30 June 2023

### Note 4 The cost of delivering services (cont'd)

#### 4.2 Materials and services

	2023 \$'000	2022 \$'000
<b>Contract payments</b>		
Waste Management	25,044	19,392
Operations - Maintenance	8,287	7,071
Operating Projects Expenditure	4,491	3,539
Active Ageing & Disability	1,230	1,328
Corporate Services	960	1,438
Arts & Cultural Services	809	780
Family & Children's Services	697	656
People & Culture	483	373
Community Laws	430	349
Other	584	1,046
<b>Total Contract Payments</b>	<b>43,015</b>	<b>35,972</b>
Administration costs	7,481	7,050
Utilities	3,867	3,183
Information technology	3,106	2,690
Consultants	2,976	2,022
Consumable materials and equipment	2,934	3,541
Building maintenance	2,800	2,073
Insurance	2,046	1,916
Finance and legal costs	1,173	1,400
General maintenance	722	786
<b>Total materials and services</b>	<b>70,120</b>	<b>60,633</b>

Expenses are recognised as they are incurred and reported in the financial year to which they relate.

Waste management contract costs includes \$2.629 million for the implementation of the Food Organics and Garden Organics service.

#### 4.3 Depreciation

	2023 \$'000	2022 \$'000
Infrastructure	17,432	16,402
Property	5,076	5,078
Plant and equipment	1,465	1,485
<b>Total depreciation</b>	<b>23,973</b>	<b>22,965</b>

Refer to note 5.2(b), 5.8 and 6.2 for a more detailed breakdown of depreciation and amortisation charges and accounting policy.

#### 4.4 Amortisation - intangible assets

	2023 \$'000	2022 \$'000
Software	647	598
<b>Total amortisation - intangible assets</b>	<b>647</b>	<b>598</b>

#### 4.5 Amortisation - right of use assets

	2023 \$'000	2022 \$'000
Property	173	186
Computers and telecommunications	446	428
Plant and equipment	16	16
<b>Total amortisation - right of use assets</b>	<b>635</b>	<b>630</b>

#### 4.6 Bad and doubtful debts - allowance for impairment losses

	2023 \$'000	2022 \$'000
Parking and animal infringement debtors	248	314
Other debtors	28	20
<b>Total bad and doubtful debts - allowance for impairment losses</b>	<b>276</b>	<b>334</b>
<b>Movement in allowance for impairment losses in respect of debtors</b>		
Balance at the beginning of the year	56	47
New provisions recognised during the year	30	26
Amounts already provided for and written off as uncollectible	(47)	(11)
Amounts provided for but recovered during the year	(2)	(6)
<b>Balance at the end of the year</b>	<b>37</b>	<b>56</b>

An allowance for impairment losses in respect of debtors is recognised based on an expected credit loss model. This model considers both historic and forward looking information in determining the level of impairment.

#### 4.7 Borrowing costs

	2023 \$'000	2022 \$'000
Interest - borrowings	1,746	403
<b>Total borrowing costs</b>	<b>1,746</b>	<b>403</b>

Borrowing costs are recognised as an expense in the period in which they are incurred, except where they are capitalised as part of a qualifying asset constructed by Council.

## Notes to the Financial Report

For the Year Ended 30 June 2023

### Note 4 The cost of delivering services (cont'd)

#### 4.8 Finance costs - leases

	2023 \$'000	2022 \$'000
Interest - lease liabilities	31	30
<b>Total finance costs - leases</b>	<b>31</b>	<b>30</b>

#### 4.9 Contributions and donations

	2023 \$'000	2022 \$'000
Contribution to the Eastern Regional Libraries Corporation	4,410	4,344
Community support payments	1,679	1,583
Contribution to the Knox Regional Sports Park project	1,236	25,400
<b>Total contributions and donations</b>	<b>7,325</b>	<b>31,327</b>

Council made a \$25.400 million contribution towards the Knox Regional Sports Park project during the 2022 financial year, with a further \$1.236 million paid in July 2022. Council-owned assets on the site were transferred to the State Government in July 2022.

#### 4.10 Other expenses

	2023 \$'000	2022 \$'000
Councillors allowances	436	414
Operating lease rentals	145	108
Auditor's remuneration - internal audit	150	150
Auditor's remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals	74	65
<b>Total other expenses</b>	<b>805</b>	<b>737</b>



## Note 5 Our Financial Position

### 5.1 Financial assets

#### (a) Cash and cash equivalents

	2023 \$'000	2022 \$'000
Cash on hand	4	4
Cash at bank	36,814	42,848
Term deposits	7,500	-
<b>Total cash and cash equivalents</b>	<b>44,318</b>	<b>42,852</b>

#### (b) Other financial assets

	2023 \$'000	2022 \$'000
<b>Current</b>		
Term deposits - current	12,500	5,000
<b>Total current other financial assets</b>	<b>12,500</b>	<b>5,000</b>
<b>Total other financial assets</b>	<b>12,500</b>	<b>5,000</b>
<b>Total financial assets</b>	<b>56,818</b>	<b>47,852</b>

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less, net of outstanding bank overdrafts.

Term deposits are held to maturity and measured at original cost.

Other financial assets include term deposits. Those with original maturity dates of three to 12 months are classified as current, whilst term deposits with maturity dates greater than 12 months are classified as non-current.

#### (c) Trade and other receivables

	2023 \$'000	2022 \$'000
<b>Current</b>		
<b>Statutory receivables</b>		
Rates debtors	14,528	13,170
Special rate assessment	52	52
Parking and animal infringement debtors	2,783	2,505
Provision for doubtful debts - parking and animal infringement debtors	(2,171)	(1,923)
Net GST receivable	1,601	1,799
<b>Non statutory receivables</b>		
Other debtors	4,753	2,995
Provision for doubtful debts - other debtors	(37)	(56)
<b>Total current trade and other receivables</b>	<b>21,509</b>	<b>18,542</b>

Short term receivables are carried at invoice amount. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred. Long term receivables are carried at amortised cost using the effective interest rate method.

# Notes to the Financial Report

For the Year Ended 30 June 2023

## Note 5 Our Financial Position (cont'd)

### (d) Ageing of receivables

The ageing of the Council's trade and other receivables (excluding statutory receivables) that are not impaired was:

	2023 \$'000	2022 \$'000
Current (not yet due)	3,455	1,269
Past due by up to 30 days	693	699
Past due between 31 and 180 days	160	202
Past due between 181 and 365 days	90	125
Past due by more than 1 year	355	700
<b>Total trade and other receivables</b>	<b>4,753</b>	<b>2,995</b>

### (e) Ageing of individually impaired receivables

At balance date, other debtors representing financial assets with a nominal value of \$nil (2022: \$nil) were impaired. The amount of the provision raised against these debtors was \$nil (2022: \$nil). Many of the long outstanding past due amounts have been lodged with the Council's debt collectors or are on payment arrangements.

## 5.2 Non-financial assets

### (a) Other assets

	2023 \$'000	2022 \$'000
Prepayments	1,141	1,085
Accrued income	1,008	24
<b>Total other assets</b>	<b>2,149</b>	<b>1,109</b>

### (b) Intangible assets

	2023 \$'000	2022 \$'000
Software	2,742	2,152
<b>Total intangible assets</b>	<b>2,742</b>	<b>2,152</b>
<b>Gross carrying amount</b>		
Balance at 1 July 2022	6,961	5,960
Additions	1,237	1,379
Disposals	(421)	(378)
<b>Balance at 30 June 2023</b>	<b>7,777</b>	<b>6,961</b>
<b>Accumulated amortisation and impairment</b>		
Balance at 1 July 2022	4,809	4,589
Amortisation expense	647	598
Amortisation expense for disposals	(421)	(378)
<b>Balance at 30 June 2023</b>	<b>5,035</b>	<b>4,809</b>
<b>Net book value at 30 June 2022</b>	<b>2,152</b>	<b>1,371</b>
<b>Net book value at 30 June 2023</b>	<b>2,742</b>	<b>2,152</b>

Intangible assets with finite lives are amortised as an expense on a systematic basis over the asset's useful life. Amortisation is generally calculated on a straight line basis, at a rate that allocates the asset value, less any estimated residual value over its estimated useful life. Estimates of the remaining useful lives and amortisation method are reviewed at least annually, and adjustments made where appropriate.

## Notes to the Financial Report

For the Year Ended 30 June 2023

### Note 5 Our Financial Position (cont'd)

#### 5.3 Payables, trust funds and deposits and unearned income/revenue

##### (a) Trade and other payables

	2023 \$'000	2022 \$'000
<b>Current</b>		
<i>Non-statutory payables</i>		
Trade payables	13,324	10,378
Accrued expenses	4,303	5,601
Prepaid income	1,870	1,378
<b>Total current trade and other payables</b>	<b>19,497</b>	<b>17,357</b>

##### (b) Trust funds and deposits

	2023 \$'000	2022 \$'000
<b>Current</b>		
Refundable deposits	1,651	1,590
Fire services levy	647	770
Retention amounts	227	118
Other refundable deposits	37	29
<b>Total current trust funds and deposits</b>	<b>2,562</b>	<b>2,507</b>

##### (c) Unearned income/revenue

	2023 \$'000	2022 \$'000
<b>Current</b>		
Grants received in advance - operating	1,500	1,646
Grants received in advance - capital	1,194	2,717
Other	-	-
<b>Total current unearned income/revenue</b>	<b>2,694</b>	<b>4,363</b>

Unearned income/revenue represents contract liabilities and reflect consideration received in advance from customers in respect of operating and capital grants. Unearned income/revenue are derecognised and recorded as revenue when promised goods and services are transferred to the customer. Refer to Note 3.

Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited. Trust funds that are forfeited, resulting in Council gaining control of the funds, are to be recognised as revenue at the time of forfeit.

##### Purpose and nature of items

**Refundable deposits** - Deposits are taken by Council as a form of surety in a number of circumstances, including in relation to building works, tender deposits, contract deposits and the use of civic facilities.

**Fire service levy** - Council is the collection agent for fire services levy on behalf of the State Government. Council remits amounts received on a four-instalment basis. Amounts disclosed here will be remitted to the State Government in line with that process.

**Retention amounts** - Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

## 5.4 Interest-bearing liabilities

	2023 \$'000	2022 \$'000
<b>Current</b>		
Treasury Corporation of Victoria borrowings - secured	4,477	2,034
Other borrowings - secured	2,288	2,229
<b>Total current interest-bearing liabilities</b>	<b>6,765</b>	<b>4,263</b>
<b>Non-current</b>		
Treasury Corporation of Victoria borrowings - secured	47,801	22,966
Other borrowings - secured	19,390	21,679
<b>Total non-current interest-bearing liabilities</b>	<b>67,191</b>	<b>44,645</b>
<b>Total</b>	<b>73,956</b>	<b>48,908</b>
Borrowings are secured by the general rates revenue of Council.		
<b>(a) The maturity profile for Council's borrowings is:</b>		
Not later than one year	6,766	4,263
Later than one year and not later than five years	29,932	18,658
Later than five years	37,258	25,987
	<b>73,956</b>	<b>48,908</b>

Borrowings are initially measured at fair value, being the cost of the interest bearing liabilities, net of transaction costs. The measurement basis subsequent to initial recognition depends on whether the Council has categorised its interest-bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost. Any difference between the initial recognised amount and the redemption value is recognised in net result over the period of the borrowing using the effective interest method.

The classification depends on the nature and purpose of the interest bearing liabilities. The Council determines the classification of its interest bearing liabilities at initial recognition.

# Notes to the Financial Report

For the Year Ended 30 June 2023

## Note 5 Our Financial Position (cont'd)

### 5.5 Provisions

<b>2023</b>	<b>Employee \$'000s</b>	<b>Landfill rehabilitation \$'000s</b>	<b>Total \$'000s</b>
Balance at beginning of the financial year	19,270	2,149	21,419
Additional provisions	7,421	808	8,229
Amounts used	(6,994)	(253)	(7,247)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	(718)	(75)	(793)
<b>Balance at the end of the financial year</b>	<b>18,979</b>	<b>2,629</b>	<b>21,608</b>
<i>Provisions - current</i>	17,848	663	18,511
<i>Provisions - non-current</i>	1,131	1,966	3,097

<b>2022</b>	<b>Employee \$'000s</b>	<b>Landfill rehabilitation \$'000s</b>	<b>Total \$'000s</b>
Balance at beginning of the financial year	19,842	2,785	22,627
Additional provisions	7,778	(118)	7,660
Amounts used	(6,346)	(145)	(6,491)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	(2,004)	(373)	(2,377)
<b>Balance at the end of the financial year</b>	<b>19,270</b>	<b>2,149</b>	<b>21,419</b>
<i>Provisions - current</i>	18,104	324	18,428
<i>Provisions - non-current</i>	1,166	1,825	2,991

**(a) Employee provisions**

	<b>2023 \$'000</b>	<b>2022 \$'000</b>
<b>Current provisions expected to be wholly settled within 12 months</b>		
Annual leave	2,925	3,214
Long service leave	950	982
Gratuities	75	76
	<b>3,950</b>	<b>4,272</b>
<b>Current provisions expected to be wholly settled after 12 months</b>		
Annual leave	3,842	4,037
Long service leave	9,525	9,283
Gratuities	531	512
	<b>13,898</b>	<b>13,832</b>
<b>Total current employee provisions</b>	<b>17,848</b>	<b>18,104</b>
<b>Non-current</b>		
Long service leave	1,131	1,166
<b>Total non-current employee provisions</b>	<b>1,131</b>	<b>1,166</b>
<b>Aggregate carrying amount of employee provisions:</b>		
Current	17,848	18,104
Non-current	1,131	1,166
<b>Total aggregate carrying amount of employee provisions</b>	<b>18,979</b>	<b>19,270</b>

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

**Annual leave**

A liability for annual leave is recognised in the provision for employee benefits as a current liability because the Council does not have an unconditional right to defer settlement of the liability.

Liabilities for annual leave are measured at:

- nominal value if the Council expects to wholly settle the liability within 12 months.
- present value if the Council does not expect to wholly settle within 12 months.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

# Notes to the Financial Report

For the Year Ended 30 June 2023

## Note 5 Our Financial Position (cont'd)

### 5.5 Provisions (cont'd)

#### Long service leave

Liability for long service leave (LSL) is recognised in the provision for employee benefits. Unconditional LSL is disclosed as a current liability as the Council does not have an unconditional right to defer settlement.

Unconditional LSL is measured at nominal value if expected to be settled within 12 months or at present value if not expected to be settled within 12 months. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability and measured at present value.

#### Gratuity retirement allowance

A gratuity retirement allowance exists for employees who commenced prior to 3 May 1996, with new employees who commenced after that date not being eligible, and is recognised in the provision for employee benefits as a current liability. Liabilities expected to be wholly settled within 12 months of the reporting date are measured at their nominal values. Liabilities that are not expected to be wholly settled within 12 months of the reporting date are measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

	2023	2022
<b>Key Assumptions - AL:</b>		
• Weighted average discount rate	2.44%	1.48%
• Weighted average index rate	1.49%	2.50%
• Average settlement period (years)	2	2
<b>Key Assumptions - LSL:</b>		
• Weighted average discount rate - current	3.60%	3.22%
• Weighted average discount rate - non-current	4.07%	3.08%
• Weighted average index rate - current	2.25%	2.22%
• Weighted average index rate - non-current	2.58%	2.51%
• Average settlement period (years)	17	18
<b>Key Assumptions - Gratuity:</b>		
• Weighted average discount rate	3.72%	2.81%
• Weighted average index rate	2.43%	2.18%
• Average settlement period (years)	26	24



**(b) Landfill rehabilitation**

	2023 \$'000	2022 \$'000
<b>Current</b>		
Cathies Lane landfill site	242	226
Llewellyn Reserve landfill site	421	98
	<b>663</b>	<b>324</b>
<b>Non-current</b>		
Cathies Lane landfill site	1,421	1,318
Llewellyn Reserve landfill site	545	507
<b>Total non-current provisions</b>	<b>1,966</b>	<b>1,825</b>
<b>Total aggregate carrying amount of landfill rehabilitation provisions</b>	<b>2,629</b>	<b>2,149</b>

Council owns two former landfill sites - Cathies Lane and Llewellyn Reserve. Under the terms of Post Closure Pollution Abatement Notices issued by the Environment Protection Authority (EPA), Council is required to monitor, progressively rehabilitate and conduct rectification works. The provision for landfill rehabilitation has been calculated based on the present value of the expected cost of works to be undertaken including site aftercare and monitoring costs. The expected cost of works has been estimated based on current understanding of work required to progressively rehabilitate the sites to a suitable standard. Accordingly, the estimation of the provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs.

Council reviews the landfill restoration provision on an annual basis, including the key assumptions listed below.

	2023	2022
<b>Key assumptions - Cathies Lane landfill site:</b>		
• Weighted average discount rate	5.07%	4.28%
• Inflation rate	2.61%	2.00%
• Settlement period (years)	11	12
• Estimated cost to rehabilitate	\$1.905m	\$1.828m
<b>Key assumptions - Llewellyn Reserve landfill site:</b>		
• Weighted average discount rate	5.16%	4.27%
• Inflation rate	2.61%	2.00%
• Settlement period (years)	11	12
• Estimated cost to rehabilitate	\$1.065m	\$0.715m

## Notes to the Financial Report

For the Year Ended 30 June 2023

### Note 5 Our Financial Position (cont'd)

#### 5.5 Provisions (cont'd)

##### Cathies Lane landfill site

Council operated the Cathies Lane landfill site, Wantirna South from 1986 to 2004, under a licence issued by the Environment Protection Authority (EPA). The site is closed as a landfill but a portion of the site is still being used as a resource recovery centre (transfer station) to receive, process and transport waste to other sites for refuse and/or disposal. In 2015-16 the EPA issued a Post Closure Pollution Abatement notice and Council has surrendered the landfill licence.

In the financial report for June 2023, Council has an amount of \$1.663 million as a provision for the restoration of the Cathies Lane landfill site and includes an ongoing commitment of approximately \$0.166 million per annum for site aftercare to meet EPA obligations where restoration works have been completed. This is based on the assessment undertaken in 2015 and a reassessment of the provision at balance date in which the provision was measured at the net present value of the future rehabilitation costs including aftercare and site monitoring costs. Included in the aftercare is the cost to provide a bank guarantee to meet the Financial Assurance requirements imposed by the EPA on Council for thirty years post closure of this site.

##### Llewellyn Reserve landfill site

Council's landfill site at Llewellyn Reserve was closed in 1985. In 2015-16 the EPA issued a Post Closure Pollution Abatement notice.

In the financial report for June 2023, Council has an amount of \$0.966 million as a provision for the restoration of the Llewellyn Reserve landfill site and includes an ongoing commitment of approximately \$0.064 million per annum to cover sampling, testing and reporting requirements as required by the EPA. This is based on an assessment undertaken in 2015 and a reassessment of the provision at balance date in which the provision was measured at the net present value of the future rehabilitation costs including aftercare and site monitoring costs.

#### 5.6 Financing arrangements

The Council has the following funding arrangements in place as at 30th June 2023

	2023 \$'000	2022 \$'000
Bank overdraft	1,500	1,500
Credit card facilities	200	200
<b>Total facilities</b>	<b>1,700</b>	<b>1,700</b>
Used facilities	19	33
<b>Unused facilities</b>	<b>1,681</b>	<b>1,667</b>

## 5.7 Commitments

The Council has entered into the following commitments. Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and presented inclusive of the GST payable.

### (a) Commitments for expenditure

2023	Not later than 1 year \$'000	Later than 1 year and not later than 2 years \$'000	Later than 2 years and not later than 5 years \$'000	Later than 5 years \$'000	Total \$'000
<b>Operating</b>					
Garbage collection and recycling	10,105	1,208	1,213	-	12,526
Library services	4,312	4,543	9,337	-	18,192
Infrastructure management	4,696	1,712	1,226	-	7,634
Consultancies	1,000	481	683	-	2,164
Cleaning contracts for council building	529	131	-	-	660
<b>Total</b>	<b>20,642</b>	<b>8,075</b>	<b>12,459</b>	<b>-</b>	<b>41,176</b>
<b>Capital</b>					
Buildings	5,330	-	-	-	5,330
Plant and equipment	953	-	-	-	953
Other infrastructure	8,194	230	229	-	8,653
<b>Total</b>	<b>14,477</b>	<b>230</b>	<b>229</b>	<b>-</b>	<b>14,936</b>

2022	Not later than 1 year \$'000	Later than 1 year and not later than 2 years \$'000	Later than 2 years and not later than 5 years \$'000	Later than 5 years \$'000	Total \$'000
<b>Operating</b>					
Garbage collection and recycling	7,187	7,252	-	-	14,439
Library services	4,500	4,567	9,341	-	18,408
Infrastructure management	2,942	1,198	976	-	5,116
Consultancies	2,953	434	986	-	4,373
Cleaning contracts for council building	711	507	254	-	1,472
<b>Total</b>	<b>18,293</b>	<b>13,958</b>	<b>11,557</b>	<b>-</b>	<b>43,808</b>
<b>Capital</b>					
Buildings	13,764	-	-	-	13,764
Plant and equipment	620	-	-	-	620
Other infrastructure	6,545	235	-	-	6,780
<b>Total</b>	<b>20,929</b>	<b>235</b>	<b>-</b>	<b>-</b>	<b>21,164</b>

## Notes to the Financial Report

For the Year Ended 30 June 2023

### Note 5 Our Financial Position (cont'd)

#### 5.7 Commitments (cont'd)

##### (b) Operating lease receivables

Council has a number of leases with external entities where they pay for the use of Council land and buildings. These properties held under operating leases have remaining non-cancellable lease terms of between 1 and 33 years. A number of these leases include a CPI based revision of the rental charge annually.

	2023 \$'000	2022 \$'000
Future undiscounted minimum rentals receivable under non-cancellable operating leases are as follows:		
Not later than one year	564	609
Later than one year and not later than five years	1,420	1,578
Later than five years	10,209	6,699
	<b>12,193</b>	<b>8,886</b>

#### 5.8 Leases

At inception of a contract, Council assesses whether a contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. To identify whether a contract conveys the right to control the use of an identified asset, it is necessary to assess whether:

- The contract involves the use of an identified asset;
- The customer has the right to obtain substantially all of the economic benefits from use of the asset throughout the period of use; and
- The customer has the right to direct the use of the asset.

This policy is applied to contracts entered into, or changed, on or after 1 July 2019.

As a lessee, Council recognises a right-of-use asset and a lease liability at the lease commencement date. The right-of-use asset is initially measured at cost which comprises the initial amount of the lease liability adjusted for:

- any lease payments made at or before the commencement date less any lease incentives received; plus
- any initial direct costs incurred; and
- an estimate of costs to dismantle and remove the underlying asset or to restore the underlying asset or the site on which it is located.

The right-of-use asset is subsequently depreciated using the straight-line method from the commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The estimated useful lives of right-of-use assets are determined on the same basis as those of property, plant and equipment. In addition, the right-of-use asset is periodically reduced by impairment losses, if any, and adjusted for certain measurements of the lease liability.

The lease liability is initially measured at the present value of the lease payments that are not paid at the commencement date, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, an appropriate incremental borrowing rate. Generally, Council uses an appropriate incremental borrowing rate as the discount rate.

Lease payments included in the measurement of the lease liability comprise the following:

- Fixed payments
- Variable lease payments that depend on an index or a rate, initially measured using the index or rate as at the commencement date;
- Amounts expected to be payable under a residual value guarantee; and
- The exercise price under a purchase option that Council is reasonably certain to exercise, lease payments in an optional renewal period if Council is reasonably certain to exercise an extension option, and penalties for early termination of a lease unless Council is reasonably certain not to terminate early.

When the lease liability is remeasured in this way, a corresponding adjustment is made to the carrying amount of the right-of-use asset, or is recorded in profit or loss if the carrying amount of the right-of-use asset has been reduced to zero.

Under *AASB 16 Leases*, Council as a not-for-profit entity has elected not to measure right-of-use assets at initial recognition at fair value in respect of leases that have significantly below-market terms.

	Property \$'000	Computers and Telecom- munications \$'000	Plant and Equipment \$'000	Total \$'000
<b>Right-of-use assets</b>				
<b>Balance at 1 July 2022</b>	495	515	49	1,059
Additions	20	660	-	680
Amortisation charge	(173)	(446)	(16)	(635)
<b>Balance at 30 June 2023</b>	<b>342</b>	<b>729</b>	<b>33</b>	<b>1,104</b>
<b>Balance at 1 July 2021</b>	662	806	65	1,533
Additions	19	137	-	156
Amortisation charge	(186)	(428)	(16)	(630)
<b>Balance at 30 June 2022</b>	<b>495</b>	<b>515</b>	<b>49</b>	<b>1,059</b>

	2023 \$'000	2022 \$'000
<b>Lease liabilities</b>		
Maturity analysis - contractual undiscounted cash flows		
Less than one year	549	558
One to five years	612	537
More than five years	-	-
<b>Total undiscounted lease liabilities as at 30 June</b>	<b>1,161</b>	<b>1,095</b>
Lease liabilities included in Balance Sheet at 30 June:		
Current	517	539
Non-current	594	526
<b>Total lease liabilities</b>	<b>1,111</b>	<b>1,065</b>

## Notes to the Financial Report

For the Year Ended 30 June 2023

### Note 5 Our Financial Position (cont'd)

#### 5.8 Leases (cont'd)

##### Short-term and low value leases

Council has elected not to recognise right-of-use assets and lease liabilities for short-term leases of machinery that have a lease term of 12 months or less and leases of low-value assets (individual assets worth less than existing capitalisation thresholds for a like asset up to a maximum of AUD\$10,000), including IT equipment. Council recognises the lease payments associated with these leases as an expense on a straight-line basis over the lease term.

	2023 \$'000	2022 \$'000
<b>Expenses relating to:</b>		
Short-term leases	124	91
Leases of low value assets	21	17
<b>Total</b>	<b>145</b>	<b>108</b>
<b>Variable lease payments (not included in measurement of lease liabilities)</b>		
Variable lease payments	-	-
<b>Total</b>	<b>-</b>	<b>-</b>

Variable lease payments are those that depend on an index or a rate, for example payments linked to the consumer price index, a benchmark interest rate or changes in market rental rates.

##### Non-cancellable lease commitments – short-term and low-value leases

Commitments for minimum lease payments for short-term and low-value leases are payable as follows:

	2023 \$'000	2022 \$'000
Payable:		
Within one year	21	16
Later than one year but not later than five years	14	18
<b>Total lease commitments</b>	<b>35</b>	<b>34</b>

## Note 6 Assets we manage

### 6.1 Non-current assets classified as held for sale

	2023 \$'000	2022 \$'000
Buildings	227	477
Land at fair value	1,845	2,451
<b>Total non-current assets classified as held for sale</b>	<b>2,072</b>	<b>2,928</b>

Non-current assets classified as held for sale (including disposal groups) are measured at the lower of their carrying amount and fair value less costs of disposal, and are not subject to depreciation. Non-current assets are treated as current and classified as held for sale if their carrying amount will be recovered through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset’s sale (or disposal group sale) is expected to be completed within 12 months from the date of classification.

## Notes to the Financial Report

For the Year Ended 30 June 2023

### Note 6 Assets we manage (cont'd)

#### 6.2 Property, infrastructure, plant and equipment (cont'd)

Summary of property, infrastructure, plant and equipment

	Carrying amount at fair value 30 June 2022 \$'000	Carrying amount at cost 30 June 2022 \$'000	Additions \$'000	Contributions \$'000	Revaluation \$'000
Land	1,038,888	7,217	502	-	-
Buildings	203,900	-	7,620	-	152
Plant and equipment	-	8,088	1,445	-	-
Infrastructure	797,233	67,074	29,793	-	(26,223)
Work in progress	-	39,332	36,954	-	-
	<b>2,040,021</b>	<b>121,711</b>	<b>76,314</b>	<b>-</b>	<b>(26,071)</b>

Summary of work in progress

	Opening work in progress \$'000	Additions \$'000	Transfers \$'000	Write offs \$'000	Closing work in progress \$'000
Property	17,434	16,527	(5,756)	(311)	<b>27,894</b>
Infrastructure	21,898	20,427	(12,422)	(663)	<b>29,240</b>
	<b>39,332</b>	<b>36,954</b>	<b>(18,178)</b>	<b>(974)</b>	<b>57,134</b>



Depreciation \$'000	Disposal \$'000	Impairment \$'000	Transfers and write offs \$'000	Carrying amount at fair value 30 June 2023 \$'000	Carrying amount at cost 30 June 2023 \$'000	Total carrying amount 30 June 2023 \$'000
-	-	-	-	1,038,888	7,719	1,046,607
(5,076)	(20,820)	250	-	178,787	7,239	186,026
(1,465)	(357)	-	-	-	7,711	7,711
(17,432)	(5,843)	-	-	764,056	80,546	844,602
-	(974)	-	(18,178)	-	57,134	57,134
<b>(23,973)</b>	<b>(27,994)</b>	<b>250</b>	<b>(18,178)</b>	<b>1,981,731</b>	<b>160,349</b>	<b>2,142,080</b>

## Notes to the Financial Report

For the Year Ended 30 June 2023

### Note 6 Assets we manage (cont'd)

#### 6.2 Property, infrastructure, plant and equipment (cont'd)

##### (a) Property

	Land - specialised \$'000	Land - non specialised \$'000
At fair value 1 July 2022	838,114	200,775
At cost 1 July 2022	4,062	-
Accumulated depreciation at 1 July 2022	-	-
	<b>842,176</b>	<b>200,775</b>
<b>Movements</b>		
Additions at cost	-	502
Contributions	-	-
Revaluation	-	-
Disposal at fair value	-	-
Disposal at cost	-	-
Impairment losses recognised in operating result	-	-
Transfers and write offs	-	-
	-	<b>502</b>
<b>Movements in accumulated depreciation</b>		
Depreciation and amortisation	-	-
Accumulated depreciation of disposals	-	-
Revaluation	-	-
	-	-
At fair value 30 June 2023	838,114	200,775
At cost 30 June 2023	4,062	502
Accumulated depreciation at 30 June 2023	-	-
<b>Carrying amount</b>	<b>842,176</b>	<b>201,277</b>

Land improvements \$'000	Total land \$'000	Buildings - specialised \$'000	Total buildings \$'000	Work in progress \$'000	Total property \$'000
-	<b>1,038,889</b>	344,302	<b>344,302</b>	-	<b>1,383,191</b>
3,154	<b>7,216</b>	-	-	17,434	<b>24,650</b>
-	-	(140,402)	<b>(140,402)</b>	-	<b>(140,402)</b>
<b>3,154</b>	<b>1,046,105</b>	<b>203,900</b>	<b>203,900</b>	<b>17,434</b>	<b>1,267,439</b>
-	<b>502</b>	7,620	<b>7,620</b>	16,527	<b>24,649</b>
-	-	-	-	-	-
-	-	677	<b>677</b>	-	<b>677</b>
-	-	(24,918)	<b>(24,918)</b>	-	<b>(24,918)</b>
-	-	-	-	(311)	<b>(311)</b>
-	-	250	<b>250</b>	-	<b>250</b>
-	-	-	-	(5,756)	<b>(5,756)</b>
-	<b>502</b>	<b>(16,371)</b>	<b>(16,371)</b>	<b>10,460</b>	<b>(5,409)</b>
-	-	(5,076)	<b>(5,076)</b>	-	<b>(5,076)</b>
-	-	4,098	<b>4,098</b>	-	<b>4,098</b>
-	-	(525)	<b>(525)</b>	-	<b>(525)</b>
-	-	<b>(1,503)</b>	<b>(1,503)</b>	-	<b>(1,503)</b>
-	<b>1,038,889</b>	320,311	<b>320,311</b>	-	<b>1,359,200</b>
3,154	<b>7,718</b>	7,620	<b>7,620</b>	27,894	<b>43,232</b>
-	-	(141,905)	<b>(141,905)</b>	-	<b>(141,905)</b>
<b>3,154</b>	<b>1,046,607</b>	<b>186,026</b>	<b>186,026</b>	<b>27,894</b>	<b>1,260,527</b>

# Notes to the Financial Report

For the Year Ended 30 June 2023

## Note 6 Assets we manage (cont'd)

### 6.2 Property, infrastructure, plant and equipment (cont'd)

#### (b) Plant and equipment

At cost 1 July 2022
Accumulated depreciation at 1 July 2022
<b>Movements</b>
Additions at cost
Disposal at cost
<b>Movements in accumulated depreciation</b>
Depreciation and amortisation
Accumulated depreciation of disposals
At cost 30 June 2023
Accumulated depreciation at 30 June 2023
<b>Carrying amount</b>

	Plant, machinery and equipment \$'000	Fixtures, fittings and furniture \$'000	Computers and telecomms \$'000	Artworks \$'000	Total plant and equipment \$'000
	13,141	2,291	4,407	537	<b>20,376</b>
	(6,319)	(2,131)	(3,838)	-	<b>(12,288)</b>
	<b>6,822</b>	<b>160</b>	<b>569</b>	<b>537</b>	<b>8,088</b>
	1,147	-	298	-	<b>1,445</b>
	(811)	-	-	-	<b>(811)</b>
	<b>336</b>	<b>-</b>	<b>298</b>	<b>-</b>	<b>634</b>
	(1,215)	(57)	(193)	-	<b>(1,465)</b>
	454	-	-	-	<b>454</b>
	<b>(761)</b>	<b>(57)</b>	<b>(193)</b>	<b>-</b>	<b>(1,011)</b>
	13,477	2,291	4,705	537	<b>21,010</b>
	(7,080)	(2,188)	(4,031)	-	<b>(13,299)</b>
	<b>6,397</b>	<b>103</b>	<b>674</b>	<b>537</b>	<b>7,711</b>

## Notes to the Financial Report

For the Year Ended 30 June 2023

### Note 6 Assets we manage (cont'd)

#### 6.2 Property, infrastructure, plant and equipment (cont'd)

##### (c) Infrastructure

	Roads \$'000	Bridges \$'000	Footpaths and cycleways \$'000
At fair value 1 July 2022	762,339	16,053	167,346
At cost 1 July 2022	-	1,376	-
Accumulated depreciation at 1 July 2022	(235,082)	(4,519)	(85,405)
	<b>527,257</b>	<b>12,910</b>	<b>81,941</b>
<b>Movements</b>			
Additions at cost	8,765	523	3,827
Contributions	-	-	-
Revaluation	-	232	-
Disposal at fair value	(3,569)	(144)	(2,341)
Disposal at cost	-	-	-
Impairment losses recognised in operating result	-	-	-
Transfers and write offs at cost	-	-	-
	<b>5,196</b>	<b>611</b>	<b>1,486</b>
<b>Movements in accumulated depreciation</b>			
Depreciation and amortisation	(7,982)	(182)	(2,843)
Accumulated depreciation of disposals	3,043	17	1,769
Revaluation	-	158	-
	<b>(4,939)</b>	<b>(7)</b>	<b>(1,074)</b>
At fair value 30 June 2023	758,770	18,040	165,005
At cost 30 June 2023	8,765	-	3,827
Accumulated depreciation at 30 June 2023	(240,021)	(4,526)	(86,479)
<b>Carrying amount</b>	<b>527,514</b>	<b>13,514</b>	<b>82,353</b>

Drainage \$'000	Recreational, leisure and community facilities \$'000	Off street car parks \$'000	Other infrastructure \$'000	Work in progress \$'000	Total infrastructure \$'000
326,669	-	25,900	-	-	1,298,307
5,942	79,172	-	60	21,898	108,448
(169,371)	(19,383)	(6,779)	(11)	-	(520,550)
<b>163,240</b>	<b>59,789</b>	<b>19,121</b>	<b>49</b>	<b>21,898</b>	<b>886,205</b>
4,058	11,293	1,327	-	20,427	50,220
-	-	-	-	-	-
(48,106)	-	-	-	-	(47,874)
(367)	-	(2,427)	-	-	(8,848)
-	(3,078)	-	(54)	(663)	(3,795)
-	-	-	-	-	-
-	-	-	-	(12,422)	(12,422)
<b>(44,415)</b>	<b>8,215</b>	<b>(1,100)</b>	<b>(54)</b>	<b>7,342</b>	<b>(22,719)</b>
(4,188)	(1,973)	(264)	-	-	(17,432)
69	944	290	5	-	6,137
21,493	-	-	-	-	21,651
<b>17,374</b>	<b>(1,029)</b>	<b>26</b>	<b>5</b>	-	<b>10,356</b>
288,196	-	23,473	-	-	1,253,484
-	87,387	1,327	6	29,240	130,552
(151,997)	(20,412)	(6,753)	(6)	-	(510,194)
<b>136,199</b>	<b>66,975</b>	<b>18,047</b>	-	<b>29,240</b>	<b>873,842</b>

# Notes to the Financial Report

For the Year Ended 30 June 2023

## Note 6 Assets we manage (cont'd)

### 6.2 Property, infrastructure, plant and equipment (cont'd)

#### Acquisition

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

Asset recognition thresholds and depreciation periods	Depreciation Period Years	Threshold Limit \$'000
<b>Land &amp; land improvements</b>		
Land	n/a	10
Land improvements	n/a	10
Land under roads	n/a	10
<b>Buildings</b>		
Buildings	20-200	10
<b>Plant and equipment</b>		
Plant, machinery and equipment	3-10	10
Fixtures, fittings and furniture	3-10	10
Computers and telecommunications	3-10	10
Artworks	n/a	10
<b>Infrastructure</b>		
Roads - surfacing	2-50	5
Roads - kerb and channel	70	5
Roads - substructure	30-185	20
Roads - earthworks	n/a	20
Bridges	30-100	5
Footpaths and cycleways	2-50	5
Drainage	80	5
Recreational, leisure and community facilities	15-60	10
Off street car parks	2-185	10
Other infrastructure	7-30	2
<b>Intangible assets</b>		
Software	5	10



### Land under roads

Land under roads acquired after 30 June 2008 is brought to account at cost. Council does not recognise land under roads that it controlled prior to that date.

### Depreciation and amortisation

Buildings, plant and equipment, infrastructure and intangible assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Land, land improvements, land under roads, roads - earthworks and artworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Straight line depreciation is charged based on the residual useful life as determined each year. Depreciation periods used are consistent with the prior year unless otherwise stated.

### Repairs and maintenance

Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold, the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

### Valuation of land and buildings

Valuation of land and buildings were undertaken by Brian Robinson from Westlink Consulting, a qualified independent valuer, registration number 62215. The valuation of land and buildings is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the Comprehensive Income Statement.

Specialised land is valued at fair value using site values adjusted for englobo (undeveloped and/or unserviced) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the Comprehensive Income Statement.

Any significant movements in the unobservable inputs for land will have a significant impact on the fair value of these assets.

## Notes to the Financial Report

For the Year Ended 30 June 2023

### Note 6 Assets we manage (cont'd)

#### 6.2 Property, infrastructure, plant and equipment (cont'd)

The date of the current valuation is detailed in the following table. Details of the Council's Land and Buildings and information about the fair value hierarchy as at 30 June 2023 are as follows:

	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Date of valuation	Type of valuation
Land	-	200,775	-	June 2022	Full
Specialised land	-	-	838,114	June 2022	Full
Specialised buildings	-	-	178,787	June 2022	Full
<b>Total</b>	<b>-</b>	<b>200,775</b>	<b>1,016,901</b>		

#### Valuation of infrastructure

The valuation of bridges and drainage has been determined in accordance with a valuation undertaken by Mr Alexander Bourke, BE (Hons)(Civil), Asset Engineer, Knox City Council.

The date of the current valuation is detailed in the following table. The valuation is at fair value based on current replacement cost less accumulated depreciation as at the date of valuation.

A full revaluation of roads and off street car parks will be conducted in 2023-24, and a full revaluation of footpaths and cycleways will be conducted in 2024-25.

Details of the Council's Infrastructure and information about the fair value hierarchy as at 30 June 2023 are as follows:

	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Date of valuation	Type of valuation
Roads	-	-	519,032	June 2022	Full
Bridges	-	-	13,514	June 2023	Full
Footpaths and cycleways	-	-	78,565	June 2022	Full
Drainage	-	-	136,199	June 2023	Full
Off street car parks	-	-	16,746	June 2022	Full
<b>Total</b>	<b>-</b>	<b>-</b>	<b>764,056</b>		

### Description of significant unobservable inputs into level 3 valuations

Specialised land is valued using a market based direct comparison technique. Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 20% and 50%. The market value of land varies significantly depending on the location of the land and the current market conditions. Currently land values range between \$8 and \$1,442 per square metre.

Specialised buildings are valued using a current replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement costs is calculated on a square metre basis and ranges from \$364 to \$10,703 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary up to 143 years.

Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

Infrastructure assets are valued based on the current replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary up to 185 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

	2023 \$'000	2022 \$'000
<b>Reconciliation of specialised land at fair value</b>		
Parks and reserves	761,187	761,187
Community facilities	33,467	33,467
Civic precinct	31,315	31,315
Transfer station	12,145	12,145
<b>Total specialised land at fair value</b>	<b>838,114</b>	<b>838,114</b>

## Notes to the Financial Report

For the Year Ended 30 June 2023

### Note 6 Assets we manage (cont'd)

#### 6.3 Investments in associates, joint arrangements and subsidiaries

##### (a) Investment in associates

	2023 \$'000	2022 \$'000
Investment in associate accounted for by the equity method is: Eastern Regional Libraries Corporation (ERLC)	2,455	3,469

#### Eastern Regional Libraries Corporation (ERLC)

##### Background

The principal activity of ERLC is the operation of libraries. Council's ownership interest of ERLC as at 30 June 2023 was 36.39% (2022 - 36.39%) based on Council's contribution of the net assets to the entity on its commencement on 1 July 1996. Council's proportion of voting power as at 30 June 2023 was 33.33% (2022 - 33.33%).

On 27 June 2022, Knox City Council, Maroondah City Council and Yarra Ranges Council resolved, pursuant to Section 110(1) of the *Local Government Act 2020*, to participate in the formation of, and become a founding member of, Your Library Limited (a public company limited by guarantee). The member Councils further resolved that ERLC will continue to provide library services under the current model, reflected in the Your Library Agreement between the member Councils. The Your Library Agreement reflects the Regional Library Agreement currently in place.

On 30 June 2023, in accordance with Section 330 of the *Local Government Act 2020*, ERLC was wound up following the transfer of operations, staff, assets and liabilities from the Corporation to Your Library Limited. Your Library Limited commenced operations on 1 July 2023.

The three member Councils will contribute in the same proportion as before in accordance with the Your Library Agreement and the operations of the library will continue as before with the objective of serving the local community with library and other services.

	2023 \$'000	2022 \$'000
<b>Fair value of Council's investment in Eastern Regional Libraries Corporation</b>	<b>2,455</b>	<b>3,469</b>
<b>Council's share of accumulated surplus</b>		
Council's share of accumulated surplus at start of year	3,469	5,074
Reported surplus/(deficit) for year	(90)	395
Distribution of accumulated surplus	(924)	(2,000)
<b>Council's share of accumulated surplus at end of year</b>	<b>2,455</b>	<b>3,469</b>
<b>Movement in carrying value of specific investment</b>		
Carrying value of investment at start of year	3,469	5,074
Share of surplus/(deficit) for year	(90)	395
Distribution of accumulated surplus	(924)	(2,000)
<b>Carrying value of investment at end of year</b>	<b>2,455</b>	<b>3,469</b>
<b>Council's share of expenditure commitments</b>		
Operating commitments	228	26
Capital commitments	-	-
<b>Council's share of expenditure commitments</b>	<b>228</b>	<b>26</b>

Council directly provides a number of additional resources free of charge to Eastern Regional Libraries Corporation in relation to the mobile library and library branches in the Knox municipality. The annual operating cost to Council for providing these facilities are as follows:

	2023 \$'000	2022 \$'000
Mobile library	-	37
Knox City, Rowville, Ferntree Gully, Boronia and Bayswater Library Branches	603	786

An associate is an entity over which Council has significant influence but not control or joint control. Investment in an associate is accounted for using the equity method of accounting, after initially being recognised at cost.

Changes in the net assets of the ERLC are brought to account as an adjustment to the carrying value of the investment.

# Notes to the Financial Report

For the Year Ended 30 June 2023

## Note 7 People and relationships

### 7.1 Council and key management remuneration

#### (a) Related parties

##### Parent Entity

Knox City Council

##### Associates

Eastern Regional Libraries Corporation (ERLC). Interests in associates are detailed in Note 6.3.

#### (b) Key management personnel

Key management personnel (KMP) are those people with the authority and responsibility for planning, directing and controlling the activities of Knox City Council. The Councillors, Chief Executive Officer, Directors and Executive Managers are deemed KMP.

Details of KMP at any time during the year are:

Councillors	
Councillor Susan Laukens (Mayor)	Mayor from 1 July 2022 to 14 November 2022 Councillor from 14 November 2022 to current
Councillor Marcia Timmers-Leitch (Mayor)	Councillor from 1 July 2022 to 14 November 2022 Mayor from 14 November 2022 to current
Councillor Nicole Seymour (Deputy Mayor)	Deputy Mayor from 1 July 2022 to 14 November 2022 Councillor from 14 November 2022 to current
Councillor Jude Dwight (Deputy Mayor)	Councillor from 1 July 2022 to 14 November 2022 Deputy Mayor from 14 November 2022 to current
Councillor Yvonne Allred	Councillor from 1 July 2022 to current
Councillor Meaghan Baker	Councillor from 1 July 2022 to current
Councillor Lisa Cooper	Councillor from 1 July 2022 to current
Councillor Sorina Grasso	Councillor from 1 July 2022 to current
Councillor Darren Pearce	Councillor from 1 July 2022 to current

Chief Executive Officer and other key management personnel	
Bruce Dobson - Chief Executive Officer	
Judy Chalkley - Director Connected Communities	5 December 2022 to 30 June 2023
Greg Curcio - Director Customer and Performance	26 September 2022 to 30 June 2023
Matt Kelleher - Director City Liveability	
Navec Lorkin - Chief Financial Officer	
Samantha Mazer - Director City Centre	1 July 2022 to 29 August 2022
Tanya Scicluna - Director Connected Communities	1 July 2022 to 2 December 2022
Kristy Siega - Chief People Officer	19 September 2022 to 14 April 2023
John Rashed - Acting Chief People Officer	17 April 2023 to 30 June 2023
Grant Thorne - Director Infrastructure	
Sam Stanton - Executive Manager Strategy, People and Culture	1 July 2022 to 22 July 2022

	<b>2023 No.</b>	<b>2022 No.</b>
Total number of Councillors	9	9
Chief Executive Officer and other key management personnel	11	9
<b>Total key management personnel</b>	<b>20</b>	<b>18</b>

### (c) Remuneration of Key Management Personnel

Remuneration comprises employee benefits including all forms of consideration paid, payable or provided by Council, or on behalf of the Council, in exchange for services rendered. Remuneration of Key Management Personnel and Other senior staff is disclosed in the following categories.

**Short-term employee benefits** include amounts such as wages, salaries, annual leave or sick leave that are usually paid or payable on a regular basis, as well as non-monetary benefits such as allowances and free or subsidised goods or services.

**Other long-term employee benefits** include long service leave, other long service benefits or deferred compensation.

**Post-employment benefits** include pensions, and other retirement benefits paid or payable on a discrete basis when employment has ceased.

**Termination benefits** include termination of employment payments, such as severance packages.

	<b>2023 \$'000</b>	<b>2022 \$'000</b>
Total remuneration of Key Management Personnel was as follows:		
Short-term employee benefits	2,508	2,484
Other long-term employee benefits	43	1
Post-employment benefits	210	202
Termination benefits	146	53
<b>Total</b>	<b>2,907</b>	<b>2,740</b>

The remuneration of Key Management Personnel includes the full year remuneration of the current Acting Chief People Officer, who's substantive role would otherwise be included in the remuneration of other senior staff.

# Notes to the Financial Report

For the Year Ended 30 June 2023

## Note 7 People and relationships (cont'd)

### 7.1 Council and key management remuneration (cont'd)

The numbers of Key Management Personnel whose total remuneration from Council and any related entities fall within the following bands:

	2023 No.	2022 No.
\$10,000 - \$19,999	-	1
\$20,000 - \$29,999	1	-
\$30,000 - \$39,999	6	6
\$50,000 - \$59,999	1	2
\$60,000 - \$69,999	2	-
\$90,000 - \$99,999	1	1
\$130,000 - \$139,999	1	-
\$140,000 - \$149,999	-	1
\$180,000 - \$189,999	1	-
\$220,000 - \$229,999	1	-
\$230,000 - \$239,999	1	-
\$240,000 - \$249,999	1	-
\$250,000 - \$259,999	-	1
\$260,000 - \$269,999	-	1
\$280,000 - \$289,999	1	-
\$310,000 - \$319,999	-	1
\$320,000 - \$329,999	1	2
\$330,000 - \$339,999	1	2
\$410,000 - \$419,999	1	-
	<b>20</b>	<b>18</b>



**(d) Remuneration of other senior staff**

Other senior staff are officers of Council, other than Key Management Personnel, whose total remuneration exceeds \$160,000 and who report directly to a member of the KMP.\*

	<b>2023</b>	<b>2022</b>
	<b>\$'000</b>	<b>\$'000</b>
Total remuneration of other senior staff was as follows:		
Short-term employee benefits	3,077	3,558
Other long-term employee benefits	24	5
Post-employment benefits	319	350
Termination benefits	100	-
<b>Total</b>	<b>3,520</b>	<b>3,913</b>

The number of other senior staff are shown below in their relevant income bands:

<b>Income range</b>	<b>2023</b>	<b>2022</b>
	<b>No.</b>	<b>No.</b>
\$160,000 - \$169,999	4	1
\$170,000 - \$179,999	-	2
\$180,000 - \$189,999	2	1
\$190,000 - \$199,999	5	1
\$200,000 - \$209,999	3	5
\$210,000 - \$219,999	1	5
\$220,000 - \$229,999	2	2
\$230,000 - \$239,999	1	2
	<b>18</b>	<b>19</b>

\* Due to a definitional change the comparative figures in this note may not align with the previous year's annual report, which included disclosure of senior officers as defined in the *Local Government Act 1989*.

## Notes to the Financial Report

For the Year Ended 30 June 2023

### Note 7 People and relationships (cont'd)

#### 7.2 Related party disclosure

##### (a) Transactions with related parties

During the period Council entered into the following transactions with related parties.

	2023 No.	2022 No.
Contributions to Eastern Regional Libraries Corporation	4,500	4,433
<b>Total transactions with related parties</b>	<b>4,500</b>	<b>4,433</b>

Council directly provides a number of additional resources free of charge to the Eastern Regional Libraries Corporation in relation to the mobile library and library branches in the Knox municipality. The annual operating cost to Council for providing these facilities are as follows:

	2023 No.	2022 No.
Mobile library	-	37
Knox City, Rowville, Ferntree Gully, Boronia and Bayswater Library Branches	603	786

##### (b) Outstanding balances with related parties

There were no balances outstanding at the end of the reporting period in relation to transactions with related parties.

##### (c) Loans to / from related parties

There were no loans in existence at balance date that have been made, guaranteed or secured by the Council to a related party.

##### (d) Commitments to/from related parties

There were no commitments in existence at balance date that have been made, guaranteed or secured by the Council to a related party.

## Note 8 Managing uncertainties

### 8.1 Contingent assets and liabilities

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed and if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively.

#### (a) Contingent assets

Contingent assets are possible assets that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Council.

#### Developer contributions

As a result of development activity within the Knox municipality, Council has identified as a contingent asset the developer contributions of infrastructure assets and open space contributions to be received in respect of subdivisions that are currently under development totalling \$22.923 million (2021-22, \$14.969 million).

#### (b) Contingent liabilities

Contingent liabilities are:

- possible obligations that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Council; or
- present obligations that arise from past events but are not recognised because:
- it is not probable that an outflow of resources embodying economic benefits will be required to settle the obligation; or
- the amount of the obligation cannot be measured with sufficient reliability.

#### Superannuation

Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme, matters relating to this potential obligation are outlined below. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists.

#### Future superannuation contributions

In addition to the disclosed contributions, Knox City Council has paid unfunded liability payments to Vision Super totalling \$Nil during the 2022-23 (2021-22 \$Nil). There were no contributions outstanding and no loans issued from or to the above schemes as at 30 June 2023. The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2024 are \$0.246 million.

#### Landfill

Council has identified a previously unknown former landfill at Wantirna Reserve. In October 2022 the Environment Protection Authority (EPA) issued Council an Environmental Action Notice to submit an auditor verified Aftercare Management Plan for the site by 30 November 2023. Environmental investigation works are currently underway to prepare the Plan, and at balance date Council is unable to accurately assess the financial implications of any future works (should they be required).

Council continues to manage its two former landfill sites at Cathies Lane and Llewellyn Reserve as required by the newly issued Duty to Manage letter issued by the EPA. Council has been advised that financial assurances are no longer required for these sites, but will continue to put aside appropriate funds for ongoing management at the sites. Council has calculated its ongoing management costs for a period up to 30 June 2034.

#### Knox City Council Depot

During the 2020 financial year, Council ceased operations at the Knox City Council Depot located in Bridgewood Court, Wantirna South. Council is now managing the rehabilitation of this site. It is expected that these works will be completed by the end of 2023.

# Notes to the Financial Report

For the Year Ended 30 June 2023

## Note 8 Managing uncertainties (cont'd)

### 8.1 Contingent assets and liabilities (cont'd)

#### Insurance Claims

As a large local authority with ownership of numerous parks, reserves, roads and other land holdings, the Council is regularly met with claims and demands allegedly arising from an incident that occurs on land belonging to the Council, or allegedly arising from incidents relating to Council business, services or activities. There are eight outstanding insurance claims against the Council in this regard. The Council carries \$600 million of public liability and professional indemnity insurance and has an excess of \$0.020 million per claim on this policy. Therefore, the maximum liability of the Council in any single claim is the extent of its excess. The primary insurer is Liability Mutual Insurance (MAV Insurance). There are no claims that Council is aware of which would fall outside the terms of the Council's policy.

#### Liability Mutual Insurance

Council is a participant of the MAV Liability Mutual Insurance (LMI) Scheme. The LMI scheme provides public liability and professional indemnity insurance cover. The LMI scheme states that each participant will remain liable to make further contributions to the scheme in respect of any insurance year in which it was a participant to the extent of its participant's share of any shortfall in the provision set aside in respect of that insurance year, and such liability will continue whether or not the participant remains a participant in future insurance years.

### 8.2 Change in accounting standards

Certain new Australian Accounting Standards and interpretations have been published that are not mandatory for the 30 June 2023 reporting period. Council assesses the impact of these new standards. As at 30 June 2023 there were no new accounting standards or interpretations issued by the AASB which are applicable for the year ending 30 June 2024 that are expected to impact Council.

### 8.3 Financial instruments

#### (a) Objectives and policies

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank and TCV borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in the notes of the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

#### (b) Market risk

Market risk is the risk that the fair value or future cash flows of council financial instruments will fluctuate because of changes in market prices. The Council's exposure to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

### Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Council's interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes council to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 2020*. Council manages interest rate risk by adopting an investment policy that ensures:

- diversification of investment product;
- monitoring of return on investment; and
- benchmarking of returns and comparison with budget.

Other than the borrowings taken out by Council in June 2023, there has been no significant change in the Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on the Council's year end result.

### (c) Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council have exposure to credit risk on some financial assets included in the balance sheet. Particularly significant areas of credit risk exist in relation to outstanding fees and fines as well as loans and receivables from sporting clubs and associations. To help manage this risk:

- council have a policy for establishing credit limits for the entities council deal with;
- council may require collateral where appropriate; and
- council only invest surplus funds with financial institutions which have a recognised credit rating specified in council's investment policy.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

There are no material financial assets which are individually determined to be impaired.

Council may also be subject to credit risk for transactions which are not included in the balance sheet, such as when council provide a guarantee for another party. Details of our contingent liabilities are disclosed in Note 8.1(b).

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral.

# Notes to the Financial Report

For the Year Ended 30 June 2023

## Note 8 Managing uncertainties (cont'd)

### 8.3 Financial instruments (cont'd)

#### (d) Liquidity risk

Liquidity risk includes the risk that, as a result of our operational liquidity requirements, we will not have sufficient funds to settle a transaction when required, or will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks Council:

- has an investment policy which specifies the need to meet Council's cash flow requirements;
- has readily accessible standby facilities and other funding arrangements in place;
- has a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- monitors budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

The Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed on the face of the Balance Sheet and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade. Details of the maturity profile for borrowings are disclosed at Note 5.4.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

#### (e) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next twelve months:

- A parallel shift of +1% and -1% in market interest rates (AUD) from year-end rates of 5.064%.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

## 8.4 Fair value measurement

### Fair value hierarchy

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy, Council's financial assets and liabilities are measured at amortised cost.

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. *AASB 13 Fair Value Measurement*, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

**Level 1** – Quoted (unadjusted) market prices in active markets for identical assets or liabilities;

**Level 2** – Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and

**Level 3** – Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

### Revaluation

Subsequent to the initial recognition of assets, non-current physical assets, other than land under roads, recreational, leisure and community facilities, plant and equipment, bus shelters, artworks and intangibles are measured at their fair value, being the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. For plant and equipment carrying amount is considered to approximate fair value given short useful lives. At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use on an asset result in changes to the permissible or practical highest and best use of the asset. In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from 2 to 3 years. The valuations are performed either by experienced Council officers or independent experts. The following table sets out the frequency of revaluations by asset class.

Asset Class	Revaluation frequency
Land	2 years
Buildings	2 years
Roads	3 years
Bridges	3 years
Footpaths and cycleways	3 years
Drainage	3 years
Off street car parks	3 years
Other infrastructure	3 years

Where the assets are revalued, the revaluation increments are credited directly to the relevant asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of asset, revaluation increments and decrements within the year are offset. Refer to Note 9.1(a) for further information.

### Impairment of assets

At each reporting date, Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the Comprehensive Income Statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

## 8.5 Events occurring after balance date

No matters have occurred after balance date that require disclosure in the financial report.

# Notes to the Financial Report

For the Year Ended 30 June 2023

## Note 9 Other Matters

### 9.1 Reserves

#### (a) Asset revaluation reserve

	Balance at beginning of reporting period \$'000	Increment (decrement) \$'000	Balance at end of reporting period \$'000
<b>2023</b>			
<b>Property</b>			
Land	850,082	-	850,082
Buildings	83,436	402	83,838
	<b>933,518</b>	<b>402</b>	<b>933,920</b>
<b>Plant and equipment</b>			
Artworks	31	-	31
	<b>31</b>	<b>-</b>	<b>31</b>
<b>Infrastructure</b>			
Roads	324,628	-	324,628
Bridges	2,272	390	2,662
Footpaths and cycleways	31,418	-	31,418
Drainage	105,475	(26,612)	78,863
Off street car parks	3,007	-	3,007
Other infrastructure	-	-	-
	<b>466,800</b>	<b>(26,222)</b>	<b>440,578</b>
<b>Total asset revaluation reserve</b>	<b>1,400,349</b>	<b>(25,820)</b>	<b>1,374,529</b>
<b>2022</b>			
<b>Property</b>			
Land	777,063	73,019	850,082
Buildings	60,551	22,885	83,436
	<b>837,614</b>	<b>95,904</b>	<b>933,518</b>
<b>Plant and equipment</b>			
Artworks	31	-	31
	<b>31</b>	<b>-</b>	<b>31</b>
<b>Infrastructure</b>			
Roads	288,572	36,056	324,628
Bridges	2,272	-	2,272
Footpaths and cycleways	23,279	8,139	31,418
Drainage	105,475	-	105,475
Off street car parks	4,272	(1,265)	3,007
Other infrastructure	-	-	-
	<b>423,870</b>	<b>42,930</b>	<b>466,800</b>
<b>Total asset revaluation reserve</b>	<b>1,261,515</b>	<b>138,834</b>	<b>1,400,349</b>

#### Nature and purpose of asset revaluation reserve

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time.



**(b) Other reserves**

<b>2023</b>	<b>Balance at beginning of reporting period \$'000</b>	<b>Transfer from accumulated surplus \$'000</b>	<b>Transfer to accumulated surplus \$'000</b>	<b>Balance at end of reporting period \$'000</b>
<b>Restricted reserves</b>				
Open space reserve	17,313	6,183	(6,248)	17,248
Basketball stadium infrastructure reserve	100	-	-	100
State Basketball Centre asset renewal fund	624	-	(624)	-
Football pitch replacement fund	612	-	(612)	-
<b>Total restricted reserves</b>	<b>18,649</b>	<b>6,183</b>	<b>(7,484)</b>	<b>17,348</b>
<b>Unrestricted reserves</b>				
Mountain Gate reserve	140	-	(140)	-
City futures fund	246	-	-	246
Revegetation net gain	476	65	(453)	88
Revolving energy fund	12	-	(12)	-
Aged care reserve	3,160	-	(200)	2,960
Unexpended grant reserve (Financial Assistance Grants)	5,844	8,609	(5,844)	8,609
Stamford Park	8,923	-	(7,537)	1,386
Blue Hills	3	-	(3)	-
Scoresby Recreation Reserve	173	30	-	203
HACC capital reserve	545	-	(33)	512
Library reserve	2,000	924	(282)	2,642
Social housing reserve	-	2,559	-	2,559
<b>Total unrestricted reserves</b>	<b>21,522</b>	<b>12,187</b>	<b>(14,504)</b>	<b>19,205</b>
<b>Total other reserves</b>	<b>40,171</b>	<b>18,370</b>	<b>(21,988)</b>	<b>36,553</b>

## Notes to the Financial Report

For the Year Ended 30 June 2023

### Note 9 Other Matters (cont'd)

#### 9.1 Reserves (cont'd)

2022	Balance at beginning of reporting period \$'000	Transfer from accumulated surplus \$'000	Transfer to accumulated surplus \$'000	Balance at end of reporting period \$'000
<b>Restricted reserves</b>				
Open space reserve	15,630	5,410	(3,727)	17,313
Basketball stadium infrastructure reserve	100	-	-	100
State Basketball Centre asset renewal fund	597	27	-	624
Football pitch replacement fund	612	-	-	612
<b>Total restricted reserves</b>	<b>16,939</b>	<b>5,437</b>	<b>(3,727)</b>	<b>18,649</b>
<b>Unrestricted reserves</b>				
Mountain Gate Reserve	140	-	-	140
City futures fund	2,915	-	(2,669)	246
Revegetation net gain	461	65	(50)	476
Revolving energy fund	60	57	(105)	12
Aged care reserve	4,891	-	(1,731)	3,160
Unexpended grant reserve (Financial Assistance Grants)	4,038	5,844	(4,038)	5,844
Stamford Park	8,923	-	-	8,923
Blue Hills	3	-	-	3
Scoresby Recreation Reserve	144	29	-	173
HACC capital reserve	635	-	(90)	545
Library reserve	-	2,000	-	2,000
Social housing reserve	-	-	-	-
<b>Total unrestricted reserves</b>	<b>22,210</b>	<b>7,995</b>	<b>(8,683)</b>	<b>21,522</b>
<b>Total other reserves</b>	<b>39,149</b>	<b>13,432</b>	<b>(12,410)</b>	<b>40,171</b>

## Nature and purpose of other reserves

### **Open space reserve**

The Open Space Reserve is used to provide funding for future purchases and improvements of open space. Funding is provided from developer's contributions for open space which is initially recognised in the comprehensive income statement and then transferred to the reserve from accumulated surplus to facilitate separate tracking of the total funds received but not yet spent.

### **Basketball stadium infrastructure reserve**

The purpose of this reserve is to improve basketball stadium facilities within the Knox municipality.

### **State basketball centre asset renewal fund**

The purpose of this reserve is to provide for asset renewal works at the State Basketball Centre (Knox Regional Sports Park).

### **Football pitch replacement fund**

The purpose of this reserve is to provide for future football pitch replacement at Knox Regional Sports Park.

### **Mountain Gate reserve**

The purpose of this reserve is to enhance community facilities within Mountain Gate.

### **City futures fund**

The purpose of this reserve is to enhance community facilities within Knox municipality.

### **Revegetation net gain**

The purpose of this reserve is to ensure any loss of vegetation through development is re-established in a sustainable location.

### **Revolving energy fund**

The purpose of this reserve is to re-invest savings in energy costs to be invested in further works to minimise energy consumption.

### **Aged care reserve**

The purpose of this reserve is to set aside the proceeds from the divestment of the Amaroo Gardens Aged Care Facility by Council on 2 November 2011 for aged services and infrastructure within the Knox municipality.

### **Unexpended grant reserve (Victoria Grants Commission)**

The purpose of this reserve is to quarantine early payment of Victoria Grants Commission General Purpose and Local Roads Federal Grant funding for use in the following year.

### **Stamford Park**

The purpose of this reserve is to develop the Stamford Park site for the benefit of the Knox Community.

### **Blue Hills**

The purpose of this reserve is to construct the Early Years Hubs facilities for the benefit of the Knox Community.

### **Scoresby Recreation reserve**

The purpose of this reserve is to invest the income derived from lease of this site into the Scoresby Recreation Reserve.

### **HACC capital reserve**

The purpose of this reserve is to refurbish, upgrade and maintain minor capital within the Home and Community Care funded programs.

### **Library reserve**

The purpose of this reserve is for major capital expenditure for acquiring, refurbishing or redeveloping library premises as standalone premises or as part of community hubs for Knox Library branches.

### **Social housing reserve**

The purpose of this reserve is to provide funding for the planning, development, construction and/or purchase of social housing for the Knox Community.

## Notes to the Financial Report

For the Year Ended 30 June 2023

### Note 9 Other Matters (cont'd)

#### 9.2 Reconciliation of cash flows from operating activities to surplus/(deficit)

	2023 \$'000	2022 \$'000
Surplus/(deficit) for the year	(7,896)	(2,792)
Depreciation	23,973	22,965
Amortisation - intangible assets	647	598
Amortisation - right of use assets	635	630
Bad and doubtful debts	276	334
Borrowing costs	1,746	403
Finance costs - leases	31	30
Net (gain)/loss on disposal of property, infrastructure, plant and equipment	26,273	1,362
Contributions - non-monetary assets	-	(440)
Increment in investment in associate	90	(395)
<b>Change in operating assets and liabilities</b>		
(Increase)/decrease in trade and other receivables	(2,691)	781
(Increase)/decrease in prepayments	(56)	172
(Increase)/decrease in accrued income	(984)	(5)
Increase/(decrease) in trade and other payables	3,369	(1,856)
Increase/(decrease) in unearned income/revenue	(1,669)	(7,294)
Increase/(decrease) in provisions	189	(1,208)
Increase/(decrease) in other liabilities	55	650
(Increase)/decrease in inventories	(7)	(3)
<b>Net cash provided by/(used in) operating activities</b>	<b>43,981</b>	<b>13,932</b>

### 9.3 Superannuation

Knox City Council makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in the Comprehensive Income Statement when they are made or due.

#### Accumulation

The Fund's accumulation categories receive both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2023, this was 10.5% as required under Superannuation Guarantee (SG) legislation (2022: 10.0%)).

#### Defined Benefit

Knox City Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Knox City Council in the Fund cannot be measured as a percentage compared with other participating employers.

Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119.

#### Funding arrangements

Knox City Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary. A triennial actuarial investigation is currently underway for the Defined Benefit category which is expected to be completed by 31 December 2023. Council was notified of the 30 June 2023 VBI during August 2023 (2022: August 2022). The financial assumptions used to calculate the 30 June 2023 VBI were:

Net investment	5.7% pa
Salary information	3.5% pa
Price inflation (CPI)	2.8% pa

As at 30 June 2022, an interim actuarial investigation was held as the Fund provides lifetime pensions in the Defined Benefit category. The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 102.2%. The financial assumptions used to calculate the VBI were:

Net investment	5.5% pa
Salary information	2.5% pa to 30 June 2023, and 3.5% pa thereafter
Price inflation (CPI)	3.0% pa

Council was notified of the 30 June 2022 VBI during August 2022 (2021: August 2021). Vision Super has advised that the estimated VBI at June 2023 was 104.1%.

The VBI is used as the primary funding indicator. Because the VBI was above 100%, the 30 June 2022 actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

# Notes to the Financial Report

For the Year Ended 30 June 2023

## Note 9 Other Matters (cont'd)

### 9.3 Superannuation (cont'd)

#### Employer contributions

##### Regular contributions

On the basis of the results of the 2022 interim actuarial investigation conducted by the Fund Actuary, Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2023, this rate was 10.5% of members' salaries (10.0% in 2021-22). This rate is expected to increase in line with any increases in the SG contribution rate and was reviewed as part of the 30 June 2022 interim valuation.

In addition, Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

##### Funding calls

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%.

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Knox City Council) are required to make an employer contribution to cover the shortfall.

Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up.

If there is a surplus in the Fund, the surplus cannot be returned to the participating employers.

In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

#### The 2022 interim actuarial investigation surplus amounts

An actuarial investigation is conducted annually for the Defined Benefit category of which Knox City Council is a contributing employer. Generally, a full actuarial investigation is conducted every three years and interim actuarial investigations are conducted for each intervening year. An interim investigation was conducted as at 30 June 2022 and the last full investigation was conducted as at 30 June 2020.

The Fund's actuarial investigation identified the following in the Defined Benefit category of which Council is a contributing employer:

A VBI surplus of \$44.6 million  
(2021: \$214.7 million)

A total service liability surplus of  
\$105.8 million (2021: \$270.3 million)

A discounted accrued benefits surplus  
of \$111.9 million (2021: \$285.2 million)

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2022.

The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses as at 30 June 2022.

The discounted accrued benefit surplus means that the current value of the assets in the Fund's Defined Benefit category exceeds the value of benefits payable in the future but accrued in respect of service to 30 June 2022.

### The 2023 triennial actuarial investigation

A triennial actuarial investigation is being conducted for the Fund's position as at 30 June 2023. It is anticipated that this actuarial investigation will be completed by 31 December 2023. The financial assumptions for the purposes of this investigation are:

	2023 Triennial investigation	2020 Triennial investigation
Net investment	5.7% pa	5.6% pa
Salary information	3.5% pa	2.5% pa for the first two years, and 2.75% pa thereafter
Price inflation (CPI)	2.8% pa	2.0% pa

### Superannuation contributions

Contributions by Council (excluding any unfunded liability payments) to the above superannuation plans for the financial year ended 30 June 2023 are detailed below:

Scheme	Type of scheme	Rate	2023 \$'000	2022 \$'000
Vision super	Defined Benefit	10.5% (2022: 10.0%)	259	250
Other funds	Defined Benefit	10.5% (2022: 10.0%)	-	-
Vision super	Accumulation Fund	10.5% (2022: 10.0%)	3,360	3,360
Other funds	Accumulation Fund	10.5% (2022: 10.0%)	3,165	3,010

There were no contributions outstanding and no loans issued from or to the above schemes as at 30 June 2023.

The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2024 is \$0.246 million.

## Note 10 Change in accounting policy

There have been no changes to accounting policies in the 2022-23 year.

There are no pending accounting standards that are likely to have a material impact on council.

## How to access Knox's Annual Report

The 2022-23 Annual Report is compliant with Council's Access and Inclusion Policy and meets the level double-A conformance to web content accessibility guidelines.

The annual report is available in various formats as follows:

- PDF on Council's website
- MS Word
- Large print
- Hardcopy

You are welcome to contact Council for a copy of this annual report by telephoning 9298 8000 or sending an email to [knoxcc@knox.vic.gov.au](mailto:knoxcc@knox.vic.gov.au).

### Community input

Council welcomes community input into the development of its plans and strategies as well as feedback on any of its publications. Access to these is provided via the website ([knox.vic.gov.au](http://knox.vic.gov.au)), in person, or calling our Customer Service team on 9298 8000.

## Contact us

You are welcome to contact us.

<b>Knox Civic Centre</b>	511 Burwood Highway, Wantirna South VIC 3152
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<b>Internet—our public website</b>	<a href="http://knox.vic.gov.au">knox.vic.gov.au</a>
<b>Phone</b>	9298 8000
<b>TTY Users (Text Telephone) (NRS)</b>	133 677 (ask for 9298 8000)
<b>Speak and Listen Users</b>	1300 555 727 (ask for 9298 8000)
<b>Facebook</b>	<a href="https://facebook.com/knoxccouncil">facebook.com/knoxccouncil</a>
<b>Twitter</b>	<a href="https://twitter.com/knoxcc">twitter.com/knoxcc</a>
<b>Translating and Interpreting Service</b>	131 450
<b>ABN</b>	24 477 480 661





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## 8.2 Community Development Fund Assessment Panel Members Recommendations 2023-24

**SUMMARY: Community Partnerships Officer, Jade Mainwaring**

**This report presents the recommendations of the Community Development Fund (CDF) Assessment Panel for Council's 2023-24 CDF Grants Program allocation to not-for-profit community groups operating within Knox.**

### **RECOMMENDATION**

**That Council approves the 2023-24 applications the Community Development Fund Assessment Panel has recommended for funding, as outlined in Attachments 1 and 2 of this report.**

#### **1. INTRODUCTION**

The Community Development Fund (CDF) Grants Program provides annual grants to locally focused, not-for-profit organisations to encourage and support community activities and initiatives of benefit to Knox residents. Over the last five years, this Program has supported 282 successful applications worth approximately \$1.86 million. Based on application data captured, the CDF benefits an estimated 92,000 Knox residents each year through various programs and initiatives. The CDF Grants Program is administered in accordance with the Knox Grants Framework Policy, in line with best practice principles in local grant making.

The annual allocation of CDF Grants aims to:

- Support projects that encourage residents to become involved and engaged in their local community;
- Improve the health and wellbeing of Knox residents through projects that promote healthy active lifestyles and community safety;
- Build community pride, strength, and resilience;
- Promote harmony and respect through projects promoting inclusion and social interaction;
- Improve skills of Knox residents across a range of areas; and
- Support a positive sense of place and activities that celebrate our community.

The CDF Grants Program encourages one-off or short-term projects, as well as offering support to established community events that have been held annually for over three-years. The Program does not fund capital works (e.g., structural building improvements), projects which are primarily fundraising events, those projects currently supported by other Council grant programs or activities that are clearly the responsibility of another level of government. Funding applications of up to \$20,000 are considered for projects that meet the CDF Grants Program criteria and support the goals of the Knox Community and Council Plan 2021-2025.

#### **2. DISCUSSION**

##### **2.1 Applications**

The 2023-24 CDF Round received a total of 70 applications, requesting a total of \$853,357.73 (including GST). This is an increase on the previous year which may be attributed to the greater level of certainty for community organisations in a post-COVID environment. Council's Community Partnerships Officers also had a focus on increasing visibility and awareness of the Program via social media, offering regular contact with Officers from the Community Partnerships Team and drop-in information sessions held at the Civic Centre in the lead-up to applications opening.

Of the 70 applications received there were 67 unique applicants, with three organisations submitting more than one application, which is permitted under the CDF Grants Program Guidelines. Two applications were considered ineligible, with one considered to be Capital Works and one considered to be high risk for community and child safety.

Applications for the 2023-24 round are diverse in nature and cover a wide range of projects and programs within the Knox community. These range from mental health and wellbeing programs to community festivals; equipment upgrades and multicultural celebrations.

With the requested total from all CDF applications this year totaling \$853,357.73, the CDF Program continues to be oversubscribed and it is not possible to fund all applications. The amount of funding available for 2023-24 is \$380,547.00 – equivalent to less than half of the requested funding.

## **2.2 Application and Assessment Process**

The application period commenced on 29 May 2023 and closed on 3 July 2023. All applications were reviewed by Council's Community Partnerships Officers to ensure all documentation and required information had been provided, and to confirm that organisations and projects met the eligibility criteria set out in the CDF Program Guidelines.

One organisation was deemed ineligible (refer Attachment 3) due to being for Capital Works which is excluded under Clause 6.3.5 Project and Event Exclusion which states that:

- The following types of projects and items cannot be funded through the CDF:  
Capital or facility maintenance works: Capital works projects are considered to be those that primarily focus on improvement, replacement, disposal or addition to fixed assets such as land, building and facilities.

A summary of all CDF applications and funding recommendations are provided as attachments:

- Attachment 1 – Applications recommended for full funding;
- Attachment 2 – Applications recommended for partial funding; and
- Attachment 3 – Applications not recommended or ineligible.

The assessment of the eligible applications was conducted by the CDF Assessment Panel (the Panel) comprising three community representatives (Jeff Somers, Stacey Barass and Rebecca Redfern) and two Council Officers (Brit Josephs and Helen Oakley).

The CDF assessment process included:

1. An initial review of all applications received regarding basic eligibility and provision of required information was conducted by Council's Community Partnerships Officers.
2. A preliminary Panel Induction meeting held on the 13 July 2023, consisting of Council Officers and Panel Members to discuss the number of applications eligible for assessment, and identify any conflicts of interest for Panel Members. Panel Members with a declared conflict of interest in an application were excluded from assessment of that application and

were required to exclude themselves from Panel decision-making in relation to that application.

3. As set out in the Panel's Terms of Reference (approved April 2023), a range of Council Officers were consulted for subject matter expertise. This focused on identifying alignment with relevant Council strategies and plans and providing general advice around potential project duplication or any issues of concern in relation to any applications.
4. The CDF Assessment Panel members had four weeks to complete their individual assessment and scoring of eligible applications against criteria set out in the Program Guidelines and included:

Criteria	Weighting
Clear demonstration of community need and proposed project objectives.	30%
Capacity of the applying organisation to deliver the project and manage the grant.	25%
Degree to which the project is shown to have a clear financial need, is feasible and is financially viable.	20%
Level of benefit to Knox residents.	15%
Demonstration of consultation and/or partnership with others (if applicable).	10%

The Panel's combined scores and review comments provided the basis for discussion and deliberations during the Panel meetings.

5. Applications were then collectively assessed by the Panel at three meetings held on 16, 17 and 23 August 2023, where the proposed funding allocations for each project were discussed and agreed. The final recommendations can be found in Attachments 1, 2 and 3.

### 2.3 CDF Assessment Panel Recommendations – Summary

The Panel recommends the approval and allocation of 49 grants totaling \$379,562.16 (excluding GST). The community organisations and projects recommended represent a diverse range of projects across the Knox community, aligning with Knox Community and Council Plans.

Of the 49 applications recommended, the Panel has recommended that:

- 20 of the applications (refer Attachment 1) be supported with full funding. The Panel considered the overall weighted assessment score, calculated using the criteria listed above.
- 29 of the applications (refer Attachment 2) be supported with partial funding. On average, partial grant funding contributes approximately 50% of the organisation's requested grant amount. When recommending partial funding, the Panel considered the priority costs identified by applicants that still enable a project or program to proceed with partial funding.

All approved grants (for full or partial funding) will be subject to funding agreements, outlining the conditions under which the grant is offered including reporting commitments, acquittal and community group obligations in relation to advertising Council's support. The funding agreements also document the circumstances in which funding may be returned to Council.

Twenty applications (refer Attachment 3) were not recommended for funding. In general, these applications received a lower weighted score and in comparison to other applications, may not have clearly demonstrated community need, clear project/program objectives, financial need and/or consultation with other relevant stakeholders. In some cases, applicants had not provided sufficient documentation to support their application. All applicants were followed up to provide further information where required, however not all applicants responded to these requests. Unsuccessful applicants will be offered feedback on their application and given an opportunity to discuss options for alternative funding that may be available through other Council grant programs where appropriate.

One of these applications was initially recommended by the Panel for partial funding, however after further consideration and evaluation by the Panel, the Panel felt that this application did not demonstrate a strong community benefit and scored lower in comparison to other community projects.

One application was considered ineligible (refer Attachment 3) and not recommended for funding due to being considered Capital Works where engineering, soil testing, and Council permits would be required to dig into the earth to install permanent safety netting.

### **3. CONSULTATION**

Throughout the 2023-24 CDF Grant Program round, community organisations were encouraged to apply for funding via a range of promotional mechanisms including social media, news stories, e-bulletins, Grant Information Sessions and a series of informal drop-in sessions for groups to explore their proposed projects with the support of Council Officers.

Applicants were encouraged to contact the Community Partnerships Team to discuss their application. A total of 27 enquiries from potential applicants were received by the team prior to closure of the submission period.

Organisations were sent reminders via the Smarty Grants system where an application had been commenced, to encourage completion of applications prior to the closing date. Following submission of an application, the Community Partnerships Team were in contact with organisations if further clarity on their project was required.

Consultation was also undertaken with other relevant Council departments to clarify programs or strategies relevant to applications and advise of potential project duplication or any issues of concern in relation to any applications.

### **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**

Several projects are targeted at improving the amenity of local community facilities and outdoor environments.

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

The CDF budget is \$380,547.00 (excluding GST), comprising the 2023-24 approved budget allocation and any carry forward of returned grants.

The amount recommended for approval totals \$379,562.16 (excluding GST) falling within the budget allocation.

## **7. SOCIAL IMPLICATIONS**

The CDF Grants Program facilitates engagement between Council and community via a diverse range of community organisations. It enables a greater understanding of community needs and creates greater collaboration, strengthening existing connections and creating new connections.

The CDF Grants Program, together with the Minor Grants Program, is a way that Council can support the wider Knox community through not-for-profit organisations and community groups, assisting in their ability to be active, sustainable, and resilient community members.

The funding provided by the Program will benefit and engage with a wide cross-section of the Knox community and provide opportunities for many community organisations and residents, both as service providers and participants, to enhance community wellbeing. The Program continues to be a valuable program that provides great visibility into community need and provides the resources to support those needs and assists the Council to positively plan for the future.

## **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.

Strategy 1.3 - Support organisations in Knox to navigate recovery and new ways of working.

### **Neighbourhoods, Housing & Infrastructure**

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

### **Natural Environment & Sustainability**

Strategy 3.1 - Preserve our biodiversity and waterways, and enhance our urban landscape.

Strategy 3.2 - Prepare for, mitigate and adapt to the effects of climate change.

### **Connection, Resilience & Wellbeing**

Strategy 4.1 - Support our community to improve their physical, mental and social health and wellbeing.

Strategy 4.2 - Foster inclusivity, equality, belonging and safety within the community.

Strategy 4.3 - Honour and integrate First Nations Culture into actions and environments.

### **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, Jade Mainwaring**  
**Report Authorised By: Director Connected Communities, Judy Chalkley**

**Attachments**

1. Attachment 1 - CDF 2023-24 - Applications Recommended for Full Funding [**8.2.1** - 2 pages]
2. Attachment 2 - CDF 2023-24 - Applications Recommended for Partial Funding [**8.2.2** - 4 pages]
3. Attachment 3 - CDF 2023-24 - Applications Not Recommended for Funding [**8.2.3** - 3 pages]



**Attachment 1**

Applications recommended for funding in FULL						
Applicant	Brief Description	Project Overview	Amount Requested	Amount Recommend	Panel Rationale	Amount Exc GST
Basin Theatre Group	Re-development of Group's Website	The group's existing website was opened in 2004 and utilises old outdated technology no longer supported by the company that created the website, and no longer meets industry standards for security.	\$7,150.00	\$7,150.00	The panel felt there was a clear need for the project. Panel are supportive and recommend funding in full.	\$6,500.00
Boronia Bowls Club Inc.	Volunteer training to secure our club's legacy	Provision of training to upskill committee and volunteers to ensure succession planning of retiring committee members. By investing in training conducted by specialist organisations, we will ensure the sustained growth of our club and the continued engagement of our community.	\$3,000.00	\$3,000.00	The panel is supportive of this application and recommend funding in full given the focus on retaining and attracting volunteers and enhancing club sustainability.	\$3,000.00
Boronia Soccer Club	Coach & Player development tools	To purchase additional purpose specific training equipment that will facilitate a more advanced level of training & playing, ultimately attracting and retaining players. Items include Extendable Nets, Agility Pole, Adjustable Hurdle, Folding Goal.	\$3,624.50	\$3,624.50	The panel is supportive of this application and recommend funding in full. They appreciated that this is a one-off expense, with clear consultation.	\$3,624.50
Fairpark Junior Football Club Inc	Replace Kitchen Equipment	To replace broken down freezer in canteen to ensure we are able to provide food during the 2024 EFNL season that meets appropriate health and safety requirements and continues ability to raise income and be sustainable. We also aim to replace our current pie warmer - which is over 10 years old.	\$3,616.58	\$3,616.58	The panel is supportive of this application as a one-off expense to support club sustainability through fundraising (canteen). Recommend funding in full.	\$3,616.58
Ferntree Gully Cricket Club	Replacement of fridges	To purchase new, energy-efficient fridges, to replace the current ones that are now old and unable to keep any perishables cool. Being able to purchase new fridges with greater capacity will enable us to purchase food and drinks in bulk, which reduces our costs and will increase the profitability of our canteen, without having to increase the cost of goods to members or visitors.	\$5,540.70	\$5,540.70	The panel is supportive of this application as a one-off expense to support club sustainability through fundraising (canteen). Recommend funding in full.	\$5,540.70
Ferntree Gully News	Learning new skills at Ferntree Gully News	Purchase two new laptop computers and to install the Adobe Creative Suite, so the production team members can learn to use InDesign and Photoshop.	\$3,330.00	\$3,330.00	The panel is supportive of this application, as the organisation demonstrates a clear need and value for investment. Recommend funding in full.	\$3,330.00
Foothills Community Care Inc.	Foothills Community Casseroles Recovery Response	The aim is to provide nutritious, homecooked meals and care packages delivered to locals in need of an extra hand up in the Knox area via our team of friendly, supportive volunteer drivers. This project is especially targeting local Knox residents facing food insecurity, in need of an extra hand up, and those dealing with the high cost of living recent rises.	\$20,000.00	\$20,000.00	The panel are supportive of the application and recommend funding in full due to the high level of community need, as well as the organisation's strong capacity to deliver the project. Recommend funding in full.	\$19,727.27
Hands Off Foundation	We've got your back	We intend to provide children affected by sexual assault and family violence, who have been forced to flee their homes, with care packs filled with the following items: Blanket, Teddy, Kids toothpaste and toothbrush, Kids bodywash, Hairbrush, PJs, Slippers, Colouring book and pencils.	\$10,000.00	\$10,000.00	The panel are supportive of the application and recommend funding in full due to the organisation's capacity to deliver the project, and past success with similar projects. Recommend funding in full.	\$10,000.00
Interchange Outer East	Knox Inclusive Basketball League	To provide a fully inclusive basketball competition to people with disabilities in partnership with Knox Basketball Association, including staffing, uniforms and promotion of the competition.	\$9,120.00	\$9,120.00	The panel are supportive of the application and recommend funding in full. The application demonstrates good collaboration, and demonstrated success in running previous programs, providing a valuable and inclusive service.	\$9,038.18
Knox Historical Society	Ambleside Christmas Fair & Craft Market	To provide a Christmas event as an important community festival that enhances the Council's vision for celebration by providing living history to the community at Ambleside Park.	\$4,450.00	\$4,450.00	The panel are supportive of the application, and felt this was a valuable community event, with positive feedback from last years attendees. Recommend funding in full.	\$4,450.00
Knox Infolink	Local support for the Knox Community	The project seeks to fund additional case worker hours to meet the increased demands for intensive support for complex issues. Knox Infolink is then better positioned to effectively respond to anyone who musters the courage to seek assistance.	\$19,620.00	\$19,620.00	The panel are supportive of the application and agreed to fund in full as a valuable community service. Organisation shows strong connections with other community organisations and local businesses, and shows strong capacity to delivery on the program. Recommend funding in full.	\$19,620.00

Applications recommended for funding in FULL						
Applicant	Brief Description	Project Overview	Amount Requested	Amount Recommend	Panel Rationale	Amount Exc GST
Knox United Soccer Club	Carrington Park (CP) Mini-roos and Junior goals	The aim of our project is to purchase the correct sized goals required per age group for coaches and teams to train with on 4 nights per week and to play up to 10 matches on Sundays. This will allow our coaches and players to develop their soccer skills and provide them with valuable outdoor physical activities.	\$9,680.00	\$9,680.00	The panel is supportive of the application and recommend funding in full. Application demonstrates clear need, for this one off expense that is transferrable to their new premises.	\$8,800.00
Orana Neighbourhood House	Connecting through Community Lunches	We are looking to establish a monthly community lunch to bring people together to connect through sharing food. This connection is so important to reduce the impact of loneliness and social isolation. Our lunches will provide an opportunity for people to establish social connections as well as connecting to the house and the various learning, health and wellbeing programs and social opportunities we offer.	\$5,000.00	\$5,000.00	The panel is supportive of this as a pilot program, noting that there is a strong financial co-contribution from the application and community need is evident. Recommend funding in full.	\$5,000.00
Outer East Foodshare Inc	Outer East Food Distribution Centre	To establish a food storage and distribution centre in Knox for 'rescued food'. Once we have a food storage and distribution centre up and running Foodbank Victoria will give us an account and help to get more food into Knox. To set up the centre we want to upgrade an existing building to make the storage area and kitchen more suitable for food storage. We also need to ensure that the food storage centre meets Council's standards for a food premises.	\$18,500.00	\$18,500.00	The panel is supportive of the application, and recommend funding in full given the high level of community need and recognised benefits of having this facility in Knox.	\$16,818.18
Rotary Club of Bayswater Inc.	50th Annual Knox Art Show	To provide local artists and photographers with the opportunity to display and sell their original work at an established annual art show.	\$8,000.00	\$8,000.00	Jeff Somers declared a conflict of interest in this application and did not participate in the discussion. The panel is supportive of the application, and recommend funding in full noting the success of previous events in making art accessible to the broader community.	\$8,000.00
SLAMS Music Theatre Company	Trailer for Set Transport	SLAMS look to purchase a large 10 x 5 caged tandem trailer for use in set, prop and AV equipment transport.	\$3,470.00	\$3,470.00	The panel are supportive of this application as a one off expense that will contribute to the financial sustainability of the organisation and assist with the workload of volunteers. Recommend funding in full.	\$3,470.00
The Haven Day Centre	Music therapy sessions	To engage professional, trained music therapists to engage with our guests in a fun and interactive way, thus improving their quality of life by evoking happy memories, improving cognition, improving social interactions within our groups, reduce anxiety and lowering stress levels.	\$6,930.00	\$6,930.00	The panel are supportive of this application which presents clear aims, objectives and outcomes of the project and deliverables. The organisation has demonstrated capacity to run program. Recommend funding in full.	\$6,300.00
VICSES - Knox Unit	Replacement of aged rescue equipment	To replace aged equipment that is vital for various emergency response / rescues within the Knox Municipality.	\$20,000.00	\$20,000.00	The panel are supportive of this application and agreed to recommend funding in full given the critical community service provided.	\$18,181.82
Friends of Koolunga Native Reserve Inc	Restoring hollows for Powerful Owls	The aim of this project is to replace breeding hollows suitable for the threatened Powerful Owls (Ninox strenua) in Knox after habitat loss.	\$14,630.00	\$14,630.00	The panel acknowledged that there are few other projects on biodiversity and the application is well written and scored highly in the initial assessment. Recommend funding in full.	\$13,167.00
The Basin Music Festival Association Incorporated	The Basin Music Festival	The Annual Basin Music Festival - This festival will provide an outlet for musicians who otherwise would not have opportunity to perform and continue providing unique music events for the local community.	\$15,000.00	\$15,000.00	The panel recognised the strong community support for this festival, and recommend funding in full.	\$15,000.00
<b>Total Recommended - Full Funding</b>			<b>\$190,661.78</b>	<b>\$190,661.78</b>		<b>\$183,184.23</b>

## Attachment 2

Applications recommended for PARTIAL funding						
Applicant	Brief Description	Project Overview	Amount Requested	Amount Recommend	Panel Rationale	Amount Ex GST
Anchor Community Care	The LIFT Program	To implement The LIFT program, which has been developed to provide children and carers with positive and strong social connections through specialised activities promoting a sense of safety, community, and the development of skills and resilience. The grant will fund specialist and social events and activities over a 12-month period designed to create connection and opportunity for children in care to relax, have fun and feel connected to their peers and the adults who care for them. The grant will also fund specialist events developed to support and educate Volunteer Carers to gain the skills required to sustain their connection to children in their care in times of high stress due to the child's complex behaviours.	\$20,000.00	\$7,000.00	There were multiple components to this application, with the panel agreeing to recommend partial-funding of \$7,000 towards the Shayne Hood 'wounds and wisdom' program (total cost \$10,450).  Not recommended for funding is a carers thank you celebration, and the school holiday activities.	\$6,363.64
Boronia Bayswater Community Church of Christ	The Well - Tending To Wellbeing In The Community	To implement "The Well" program, to provide help and guidance to enable the participants to address and develop skills to overcome issues in their lives such as loneliness, grief, anxiety, lost connections, setting boundaries in their home and workplace, etc.	\$12,400.00	\$6,000.00	The panel consensus was that this project could be delivered with fewer staffing costs.  Recommend partial funding at \$6,000 towards the overall project cost.	\$6,000.00
Bridges Connecting Communities Ltd	Device Accessibility for Older Adults	To implement technology training for older people identified as being disadvantaged by our highly digitised world. Participants including low vision, hearing loss or cognitive or physical decline will be provided with this training.	\$18,786.45	\$3,236.55	The application sought funding for a project lead, research, consultation and impact measurement. The panel would have liked to see a co-contribution from the applicant towards this project. However, in recognising the project need, the panel recommend partial funding to support the volunteer-led component of the project, by funding the projector and volunteer expenses.  Recommend partial funding of \$3,236.55	\$3,195.92
Bright Church Incorporated	Bayswater Blitz	To contribute to the provision of a program for Bayswater Secondary College students for 2024. This program (Bayswater Blitz) is a concerted, collaborative effort to provide specifically designed wrap-around services to scaffold students and families; supporting, equipping, and setting them up to thrive. In doing so we hope to increase equal opportunity and community inclusion in Knox by providing a "step up" for disadvantaged and vulnerable students and their families.	\$19,996.74	\$15,000.00	There were multiple components to this application, including food relief, mental health courses, youth social events and family violence education and reskilling. The panel suggests that partial funding be provided, given other support already in place for the school breakfast program.  Recommend partial funding at \$15,000.	\$14,761.50
Coonara Community House Inc	Knox Community Chess Enthusiasts (KCCE)	To provide weekly chess games at Rowville Library and Westfield Knox Community Space to emphasize inclusivity, mental well-being, and multiculturalism. We welcome people of all ages, abilities, genders, races, and religions to join us in socialising and making connections.	\$6,426.58	\$4,426.58	The application included both the purchase of new equipment as well as funding for celebratory events.  The panel recommend partially funding the project at \$4,426.58 for equipment only.	\$4,024.16
Didibahini Samaj Victoria (DBSV)	We can be the best	There is a huge proportion of Nepalese living in the City of Knox. Some are still struggling to settle due to the straining pressure with settlement issues, job, education and cultural issues. Nepalese women are finding hard to maintain their own physical and mental health and wellbeing to the required level. The "WE CAN BE THE BEST" women's wellbeing Program aims to address some of these social and wellbeing needs of Nepalese women living in Knox area.	\$8,000.00	\$4,000.00	There were multiple components to this application, including a family violence program, two yoga programs and an International Women's Day event. In a competitive funding round, the panel is supportive funding the family violence workshop and some yoga sessions to see this project commence.  Recommend partial funding of \$4,000.	\$4,000.00
Different Journeys	Autism Family Swim Nights Inclusion & Connection☺	To deliver a series of six swim nights which will be hosted by autistics and their families/carers to build their skills in event management, peer support, exercise, administration, multimedia, social media, public speaking, food handling and hosting events.  We will create pathways to transition participants from enjoying a protected recreational experience (closed pool) to more independently accessing to mainstream local community and recreation services.	\$19,190.00	\$10,000.00	The panel recognised the importance of this local program, and in light of the large amount of funding requested, considered both previous funding to the program and the financial position of the applicant.  The panel recommend partial funding of \$10,000 towards project costs.	\$10,000.00

Applications recommended for PARTIAL funding						
Applicant	Brief Description	Project Overview	Amount Requested	Amount Recommend	Panel Rationale	Amount Ex GST
Ferntree Gully Arts Society Inc	Equipment	To purchase a better ladder (specifically for adding hanging wires to the tracking and changing the position of spotlights), a trolley for moving heavy equipment and a defibrillator to assist with OH&S and safer conditions for volunteers. Our gallery is sometimes used by external groups for a variety of purposes and we want to provide extra equipment and a better display area. We also want to beautify a small part of the exterior by printing an artwork onto the rear of the front sign which faces the laneway.	\$9,709.00	\$5,059.00	The panel recognised that the application provided a strong case for needing items related to the occupational health and safety (OH&S) of volunteers and visitors.  Recommended partial funding of \$5,059.00 for the following items: defibrillator, ladders, trolley, lights	\$5,059.00
Flamingo 3 Year Old Kinder	Diversity and Inclusion Resources	We hope to provide a range of resources that promote diversity and inclusion so that the children feel included and a sense of belonging. We also aim to educate our children on the importance of diversity, multiculturalism, Indigenous culture and inclusion.	\$4,293.45	\$3,000.00	The panel are supportive of the application however partial funding is recommended due to the limited number of residents to benefit. Recommend partial funding of \$3,000 as a contribution for the purchase of play equipment.	\$2,727.27
Golden Cobra Martial Arts Inc	Golden Cobra Dojo Move	Due to circumstances outside of our control, we have had to relocate our training premises from Upper Ferntree Gully to Ferntree Gully. This project aims to replace our old, worn out and damaged equipment and to fit out our new dojo to make it a place our members and community can be proud of. The primary objective is to replace our training mats - these mats are vital for training as they provide a protective, non-slip surface over the concrete floor for safe martial arts practice.	\$11,683.91	\$5,770.37	The panel recognised the unique nature of the service the applicant provides. The cost of setting up the premises was not supported, however the panel support partial funding for training equipment (mats, breaking boards and fist balls).  The panel recommend partial funding \$5,770.37.	\$5,770.37
Hindi Niketan Inc.	Indian Festival of Colors-Holi	Hindi Niketan is planning to celebrate the Holi festival to get the Australian people of Indian origin and Australians of other backgrounds to celebrate this joyous festival together and enhance social harmony in the multicultural Australian society.	\$5,500.00	\$4,500.00	The panel are supportive of the application and recommend partial funding of \$4,500. The applicant will be encouraged to utilise the Knox events kit to access (free of charge) some of the items not funded.	\$4,500.00
Knox & District Toy Library Inc	Expanding Opportunities For Play and Connection	The aims of this project are to make it easier for toy library members to browse puzzles, board games and story sacks to choose items for borrowing, including a dedicated space for new toys and donations to be catalogued and repaired.	\$9,649.05	\$5,823.30	The panel are supportive of the application and recommend partial funding at \$5,823 to support the purchase of equipment. The panel did not support funding wages and postage.	\$5,823.30
KNOX COMMUNITY GARDENS SOCIETY INC	Cultural Heritage Protection & Awareness	Our site is Crown land, managed by us in conjunction with Knox Council. Together we wish to protect the most significant Aboriginal cultural heritage site in Knox. Together we will consult with the Wurundjeri Elders to determine the best way for this invaluable site to be preserved for current and future generations. We consider that raising the beds is the best way of maintaining the existing 12 plots that partially overlap into the edge of the recently defined CHMP is the best use of the land. The Wurundjeri Elders have formally advised that we can continue to garden on this site.	\$20,000.00	\$7,910.00	The panel discussed that the group needs support in complying with the Cultural and Heritage Management Plan. Given the expense of raising each garden bed, the panel recommend partial funding to raise half of the garden beds (6 of 12) at \$7,910, with the group encouraged to reapply next year for the remaining six garden beds.	\$7,910.00
Knox Environment Society	Building benches	To fit out the KES community nursery with benches to lift the stock off the ground and to a more manageable height. By doing so reduce the necessity of lifting and twisting when moving stock around (a health and safety concern), and allow us to replace our environmentally unfriendly polyboxes with recyclable plastic trays, which are extremely difficult to manage on the ground.	\$12,000.00	\$9,000.00	The panel reviewed the funding amount in light of demands on the CDF budget. Consensus was reached to part fund the project at \$9,000 as the group may have flexibility to either complete a reduced number of benches (and reapply next year if needed) or to source more volunteer support for construction.	\$9,000.00
Knox Repair Cafe	Scaling Up Knox Repair Cafe	Knox Repair Café is aiming to scale up its proven repair model and build its repair volume and reach across Knox. It intends to do this by creating a Repair Matching Platform (RMP) which will consist of firstly establishing new referral partnerships to provide a more consistent stream of repairs and volunteers, which will be then captured and enabled through a new software matching platform to easily bring repairs and repairers together. It will also be used to capture quantitative and qualitative data on items repaired and generate reports to our stakeholders.	\$20,000.00	\$11,000.00	The panel clarified that partial funding would support the expansion of the Repair Cafe, but not to the same scale.  The panel recommended partial funding at \$11,000 (calculated on a reduction of contractor time from 10 hours per week, to 6 hours per week.	\$11,000.00

Applications recommended for PARTIAL funding						
Applicant	Brief Description	Project Overview	Amount Requested	Amount Recommend	Panel Rationale	Amount Ex GST
Lighthouse Foundation	Addressing youth homelessness in Knox	This project will help provide nurturing, therapeutic homes for children and youth in Knox who would otherwise be homeless. Our homes are designed to be typical family homes, in which our kids feel welcome and safe. Unfortunately, our Boronia home is currently in need of significant works and equipment to make it a family-style, welcoming home. Installing new equipment in the home, and sourcing health services, activities and education for the young women living there, will greatly enhance their wellbeing and promote healing.	\$20,000.00	\$8,972.00	There were multiple components to this application, including outdoor furniture, replacement/repair of swimming pool equipment, driving lessons and psychiatric care for youth clients.  The panel did not support funding the individual support items as an appropriate use of CDF funding and given the high cost with limited project reach. Recommend partial funding of \$8,972 for outdoor furniture and the pool repairs to support both current and future residents.	\$8,156.36
Melbourne Electronic Sound Studio Limited	MESS Yooralla Electronic Sound Workshop	MESS will partner with Yooralla Community Hub Ferntree Gully to offer a series of engaging electronic music workshops in a safe and supportive environment for people with disability. Based on the success of the 2022 trial program, MESS and Yooralla will run an ongoing program of 8 workshops in early 2024. Workshops will be designed in collaboration with Yooralla to ensure that the sessions are well-equipped and structured in the most accessible and inclusive way possible to engage participants.	\$15,000.00	\$8,613.00	The panel felt that the applicant was in a position to make a financial co-contribution.  Recommend partial funding of \$8,613 for the artist fees.	\$8,613.00
Mental Health Foundation Australia	Substance, Family Violence Support Services	The aim of our project is to provide holistic support to families in Knox affected by issues related to alcohol and drug use and family violence. Our primary objective is to offer emotional support and practical assistance through peer and group-based support, enabling individuals to navigate their journey towards drug recovery. We also aim to empower individuals by equipping them with effective coping skills and building resilience, with the goal of preventing harmful dependence on drugs and alcohol.	\$20,000.00	\$10,974.40	The panel felt the application lacked evidence of local partnerships and consultation. Local partnerships could reduce some of the project expenses, such as hall hire and advertising.  Recommend partial funding at \$10,974.40, for facilitators and training materials.	\$10,974.40
Mountain District Learning Centre	Growing Together	To assist the residents of the community/social housing estates in 3 locations in the area of Ferntree Gully to improve their access to healthy food while connecting with each other for friendship and support. Targeted housing complexes are the Community Housing Limited (CHL) estate in Dorset Road, FTG and the Station Street Social Housing in FTG and Maryborough Road estate in Boronia with activities held at the Maryborough Road facility with access to Station Street residents via a hired mini-bus.  Provide 30 facilitated sessions with interested residents at each location over the course of the project, focusing on food preparation and sharing of meals in a social environment. Facilitated sessions are based on modelling of behaviour change and will be respectful, non-judgemental and friendly, incorporating community development principals of building capacity and drawing on already established knowledge and skills.	\$20,000.00	\$10,000.00	The panel is supportive of this application, but are concerned about the high cost per person who will benefit from the program. It was noted however that the project reaches a highly vulnerable cohort.  Recommended for partial funding at \$10,000.	\$10,000.00
Rowville Football Club	Upgrading our Canteen Equipment at both clubrooms	The aim of our project is to update much of the canteen equipment in both our Eildon and Seebeck clubrooms. The current equipment is very old (some of it more than 25 years) does not work well and makes the lives of our volunteers who work in our canteens difficult. It is also a safety concern in regards to age of equipment, food safety in terms of keeping it at the correct temperature.	\$20,000.00	\$12,500.00	In line with the applicant's comment on partial funding, the panel felt that the priority should be for the most important and biggest items (oven). Recommend partial funding at \$12,500 towards the canteen upgrade.	\$11,363.64
Shishukunj Melbourne Incorporated	Theatrical Play	This stage production is to showcase Life of "Meeraba", one of India's greatest historical Poetess. During production, our members will continue to learn traditional Indian Folk dance, Gujarati - mother tongue language, drama, sing and acting. They will use artistic skills to design & make stage sets, Indian costumes and learn during this process. They will learn and sing many devotional Bhajans(hymns) which are popular in Indian Culture. Stage production will also encourage children to act, remove stage fear, improve their confidence, and enhances public speaking.	\$20,000.00	\$8,500.00	The panel felt that the applicant's budget underestimated potential income from ticket sales, and presented a very high overall project cost. The panel were supportive of the applicant's aims, and recommend partial funding of \$8,500 as a contribution towards venue hire.	\$8,500.00
SHREE KUTCHI LEVA PATEL SAMAJ VIC INCORPORATED	SKLPVS KITCHEN AND SOUND EQUIPMENT UPGRADES	To purchase good-quality cooking appliances and a sound system. This will enhance the atmosphere during community gatherings, cultural events, and educational workshops and provide for greater safety with cooking.	\$14,928.00	\$3,291.00	The panel noted that supporting documentation on costs of sound equipment was actually a receipt for goods taken. This part of the application is ineligible; funds cannot be used for retrospective payments. Recommend partial funding of \$3,291 for the vegetable preparation machine and mixer.	\$3,291.00

Applications recommended for PARTIAL funding						
Applicant	Brief Description	Project Overview	Amount Requested	Amount Recommend	Panel Rationale	Amount Ex GST
St John Ambulance Australia Victoria	St John Knox volunteer recruitment & CPR mannikin	This project aims to recruit 5-10 volunteers to join St John Ambulance Knox Division. Funds will be used to promote volunteering opportunities and undertake the required five month straining program to become St John Volunteers. Funds will also be used to provide recruits with their distinctive green St John uniforms. Volunteer numbers decreased due to COVID, and we need to build numbers back up to best serve the local community. We also aim to purchase a high performance, life sized CPR mannikin to support these new volunteers, and our existing volunteers, in maintaining and building their vital first aid skills.	\$9,570.75	\$6,756.00	The panel felt they were unable to support all groups in recruiting volunteers given the constraints of the CDF budget, and that this may be considered an operational item.  Recommend partial funding of \$6,756 for the mannequin and uniforms.	\$6,756.00
Tabulam and Templer homes for the Aged	TTHA German Christmas Market	Our event aims to bring together the local Knox community and surrounding areas in an inclusive, fun Christmas event. After two years of lockdowns and, not being able to socialise with the local community, having to cancel our market two years in a row, this event showcases how strong the Knox community still is and harbours building relationships.	\$15,000.00	\$5,000.00	The panel are supportive of the event but noted that it will proceed without grant funding, and therefore felt a partial contribution was more appropriate. Recommend partial funding amount of \$5,000.	\$4,545.45
The Water Well Project Limited	Health Education for Migrant Communities	To implement program aimed at improving the health and wellbeing of individuals and communities from migrant, refugee, and asylum seeker backgrounds in the Knox Local Government Area. Through our free interactive health education sessions, The Water Well Project works to improve the ability and confidence of these individuals in being able to read, understand, and act on timely and accurate health information.	\$10,000.00	\$5,000.00	The panel recognised that this applicant applied for a similar initiative last year, and had not included any evidence of the achievements of that project to date. In making a decision, the panel recognised the community need but felt unable to support the project in full without this information. Recommend partial funding of \$5,000.	\$5,000.00
Uganda the Pearl of Africa Victoria Association	Cultural Celebration and Promotion Festival	To hold the Cultural Celebration & Promotion of Uganda - The event will showcase and promote to Victorians the various crafts, food, poetry, music, dance, and dress code that originates from the East African Region. This is aimed at promoting cultural rediscovery and integration and cohesion of African values in to mainstream Australian culture.	\$15,000.00	\$7,500.00	The panel supported the event objectives, but were concerned about the cost of the project for the anticipated number of participants from Knox (150 Knox residents of 450 total).  Recommend partial funding of \$7500, to support the cost of food and venue hire.	\$7,500.00
Upper Ferntree Gully Football Club Inc.	Upgrade of club jerseys and training gear	To purchase new club player uniforms and apparel for our Auskick, junior girls and boys, senior men's and women's, and veteran football teams. We will also purchase new training equipment, such as tackle bags and training footballs, for our club.	\$10,578.80	\$6,118.80	The panel recommends partial funding of \$6,118.80 towards the purchase of jerseys, recognising that these are essential for the club to participate in competition.	\$5,562.55
Wantirna South Cricket Club	Recognising the past and connecting the future	To purchase and install an 85" TV to act as our honour board replacement for the large wooden honour board which has now been filled. In doing so, we are able to keep recognising the contributions of our club members over the last 75 years but also recognise future contributions at the same time. On top of this, a functioning mounted sound system will allow us to be more accommodating for our members who are hard of hearing whilst also reducing any tripping hazards within the clubrooms.	\$10,230.00	\$3,144.00	The panel agreed to recommend partial funding for the TV, and associated costs of the wall bracket and power point installation. Insufficient evidence of need for the sound system.  Recommend partial funding of \$3,144.	\$3,144.00
With One Voice Bayswater Choir	With One Voice Bayswater - The Clubhouse Project	The aim of The Clubhouse Project is to move us into our new (larger) premises at the RSL Boronia. We intend to use funding to help launch our change of address and to invite new members of the community to join us, both as singers and social members. A lockable cupboard for our sound equipment and many choir belongings will be purchased. Additional sound equipment may be necessary in the new venue with bigger choir, for example a headset microphone and amplifier. A Launch party and two public concerts will help to bring about public awareness of our new improved location, with the usual enticements to continue growing this successful choir.	\$12,000.00	\$3,000.00	The panel are supportive of the group's purpose, however the application included costs for a project manager which the panel did not feel was required. They also felt concerts could be self-funding.  Recommend \$3,000 in partial funding, to cover the purchase of a head-set and lockable cupboard.	\$2,836.37
<b>Total Recommended Funding</b>			<b>\$409,942.73</b>	<b>\$201,095.00</b>		<b>\$196,377.93</b>

**Attachment 3**

Applications NOT recommended for funding					
Applicant	Brief Description	Project Overview	Amount Requested	Amount Recommend	Panel Rationale
Coonara Community House Inc	Rainbow Cafe - LGBTQIA+ support/social group	There is a growing number of senior LGBTQIA+ participants at our Community House all in support of a social group. Instead of referring members to outside services we feel we have the capacity to host a weekly support/social group right here on site. We are aiming to achieve a safe space to share experiences, feelings and a establish a positive and healthy environment for Youth and adults alleviating the need to feel alone and socially isolated.	\$14,420.00	Declined	The panel discussed the budget supplied and considered whether the program would be viable if partially funded. After further consultation with Coonara by Council Officers, ultimately the panel reached consensus that other applications were more competitive and they were unsure if partial funding would support the project to proceed in a meaningful way.
DidiBahini Samaj Victoria	Teej Celebration	There is a huge proportion of Nepalese living in the City of Knox. Among those some are more established than others however Some are still struggling to settle due to the straining pressure with settlement issues, job, education and cultural issues. Nepalese women are finding hard to maintain their own physical and mental health and wellbeing to the required level. WE CAN BE THE BEST women's wellbeing Program was designed to address some of these social and wellbeing needs of Nepalese women living in Knox area	\$3,000.00	Declined	The panel were concerned about some of the costs presented, and felt that only a limited number of people would benefit from the project.
Fairpark Junior Football Club Inc	2024 Recruitment and Retention	The aim of this project is to see the 2024 Fairpark Junior Football Club playing group to continue to grow in numbers. In 2023 we had five teams and in 2024 we are aiming for seven teams. Due to the current cost of living pressures on families we want to retain the players we have and attract new players into the club.	\$11,400.00	Declined	The panel did not feel comfortable supporting the application given that all clubs need to recruit and retain members/volunteers. They considered this an ongoing cost that needs to be factored into an operating budget.
Interchange Outer East	Interchange Outer East Conference	We will hold a full-day community-based conference where everyone is welcome. We aim to enhance the community of likeminded individuals throughout the disability and community sectors to provide an accessible and affordable opportunity for education, collaboration and inspiration.	\$15,000.00	Declined	The panel felt that in a competitive funding round, other submissions more strongly aligned with the CDF objectives and more successfully demonstrated evidence of need.
Knox Baseball Club	Come In, Sit Down, Watch the Play	We want spectators and supporters to be able to come into the pavilion, sit down in comfort and watch the game and/or watch their young children playing inside out of the elements. If people chose to watch from outside they will be protected from wind, rain or strong sunshine by the blinds.	\$16,100.00	Declined	The panel were not able to support this application without quotes provided. Officers had twice requested that quotes be supplied with no response from the applicant.
Knox Chinese Elderly Citizens Club	Active Healthy Ageing & Living	Provide adequate equipment & devices for IT literacy and administration of clubs affairs. Promoting our activities in the community via social media platforms. Provide suitable and safe food prep & handling equipments for cultural festivities & celebration.	\$3,586.00	Declined	The application requested funds to purchase a laptop, iPad, kitchen equipment and microphones. The applicant has not consulted with Rowville Community Centre where the group meet. Staff held concerns relating to noise (karaoke) and OHS concerns around moving the kitchen equipment required. The group will be encouraged to liaise with RCC and apply again next year. The IT equipment could be considered for a Minor Grant.
Knoxfield Kindergarten	Upgrade of outdoor area at Knoxfield Kindergarten	Knoxfield Kindergarten is one of the only Kindergartens in the area without a sun/rain protected play area outdoors. Unfortunately, this means that the children are unable to go outside for fresh air if the weather is too hot or too wet. This project aims to provide children with a safe and dry environment to play within at any time of the year.	\$12,000.00	Declined	The panel felt that the applicant has not provided sufficient information to meet the eligibility criteria for CDF. Officers confirmed they have made multiple attempts to secure the required information.
Lowicz Polish Vocal-Dance Ensemble	Lowicz and Friends	Many years ago we organised concerts under the title Lowicz and Friends, last concert was back in 2017, which involved groups from countries such as Serbia, Ukraine and China. We aim to organise a similar event which will provide an opportunity for Lowicz and other cultural groups to come together and perform for a broad audience.	\$3,530.00	Declined	The panel's initial review saw this application score poorly compared to the larger pool of applicants. It was noted that the applicant did not demonstrate sufficient financial need.
Melbourne 7 Melody Notes	Mid-Autumn Festival Show	Plan and organise music concerts and art performances that highlight the richness of Chinese music, dance, and theater. Provide music and art training courses to give young people the opportunity to learn and develop their musical and artistic talents. Collaborate with local community organizations and institutions to host cultural exchange activities and workshops.	\$4,280.00	Declined	The panel flagged concerns relating to missing information and inconsistencies in the application. Officers confirmed that they have made multiple attempts to correct or clarify information. Insufficient quotes have still not been received.

Applications NOT recommended for funding					
Applicant	Brief Description	Project Overview	Amount Requested	Amount Recommend	Panel Rationale
OzHarvest Limited	Nutrition Education & Skills Training Program	The NEST Program was established to address gaps in food literacy amongst vulnerable populations receiving food relief. NEST is a 6-week public health program that aims to improve the food literacy and dietary behaviours of youth and adults. Each of the six workshops is delivered by a nutritionist and covers core food literacy topics including healthy eating, label reading and budgeting through hands-on group activities, goal setting and cooking which culminates in the sharing of a meal together. With Knox City Councils' funding, OzHarvest will deliver 6 NEST programs across 4-6 charitable agencies, benefitting over 60 individuals in the Knox region.	\$19,800.00	Declined	The panel noted that there was a similar project application from Mountain District Learning Centre and considered the applications side-by-side. The panel decided to fund the local project, noting that this applicant did not supply evidence of partnerships or supporting letters.
Polish Eastern Districts Association (Melbourne)	Stage for Syrena	Since 1980's Eastern Districts Polish Association (Melbourne) has been organising successful outdoor events on its land. We share our culture in the form of food, music and entertainment with local residents. These events are successful and attract more than 800 people but we fail on presentation of the artists who perform on makeshift wooden platform. Funding request for new portable stage for Syrena.	\$15,741.00	Declined	A portable stage can be accessed for free through the Knox Events Kit. Insufficient need demonstrated.
Psylaw Incorporated	Celebration of Arts from the Chin Community	We believe that the 'Celebration of Arts from the Chin Community' (CACC) project will provide a much-needed social gathering for the Chin residents in Knox Council, many of which whom live around Wantirna, Boronia and Bayswater, where they can showcase their art through traditional dancing, paintings, costumes and skits.	\$13,359.10	Declined	The panel are supportive of the applicant but given their limited project history, the application did not score as competitively as other submissions. The panel were unable to recommend funding but encourage the applicant to reapply next year.
Recare	Recare Community Not for Profit Service	To continue to provide a free community service to the elderly with dementia and long term illnesses on a fortnightly basis by offering a venue and morning tea and luncheon with music.	\$6,247.72	Declined	The panel determined that the demonstrated need is not as strong compared to other applications.
Rowville Neighbourhood Learning Centre Inc T/as Community Learning Centre (referred to as CLC)	Embracing Diversity within the Rowville Community	We are aiming to assist and support CALD community and the people with special needs in learning and employment opportunities pathway	\$19,653.80	Declined	The panel agreed that the application lacked sufficient detail to understand the project need, consultation and budget items. Officers confirmed that additional information was requested from the applicant but has not been provided.
SalamFest	SalamFest Generational Cookbook	We aim to bring together individuals from different generations and cultural backgrounds, fostering a sense of unity, understanding, and appreciation for diversity. By involving older community members and younger generations, SalamFest seeks to create a platform for intergenerational dialogue, where stories, traditions, and recipes can be shared and passed down. Through the creation of a generational cookbook, SalamFest aims to preserve cultural heritage and culinary traditions for future generations.	\$20,000.00	Declined	The panel felt that the application lacked detail about how the project would be delivered and why. They were also unclear about the connection and benefit to the Knox community.
Southern Cross Kids Camp Knox	Southern Cross Kids Camp Knox	The aim of the Southern Cross Kids Camp Knox is to provide a safe week of happy memories to a group of seven to eleven year old children who have experienced physical /sexual/ emotional abuse and trauma. The 5 day residential early intervention program in a safe environment will have a 1 to 1 child to adult buddy/ mentor ratio and activities filled with opportunities for personal growth and community participation.	\$10,000.00	Declined	The panel discussed the small number of participants to benefit and whether a partial contribution could be of benefit. The panel reached consensus that other applications were more competitive and did not recommend funding.
Temple Society Australia (TSA)	"Super Savers"	Our objectives encompass both a campaign to raise awareness and taking practical actions to support those experiencing financial pressure in Knox. Our aim is to offer tangible solutions and valuable resources that directly benefit individuals and families facing financial strain amidst rising living costs. Through engaging with community members aged 50+ through interviews, surveys and discussions, we gather valuable money-saving advice, leveraging their knowledge and lived experiences. We develop visually appealing, accessible digital content for platforms like Instagram, YouTube and Facebook to showcase these money-saving tips from older community members. Our campaign is tailored to empower financially challenged individuals, particularly the younger generation, by providing practical solutions and promoting sustainable choices.	\$11,678.00	Declined	The panel did not feel that the project approach focusing on intergenerational learnings was well evidenced. They noted that there are specialised financial services to provide this information.



Applications NOT recommended for funding					
Applicant	Brief Description	Project Overview	Amount Requested	Amount Recommend	Panel Rationale
Uttar Pradesh Association of Australia	India's Independence Day Celebrations-Knox	To celebrate "India independence day" in Knox council on 20th August work with Indian families as well as the Australians living in and around Knox council area to reflect and to promote the cultural diversity in Australia and India. This celebration of emerging and vibrant India is vital for Australia-India long terms relationships as well.	\$4,500.00	Declined	The panel felt that there were opportunities for this event to be funded through collaboration with other organisations and community groups.
Women's Health East	EmpowerHer: Breaking the Cycle	EmpowerHer aims to prevent gender-based violence and promote gender equality by challenging rigid gender expectations and promote healthy relationships among the Chinese community in Knox. It also aims to amplify the voices of women who have never been heard, such as unmarried Chinese women over the expected marriage age, single mothers, and divorced women, to raise the awareness among the community and organisations about the unique challenges in relation to gender equality and women's rights faced by Chinese women. Additionally, the project will empower the Chinese women who have never been heard with a sense of belonging and give them an opportunity to share their experiences and thoughts, thereby improving their social connection and mental health.	\$18,457.60	Declined	The panel could not recommend funding for this this application as they felt the applicant had not adequately demonstrated financial need in a competitive grants process.
Ferntree Gully Eagles Football Netball Club - Junior Division	Annual Celebration Day	As part of our Community celebration day we have free rides and a public fireworks display at 9pm for any residents of Knox to attend. The event is to designed to attract new members to the club including girls, boys, youth, people of all abilities and volunteers and be a fun event for all the local community to participate in.	\$10,000.00	Declined	The panel determined that the demonstrated need and benefit to the community was not as strong compared to other applications and were unable to support this application in a competitive grants process.
<b>Total</b>			<b>\$232,753.22</b>		
Applications INELIGIBLE for funding					
Applicant	Brief Description	Project Rationale	Amount Requested	Amount Recommend	Reason
Rowville Knights Community Football Club	Liberty Reserve Northern End Goal Netting	The aim of this project is to install barrier netting installed behind the goals on Northern end of the reserve, thus restricting equipment within the drain area adjacent to the reserve.	\$20,000.00		This project is considered capital works, which are ineligible under the Community Development Fund Grant Procedure.

### 8.3 Minor Grants Program 2023-24 Monthly Report - October

**SUMMARY: Community Partnerships Officer, Jade Mainwaring**

This report summarises the grant applications recommended for approval in October for the 2023-24 Minor Grants Program. All applications have been assessed against the criteria set out in the Minor Grants Program Procedure.

Applications under the Minor Grants Procedure are limited to a maximum of \$3,000.00 within the current financial year.

**RECOMMENDATION**

**That Council:**

**1. Approve nine applications for a total of \$22,127.00 as detailed below:**

Applicant Name	Project Title	Amount Requested	Amount Recommended
Knoxfield Tennis Club Inc.	Knoxfield Tennis Club garden works	\$3,000.00	\$3,000.00
Caribbean Speed Club Inc.	Uniform replenishment	\$3,000.00	\$3,000.00
Knox Remembrance Day Committee	Knox Remembrance Day Service	\$2,780.00	\$2,780.00
Resound Church	Lifesaving equipment	\$2,978.14	\$2,500.00
Hinu Satsang Mandal of Victoria	Diwali celebrations	\$3,000.00	\$3,000.00
Wantirna Tennis Club Inc.	Court line refurbishments	\$990.00	\$990.00
Hindi Niketan Inc.	Australia Day/India Republic Day celebrations in Knox	\$2,700.00	\$2,700.00
Forest Road MCHC Playgroup	Replacement of worn tiles	\$1,157.00	\$1,157.00
Share Space Inc.	The Sanctuary	\$3,000.00	\$3,000.00
<b>Total</b>		<b>\$22,605.14</b>	<b>\$22,127.00</b>

**2. Defer two applications requesting a total of \$4,700.00 as detailed below:**

Applicant Name	Project Title	Amount Requested
The Basin Cricket Club	Bringing back players and family to the Club for meals after relocation (previously deferred August 2023)	\$3,000.00
Rowville Neighbourhood Learning Centre Inc. trading as Community Learning Centre (referred to as CLC)	CALD Community Groups - Capacity Building Project	\$1,700.00
<b>Total</b>		<b>\$4,700.00</b>

**3. Refuse three applications requesting a total of \$7,500.00 as detailed below:**

<b>Applicant Name</b>	<b>Project Title</b>	<b>Amount Requested</b>	<b>Reason for ineligibility</b>
Indian Senior Citizens Association (ISCA)	Celebration of Diwali Function (Festival of Lights)	\$2,000.00	This project is ineligible due to insufficient evidence of expenses despite attempts to collect. The event date is prior to the next Council meeting and is therefore unable to be supported.
Rotary Club of Boronia	ANZAC Service for Knox Primary School Children Yrs 5-6	\$2,500.00	This project is ineligible as this group has exceeded their funding allocations.
Shishukunj Melbourne	Annual Camp	\$3,000.00	The project is ineligible as the project start date has passed.
<b>Total</b>		<b>\$7,500.00</b>	

**4. Note that should the recommended grants be approved by Council, the remaining Minor Grants Program budget for 2023-24 will be \$75,943 before GST adjustments; and**

**5. Note that one application from The Local Spiritual Assembly of the Bahai's of Knox has been withdrawn, after being deferred at the September 2023, Ordinary Meeting of Council.**

**1. INTRODUCTION**

The Minor Grants Program provides a pool of grant funding that can respond on a monthly basis to requests for small amounts of funding to assist with short term, one-off projects or initiatives that are relatively minor in nature.

The objective of the Minor Grants Program is to be an accessible and responsive funding source to assist a wide range of community led activities across the municipality and support volunteer effort and civic participation.

It operates under the principles of other Knox Council grants programs to ensure:

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

Applications are assessed against criteria specified in the Minor Grants Program Procedure (approved in November 2022), to determine the eligibility of the applicant organisation and the eligibility of the grant application.

The Procedure and Council's Grant Framework Policy set 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 Procedure, applications for funding have been assessed by the Chief Executive Officer, or delegate, for Council's approval.

## **2. DISCUSSION**

This report presents to Council the recommendations for recent Minor Grant applications in accordance with the Procedure.

### **2.1 Applications Recommended for Approval**

Fourteen applications have been assessed this month, requesting grants totaling \$34,805.14.

Of the 14 applications, 12 are new applications, and 9 are recommended for approval. A summary of the projects recommended is as follows:

- The Knoxfield Tennis Club Inc. are seeking a grant to assist with enhancing the garden at the Club's entrance, including paving, replacing rotting sleepers, and general planting.
- Caribbean Speed Club Inc. are applying for a grant to help their Club with acquiring stock for new skinsuits and club jackets for their skaters.
- Knox Remembrance Day Committee hold a Remembrance Day Service on the 11 November every year at the Tim Neville Arboretum for returned veterans, residents, Scouts, Guides, Schools and are seeking a grant to assist with the event costs, including equipment hire.
- Resound Church are seeking funds to assist with the purchase of a defibrillator which is supported in the recommendation. This application also included a request for funding to purchase six epiPens. This component of the application is not recommended as individuals requiring an epiPen need to carry their own devices. No rationale has been provided in the application to support the need to purchase epiPens.
- Hindu Satsang Mandal of Victoria have applied for a grant to contribute to the cost of their Diwali celebration in Knox.
- The Wantirna Tennis Club Inc. is seeking a grant to assist with refurbishing their courts with new line marking.
- Forest Road MCHC Playgroup are looking to replace two outdoor metal bench seats that are rusting, and to purchase a new vacuum.
- Hindi Niketan are seeking a grant to contribute to the cost of running the Indian/Australia Day Celebrations in Knox, including equipment, catering and hall hire.
- Share Space are seeking a grant to contribute to supporting the weekly gathering of up to 35 vulnerable Knox residents by providing a place to meet, including food.

Application details are provided in Attachment 1.

### **2.2 Applications Recommended for Deferral**

One application received this month from Rowville Neighbourhood Learning Centre Inc. trading as Community Learning Centre, relates to a capacity building project for Culturally and Linguistically Diverse (CALD) groups. This application is recommended for deferral to the November 2023 Ordinary Meeting of Council. The project is not currently eligible under Item 6.16 of Council's Grant Framework Policy which states that organisations with an outstanding funding acquittal may

not be considered eligible for future Council grants. Officers are working with the organisation to finalise the outstanding acquittal.

Of the three applications deferred at the September 2023 Ordinary Meeting of Council, the Caribbean Speed Club have provided the requested additional information and are now recommended for funding as part of this report. Of the remaining two groups with deferred applications, The Basin Cricket Club is further deferred until the November 2023 Ordinary Meeting of Council, and the application from Shishukunj Melbourne is now marked as ineligible (refer Section 2.3 of this report below).

### **2.3 Applications Recommended for Refusal**

Three applications are recommended for refusal:

- Indian Senior Citizens Association require a grant to assist in the costs associated with holding the Diwali celebration. Insufficient information has been provided to support the budget expenses the grant was proposed to support;
- The Rotary Club of Boronia are seeking a grant to assist with running ANZAC Service for Knox Primary School. Unfortunately, this group have already reached the maximum allocation of \$5,000 over the past three financial years and are ineligible under Council's Minor Grants Procedure; and
- Shishukunj Melbourne require a grant to assist with holding their Annual Kids Camp. The project dates have already passed and funding cannot be used retrospectively under Council's Minor Grants 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 Minor Grants Program Procedure 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 2023-24 budget provides \$153,617.00 for the Minor Grants Program.

Funding commitments to date are summarised below:

Month	Amount Committed at Date of Council Meeting	Amount Committed and Paid after GST Adjustments
July 2023	\$18,914.44	\$18,204.40
August 2023	\$25,426.03	\$23,892.21
September 2023	\$13,370.77	\$12,450.86
<b>Total</b>		<b>\$54,547.47</b>

Recommended applications for the October period total \$22,127.00 (prior to GST adjustments).

If approved as recommended, the remaining Minor Grants budget for 2023-24 will total \$75,943.00, before GST adjustments.

In recognition of the increasing demand for Minor Grants funding, Council Officers are currently reviewing the Minor Grants Procedure. Changes are anticipated to be introduced by December 2023 to ensure that funding is directed to applications that most strongly align with the objectives of the Minor Grants Program, and provide maximum impact to the Knox community.

## 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.

### Neighbourhoods, Housing & Infrastructure

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

### Resilience & Wellbeing

Strategy 4.1 – Support our community to improve their physical, mental and social health and wellbeing.

Strategy 4.2 – Foster inclusivity, equality, belonging and safety within the community.

Strategy 4.4 - Support the community to identify and lead community strengthening initiatives.

### Civic Engagement & Integrity

Strategy 5.2 - 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, Jade Mainwaring  
**Report Authorised By:** Director Connected Communities, Judy Chalkley

**Attachments**

1. Attachment 1 - Minor Grant Applications REDACTED - OCTOBER 2023 [8.3.1 - 88 pages]

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024 (Version 2 of 2)****Application No. 2324-MGP-34 From Knoxfield Tennis Club**

Form Submitted 2 Oct 2023, 10:08AM 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

7 July 2023 24 July 2023

11 August 2023 28 August 2023

8 September 2023 25 September 2023

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

<b>Application Amount</b>	<b>Incorporated or Auspiced?</b>	<b>Assessment &amp; Determination</b>	<b>Acquittal</b>
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	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 \***



**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024 (Version 2 of 2)**  
**Application No. 2324-MGP-34 From Knoxfield Tennis Club**  
 Form Submitted 2 Oct 2023, 10:08AM AEDT

< \$500    \$501 to \$1,000    \$1,001 to \$3,000

### APPLICANT DETAILS

**\* indicates a required field**

#### Applicant Details

**Organisation Name \***  
 Knoxfield Tennis Club

**Organisation Address \***  
 [Redacted]

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

[Redacted]  
 e

**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 \***  
 [Redacted]

Must be an Australian phone number.

**Secretary Email \***  
 [Redacted]

Must be an email address.

**Please provide your ABN**  
 40 904 657 550

<b>Information from the Australian Business Register</b>
--

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024 (Version 2 of 2)****Application No. 2324-MGP-34 From Knoxfield Tennis Club**

Form Submitted 2 Oct 2023, 10:08AM AEDT

<b>ABN</b>	40 904 657 550
<b>Entity name</b>	Knoxfield Tennis 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>	3156 VIC

*Information retrieved at 8:26am 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**

A0011444N

This can be found on the Consumer Affairs Victoria website

**Pre-application contact with Knox City Council****Have you discussed your application with any Knox Council Officer? If so, please provide details below:**

No

**Community Strengthening e-Bulletin Subscription**

To subscribe to our e-Bulletin containing information on community training, grants and more, please follow the link below:

[Subscribe here](#)**PROJECT DETAILS****\* indicates a required field****Request Details****Project Title \***

Knoxfield Tennis Club Garden Works

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024 (Version 2 of 2)****Application No. 2324-MGP-34 From Knoxfield Tennis Club**

Form Submitted 2 Oct 2023, 10:08AM AEDT

**Project Start Date \***

01/11/2023

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 \***

31/01/2024

Must be a date.

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

The Knoxfield Tennis Club is wanting do works to the club house entrance area as to make it much easier to maintain. The paving has moved over the years and requires trip hazards to be removed, rotted out sleepers need to be replaced. garden beds need to reworked so as they will become low maintenance areas and are sustainable into the future.

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

Repairing and upgrading this area of the club will create more functional tennis club which will work very well in assisting the club to gather more members and revitalize a space that is currently underutilized, by replacing worn out rotted sleepers we will avoid dangerous walking and slipping hazards and by reworking and upgrading the flower beds it will enable the club to lower its landscaping costs, which will help the club with its long term sustainability.

**How many people who identify as volunteers (including 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? \***

40

Must be a number

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

39

Must be a number

**BUDGET**

**\* indicates a required field**

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

\$3,695.00

Must be a dollar amount.

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

**(d) 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 Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024 (Version 2 of 2)**  
**Application No. 2324-MGP-34 From Knoxfield Tennis Club**  
 Form Submitted 2 Oct 2023, 10:08AM AEDT

**Budget**

**Income = grant/s requested, contribution from your organisation, ticket sales etc**

**NOTE: total income must match total expenditure**

Income	\$	Expenditure	\$
Council Grant	\$3,000.00	Landscaping Costs	\$3,695.00
Club Expenditure	\$695.00		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

**Budget Totals**

<b>Total Income Amount</b>	<b>Total Expenditure Amount</b>	<b>Income - Expenditure</b>
\$3,695.00	\$3,695.00	\$0.00
<small>This number/amount is calculated.</small>	<small>This number/amount is calculated.</small>	<small>This number/amount is calculated. Must total \$0.00</small>

**Quotes For Planned Expenses**

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

---

Filename: QUOTATION # 1041 - Knoxfield Tennis Club - 1 Allister Close.pdf  
 File size: 336.9 kB  
 A minimum of 1 file must be attached.  
 Quotes must support all expenditure items listed in table above

**If your income is only the Minor Grant requested, the below will show \$0 and you will be directed to the following page**

**If your only income is only the Minor Grant requested, the total below will be \$0 -\$695.00**  
This number/amount is calculated.

**Budget - What will you use your Minor Grant request for?**

Expenditure	\$
Landscaping works	\$3,000.00

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024 (Version 2 of 2)**  
**Application No. 2324-MGP-34 From Knoxfield Tennis Club**  
 Form Submitted 2 Oct 2023, 10:08AM AEDT

	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

**Expenditure Amount from requested grant**

\$0.00

If this doesn't total \$0, please adjust your expenditure table to match the grant amount requested.

**ADDITIONAL SUPPORTING INFORMATION**

**\* indicates a required field**

**Evidence of Public Liability**

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

Filename: 2023-2024 Public Liability Insurance for Knoxfield Tennis Club.pdf

File size: 188.2 kB

A minimum of 1 file must be attached.

**Public Liability Expiry Date \***

30/09/2024

If the expiry date is prior to project completion date, you may be requested to supply an updated certificate upon renewal

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

- **A project plan**
- **List of Committee members & contacts**

**Attach relevant documentation:**

Filename: Business Plan Knoxfield Tennis Club Grant request.pdf

File size: 30.1 kB

Filename: Knoxfield Tennis Club 2023-2024 Committee members.pdf

File size: 46.4 kB

**DECLARATION**

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024 (Version 2 of 2)**  
**Application No. 2324-MGP-34 From Knoxfield Tennis Club**  
Form Submitted 2 Oct 2023, 10:08AM AEDT

**\* 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 Procedure.**

**Name \***

[Redacted]

**Organisation Name \***

Knoxfield Tennis Club

**P [Redacted] (eg: President, Treasurer) \***

[Redacted]

**Declaration Date \***

[Redacted]

Must be a date.

### Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024 (Version 3 of 3)****Application No. 2324-MGP-37 From Caribbean Speed Club Inc.**

Form Submitted 19 Sep 2023, 5:58PM AEST

**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

7 July 2023 24 July 2023

11 August 2023 28 August 2023

8 September 2023 25 September 2023

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

<b>Application Amount</b>	<b>Incorporated or Auspiced?</b>	<b>Assessment &amp; Determination</b>	<b>Acquittal</b>
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	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 \***

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024 (Version 3 of 3)**  
**Application No. 2324-MGP-37 From Caribbean Speed Club Inc.**  
 Form Submitted 19 Sep 2023, 5:58PM AEST

< \$500    \$501 to \$1,000    \$1,001 to \$3,000

### APPLICANT DETAILS

**\* indicates a required field**

#### Applicant Details

**Organisation Name \***

[Redacted]

**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 \***

[Redacted]

Must be an Australian phone number.

**Secretary Email \***

[Redacted]

Must be an email address.

**Please provide your ABN**

91 756 447 958

<b>Information from the Australian Business Register</b>
--



**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024 (Version 3 of 3)****Application No. 2324-MGP-37 From Caribbean Speed Club Inc.**

Form Submitted 19 Sep 2023, 5:58PM AEST

<b>ABN</b>	91 756 447 958
<b>Entity name</b>	Caribbean Speed 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 7:14am 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**

A0056436A

This can be found on the Consumer Affairs Victoria website

**Pre-application contact with Knox City Council****Have you discussed your application with any Knox Council Officer? If so, please provide details below:**

Belinda Boord

**Community Strengthening e-Bulletin Subscription**

To subscribe to our e-Bulletin containing information on community training, grants and more, please follow the link below:

[Subscribe here](#)**PROJECT DETAILS****\* indicates a required field****Request Details****Project Title \***

Uniform replenishment

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024 (Version 3 of 3)****Application No. 2324-MGP-37 From Caribbean Speed Club Inc.**

Form Submitted 19 Sep 2023, 5:58PM AEST

**Project Start Date \***

24/10/2023

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 \***

01/11/2023

Must be a date.

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

We are applying for the Knox City Minor Grant to help our club with acquiring stock for new skinsuits and club jackets for our skaters. We are also applying for the grant so that we as a club could subsidise some of the costs of new uniforms to members that would otherwise find it difficult to afford. Our club has a diverse community of members, Skaters range in ages starting from 6 and all the way up to senior skaters. Skaters are from different ethnic backgrounds and different financial situations. Some skaters come from single parent homes and or single income families. Being awarded this grant would assist our club in aiding skaters that otherwise may not be able to afford to purchase a skin suite or jacket.

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

Organised sport has many physical, developmental, psychological, and social benefits for children in this Knox city community. Having a uniform helps skaters feel comfortable, included and helps individuals identify with the sporting group. Skinsuits are designed to reduce drag and improve aerodynamics, they are breathable and form fitting, and they can benefit any skater regardless of their speed. With the help of the grant, we can make sure that every skater has the same opportunities of acquiring appropriate uniform and feels included .

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

15

Must be a number

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

80

Must be a number

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

70

Must be a number

**BUDGET****\* indicates a required field****(c) What is the total cost of the project / activity? \***

\$3,238.00

Must be a dollar amount.

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

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024 (Version 3 of 3)**  
**Application No. 2324-MGP-37 From Caribbean Speed Club Inc.**  
 Form Submitted 19 Sep 2023, 5:58PM AEST

**(d) 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?

**Budget**

**Income = grant/s requested, contribution from your organisation, ticket sales etc**

**NOTE: total income must match total expenditure**

Income	\$	Expenditure	\$
3238	\$0.00	3000	\$0.00
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

**Budget Totals**

**Total Income Amount**

\$0.00

This number/amount is calculated.

**Total Expenditure Amount**

\$0.00

This number/amount is calculated.

**Income - Expenditure**

\$0.00

This number/amount is calculated.

Must total \$0.00

**Quotes For Planned Expenses**

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

Filename: Roadstar Quote for uniforms grant.pdf

File size: 109.3 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

**If your income is only the Minor Grant requested, the below will show \$0 and you will be directed to the following page**

**If your only income is only the Minor Grant requested, the total below will be \$0 \$3,000.00**

This number/amount is calculated.

**Budget - What will you use your Minor Grant request for?**

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024 (Version 3 of 3)**  
**Application No. 2324-MGP-37 From Caribbean Speed Club Inc.**  
 Form Submitted 19 Sep 2023, 5:58PM AEST

<b>Expenditure</b>	<b>\$</b>
Jacket Cost	\$1,500.00
Skinsuits Cost	\$1,500.00
	\$
	\$
	\$
	\$
	\$
	\$

**Expenditure Amount from requested grant**

\$0.00

If this doesn't total \$0, please adjust your expenditure table to match the grant amount requested.

**ADDITIONAL SUPPORTING INFORMATION**

**\* indicates a required field**

**Evidence of Public Liability**

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

Filename: Caribbean Speed Club - CoC 2022 - 2023.pdf

File size: 239.3 kB

A minimum of 1 file must be attached.

**Public Liability Expiry Date \***

01/12/2023

If the expiry date is prior to project completion date, you may be requested to supply an updated certificate upon renewal

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

- **A project plan**
- **List of Committee members & contacts**

**Attach relevant documentation:**

Filename: Caribbean Skating Club Inc - project plan.docx

File size: 48.6 kB

Filename: List of Committee members.docx

File size: 13.5 kB

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024 (Version 3 of 3)**  
**Application No. 2324-MGP-37 From Caribbean Speed Club Inc.**  
Form Submitted 19 Sep 2023, 5:58PM AEST

**DECLARATION**

**\* indicates a required field**

**Conflict of Interest**

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**  
**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Procedure.**

**Name \***

[Redacted]

**Organisation Name \***

[Redacted]

**urer) \***

[Redacted]

**Declaration Date \***

09/08/2023

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 - 2023-2024****Minor Grant Program Application Form 2023-2024 (Version 3 of 3)****Application No. 2324-MGP-57 From Knox Remembrance Day Committee**

Form Submitted 9 Oct 2023, 12:39PM 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

7 July 2023 24 July 2023

11 August 2023 28 August 2023

8 September 2023 25 September 2023

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

<b>Application Amount</b>	<b>Incorporated or Auspiced?</b>	<b>Assessment &amp; Determination</b>	<b>Acquittal</b>
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	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 \***

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024 (Version 3 of 3)**  
**Application No. 2324-MGP-57 From Knox Remembrance Day Committee**  
Form Submitted 9 Oct 2023, 12:39PM AEDT

< \$500    \$501 to \$1,000    \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Knox Remembrance Day Committee

**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 \***

[Redacted]

Must be an Australian phone number.

**Secretary Email \***

[Redacted]

Must be an email address.

**Please provide your ABN**

51 966 020 926

**Information from the Australian Business Register**

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024 (Version 3 of 3)****Application No. 2324-MGP-57 From Knox Remembrance Day Committee**

Form Submitted 9 Oct 2023, 12:39PM AEDT

<b>ABN</b>	51 966 020 926
<b>Entity name</b>	KNOX REMEMBRANCE DAY COMMITTEE
<b>ABN status</b>	Active
<b>Entity type</b>	Other Unincorporated 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 VIC

*Information retrieved at 7:02am 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 another type of organisation established under an Act passed by the State or Commonwealth (i.e. a registered charity)? \*** Yes  No

If your organisation isn't incorporated and not registered as a not-for-profit (ie. a registered charity), you will require an auspice who is one or both of these things.

**Auspice Details****Auspice Organisation Name \***

Boronia RSL Sub Branch Inc

**Auspice ABN**

95 198 837 577

Information from the Australian Business Register	
<b>ABN</b>	95 198 837 577
<b>Entity name</b>	BORONIA RSL SUB BRANCH INC
<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



**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024 (Version 3 of 3)**  
**Application No. 2324-MGP-57 From Knox Remembrance Day Committee**  
 Form Submitted 9 Oct 2023, 12:39PM AEDT

**Main business location** 3155 VIC

*Information retrieved at 4:47am yesterday*

Must be an ABN.

**Auspice Project Contact \***

[REDACTED]

**Auspice Position \***

[REDACTED]

**Auspice Phone Number \***

[REDACTED]

tralian phone number.

**Auspice Email \***

[REDACTED]

The auspice organisation must complete an [Auspice Declaration Form](#) and attach below

**Signature of auspice representative - permission required \***

Filename: 2023-10-03\_151755 RSL Auspice letter.pdf

File size: 68.2 kB

Please upload signed declaration from auspice representative

## Pre-application contact with Knox City Council

**Have you discussed your application with any Knox Council Officer? If so, please provide details below:**

Belinda Boord

## Community Strengthening e-Bulletin Subscription

To subscribe to our e-Bulletin containing information on community training, grants and more, please follow the link below:

[Subscribe here](#)

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Knox Remembrance Day Service

**Project Start Date \***

11/11/2023

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024 (Version 3 of 3)**  
**Application No. 2324-MGP-57 From Knox Remembrance Day Committee**  
 Form Submitted 9 Oct 2023, 12:39PM AEDT

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 \***

11/11/2023

Must be a date.

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

We hold a Remembrance Day Service on the 11/11 every year at the Tim Neville Arboretum for returned veterans, residents, Scouts, Guides, Schools and anybody else who wishes to attend. The service is assisted by the local Primary schools in Knox

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

We generally have about 10 Primary schools who we make up a choir from to sing the NZ, & Australian national anthems.

They also have students who do most of the readings throughout the service

**How many people who identify as volunteers (including 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? \***

250 - 300

Must be a number

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

100%

Must be a number

## BUDGET

**\* indicates a required field**

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

\$2,780.00

Must be a dollar amount.

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

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

\$2,780.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

## Budget

**Income = grant/s requested, contribution from your organisation, ticket sales etc**

**NOTE: total income must match total expenditure**

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024 (Version 3 of 3)**  
**Application No. 2324-MGP-57 From Knox Remembrance Day Committee**  
 Form Submitted 9 Oct 2023, 12:39PM AEDT

<b>Income</b>	<b>\$</b>	<b>Expenditure</b>	<b>\$</b>
Knox CC	\$1,800.00	Everest Marquee	\$1,800.00
Knox CC	\$225.00	Food	\$225.00
Knox CC	\$235.00	dB Sound	\$235.00
Knox CC	\$350.00	Ambulance Band	\$350.00
Knox CC	\$170.00	Wreaths	\$170.00
	\$		\$
	\$		\$

**Budget Totals**

<b>Total Income Amount</b>	<b>Total Expenditure Amount</b>	<b>Income - Expenditure</b>
\$2,780.00	\$2,780.00	\$0.00
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated. Must total \$0.00

**Quotes For Planned Expenses**

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

---

Filename: Bloomin Goodies 2023.msg  
 File size: 37.5 kB

---

Filename: Invoice INV-10861 Marquee 2023.pdf  
 File size: 57.9 kB

---

Filename: Q20230925-01 Boronia Remembrance Day 2023.pdf  
 File size: 16.2 kB

A minimum of 1 file must be attached.  
 Quotes must support all expenditure items listed in table above

**If your income is only the Minor Grant requested, the below will show \$0 and you will be directed to the following page**

**If your only income is only the Minor Grant requested, the total below will be \$0**  
 \$0.00  
 This number/amount is calculated.

**ADDITIONAL SUPPORTING INFORMATION**

**\* indicates a required field**

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024 (Version 3 of 3)**  
**Application No. 2324-MGP-57 From Knox Remembrance Day Committee**  
 Form Submitted 9 Oct 2023, 12:39PM AEDT

## Evidence of Public Liability

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

Filename: Insurance 2022 2023.pdf  
 File size: 2.2 MB

Filename: RSL insurance 2023.pdf  
 File size: 2.3 MB  
 A minimum of 1 file must be attached.

### Public Liability Expiry Date \*

09/08/2024

If the expiry date is prior to project completion date, you may be requested to supply an updated certificate upon renewal

### Please attach relevant supporting documentation, including:

- A project plan
- List of Committee members & contacts

### Attach relevant documentation:

Filename: 221019 KRDC Contact List.docx  
 File size: 15.3 kB

Filename: 230915 Program 2023.doc  
 File size: 99.0 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 Procedure.**

**Name \***

[REDACTED]

**Organisation Name \***

[REDACTED]

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024 (Version 3 of 3)**  
**Application No. 2324-MGP-57 From Knox Remembrance Day Committee**  
Form Submitted 9 Oct 2023, 12:39PM AEDT

**Position (eg: President, Treasurer) \***

[REDACTED]

**Declaration Date \***

04/10/2023

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 - 2023-2024**  
**Minor Grant Program Application Form 2023-2024 (Version 2 of 2)**  
**Application No. 2324-MGP-58 From Resound Church**  
 Form Submitted 25 Sep 2023, 12:34PM AEST

**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

7 July 2023 24 July 2023

11 August 2023 28 August 2023

8 September 2023 25 September 2023

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

<b>Application Amount</b>	<b>Incorporated or Auspiced?</b>	<b>Assessment &amp; Determination</b>	<b>Acquittal</b>
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	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 \***

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024 (Version 2 of 2)**  
**Application No. 2324-MGP-58 From Resound Church**  
 Form Submitted 25 Sep 2023, 12:34PM AEST

< \$500    \$501 to \$1,000    \$1,001 to \$3,000

### APPLICANT DETAILS

**\* indicates a required field**

#### Applicant Details

**Organisation Name \***  
 Resound Church

**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 \***  
 [Redacted]

Must be an Australian phone number.

**Secretary Email \***  
 [Redacted]

Must be an email address.

**Please provide your ABN**  
 24 004 350 798

<b>Information from the Australian Business Register</b>
--

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024 (Version 2 of 2)****Application No. 2324-MGP-58 From Resound Church**

Form Submitted 25 Sep 2023, 12:34PM AEST

<b>ABN</b>	24 004 350 798
<b>Entity name</b>	ACTS GLOBAL CHURCHES LIMITED
<b>ABN status</b>	Active
<b>Entity type</b>	Australian Public Company
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	Yes
<b>ATO Charity Type</b>	Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Rebate, GST Concession, Income Tax Exemption
<b>Main business location</b>	3083 VIC

*Information retrieved at 6:13am 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 another type of organisation established under an Act passed by the State or Commonwealth (i.e. a registered charity)? \***

Yes  No

If your organisation isn't incorporated and not registered as a not-for-profit (ie. a registered charity), you will require an auspice who is one or both of these things.

**Pre-application contact with Knox City Council**

**Have you discussed your application with any Knox Council Officer? If so, please provide details below:**

**Community Strengthening e-Bulletin Subscription**

To subscribe to our e-Bulletin containing information on community training, grants and more, please follow the link below:

[Subscribe here](#)

**PROJECT DETAILS**

**\* indicates a required field**

**Request Details**

**Project Title \***



**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024 (Version 2 of 2)**  
**Application No. 2324-MGP-58 From Resound Church**  
 Form Submitted 25 Sep 2023, 12:34PM AEST

Life Saving Equipment

**Project Start Date \***

01/11/2023

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 \***

31/12/2023

Must be a date.

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

To provide ultimate safety to our community we would like to purchase a defibrillator and EpiPens.

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

Accessible life-saving options.

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

120

Must be a number

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

350

Must be a number

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

100

Must be a number

## BUDGET

**\* indicates a required field**

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

\$2,978.14

Must be a dollar amount.

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

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

\$2,978.14

Must be a dollar amount.

What is the total financial support you are requesting in this application?

## Budget

**Income = grant/s requested, contribution from your organisation, ticket sales etc**

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024 (Version 2 of 2)**  
**Application No. 2324-MGP-58 From Resound Church**  
 Form Submitted 25 Sep 2023, 12:34PM AEST

**NOTE: total income must match total expenditure**

Income	\$	Expenditure	\$
Grant	\$2,978.14	Defibrillator	\$2,500.00
	\$	Adult epipens x3	\$238.17
	\$	Children epipens x3	\$239.97
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

**Budget Totals**

<b>Total Income Amount</b>	<b>Total Expenditure Amount</b>	<b>Income - Expenditure</b>
\$2,978.14	\$2,978.14	\$0.00
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated. Must total \$0.00

**Quotes For Planned Expenses**

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

---

Filename: Adult Epipen.png  
 File size: 293.3 kB

---

Filename: Children's Epipens.png  
 File size: 289.9 kB

---

Filename: Defibrillator with Cabinet.png  
 File size: 559.9 kB  
 A minimum of 1 file must be attached.  
 Quotes must support all expenditure items listed in table above

**If your income is only the Minor Grant requested, the below will show \$0 and you will be directed to the following page**

**If your only income is only the Minor Grant requested, the total below will be \$0**  
 \$0.00  
 This number/amount is calculated.

**ADDITIONAL SUPPORTING INFORMATION**

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024 (Version 2 of 2)**  
**Application No. 2324-MGP-58 From Resound Church**  
 Form Submitted 25 Sep 2023, 12:34PM AEST

**\* indicates a required field**

### Evidence of Public Liability

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

Filename: Cert of Currency PLG - SV.pdf  
File size: 142.3 kB  
A minimum of 1 file must be attached.

**Public Liability Expiry Date \***

30/06/2024  
If the expiry date is prior to project completion date, you may be requested to supply an updated certificate upon renewal

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

- A project plan
- List of Committee members & contacts

**Attach relevant documentation:**

Filename: Committee Members - Resound Church.docx  
File size: 12.7 kB

Filename: Life Saving Equipement - Project Plan.docx  
File size: 36.7 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 Council as outlined in the Minor Grants Program Procedure.**

**Name \***

[Redacted Name]

**Name \***

[Redacted Name]

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024 (Version 2 of 2)**  
**Application No. 2324-MGP-58 From Resound Church**  
Form Submitted 25 Sep 2023, 12:34PM AEST

**Position (eg:** [REDACTED]  
[REDACTED]

**Declaration Date \***

25/09/2023

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 - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-59 From Hindu Satsang Mandal of Victoria**  
 Form Submitted 22 Sep 2023, 3:21PM AEST

## 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

7 July 2023 24 July 2023

11 August 2023 28 August 2023

8 September 2023 25 September 2023

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	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 \*

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-59 From Hindu Satsang Mandal of Victoria**  
Form Submitted 22 Sep 2023, 3:21PM AEST

< \$500    \$501 to \$1,000    \$1,001 to \$3,000

**APPLICANT DETAILS**

**\* indicates a required field**

**Applicant Details**

**Organisation Name \***  
Hindu Satsang Mandal of Victoria

**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 \***

[Redacted]

Must be an Australian phone number.

**Secretary Email \***

[Redacted]

Must be an email address.

**Please provide your ABN**

52 060 485 118

**Information from the Australian Business Register**

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-59 From Hindu Satsang Mandal of Victoria**  
 Form Submitted 22 Sep 2023, 3:21PM AEST

<b>ABN</b>	52 060 485 118
<b>Entity name</b>	HINDU SATSANG MANDAL OF VICTORIA
<b>ABN status</b>	Active
<b>Entity type</b>	Australian Public Company
<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 2:41am 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 another type of organisation established under an Act passed by the State or Commonwealth (i.e. a registered charity)? \***

Yes  No

If your organisation isn't incorporated and not registered as a not-for-profit (ie. a registered charity), you will require an auspice who is one or both of these things.

**Pre-application contact with Knox City Council**

**Have you discussed your application with any Knox Council Officer? If so, please provide details below:**

No

**Community Strengthening e-Bulletin Subscription**

To subscribe to our e-Bulletin containing information on community training, grants and more, please follow the link below:

[Subscribe here](#)

**PROJECT DETAILS**

**\* indicates a required field**

**Request Details**

**Project Title \***

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-59 From Hindu Satsang Mandal of Victoria**  
 Form Submitted 22 Sep 2023, 3:21PM AEST

Diwali celebrations 2023

**Project Start Date \***

29/10/2023

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 \***

29/10/2023

Must be a date.

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

Hindu Satsang Mandal will be celebrating Diwali at 765 Mountain Highway where members of community will come together to celebrate this event with cultural items, songs, dances, indian sweets and lunch. We request grant to fund this event.

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

This brings the community together to celebrate a significant event in the Hindu Calendar. It also is an occasion to practise and showcase cultural items and to promote culture to youth and other members of community. It also provides an opportunity for all to come together. We also invite the community members around the area to join in the celebrations.

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

150

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? \***

250

Must be a number

## BUDGET

**\* indicates a required field**

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

\$9,000.00

Must be a dollar amount.

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

**(d) 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 Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-59 From Hindu Satsang Mandal of Victoria**  
 Form Submitted 22 Sep 2023, 3:21PM AEST

**Budget**

**Income = grant/s requested, contribution from your organisation, ticket sales etc**  
**NOTE: total income must match total expenditure**

<b>Income</b>	<b>\$</b>	<b>Expenditure</b>	<b>\$</b>
Grant	\$3,000.00	Catering	\$4,500.00
Ticket sales - \$30each	\$6,000.00	Stage hire	\$2,000.00
Contribution from existing funds	\$2,000.00	Tent hire	\$1,500.00
	\$	Supplies (plates and utensils)	\$1,000.00
	\$	Entertainment	\$1,000.00
	\$	Sound equipement hire	\$1,000.00
	\$		\$
	\$		\$

**Budget Totals**

<b>Total Income Amount</b>	<b>Total Expenditure Amount</b>	<b>Income - Expenditure</b>
\$11,000.00	\$11,000.00	\$0.00
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated. Must total \$0.00

**Quotes For Planned Expenses**

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

Filename: Catering qoute.jpg  
 File size: 59.5 kB

Filename: Marquee hire.jpg  
 File size: 270.5 kB

A minimum of 1 file must be attached.  
 Quotes must support all expenditure items listed in table above

**If your income is only the Minor Grant requested, the below will show \$0 and you will be directed to the following page**

**If your only income is only the Minor Grant requested, the total below will be \$0**  
 -\$8,000.00  
 This number/amount is calculated.

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-59 From Hindu Satsang Mandal of Victoria**  
 Form Submitted 22 Sep 2023, 3:21PM AEST

**Budget - What will you use your Minor Grant request for?**

<b>Expenditure</b>	<b>\$</b>
Catering - partial	\$3,000.00
	\$
	\$
	\$
	\$
	\$
	\$
	\$

**Expenditure Amount from requested grant**

\$0.00

If this doesn't total \$0, please adjust your expenditure table to match the grant amount requested.

**ADDITIONAL SUPPORTING INFORMATION**

**\* indicates a required field**

**Evidence of Public Liability**

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

Filename: CoC\_Hindu Satsang Mandal of Vic.pdf

File size: 119.5 kB

A minimum of 1 file must be attached.

**Public Liability Expiry Date \***

15/10/2023

If the expiry date is prior to project completion date, you may be requested to supply an updated certificate upon renewal

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

- **A project plan**
- **List of Committee members & contacts**

**Attach relevant documentation:**

Filename: Diwali 2023 Porgram and action list - Draft V1.0.xlsx

File size: 17.5 kB

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-59 From Hindu Satsang Mandal of Victoria**  
 Form Submitted 22 Sep 2023, 3:21PM AEST

**DECLARATION**

**\* indicates a required field**

**Conflict of Interest**

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.  
If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Procedure.**

**Name \***

[Redacted] d

**Organisation Name \***

[Redacted]

[Redacted]

[Redacted]

**Declaration Date \***

22/09/2023

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 - 2023-2024**  
**Minor Grant Program Application Form 2023-2024 (Version 3 of 3)**  
**Application No. 2324-MGP-60 From wantirna tennis club inc**  
 Form Submitted 26 Sep 2023, 3:35PM AEST

**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

7 July 2023 24 July 2023

11 August 2023 28 August 2023

8 September 2023 25 September 2023

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

<b>Application Amount</b>	<b>Incorporated or Auspiced?</b>	<b>Assessment &amp; Determination</b>	<b>Acquittal</b>
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	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 \***

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024 (Version 3 of 3)**  
**Application No. 2324-MGP-60 From wantirna tennis club inc**  
Form Submitted 26 Sep 2023, 3:35PM AEST

< \$500  \$501 to \$1,000  \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***  
wantirna tennis club inc

**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 \***

[REDACTED]

Must be an Australian phone number.

**Secretary Email \***

[REDACTED]

Must be an email address.

**Please provide your ABN**

30 080 134 728

**Information from the Australian Business Register**

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024 (Version 3 of 3)****Application No. 2324-MGP-60 From wantirna tennis club inc**

Form Submitted 26 Sep 2023, 3:35PM AEST

<b>ABN</b>	30 080 134 728
<b>Entity name</b>	WANTIRNA TENNIS 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>	3152 VIC

*Information retrieved at 12:23am 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**

A0010346E

This can be found on the Consumer Affairs Victoria website

**Pre-application contact with Knox City Council****Have you discussed your application with any Knox Council Officer? If so, please provide details below:**

Yes Belinda Boord, Marcia Trimmers leech appraised.

**Community Strengthening e-Bulletin Subscription**

To subscribe to our e-Bulletin containing information on community training, grants and more, please follow the link below:

[Subscribe here](#)**PROJECT DETAILS****\* indicates a required field****Request Details****Project Title \***

Court line refurbishments

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024 (Version 3 of 3)****Application No. 2324-MGP-60 From wantirna tennis club inc**

Form Submitted 26 Sep 2023, 3:35PM AEST

**Project Start Date \***

01/11/2023

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 \***

31/12/2023

Must be a date.

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

The purpose of the request is to help fund the replacement of (some of the) court lines (on 2 courts) which have become worn out and now represent a tripping hazard. To avoid injuries and facilitate proper play the lines need to be in good repair, and replaced by a skilled installer

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

The local community including junior & senior club members, school groups, & external hirings will be able to safely use the court for social, competition and coaching purposes. If the work is not done the court will not be safe nor would it be able to be used due to absence of line markings.

**How many people who identify as volunteers (including 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? \***

600

Must be a number

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

500

Must be a number

**BUDGET****\* indicates a required field****(c) What is the total cost of the project / activity? \***

\$1,375.00

Must be a dollar amount.

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

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

\$990.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Budget**

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024 (Version 3 of 3)**  
**Application No. 2324-MGP-60 From wantirna tennis club inc**  
 Form Submitted 26 Sep 2023, 3:35PM AEST

**Income = grant/s requested, contribution from your organisation, ticket sales etc**  
**NOTE: total income must match total expenditure**

Income	\$	Expenditure	\$
Grants Knox Council	\$990.00	Refurbishment of court lines	\$1,375.00
Contribution from club	\$385.00		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

**Budget Totals**

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$1,375.00 This number/amount is calculated.	\$1,375.00 This number/amount is calculated.	\$0.00 This number/amount is calculated. Must total \$0.00

**Quotes For Planned Expenses**

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

Filename: courtlinesquote935wantirnatc.pdf  
 File size: 24.7 kB  
 A minimum of 1 file must be attached.  
 Quotes must support all expenditure items listed in table above

**If your income is only the Minor Grant requested, the below will show \$0 and you will be directed to the following page**

**If your only income is only the Minor Grant requested, the total below will be \$0 - \$385.00**  
 This number/amount is calculated.

**Budget - What will you use your Minor Grant request for?**

Expenditure	\$
refurbishment of lines on courts 7 & 8	\$990.00



**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024 (Version 3 of 3)**  
**Application No. 2324-MGP-60 From wantirna tennis club inc**  
 Form Submitted 26 Sep 2023, 3:35PM AEST

	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

**Expenditure Amount from requested grant**

\$0.00

If this doesn't total \$0, please adjust your expenditure table to match the grant amount requested.

**ADDITIONAL SUPPORTING INFORMATION**

**\* indicates a required field**

**Evidence of Public Liability**

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

Filename: RE\_ Tennis Australia - Certificate of Currency.pdf  
 File size: 419.4 kB

Filename: TV PUBLIC LIABILITY INS TENNIS\_AUSTRALIA\_COC.pdf  
 File size: 141.1 kB  
 A minimum of 1 file must be attached.

**Public Liability Expiry Date \***

30/09/2024

If the expiry date is prior to project completion date, you may be requested to supply an updated certificate upon renewal

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

- A project plan
- List of Committee members & contacts

**Attach relevant documentation:**

Filename: REFURBISHMENT OF LINES ON COURT 7 & 8.docx  
 File size: 63.8 kB

**DECLARATION**

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024 (Version 3 of 3)**  
**Application No. 2324-MGP-60 From wantirna tennis club inc**  
Form Submitted 26 Sep 2023, 3:35PM AEST

**\* indicates a required field**

**Conflict of Interest**

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**  
**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Procedure.**

[Redacted]

**Organisation Name \***

[Redacted]

[Redacted]

**Declaration Date \***

20/09/2023

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 - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-61 From Hindi Niketan Inc.**  
 Form Submitted 22 Sep 2023, 4:38PM AEST

## 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

7 July 2023 24 July 2023

11 August 2023 28 August 2023

8 September 2023 25 September 2023

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	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 \*

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-61 From Hindi Niketan Inc.**  
Form Submitted 22 Sep 2023, 4:38PM AEST

< \$500    \$501 to \$1,000    \$1,001 to \$3,000

**APPLICANT DETAILS**

**\* indicates a required field**

**Applicant Details**

**Organisation Name \***

Hindi Niketan Inc.

**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 \***

[Redacted]

Must be an Australian phone number.

**Secretary Email \***

[Redacted]

Must be an email address.

**Please provide your ABN**

84 682 571 677

**Information from the Australian Business Register**

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-61 From Hindi Niketan Inc.**  
 Form Submitted 22 Sep 2023, 4:38PM AEST

<b>ABN</b>	84 682 571 677
<b>Entity name</b>	HINDI NIKETAN 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>	3105 VIC

*Information retrieved at 12:43am 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**

A0029058B

This can be found on the Consumer Affairs Victoria website

## Pre-application contact with Knox City Council

**Have you discussed your application with any Knox Council Officer? If so, please provide details below:**

Belinda Boord

## Community Strengthening e-Bulletin Subscription

To subscribe to our e-Bulletin containing information on community training, grants and more, please follow the link below:

[Subscribe here](#)

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Australia Day/India Republic Day Celebrations in Knox

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-61 From Hindi Niketan Inc.**  
 Form Submitted 22 Sep 2023, 4:38PM AEST

**Project Start Date \***

28/01/2024

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 \***

28/01/2024

Must be a date.

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

The objective of this program is to celebrate the Australia Day and the Indian Republic Day together. The aim is to make people aware of the cultures, values and teachings of both Australia and India. Enhanced awareness of each other's cultures and values will help people of different backgrounds understand each other well and will thereby enhance societal harmony in the multicultural Australian society.

The program include the following activities at Scoresby Primary School Hall/Play ground

- Singing of national anthems of both Australia and India
- Speeches by the community leaders highlighting the importance of multiculturalism, and how Indian and Australian values and cultures can coexist harmoniously in the multicultural Australian society
- Quiz completion on Australian and Indian history, cultures and sports
- Cultural program
- Outdoor sports for children of all ages
- Light dinner featuring Indian cuisine

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

There is a large Indian community living in the City of Knox and the surrounding city councils. In order for better integration of these large number of Australian citizens of Indian origin into the multicultural Australian society, there is a strong need for celebrating different Indian festivals through which Australians from various other backgrounds can be made aware of the Indian values and culture. At the same time the celebration of Australia Day will help enhance the social bonding of people from diversified backgrounds in the multicultural Australian society through highlighting their common Australian identity. Hindi Niketan, one of the oldest and peak bodies representing the people of Indian origin in the state of Victoria, is therefore planning to organize this program which will facilitate retention of Indian values and cultures as well cross-cultural interaction that will significantly contribute towards promoting social harmony in the multicultural Australian society.

**How many people who identify as volunteers (including 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? \***

200

Must be a number

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

150

Must be a number

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-61 From Hindi Niketan Inc.**  
 Form Submitted 22 Sep 2023, 4:38PM AEST

**BUDGET**

**\* indicates a required field**

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

\$3,800.00

Must be a dollar amount.

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

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

\$2,700.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Budget**

**Income = grant/s requested, contribution from your organisation, ticket sales etc**

**NOTE: total income must match total expenditure**

Income	\$	Expenditure	\$
Grant	\$2,700.00	hall hire (Scoresby Primary School)	\$100.00
Contribution from Hindi Niketan	\$1,000.00	Prizes for sports - Children	\$460.00
	\$	Catering (Indian)	\$2,200.00
	\$	DJ Event equipment hire	\$700.00
	\$	Tea/snacks/Disposable drinks	\$240.00
	\$		\$

**Budget Totals**

**Total Income Amount**

\$3,700.00

This number/amount is calculated.

**Total Expenditure Amount**

\$3,700.00

This number/amount is calculated.

**Income - Expenditure**

\$0.00

This number/amount is calculated.

Must total \$0.00

**Quotes For Planned Expenses**

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

Filename: Catering Quote-Australia Day-Republic Day Jan 28 2024-Hindi Niketan.pdf

File size: 183.1 kB

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-61 From Hindi Niketan Inc.**  
 Form Submitted 22 Sep 2023, 4:38PM AEST

Filename: DJ Quote-HN for Jan 2024.pdf  
 File size: 164.4 kB

Filename: Hall hire-Scoresby PS-28th Jan 2024.pdf  
 File size: 192.7 kB  
 A minimum of 1 file must be attached.  
 Quotes must support all expenditure items listed in table above

**If your income is only the Minor Grant requested, the below will show \$0 and you will be directed to the following page**

**If your only income is only the Minor Grant requested, the total below will be \$0 -\$1,000.00**  
 This number/amount is calculated.

**Budget - What will you use your Minor Grant request for?**

<b>Expenditure</b>	<b>\$</b>
Catering	\$2,000.00
Hall hire	\$100.00
Event equipment	\$600.00
	\$
	\$

**Expenditure Amount from requested grant**  
 \$0.00  
 If this doesn't total \$0, please adjust your expenditure table to match the grant amount requested.

**ADDITIONAL SUPPORTING INFORMATION**

**\* indicates a required field**

**Evidence of Public Liability**

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

Filename: Certificate of Currency -Hindi Niketan 2023-24.PDF  
 File size: 574.1 kB  
 A minimum of 1 file must be attached.

**Public Liability Expiry Date \***

05/07/2024  
 If the expiry date is prior to project completion date, you may be requested to supply an updated certificate upon renewal



**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-61 From Hindi Niketan Inc.**  
Form Submitted 22 Sep 2023, 4:38PM AEST

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

- **A project plan**
- **List of Committee members & contacts**

**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 Procedure.**

**Name \***

[REDACTED]

**Organisation Name \***

[REDACTED]

**Position (eg: President, Treasurer) \***

[REDACTED]

**Declaration Date \***

22/09/2023

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 - 2023-2024****Minor Grant Program Application Form 2023-2024 (Version 3 of 3)****Application No. 2324-MGP-62 From Share Space Inc (the Sanctuary is registered under this)**

Form Submitted 21 Sep 2023, 4:27PM AEST

**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

7 July 2023 24 July 2023

11 August 2023 28 August 2023

8 September 2023 25 September 2023

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

<b>Application Amount</b>	<b>Incorporated or Auspiced?</b>	<b>Assessment &amp; Determination</b>	<b>Acquittal</b>
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	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 \***

### Minor Grants Program - 2023-2024

### Minor Grant Program Application Form 2023-2024 (Version 3 of 3)

Application No. 2324-MGP-62 From Share Space Inc (the Sanctuary is registered under this)

Form Submitted 21 Sep 2023, 4:27PM AEST

< \$500    \$501 to \$1,000    \$1,001 to \$3,000

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Share Space Inc (the Sanctuary is registered under this)

**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 \***

[Redacted]

Must be an Australian phone number.

**Secretary Email \***

[Redacted]

Must be an email address.

**Please provide your ABN**

30 912 021 749

Information from the Australian Business Register

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024 (Version 3 of 3)****Application No. 2324-MGP-62 From Share Space Inc (the Sanctuary is registered under this)**

Form Submitted 21 Sep 2023, 4:27PM AEST

<b>ABN</b>	30 912 021 749
<b>Entity name</b>	Share Space 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>	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>	GST Concession, Income Tax Exemption
<b>Main business location</b>	3178 VIC

*Information retrieved at 7:45am 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**

A0119189L

This can be found on the Consumer Affairs Victoria website

**Pre-application contact with Knox City Council****Have you discussed your application with any Knox Council Officer? If so, please provide details below:****Community Strengthening e-Bulletin Subscription**

To subscribe to our e-Bulletin containing information on community training, grants and more, please follow the link below:

[Subscribe here](#)**PROJECT DETAILS****\* indicates a required field****Request Details****Project Title \***

The Sanctuary

## Minor Grants Program - 2023-2024

### Minor Grant Program Application Form 2023-2024 (Version 3 of 3)

Application No. 2324-MGP-62 From Share Space Inc (the Sanctuary is registered under this)

Form Submitted 21 Sep 2023, 4:27PM AEST

**Project Start Date \***

24/10/2023

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 \***

21/05/2024

Must be a date.

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

We run a group called the Sanctuary. It is held at the Rowville Uniting Church in Rowville each Tuesday from 12-2pm. The Share Space funds the Sanctuary and the church gives us the use of the space. It costs approximately \$100 per week to purchase the food/drinks for the group. The Sanctuary is a very successful group that we started in February of this year. I set it up to target isolation and loneliness in our community. We get an average of 35 residents attend per week and we also do special events which sees up to 120 residents attend. We recently went on a bus trip (council bus) to the Yarra Valley and that was also funded by the Share Space.

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

The benefit of the grant for the community means we can continue to run our group and not have to worry about funding for 30 weeks. A grant of \$3000 means we can purchase food/drinks and other items weekly to offer lunch and other activities to our group members. The Sanctuary has become a life line for some of our local residents. We have quite a few success stories which I would include in my acquittal. I also run surveys after the use of council funds so you can see where the money was spend and how it impacted the locals involved.

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

37

Must be a number

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

120+

Must be a number

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

100%

Must be a number

## BUDGET

**\* indicates a required field**

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

\$3,000.00

Must be a dollar amount.

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

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024 (Version 3 of 3)**  
**Application No. 2324-MGP-62 From Share Space Inc (the Sanctuary is registered under this)**  
 Form Submitted 21 Sep 2023, 4:27PM AEST

**(d) 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?

**Budget**

**Income = grant/s requested, contribution from your organisation, ticket sales etc**

**NOTE: total income must match total expenditure**

Income	\$	Expenditure	\$
Council Grant	\$3,000.00	The grant would be used to purchase food and drink items for the sanctuary group with expenditure approximately \$100 per week over 30 weeks. Costs may vary weekly but never less than \$100 per week	\$3,000.00
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

**Budget Totals**

**Total Income Amount**

\$3,000.00

This number/amount is calculated.

**Total Expenditure Amount**

\$3,000.00

This number/amount is calculated.

**Income - Expenditure**

\$0.00

This number/amount is calculated.  
Must total \$0.00

**Quotes For Planned Expenses**

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

---

Filename: IMG\_6800.png

File size: 133.0 kB

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Filename: online\_receipt\_11Sep20230000\_rmdlu.pdf

## Minor Grants Program - 2023-2024

### Minor Grant Program Application Form 2023-2024 (Version 3 of 3)

Application No. 2324-MGP-62 From Share Space Inc (the Sanctuary is registered under this)

Form Submitted 21 Sep 2023, 4:27PM AEST

File size: 30.9 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

**If your income is only the Minor Grant requested, the below will show \$0 and you will be directed to the following page**

**If your only income is only the Minor Grant requested, the total below will be \$0 \$0.00**

This number/amount is calculated.

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

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

Filename: IMG\_6799.png

File size: 492.5 kB

A minimum of 1 file must be attached.

**Public Liability Expiry Date \***

07/11/2023

If the expiry date is prior to project completion date, you may be requested to supply an updated certificate upon renewal

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

- A project plan
- List of Committee members & contacts

**Attach relevant documentation:**

Filename: IMG\_6747.png

File size: 211.9 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

## Minor Grants Program - 2023-2024

### Minor Grant Program Application Form 2023-2024 (Version 3 of 3)

Application No. 2324-MGP-62 From Share Space Inc (the Sanctuary is registered under this)

Form Submitted 21 Sep 2023, 4:27PM AEST

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 Procedure.**

[REDACTED]

**Organisation Name \***

[REDACTED]

**Position (eg: President, Treasurer) \***

[REDACTED]

**Declaration Date \***

20/09/2023

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 - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-63 From Forest Road MCHC Playgroup**  
 Form Submitted 5 Oct 2023, 8:37PM 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

7 July 2023 24 July 2023

11 August 2023 28 August 2023

8 September 2023 25 September 2023

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

<b>Application Amount</b>	<b>Incorporated or Auspiced?</b>	<b>Assessment &amp; Determination</b>	<b>Acquittal</b>
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	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 \***

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-63 From Forest Road MCHC Playgroup**  
 Form Submitted 5 Oct 2023, 8:37PM AEDT

< \$500    \$501 to \$1,000    \$1,001 to \$3,000

### APPLICANT DETAILS

**\* indicates a required field**

#### Applicant Details

**Organisation Name \***  
 Forest Road MCHC Playgroup

**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 \***  
 [Redacted]  
 Must be an Australian phone number.

**Secretary Email \***  
 [Redacted]  
 Must be an email address.

**Please provide your ABN**  
 40 889 173 126

**Information from the Australian Business Register**

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-63 From Forest Road MCHC Playgroup**  
 Form Submitted 5 Oct 2023, 8:37PM AEDT

<b>ABN</b>	40 889 173 126
<b>Entity name</b>	Forest Road MCHC Playgroup
<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 VIC

*Information retrieved at 7:44am 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**

A0021138P

This can be found on the Consumer Affairs Victoria website

## Pre-application contact with Knox City Council

**Have you discussed your application with any Knox Council Officer? If so, please provide details below:**

no

## Community Strengthening e-Bulletin Subscription

To subscribe to our e-Bulletin containing information on community training, grants and more, please follow the link below:

[Subscribe here](#)

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Replacement of worn items

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-63 From Forest Road MCHC Playgroup**  
 Form Submitted 5 Oct 2023, 8:37PM AEDT

**Project Start Date \***

01/11/2023

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 \***

30/11/2023

Must be a date.

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

We are looking to replace 2 outdoor metal bench seats which are rusting through the metal and becoming unsafe to sit on. We would also like to purchase a new vacuum cleaner so we can easily tidy up at the end of a playgroup session in preparation for other groups. Our current one is approximately 20 years old, bulky and heavy to push around, scares the children with its loud noise and needs to remain permanently 'on' as the on/off button is broken.

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

We will be able to offer the parents and carers that attend playgroup at Forest Road a safe place to sit when they are in the backyard supervising their children. Groups will be able to easily tidy the indoor space for the next group with a lightweight, quiet, functional vacuum cleaner.

**How many people who identify as volunteers (including 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? \***

40

Must be a number

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

40

Must be a number

**BUDGET**

**\* indicates a required field**

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

\$1,157.00

Must be a dollar amount.

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

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

\$1,157.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-63 From Forest Road MCHC Playgroup**  
 Form Submitted 5 Oct 2023, 8:37PM AEDT

**Budget**

**Income = grant/s requested, contribution from your organisation, ticket sales etc**

**NOTE: total income must match total expenditure**

Income	\$	Expenditure	\$
Grant requested	\$699.00	Vacuum cleaner	\$699.00
Grant requested	\$229.00	Bench seat	\$229.00
Grant requested	\$229.00	Bench seat	\$229.00
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

**Budget Totals**

<b>Total Income Amount</b>	<b>Total Expenditure Amount</b>	<b>Income - Expenditure</b>
\$1,157.00	\$1,157.00	\$0.00
<small>This number/amount is calculated.</small>	<small>This number/amount is calculated.</small>	<small>This number/amount is calculated. Must total \$0.00</small>

**Quotes For Planned Expenses**

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

---

Filename: Vaccum and Bench Seat quotes.docx  
 File size: 350.0 kB  
 A minimum of 1 file must be attached.  
 Quotes must support all expenditure items listed in table above

**If your income is only the Minor Grant requested, the below will show \$0 and you will be directed to the following page**

**If your only income is only the Minor Grant requested, the total below will be \$0**  
 \$0.00  
This number/amount is calculated.

**ADDITIONAL SUPPORTING INFORMATION**

**\* indicates a required field**

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-63 From Forest Road MCHC Playgroup**  
Form Submitted 5 Oct 2023, 8:37PM AEDT

## Evidence of Public Liability

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

---

Filename: Certificate-of-Currency-2023-2024-1.pdf  
File size: 370.6 kB  
A minimum of 1 file must be attached.

### Public Liability Expiry Date \*

18/06/2024

If the expiry date is prior to project completion date, you may be requested to supply an updated certificate upon renewal

### Please attach relevant supporting documentation, including:

- A project plan
- List of Committee members & contacts

### Attach relevant documentation:

---

Filename: Contact details of Committee.docx  
File size: 13.7 kB

---

Filename: Project Plan.docx  
File size: 12.5 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 Procedure.**

**Name \***

██████████ch

**Organisation Name \***

██

**Position (eg: President, Treasurer) \***

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-63 From Forest Road MCHC Playgroup**  
Form Submitted 5 Oct 2023, 8:37PM AEDT

President

**Declaration Date \***

05/10/2023

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 - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-49 From SHISHUKUNJ MELBOURNE**  
 Form Submitted 23 Aug 2023, 3:49PM AEST

**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

7 July 2023 24 July 2023

11 August 2023 28 August 2023

8 September 2023 25 September 2023

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

<b>Application Amount</b>	<b>Incorporated or Auspiced?</b>	<b>Assessment &amp; Determination</b>	<b>Acquittal</b>
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	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 \***



**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-49 From SHISHUKUNJ MELBOURNE**  
 Form Submitted 23 Aug 2023, 3:49PM AEST

< \$500    \$501 to \$1,000    \$1,001 to \$3,000

### APPLICANT DETAILS

**\* indicates a required field**

#### Applicant Details

**Organisation Name \***

[Redacted]

**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 \***

[Redacted]

Must be an Australian phone number.

**Secretary Email \***

[Redacted]

Must be an email address.

**Please provide your ABN**

47 677 174 433

**Information from the Australian Business Register**

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-49 From SHISHUKUNJ MELBOURNE**  
 Form Submitted 23 Aug 2023, 3:49PM AEST

<b>ABN</b>	47 677 174 433
<b>Entity name</b>	SHISHUKUNJ MELBOURNE 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>	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>	3152 VIC

*Information retrieved at 4:52am 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**

A0109307G

This can be found on the Consumer Affairs Victoria website

## Pre-application contact with Knox City Council

**Have you discussed your application with any Knox Council Officer? If so, please provide details below:**

No

## Community Strengthening e-Bulletin Subscription

To subscribe to our e-Bulletin containing information on community training, grants and more, please follow the link below:

[Subscribe here](#)

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Annual Camp

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-49 From SHISHUKUNJ MELBOURNE**  
 Form Submitted 23 Aug 2023, 3:49PM AEST

**Project Start Date \***

29/09/2023

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 \***

01/10/2023

Must be a date.

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

Our organisation hosts annual camps for all our children above the age of 7 years as a 'life moulding' camp. It aims to develop the understanding of our organisation values and develop other skills. It involves a 2 night 3 day camp at a campsite of choice and availability. With forests, and other nature surrounded by the campsite, the children will be provided an opportunity to learn about the environment.

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

This annual camp allows the younger children to develop skills such as team building, communication, and problem solving through the various activities hosted by our young volunteers. All these skills are important in the real world and are nurtured in this camp.

The trainers are the community youth volunteers who get a chance to plan, prepare, execute and reflect their activities. They are guided by seniors who teach them these core life long skills. Various teams are formed for these camp which range from Administration, Logistics, Meals, Activities, Transport and many more as described on attachment. The model format for the camp is well designed and used over the past 13 years and is mainly result oriented driven. Children get another opportunity with staying out and experience activities which are different from their normal school camp. local community like volunteers and parent helpers come and participate and volunteer their time in some of the duties like Kitchen / Meals.

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

30

Must be a number

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

60

Must be a number

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

55

Must be a number

**BUDGET**

**\* indicates a required field**

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

\$10,903.00

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-49 From SHISHUKUNJ MELBOURNE**  
 Form Submitted 23 Aug 2023, 3:49PM AEST

Must be a dollar amount.  
 What is the total budgeted cost (dollars) of your project?

**(d) 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?

**Budget**

**Income = grant/s requested, contribution from your organisation, ticket sales etc**  
**NOTE: total income must match total expenditure**

Income	\$	Expenditure	\$
Camp participants fee bout 60 @ 150	\$9,000.00	accomodation	\$6,608.00
Shishukunj Contribution	\$1,903.00	Meals	\$1,500.00
	\$	Bus Hire	\$2,095.00
	\$	Administration	\$200.00
	\$	Activities	\$500.00
	\$		\$
	\$		\$
	\$		\$

**Budget Totals**

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$10,903.00 This number/amount is calculated.	\$10,903.00 This number/amount is calculated.	\$0.00 This number/amount is calculated. Must total \$0.00

**Quotes For Planned Expenses**

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

---

Filename: Bus quote.pdf  
 File size: 288.8 kB

---

Filename: Coonawarra Camp Main Shibir 2022 Income Expenditure Satement.xlsx  
 File size: 160.0 kB

---

Filename: summit camp accomodation.pdf  
 File size: 234.8 kB  
 A minimum of 1 file must be attached.

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-49 From SHISHUKUNJ MELBOURNE**  
 Form Submitted 23 Aug 2023, 3:49PM AEST

Quotes must support all expenditure items listed in table above

**If your income is only the Minor Grant requested, the below will show \$0 and you will be directed to the following page**

**If your only income is only the Minor Grant requested, the total below will be \$0 -\$7,903.00**

This number/amount is calculated.

**Budget - What will you use your Minor Grant request for?**

<b>Expenditure</b>	<b>\$</b>
accommodation costs	\$2,000.00
Bus hire	\$1,000.00
	\$
	\$
	\$
	\$
	\$
	\$

**Expenditure Amount from requested grant**

\$0.00

If this doesn't total \$0, please adjust your expenditure table to match the grant amount requested.

**ADDITIONAL SUPPORTING INFORMATION**

**\* indicates a required field**

**Evidence of Public Liability**

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

Filename: CoC\_Interactive.PDF  
 File size: 116.8 kB  
 A minimum of 1 file must be attached.

**Public Liability Expiry Date \***

21/01/2024

If the expiry date is prior to project completion date, you may be requested to supply an updated certificate upon renewal

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

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-49 From SHISHUKUNJ MELBOURNE**  
 Form Submitted 23 Aug 2023, 3:49PM AEST

- **A project plan**
- **List of Committee members & contacts**

**Attach relevant documentation:**

Filename: 2023 committee.pdf  
 File size: 71.0 kB

Filename: Coonawarra Camp Main Shibir 2022 Income Expenditure Statement.xlsx  
 File size: 160.0 kB

Filename: Shibir Duties V2.xlsx  
 File size: 16.6 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 Procedure.**

**Organisation Name \***

**Position (eg: President, Treasurer) \***

**Declaration Date \***

23/08/2023

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

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-49 From SHISHUKUNJ MELBOURNE**  
Form Submitted 23 Aug 2023, 3:49PM AEST

request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-64 From Rotary Club of Boronia**  
 Form Submitted 3 Oct 2023, 2:29PM 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

7 July 2023 24 July 2023

11 August 2023 28 August 2023

8 September 2023 25 September 2023

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

<b>Application Amount</b>	<b>Incorporated or Auspiced?</b>	<b>Assessment &amp; Determination</b>	<b>Acquittal</b>
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	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 \***



**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-64 From Rotary Club of Boronia**  
Form Submitted 3 Oct 2023, 2:29PM AEDT

< \$500    \$501 to \$1,000    \$1,001 to \$3,000

**APPLICANT DETAILS**

**\* indicates a required field**

**Applicant Details**

**Organisation Name \***  
Rotary Club of Boronia

**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 \***

[Redacted]

Must be an Australian phone number.

**Secretary Email \***

[Redacted]

Must be an email address.

**Please provide your ABN**

48 952 056 345

**Information from the Australian Business Register**

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-64 From Rotary Club of Boronia**  
 Form Submitted 3 Oct 2023, 2:29PM AEDT

<b>ABN</b>	48 952 056 345
<b>Entity name</b>	ROTARY CLUB OF BORONIA 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>	3155 VIC

*Information retrieved at 2:18am 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**

18626A

This can be found on the Consumer Affairs Victoria website

## Pre-application contact with Knox City Council

**Have you discussed your application with any Knox Council Officer? If so, please provide details below:**

## Community Strengthening e-Bulletin Subscription

To subscribe to our e-Bulletin containing information on community training, grants and more, please follow the link below:

[Subscribe here](#)

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

ANZAC Service for KNOX Primary School Children- Yrs 5-6

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-64 From Rotary Club of Boronia**  
 Form Submitted 3 Oct 2023, 2:29PM AEDT

**Project Start Date \***

02/10/2023

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 \***

19/04/2024

Must be a date.

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

The Rotary Club of Boronia for the past 8 years has organised a commemorative service close to ANZAC day for Gr 5-6 primary school students in the KNOX Council area at the Tim Neville Arboretum cenotaph. The Shrive has a guest Speaker on a topic and music and choral items are presented by participating schools. The KNOX Mayor is invited and Councillors, are invited guests as are local Politicians, Rotary District Governor and Boronia RSL members who also take part in the service. The Students are bused to and from the service and the Club, in applying for this Minor Grant, hope that this grant will assist with the movement of the students to the Venue and back, see attached spreadsheet. The Club has continued to provide the majority of the funds for the Service since its inception and then Service has grown from an event of 100 student to last year 450 and, with the addition of 2 additional schools in 2024, close to 500. The Service is planned for April 19, 2024 with a guest Speaker Lieutenant Kylie Post, Australian Navy ret who has been invited to present at the Service, on the suggestion of the schools.

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

The Club started this Service to celebrate the 100th anniversary of the Gallipoli landing and when there was no other service for KNOX Primary schools at the Arboretum and the theme each year is "What ANZAC means to me?" Invited speakers over the years have all spoken about ANZAC and what it means to Service personnel and reflect on their own Service and it is hoped that the students leave the occasion with a greater understanding of this significant event in Australian history. Before the event the schools are provided with a synopsis of the guest speaker so that each school can prepare the students with additional work before and after the event. After the event the Club surveys the participating schools for feedback on the event and this assists with their planning for the following year.

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

48

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? \***

500

Must be a number

**BUDGET**

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-64 From Rotary Club of Boronia**  
 Form Submitted 3 Oct 2023, 2:29PM AEDT

**\* indicates a required field**

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

\$6,507.00

Must be a dollar amount.

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

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

\$2,500.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

**Budget**

**Income = grant/s requested, contribution from your organisation, ticket sales etc**

**NOTE: total income must match total expenditure**

Income	\$	Expenditure	\$
KNOX Council	\$2,500.00	Club	\$0.00
Club funds	\$4,007.00	Buses to and from Service	\$4,607.00
	\$	Service Badges for Students 500@\$2	\$1,000.00
	\$	Wreaths x 3	\$150.00
	\$	School Concert band donation	\$200.00
	\$	School Choir donation	\$100.00
	\$	Road closure fees	\$450.00

**Budget Totals**

**Total Income Amount**

\$6,507.00

This number/amount is calculated.

**Total Expenditure Amount**

\$6,507.00

This number/amount is calculated.

**Income - Expenditure**

\$0.00

This number/amount is calculated.  
 Must total \$0.00

**Quotes For Planned Expenses**

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

Filename: ANZAC 24 Quote UPDATED 23.08.2023.pdf

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-64 From Rotary Club of Boronia**  
 Form Submitted 3 Oct 2023, 2:29PM AEDT

File size: 164.5 kB

Filename: Budget for 2024 ANZAC service - Grant.xlsx

File size: 9.5 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

**If your income is only the Minor Grant requested, the below will show \$0 and you will be directed to the following page**

**If your only income is only the Minor Grant requested, the total below will be \$0 -\$4,007.00**

This number/amount is calculated.

**Budget - What will you use your Minor Grant request for?**

Expenditure	\$
Assist with Bus transport to and from the Service	\$2,500.00
	\$
	\$
	\$
	\$
	\$
	\$
	\$

**Expenditure Amount from requested grant**

\$0.00

If this doesn't total \$0, please adjust your expenditure table to match the grant amount requested.

**ADDITIONAL SUPPORTING INFORMATION**

**\* indicates a required field**

**Evidence of Public Liability**

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

Filename: Rotary\_GPL\_CoC\_2023-24\_Boronia.pdf

File size: 60.1 kB

A minimum of 1 file must be attached.

**Public Liability Expiry Date \***

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-64 From Rotary Club of Boronia**  
 Form Submitted 3 Oct 2023, 2:29PM AEDT

30/06/2024

If the expiry date is prior to project completion date, you may be requested to supply an updated certificate upon renewal

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

- **A project plan**
- **List of Committee members & contacts**

**Attach relevant documentation:**

---

Filename: ANZAC program 2024 - draft.docx  
 File size: 44.4 kB

---

Filename: Rotary Club of Boronia ANZAC Service Committee 2023.docx  
 File size: 12.5 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 Procedure.**

[Redacted]

**Organisation Name \***

[Redacted]

**Position (eg: President, Treasurer) \***

[Redacted]

**Declaration Date \***

03/10/2023

Must be a date.

### Privacy Statement

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024**  
**Application No. 2324-MGP-64 From Rotary Club of Boronia**  
Form Submitted 3 Oct 2023, 2:29PM 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 - 2023-2024**  
**Minor Grant Program Application Form 2023-2024 (Version 2 of 2)**  
**Application No. 2324-MGP-65 From Indian Senior Citizens Association (ISCA)**  
 Form Submitted 6 Oct 2023, 11:03AM 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

7 July 2023 24 July 2023

11 August 2023 28 August 2023

8 September 2023 25 September 2023

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

<b>Application Amount</b>	<b>Incorporated or Auspiced?</b>	<b>Assessment &amp; Determination</b>	<b>Acquittal</b>
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	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 \***



**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024 (Version 2 of 2)**  
**Application No. 2324-MGP-65 From Indian Senior Citizens Association (ISCA)**  
 Form Submitted 6 Oct 2023, 11:03AM AEDT

< \$500    \$501 to \$1,000    \$1,001 to \$3,000

### APPLICANT DETAILS

**\* indicates a required field**

#### Applicant Details

**Organisation Name \***  
 Indian Senior Citizens Association (ISCA)

**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 \***  
 [Redacted]  
 Must be an Australian phone number.

**Secretary Email \***  
 [Redacted]  
 Must be an email address.

**Please provide your ABN**  
 18 976 538 536

**Information from the Australian Business Register**

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024 (Version 2 of 2)****Application No. 2324-MGP-65 From Indian Senior Citizens Association (ISCA)**

Form Submitted 6 Oct 2023, 11:03AM AEDT

<b>ABN</b>	18 976 538 536
<b>Entity name</b>	INDIAN SENIOR CITIZENS ASSOCIATION OF 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>	3147 VIC

*Information retrieved at 8:53am 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**

A0035727J

This can be found on the Consumer Affairs Victoria website

**Pre-application contact with Knox City Council****Have you discussed your application with any Knox Council Officer? If so, please provide details below:****Community Strengthening e-Bulletin Subscription**

To subscribe to our e-Bulletin containing information on community training, grants and more, please follow the link below:

[Subscribe here](#)**PROJECT DETAILS****\* indicates a required field****Request Details****Project Title \***

Celebration of Diwali function (Festival of Lights)

**Minor Grants Program - 2023-2024****Minor Grant Program Application Form 2023-2024 (Version 2 of 2)****Application No. 2324-MGP-65 From Indian Senior Citizens Association (ISCA)**

Form Submitted 6 Oct 2023, 11:03AM AEDT

**Project Start Date \***

18/10/2023

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 \***

18/11/2023

Must be a date.

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

Indian Senior Citizens Association (ISCA) requests \$2000 towards Diwali celebration lunch contribution to bring communities together and to celebrate Diwali (festival of lights) with friends and families. Diwali celebration is a very special day for Indians to celebrate the victory of good over evil. This is a festival that is celebrated throughout India and among Indian diaspora around the world because it crosses all Indian language and state borders. It is the most important festival that unites all Indians, regardless of language, religion or ethnicity.

ISCA would like to celebrate Diwali in the same spirit by sharing our happiness with the wider Indian and multicultural communities within the Knox municipality. We would like to do this through lively song and dance performances, and a lunch that brings the best cuisine from all parts of India to share with our friends and families.

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

ISCA is the largest Indian Seniors Association in Victoria that does NOT have any language, religion or ethnic requirements or restrictions. The majority of Indian Associations have regional and language restrictions for membership and their Diwali celebrations reflect this.

By being a truly multicultural Association, ISCA will be benefiting more than just the Indian community - we will be welcoming and celebrating Diwali together with people from different cultures, backgrounds and ethnicities.

The objective of celebrating Diwali with the wider multicultural communities will benefit everyone by increasing respect, harmony, friendship and tolerance of each other through education and awareness of our cultures. And what better way to this than through a celebration that provides the common medium of song, dance and food!!!

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

25

Must be a number

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

150

Must be a number

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

45

Must be a number

**BUDGET**

**Minor Grants Program - 2023-2024**  
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**\* indicates a required field**

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

\$6,000.00

Must be a dollar amount.

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

**(d) 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?

**Budget**

**Income = grant/s requested, contribution from your organisation, ticket sales etc**

**NOTE: total income must match total expenditure**

<b>Income</b>	<b>\$</b>	<b>Expenditure</b>	<b>\$</b>
Council Grant	\$2,000.00	Diwali Function	\$2,000.00
Members Entry Fee	\$2,500.00	Catering	\$1,850.00
	\$	Setup & Tidy up	\$700.00
	\$	Performers Fees	\$800.00
ISCA Reserves	\$1,500.00	Sound Engineer	\$200.00
		Decoration	\$150.00
		Tea Coffee	\$150.00
		Miscellenious	\$150.00

**Budget Totals**

**Total Income Amount**

\$6,000.00

This number/amount is calculated.

**Total Expenditure Amount**

\$6,000.00

This number/amount is calculated.

**Income - Expenditure**

\$0.00

This number/amount is calculated.

Must total \$0.00

**Total Income Amount**

\$6,000.00

This number/amount is calculated.

**Total Expenditure Amount**

\$6,000.00

This number/amount is calculated.

**Income - Expenditure**

\$0.00

This number/amount is calculated.

Must total \$0.00

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024 (Version 2 of 2)**  
**Application No. 2324-MGP-65 From Indian Senior Citizens Association (ISCA)**  
 Form Submitted 6 Oct 2023, 11:03AM AEDT

**Quotes For Planned Expenses**

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

Filename: Indian seniors Diwali Lunch 18th Nov 2023.xlsx  
 File size: 189.6 kB  
 A minimum of 1 file must be attached.  
 Quotes must support all expenditure items listed in table above

**If your income is only the Minor Grant requested, the below will show \$0 and you will be directed to the following page**

**If your only income is only the Minor Grant requested, the total below will be \$0 -\$10,000.00**  
 This number/amount is calculated.

**Budget - What will you use your Minor Grant request for?**

<b>Expenditure</b>	<b>\$</b>
Setup expenditure and tidy up	\$700.00
Sound engineers	\$300.00
Dancers Fees	\$250.00
Equipment hire	\$450.00
Miscellaneous	\$300.00

**Expenditure Amount from requested grant**  
 \$0.00

If this doesn't total \$0, please adjust your expenditure table to match the grant amount requested.

**ADDITIONAL SUPPORTING INFORMATION**

**\* indicates a required field**

**Evidence of Public Liability**

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

Filename: Certificate of Currency -Indian Senior Citizens Association - GPA.pdf  
 File size: 69.0 kB  
 A minimum of 1 file must be attached.

**Public Liability Expiry Date \***

**Minor Grants Program - 2023-2024**  
**Minor Grant Program Application Form 2023-2024 (Version 2 of 2)**  
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 Form Submitted 6 Oct 2023, 11:03AM AEDT

30/06/2024

If the expiry date is prior to project completion date, you may be requested to supply an updated certificate upon renewal

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

- **A project plan**
- **List of Committee members & contacts**

**Attach relevant documentation:**

Filename: ISCA Committee 22-24.docx  
File size: 13.8 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 Procedure.**

[Redacted]

**Organisation Name \***

[Redacted]

**Position (eg: President, Treasurer) \***

[Redacted]

**Declaration Date \***

06/10/2023  
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

**Minor Grants Program - 2023-2024**  
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request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

## 8.4 Mountain Highway, The Basin Footpath Connection

### **SUMMARY: Sustainable Transport Planner, Winchelle Chuson**

**At its Ordinary Meeting of Council on 26 June, 2023, Council endorsed Notice of Motion 135 - Mountain Highway, The Basin (Wicks Road to Claremont Avenue) Footpath Design. This Notice of Motion requested that a report be presented outlining options for proceeding with the path, including community consultation and potential funding sources be received by the November 2023 Council meeting. This report responds to that Notice of Motion.**

### **RECOMMENDATION**

#### **That Council:**

- 1. Receives and notes this report in response to the 26 June 2023 Ordinary Meeting of Council Notice Motion in relation to the Mountain Hwy Footpath project between Wicks Road and Claremont Avenue;**
- 2. Notes the results of the community consultation in relation to the provision of the footpath;**
- 3. Notes the possible external funding options available to Council for the design and construction of the proposed footpath;**
- 4. Supports the position to investigate the full extent of the proposed footpath through a detailed design and survey process;**
- 5. Refer the estimated cost to undertake the detailed design to the Capital Works Program for consideration alongside other project priorities; and**
- 6. Subject to funding the detailed design, receive a further report to consider the construction options for this project.**

### **1. INTRODUCTION**

At its Ordinary Meeting of Council on 26 June 2023, a motion was moved to request the following call up item:

‘That Council receive a report to a Council meeting by November 2023, unless deferred to a later date in consultation with the Mayor but in time to inform the 2024/2025 Budget process, that:

1. Identifies options for proceeding with the next stage of footpath works along Mountain Hwy between Wicks Road and Claremont Avenue;
2. Includes results of community consultation;
3. Investigates any potential funding streams through State Government given the inherent safety issues of a lack of pedestrian access along a busy major arterial.’

The provision of a footpath along Mountain Highway in this location is complex. Due to the terrain in this area, the design and construction of this footpath is complex and costly. Therefore, Council need to consider whether they wish to invest in this project. This matter has been investigated internally by officers, which included having initial discussions with representatives of the Department of Transport and Planning and this report summarises the findings of the investigation.

### **2. DISCUSSION**

#### **Background**

In 2018, a footpath link along Mountain Hwy, The Basin from The Basin shops to the road closure at Wicks Road was constructed. The footpath provided a safe space for pedestrians to access the



shops and connect to the local bus stop. Since then, community members have requested that the footpath be extended to assist in providing enhanced access for residents further along Mountain Hwy and the Claremont Avenue catchment.

For context Mountain Hwy is a two-lane arterial road maintained by the Department of Transport and Planning. It acts as a key access road to the Dandenong Ranges and hosts the very popular 1-in-20 cycling route which sees over 1,000 on-road cyclists each weekend traveling to the Dandenong Ranges from outside the municipality. Based on traffic surveys, 3% of vehicles (approximately 600 vehicles) on average travel regularly above the posted speed limit. During site inspections, vehicles were also observed to park on the road reserve forcing pedestrians to walk on the road around the vehicle.

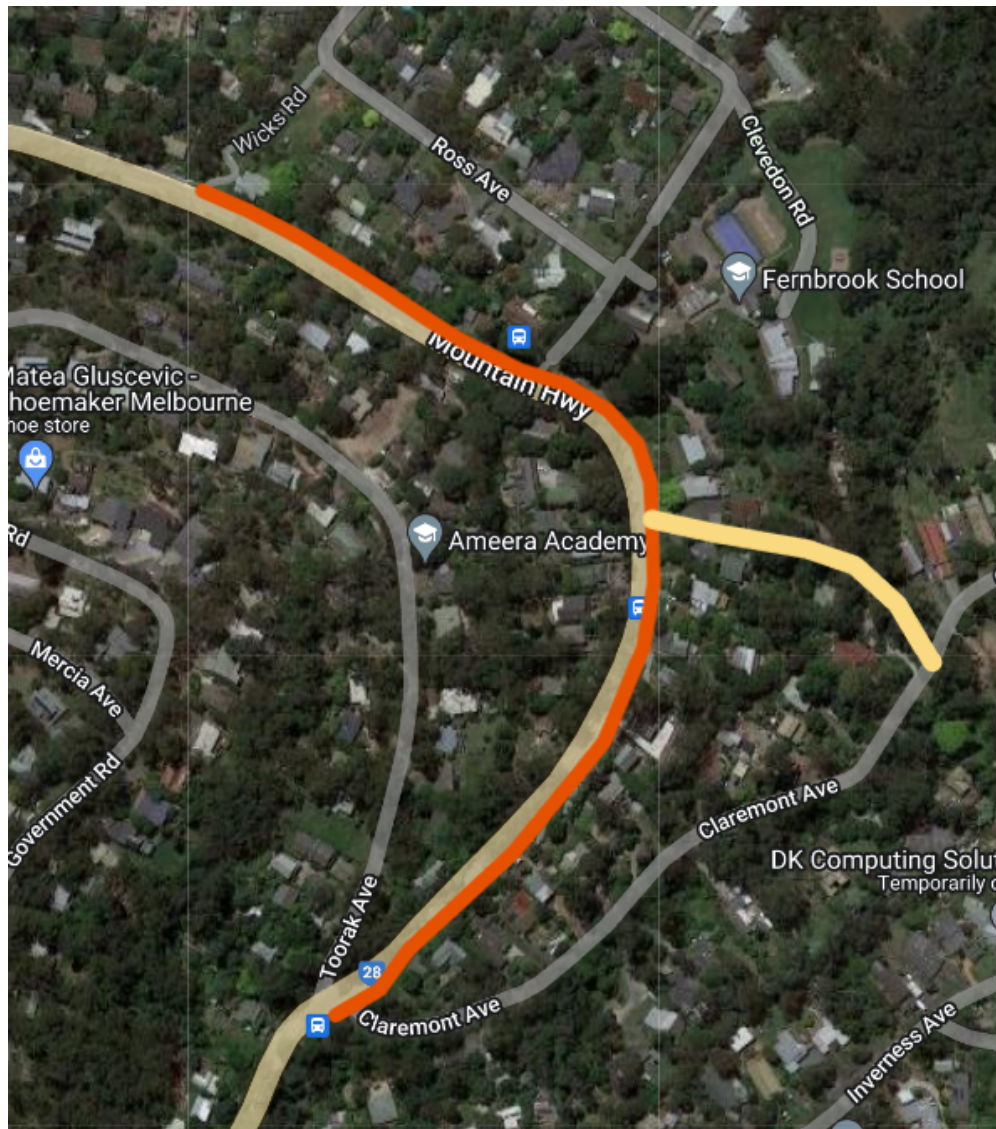
At present, the footpath constructed in 2018 is the only pedestrian facility along Mountain Hwy that connects local residents to The Basin Shops. Community requests and a well-worn track on the eastern side of Mountain Hwy indicate that the existing path should continue from the road closure at Wicks Road to Claremont Avenue (orange line shown in figure 1). Continuing this footpath would provide a safe pedestrian access for over 250 households located along Mountain Hwy and the Claremont Avenue catchment.

The new approximately 650 metre long footpath is proposed to be a 1.5m - 1.8m wide concrete footpath that will provide residents a connection to:

- The Basin Triangle and The Basin local shops;
- Three local bus stops:
  - Outside 1389 Mountain Hwy/Clevedon Road,
  - Outside 1405 Mountain Hwy past the Claremont Avenue Walkway,
  - At the intersection of Claremont Avenue and Mountain Hwy;
- Fernbrook School located off Mountain Hwy and Clevedon Road; and
- The Claremont Avenue walkway (marked yellow below).

Where necessary, the footpath will require additional pedestrian fencing and a large number of retaining walls to support its function.

A Pedestrian survey (Attachment 1), conducted on 15 March 2023, observed 31 pedestrians walking between the Claremont Avenue walkway (yellow line) to the bus stop outside Wicks Road and an additional 18 pedestrians walking from Claremont Avenue walkway to the intersection of Claremont Avenue and Mountain Highway. Although only a small number of pedestrians were observed walking, the community consultation process highlighted that many more users would utilise a fully constructed path and that current walking conditions to the local shops are perceived to be severe and dangerous that forces users to mingle with the general traffic along Mountain Highway.



**Figure 1: Proposed footpath connection – Mountain Hwy, The Basin from Wicks Road to Claremont Avenue.**

The construction of a new footpath would assist in addressing key safety concerns that include:

- Providing a safe and even path for pedestrians requiring a mobility aid, parents with prams and seniors within the area.
- Providing a separate pedestrian facility from the large number of cyclist and vehicular traffic along Mountain Hwy.
- Formalising the path to discourage illegal car parking on the road reserve.

### **The design**

A preliminary design (Attachment 2) has been explored and advice has been sought from internal and external departments including:

- Department of Transport and Planning (roads division)
- Public Transport Victoria
- Parks Team (arborist advice)

The following table discusses the reasoning behind the proposed alignment of each section of the footpath and is highlighted and colour coded in Figure 2 for reference.

Colour	Section	Alignment	Design Notes
<b>Yellow</b>	Road closure at Wicks Road to the first bend	Back of kerb	<p>The alignment will reduce the impact on existing driveways by minimising the need to further increase the steepness of each driveway. The path will be more constructible as it can be supported by the existing kerb structure.</p> <p>The bus stop west of Clevedon Road would be shifted towards the east and upgraded to a hardstand.</p>
<b>Orange</b>	First bend to the Claremont Avenue walkway	Along the property boundary	<p>The Acacia Melanoxylon to be retained. The Kunzea Ericoides could be retained or removed to allow for new indigenous tree stock and increase canopy cover within the area.</p> <p>Chevron signs for road safety can be retained as requested by the Department of Transport and Planning.</p> <p>The alignment utilises the existing informal track along the property boundary.</p>
<b>Purple</b>	<p><b>Option 1:</b></p> <p>Bus stop connection from Claremont Avenue walkway to 1411 Mountain Hwy</p>	Along the back of kerb	<p>The alignment incorporates the bus stop as part of the construction. The incorporated bus stop will need to be upgraded into a hardstand increasing the overall project cost to Council. Although the grade of the path will not be compliant with access and inclusion standards, the path will not be as steep as Option 2 still providing a flat stable surface to assist those with mobility needs.</p> <p>The alignment provides on-street surveillance as pedestrians are more visible. However, pedestrians would be closer to passing traffic.</p>
<b>Light Blue</b>	<p><b>Option 2:</b></p> <p>No bus stop connection from Claremont Avenue walkway to 1411 Mountain Hwy</p>	Along the property boundary	<p>Option 2 is an easier alignment utilising the existing footpath along the property boundary. Project costs will be reduced as it does not require the inclusion of the bus stop connection and hardstand upgrade.</p> <p>Pedestrians may feel more protected from nearby traffic.</p> <p>Alternatively, a connection and upgrade to the bus stop could be provided as part of the project or later by Public Transport Victoria. Either way, the path will be steeper and non-compliant with access and inclusion standards and steps may be required making it less accessible than option 1. An upgrade by Public Transport Victoria may take longer to complete as it is reliant on their funding streams and delivery times.</p>

Colour	Section	Alignment	Design Notes
Pale Yellow	1411 Mountain Hwy	Along the back of kerb	<p>This section has minimal land available for construction.</p> <p>Alignment to the back of kerb will minimise the impact to private property. However, the impact will still be substantial.</p> <p>The alignment will then provide a pram ramp connection to the existing bus stop at the end of Claremont Avenue.</p>

To date, the preliminary design is based on the site inspections, feature level survey and the title reestablishment. Initially, a geotechnical and a service location survey was attempted. However, due to the topography of the area, and the cost of undertaking the surveys, the geotechnical and service location survey will need to be completed as part of the detailed design phase. An arborist report was also undertaken by Council’s arborist to better understand the impacts of the proposed alignments on the existing vegetation.



Figure 2: Proposed footpath alignment options - Mountain Hwy, The Basin

As discussed in the table above, two alignment options are available for consideration (see figure 3 - indicated by the purple and blue option). It is recommended that a full survey and design stage is completed to explore the viability of each alignment and identify the implications to Council, the community, constructability of the alignment and the associated costs that will be required to deliver each alignment. A preferred position will be selected based on the ability to construct the footpath whilst minimising the impact to private properties.



Figure 3: Proposed alignment variation – back of kerb (purple) versus along the property boundary (blue)

## Construction Challenges

### Vegetation

A vegetation assessment has been carried out by Council’s arborist. The assessment indicated low to medium retention value for majority of the existing vegetation along the road reserve. Of the vegetation that was noted, the *Kunzea Ericoides* and *Acacia Melanoxylon* were the two main plants that were established and worth retaining (located outside 1393 Mountain Hwy). Alternatively, as the footprint of the *Kunzea Ericoides* is quite large, it could be removed to make way for 2-3 canopy trees that could provide more shade for the area. Where possible, the other trees that have been identified with medium retention value will be retained. However, this can only be confirmed once the detailed design process is completed.

A set of five *Cyanthea Australis* ferns identified outside 1421 Mountain Hwy will require removal. As these ferns are identified with high retention and are in good condition, it is proposed that they are relocated into a local bushland reserve.

Functionally, the removal of the identified low retention vegetation could allow for the geotechnical and service locating surveys, make the construction of the footpath easier, and improve the sight distance of oncoming traffic when exiting the private properties. Additionally, low retention vegetation could be replaced by more indigenous species that could provide better canopy cover. Aesthetically, the loss of vegetation may impact private properties by making the property more visible from the street. This could be mitigated by additional planting post construction.

Currently, the vegetation within the road reserve is under the jurisdiction of the Department of Transport and Planning to maintain and it would be common for Council to not provide additional planting post construction. However, Council could still undertake planting post construction as it is unlikely for additional planting to be carried out outside of this project by the responsible authority. In this instance, plants will be maintained by Council during the establishment phase (approximately 2 years).

An assessment of the vegetation removal and any replanting would form part of the detailed design.

### **Impacts to Private Properties**

To allow for the construction of the footpath, 22 properties along the alignment will be affected by one or more of the following:

- Potentially increasing the steepness of the crossover/driveway;
- Potential removal of vegetation planted by the residents both in the road reserve and private property;
- Removal structures built by resident without approval within the road reserve;
- Reconstruction of crossover/driveways; or
- (Re)construction of retaining walls within private property.

Council will endeavour to minimise the impact of the design where possible. However, in some cases, the impact will be considerable and unavoidable. Nevertheless, crossovers/driveways will be redesigned to maintain access and in some cases may be improved. The impact on plantings in private property will be assessed as part of the detailed design.

As part of the initial consultation process, affected residents were provided with a basic indication of how their property might be affected if the footpath was to go ahead. As part of the responses received, concerns were raised about the footpath's impact on private property although in general, residents understood that it was for the benefit of constructing a footpath that could provide improved access. If permission to regrade or alter the private property is not granted, Council would need to seek an alternative option or the footpath would need to be redesigned to be non-standard with a steeper cross fall or narrower width.

### **Funding**

Based on the preliminary drawings, it is proposed that the total cost of design and construction could be broken down to:

- Survey and Design - \$300,000
  - This includes geotechnical assessment, structural assessment, service location and hydro blasting, traffic management and design.
- Construction – Estimated at \$1.35 million

However, final construction costs won't be determined until a fully scoped design is completed with the estimated cost noted above increasing or decreasing subject to the final design or available contractors to complete the project.

Due to the cost of the project, it is recommended that the project be staged as follows:

- Year 1 – Design (\$300,000)
- Year 2 - Stage 1 Construction (\$600,000) (Wicks walkway to Claremont walk through)

- Year 3 - Stage 2 Construction (\$750,000) (Claremont walk through to Claremont/Mountain Hwy)

There is currently no funding in the capital works program specifically for this project.

By staging the construction phase, this would allow the utilisation of two financial year budgets for construction and engage one contractor to deliver the project. Additionally, the cost to Council each year would maintain funding alignment with previously identified funding allocations towards new footpaths. The disadvantage is that unless external grant funding is sourced or additional project specific funding is provided the scale of the proposed project would likely consume available funding for other footpath priorities across a two year period with the capital works program, dedicating 2 – 3 years of funding to this project will pause the construction of other new footpaths during this time.

Grant funding opportunities could be sought through advocacy or through State Government grants such as:

- TAC Local Government Grant Program
  - Analysis and design grants of up to \$30,000
  - Infrastructure delivery grants of up to \$100,000 with conditional 1:1 contribution from Council

Although the funding is minimal in comparison to the project budget, any external funding to support the project assisting in funding.

### **Summary**

Feedback received from 86 of the 240 properties strongly supports the extension of the existing path along Mountain Highway towards Claremont Avenue.

The project is challenging due to the:

- Existing roadside terrain and environment along Mountain Highway.
- Mix of road users including recreational cyclists and motor vehicles.
- Complexities associated with extending the footpath including:
  - The need to access and re-grade into private properties;
  - The likely need for retaining structures;
  - The impacts during construction on traffic movements
- The need for supportive public transport infrastructure, including bus stop upgrades
- The impact on vegetation
- The likely cost of delivering the project and the need for staged funding across multiple years.

Given all of the above, there remains a compelling case to deliver the project and provide greater connectivity for The Basin residents and their needs to access services and amenities within the local community. The project has ranked highly on the footpath program over multiple years, which led the delivery of the first stage of the projects from The Basin shops.

### **3. CONSULTATION**

A total of 240 households within the Claremont Avenue and Mountain Hwy catchment were consulted via letter drop. Residents were informed of the project, potential impacts to their property (if any), the estimated project cost and an enclosed survey where they could indicate their preference for Council to construct:

- No footpath;
- Only stage 1 of the footpath link; (Wicks walkway to Claremont walk through)
- Both stage 1 and 2 of the footpath link. (Wicks walkway to Claremont/Mountain Hwy)

Residents directly affected by the construction of the proposed footpath were provided with an individualised plan of their property and the proposed works.

A total of 86 households responded to the survey (37% response rate). Out of all the responses received:

- 3% of respondents indicated their support for no footpath (3 households)
- 21% of respondents support only Stage 1 (19 households)
- 76% of respondents indicated their support for both stage 1 and 2 (65 households)

Comments received frequently indicated the construction of the footpath was long awaited, would improve safety and allow safer access to the local bus stops and The Basin shops. Most respondents not supporting the footpath construction were concerned about the cost of construction and the use of concrete would increase the amount of impervious surfaces within the area.

Should the project proceed, it is expected that Mountain Hwy will be reduced to a single lane road during the site survey (3-4 weeks) and construction phases (approx. 4 months). To ensure residents and visitors to the area are aware of the road closures, Council would notify residents via a letter drop of upcoming works and how it might affect their access or property. Additionally, variable message signs (VMS) on approach to Mountain Hwy could be installed a month prior to and during the road closures to notify motorists, pedestrians and cyclists of the restrictions.

As part of the recently completed survey, respondents nominated a preferred method of communication with Council. Moving forward with the project, we will also endeavour to continue to utilise these preferred forms of communication, in addition to letter drops scheduled for the whole community and any additional communications that are required with private properties.

Overall as the project is complex and involves a number of properties that will be directly affected, it is expected that the project will require extensive community consultation throughout all phases of the project to appropriately manage expectations and keep residents informed.

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

The subject of this report has been considered in the context of climate change and its relevance to the Knox Climate Response Plan 2021 – 2031. The construction of a footpath along Mountain Hwy would positively impact on Council's net zero target by increasing opportunities for active transport, making it a more competitive choice than private vehicle trips to the local shops.

This will also improve access to public transport, making it a more feasible option for residents to utilise.

Although the initial pedestrian count was minimal, based on the consultation comments provided by residents, there is an expectation that the number of pedestrians would increase once a new path was constructed.

Construction of the footpath will require the removal of existing vegetation which minimally impacts the current level of canopy within the area as advised by Council's arborist. Additional



planting could be carried out as part of the project to offset or improve canopy within the area. Any plantings will be carried out and maintained through the establishment phase by our Parks Team with species subject to the available stock.

Based on the preliminary design, the path is proposed to be constructed in concrete, which in general observations increases climate change by creating an urban heat island effect. However, as the site is within a highly vegetated area with significant canopy cover, the negative impacts of the path would be minor in comparison to the overall social and environmental impact achieved. Moreover, although the use of concrete will increase the impervious surfaces within the area, alternative materials are unsuitable for this project as the steep gradient would not allow for mechanical compression or would slowly erode, creating unwanted run-off especially during wet weather days.

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

Mountain Hwy is highly vegetated area. As discussed above, a vegetation assessment was undertaken as part of the preliminary design (Attachment 3). No major negative environmental impacts are observed as proposed vegetation to be affected or removed have low retention value. Moreover, it is proposed that subject to the detailed design phase, the footpath could be realigned to minimise the removal of vegetation as part of the project.

As indicated above, there is a possibility that some of the low retention vegetation may be required to be removed in order to undertake the service locating and geotechnical survey. The risk in vegetation removal at this stage is that if it is no longer supported to construct a path, vegetation would have been removed with no benefit. This could potentially be remedied by offsetting the removed vegetation with new indigenous stock in consultation with the residents.

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

Although the project will require significant investment from Council, unless external funding is sought, the proposed expenditure for each year's staged approach will not change the overall levels of funding allocated towards new footpath projects. Due to its cost, the Mountain Highway project will likely defer delivery of other projects for 2-3 years. The footpath has previously received funding for scoping through Council's Capital Works program based on its ranking. It should also be noted, that previously this stretch of footpath was ranked as the number one priority as part of a footpath project that extended from The Basin shopping strip to Claremont Avenue. However, due to the excessive project cost to construct the whole footpath connection as one project, the proposed path was split into two projects with this current section ranking lower as it no longer includes the connection to The Basin shops, noting that the connection benefits by providing the existing link will still be achieved.

If the proposed Stage 2 link were also to be separated into two parts, the incomplete link would likely rank even lower as it will no longer include the direct connection to the Fernbrook School. This will result in the final stage not being completed within at least the next 10 years.

Discussions with Public Transport Victoria indicate that funding assistance could be obtained for the upgrade of the bus stop subject through an internal grant process.

## **7. SOCIAL IMPLICATIONS**

Apart from the existing Claremont Avenue walkway, the construction of the Mountain Hwy footpath will be the only other available footpath link within the Claremont Avenue catchment.

Overall, the footpath would improve access to active and public transport options, provide a safer walking facility for parents with prams and our ageing community and improve quality of life.

Based on current census data, The Basin community profile is shifting with a large portion of residents entering retirement and senior age groups or being replaced by young families. To put this in perspective, between the two censuses conducted in 2016 and 2021, of the 4500 residents, over 140 residents transitioned into a senior age group (70 – 85 and 85+), excluding the 400 residents already at this age group and those that have transitioned since the last census. The construction of a new footpath would support our ageing population by encouraging independent ageing in place and active living. The almost unanimously positive feedback from the community about this project, is a good indication of the value it would provide to the 240 properties in this area with many responses indicating that an accessible path to the local shops considered as a basic infrastructure provision to support daily living.

As part of the survey and construction process, it is expected that significant road closures will be required to be put in place that may affect access through Mountain Hwy for an extended period of time.

It is proposed that Mountain Hwy will be reduced to a one lane road for approximately:

- Three to four (3-4) weeks during the site survey period
- Four (4) to six (6) months during construction phase subject to weather

Given the site is located on an arterial road, it is expected that the road closure will be in effect during weekdays between 9am – 3pm as per standard Department of Transport and Planning (roads) procedures. Where road management staff are present on site, pedestrian and cycling access could potentially be maintained subject to how the site is managed. Road closures will be a roaming traffic management arrangement so that it will not require the whole portion of Mountain Hwy to be closed off.

Additionally, there is one identified private structure located within the road reserve. Although it will not be determined until a more detailed design is developed on whether the private carport/shed is required to be removed, the structure is currently within the proposed footprint of the path. Once the project is approved, the matter will need to be resolved with the owner of the structure privately.

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

### **Neighbourhoods, Housing & Infrastructure**

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

Strategy 2.3 - Provide, maintain and advocate for accessible and sustainable ways to move around Knox.

### **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.

## **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**

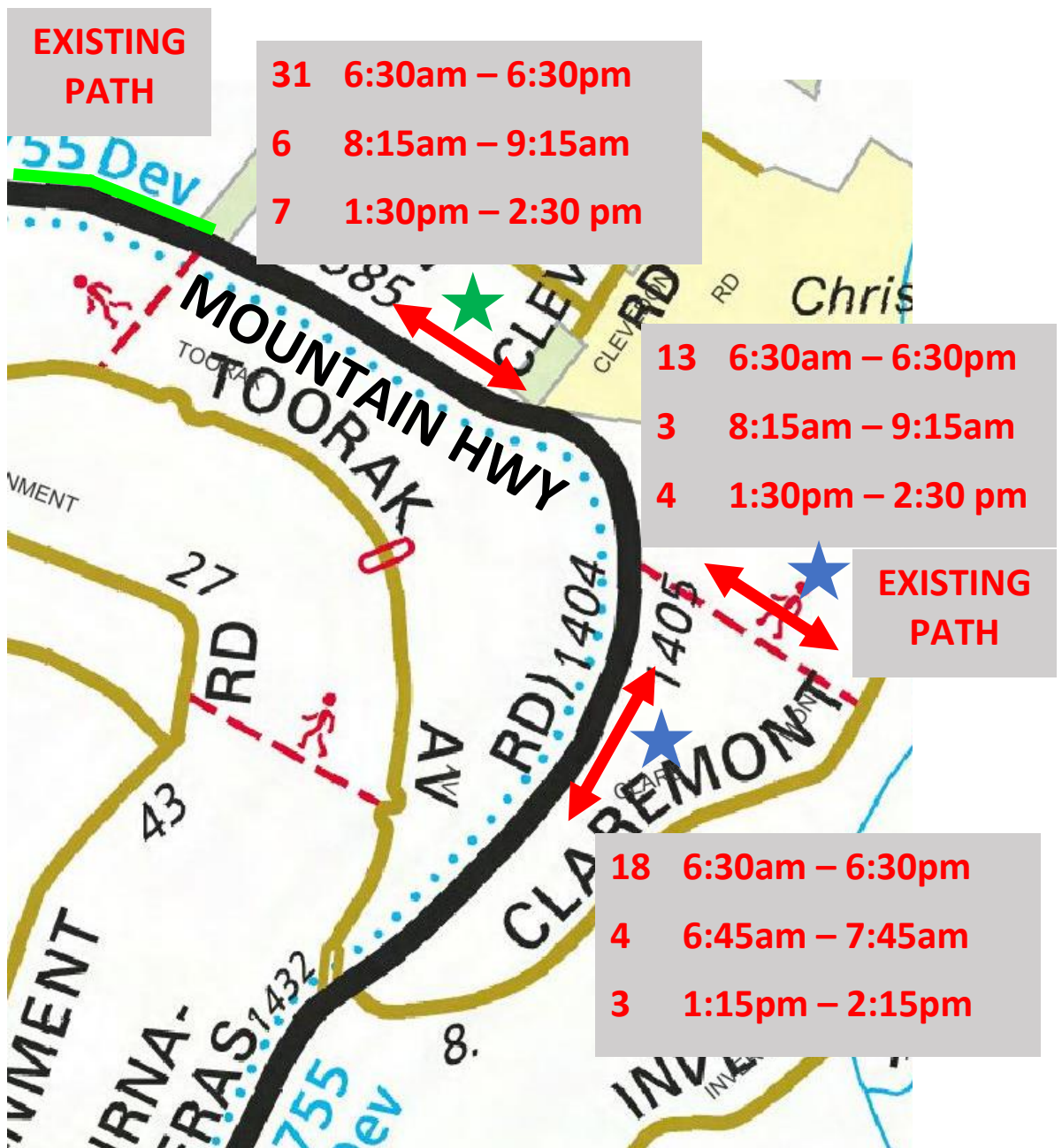
There is no content in this report that meets the definition of confidential information from the Local Government Act 2020.

**Report Prepared By: Sustainable Transport Planner, Winchelle Chuson**

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

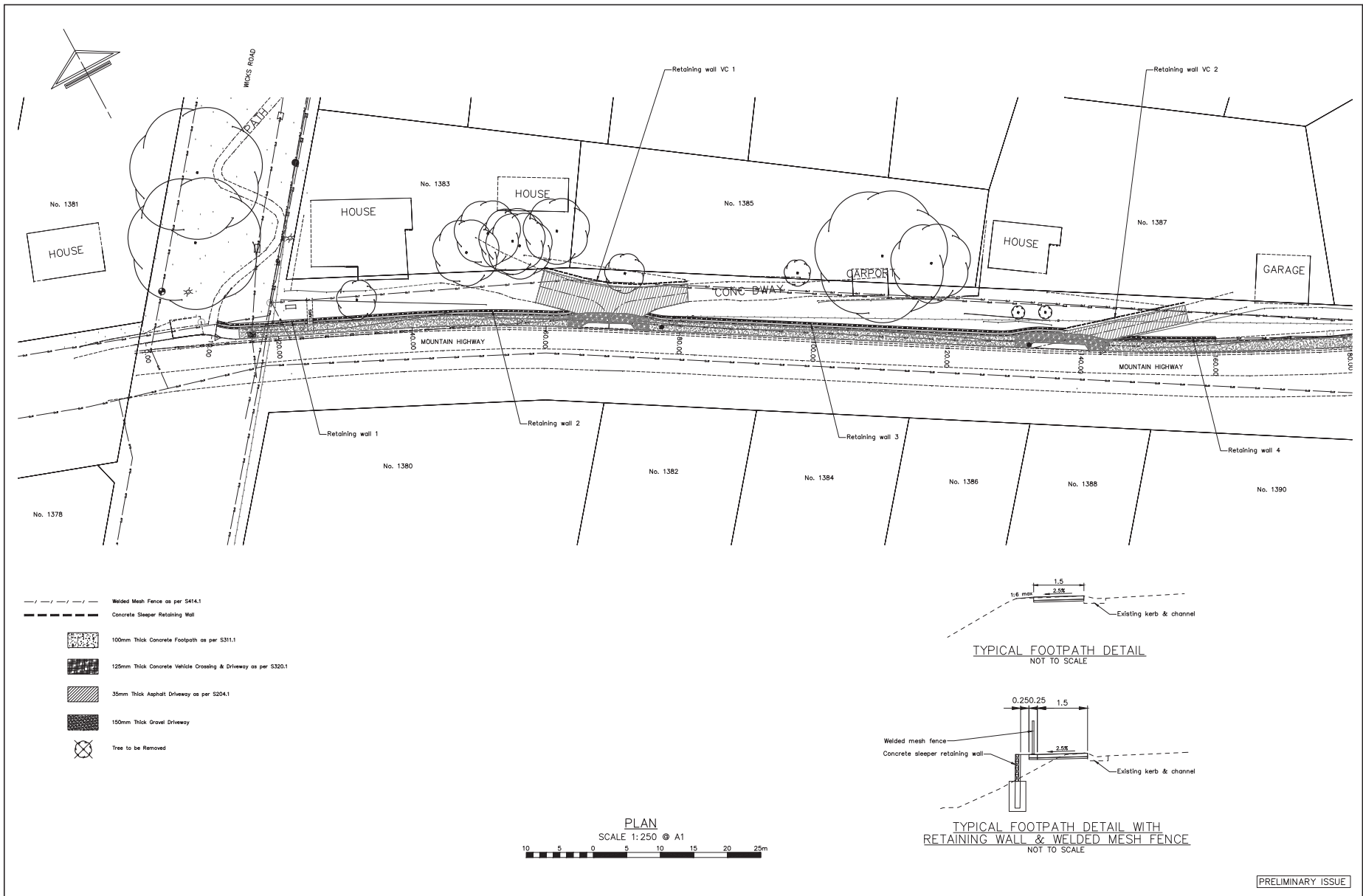
### **Attachments**

1. Attachment 1 - Mountain Highway Pedestrian Volumes [**8.4.1** - 1 page]
2. Attachment 2 - Mountain Highway Footpath Preliminary Design [**8.4.2** - 9 pages]
3. Attachment 3 - Parks arborist report - Mountain Highway proposed footpath alignment [**8.4.3** - 5 pages]



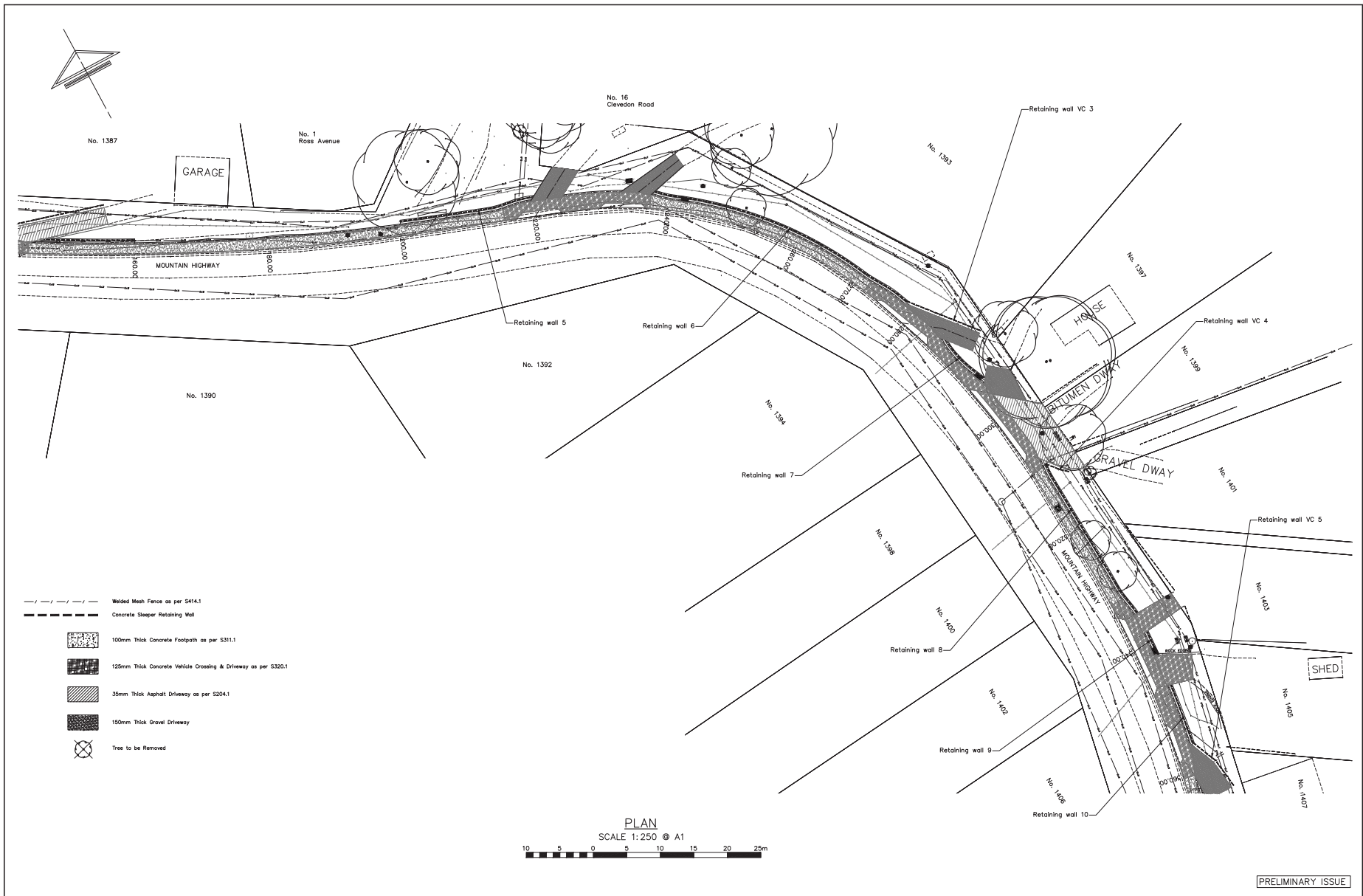
Project distance 600 metres

- ★ Actually counted Wed 15 March 2023 Weather: fine
- ★ Sum of Claremont lane + Mountain Hwy, south of Claremont lane



PRELIMINARY ISSUE

<b>LEGEND</b> CONCRETE DRIVEWAY UNMADE DRIVEWAY STOP VALVE TELEPHONE PIT ELECTRICITY POLE TELECOM POLE WATER MAIN TELEPHONE CABLE GAS MAIN SEWER MAIN POLE & GUY S.E.P. EXISTING PROPOSED DRAINAGE M.H. EXISTING PROPOSED DRAIN PIPE EXISTING PROPOSED		AMENDMENTS APPROVED DATE APPROVED / /20 SURVEYED C.S. DESIGNED BX CHECKED - DATE 19-12-20 PLOTTED: DATUM ARBITRARY AUTOCAD: MOUNTAIN HWY REV1	CO-ORDINATOR PROJECT DELIVERY KNOX CITY COUNCIL FOOTPATH CONSTRUCTION MOUNTAIN HIGHWAY THE BASIN	DRAWING No. - / - - - A1 SHEET 1 of 9 REVISION
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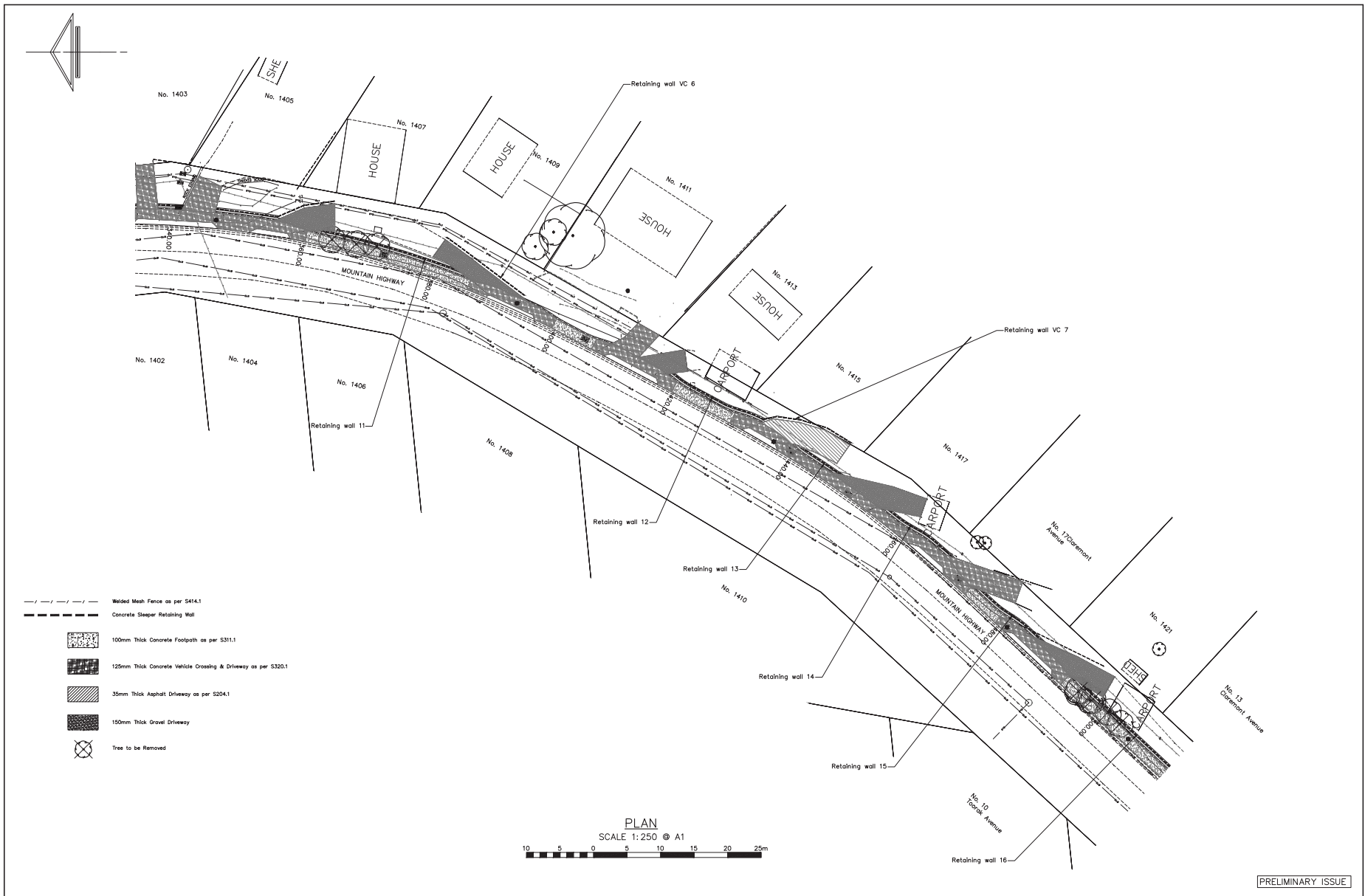
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PRELIMINARY ISSUE

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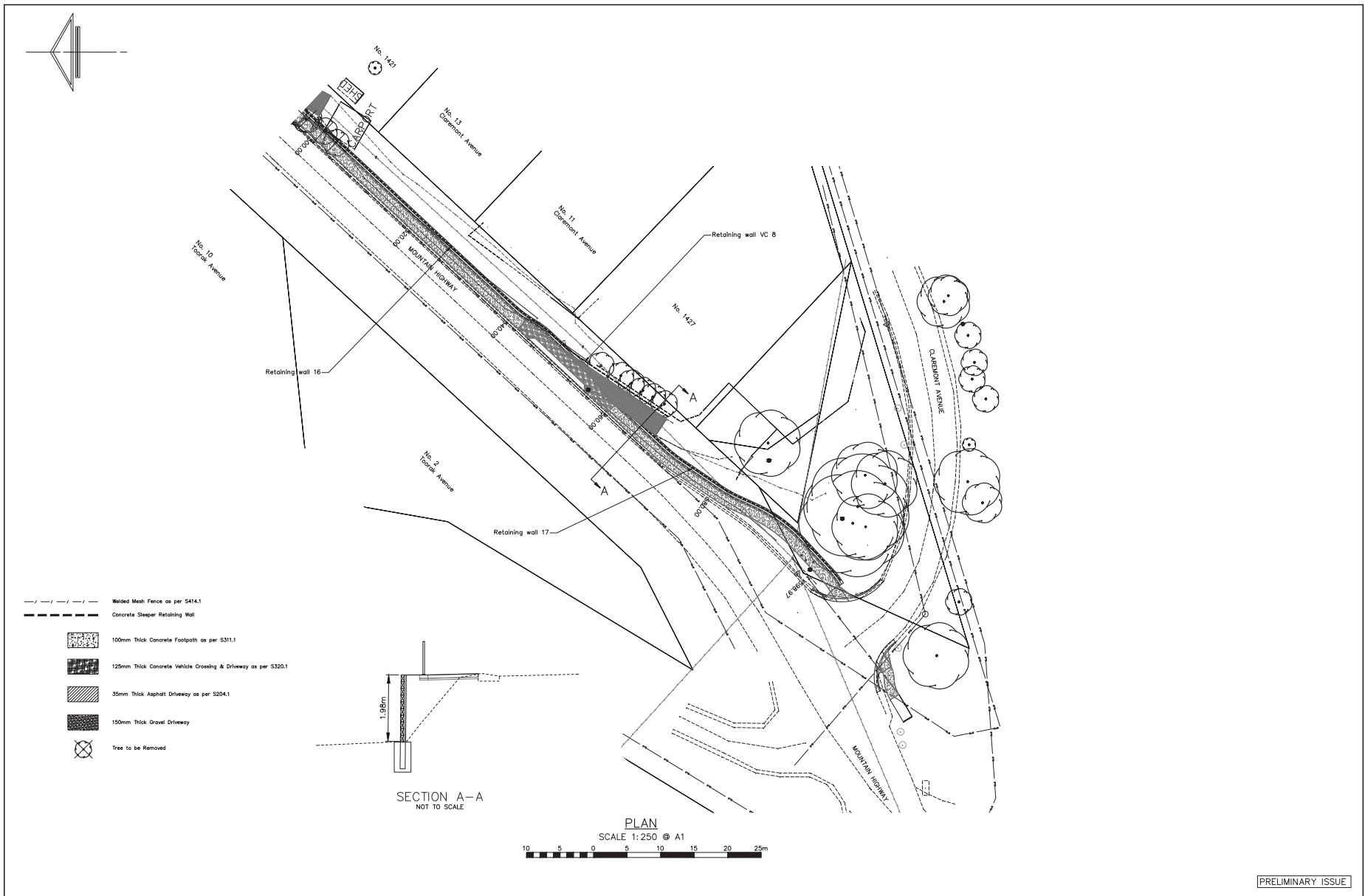
CONSULTATION PLAN





PRELIMINARY ISSUE

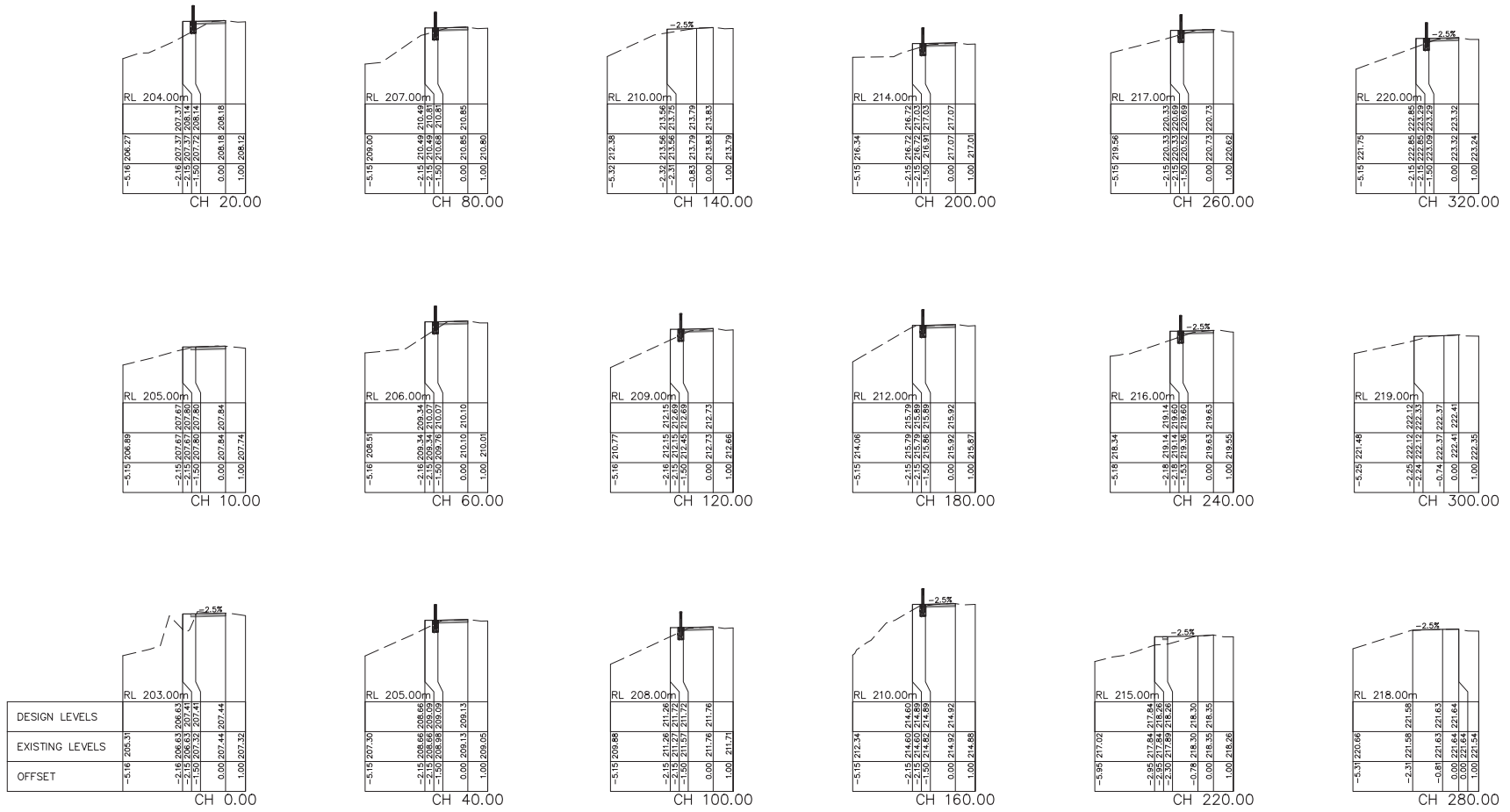
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PRELIMINARY ISSUE

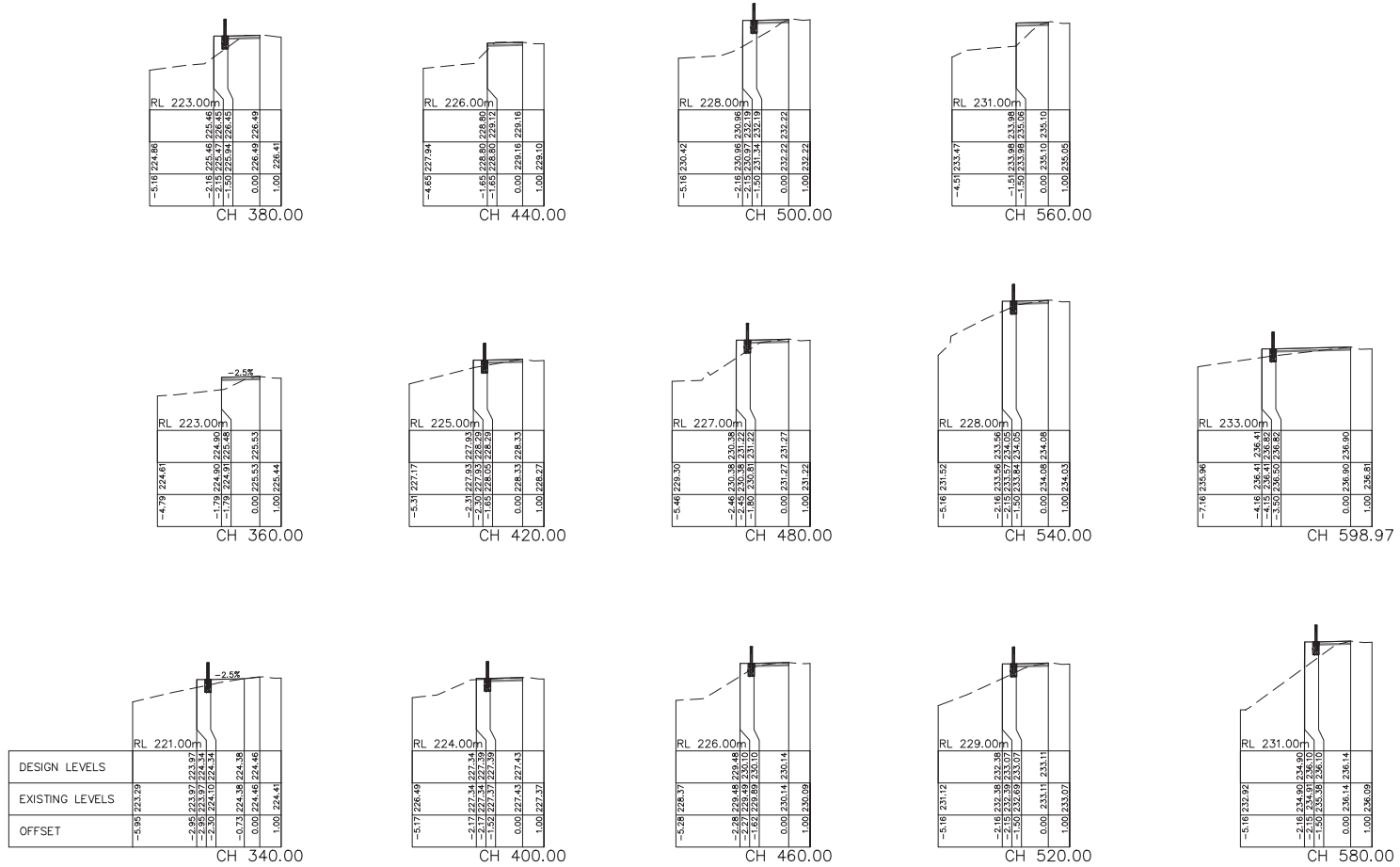
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CONCRETE DRIVEWAY		TELECOM POLE		S.E.P. EXISTING		DESIGNED BX			
UNMADE DRIVEWAY		WATER MAN		PROPOSED		CHECKED -			
STOP VALVE		TELEPHONE CABLE		DRAINAGE M.H. EXISTING		DATE PLOTTED: 19-12-20			
FIRE FLUG		GAS MAN		PROPOSED		DATUM ARBITRARY	AUTOCAD: MOUNTAIN HWY REV1		
TELEPHONE PIT		SEWER MAN		DRAIN PIPE EXISTING					
ELECTRICITY POLE		POLE & GUY		PROPOSED					





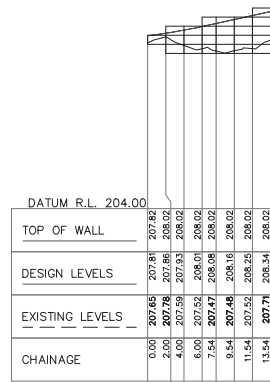
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0.00	207.44	0.00
1.00	207.32	1.00

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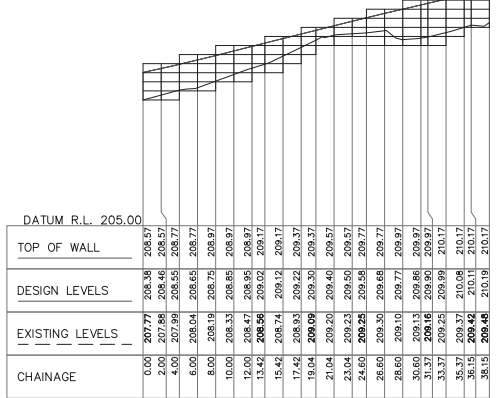


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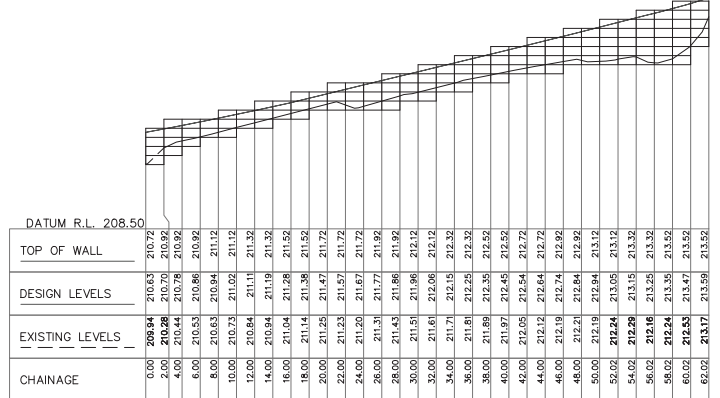
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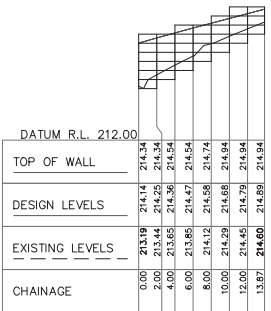
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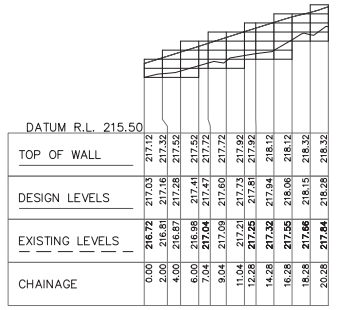
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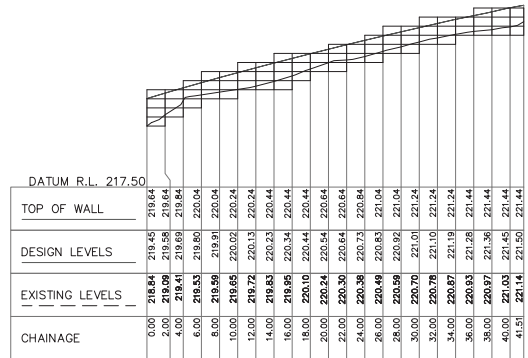
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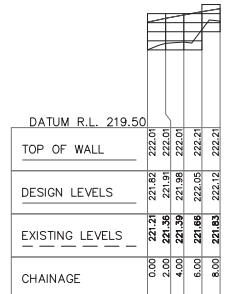
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RETAINING WALL 5  
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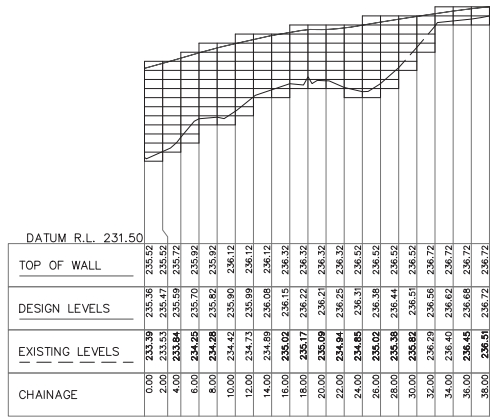
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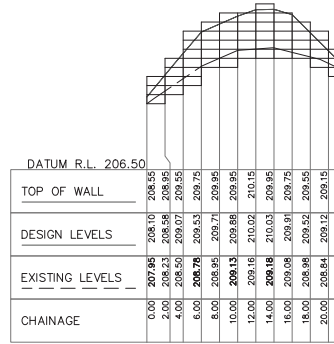
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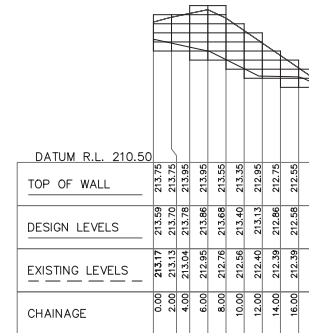




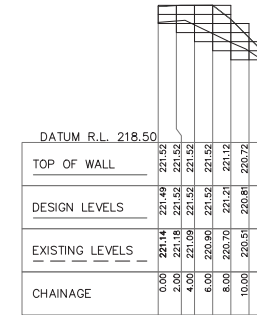
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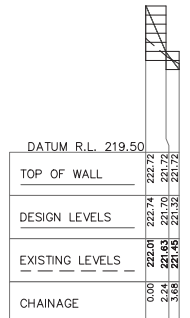
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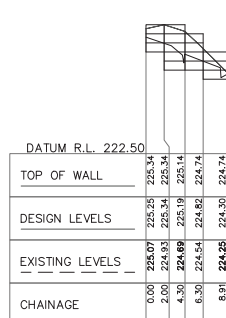
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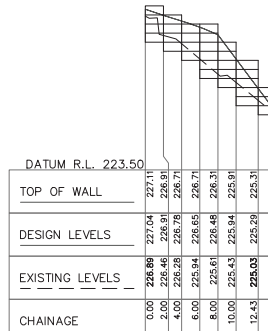
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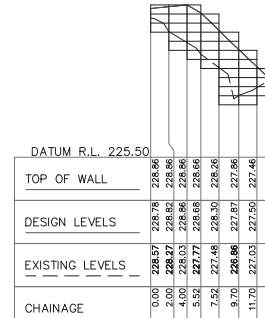
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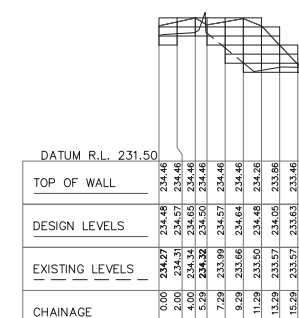
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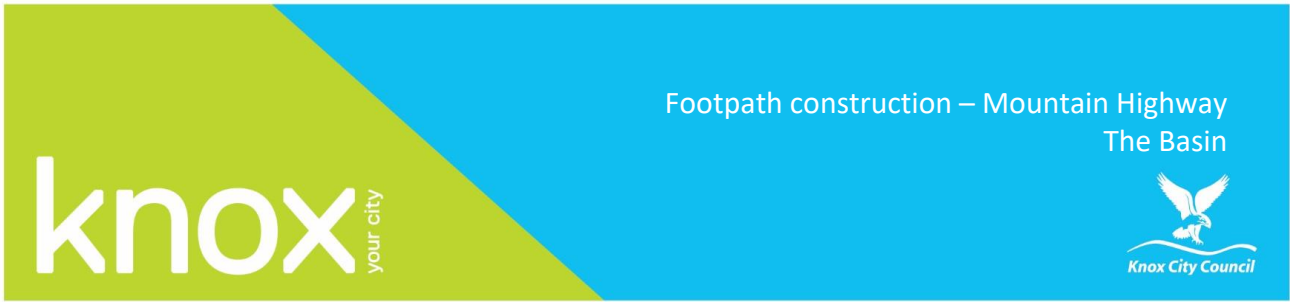


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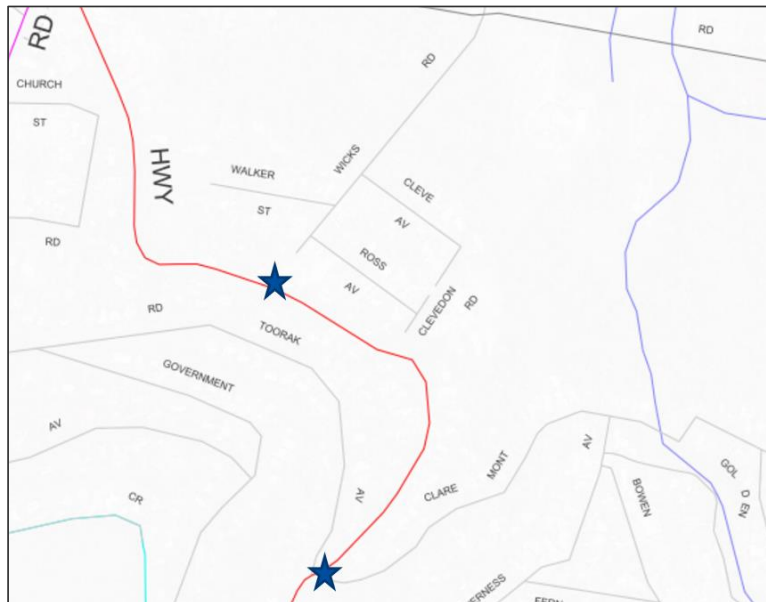


**Audit undertaken by:** Ryan Ferguson

**Date Inspected:** 18/09/2023

## ARBORICULTURAL ASSESSMENT

- Mountain Highway Footpath construction



**Note:** This land is subject to following overlays  
SLO2  
ESO3

\* All trees were assessed using the City of Melbourne – Tree Amenity Valuation method

### PROPOSED BUILDING DESIGN

A footpath is proposed to be constructed along Mountain highway between Wicks Road and Claremont Avenue.



### COMMENTS/RECOMMENDATIONS

- SLO2 & ESO3 exists over this location and thus any tree removals will need to be approved from planning.
- It should be noted that *Acacia melanoxylon*, *Kunzea ericoides* & *Eucalyptus radiata* are indigenous tree species to Knox and are amongst this group of trees.
- Location 1393 Mountain Highway - Recommend the pathway be directed between the Acacia (tree 4) & Kunzea (tree 5) to allow tree retention.
- Location 1401 Mountain Highway – Recommend the existing pathway is utilized.
- Location 1407 Mountain Highway – Recommend pathway is incorporated into existing driveway to allow tree retention.
- Location 1421 Mountain Highway – Recommend relocating the 5x *Cyathea australis* into local bushland reserve.
- Recommend tree planting of indigenous tree stock is undertaken at appropriate locations following footpath works completion.
- Note – This stretch of roadside vegetation is not managed by Knox City Council. Transfer of responsibility to Vic Roads here.



## Footpath construction – Mountain Highway The Basin

## Locations – Mountain Highway

1383 - Tree 1

1385 - Tree 2

1387 - Tree 3

1393 - Trees 4 &amp; 5

1401 - Trees 6 &amp; 7

1407 - Trees 8 – 13

1417 - Tree 14

1421 - Trees 15 - 17

1425 - Tree 18

## TREE DATA

\*Valuation method does not account for ferns.

Tree #	Species	Retention Rating	Health	Structure	DBH (cm)	TPZ radius (m)	SRZ radius (m)	Comments	Total cost (Amenity + removal + replacement)
1	<i>shrub / small tree mix</i>	Low	na	na					na
2	<i>Shrub</i>	Low	na	na					na
3	<i>9x Syzygium paniculata</i>	Low	na	na				Trees planted as hedge by resident. Powerline overhead.	
4	<i>Acacia melanoxylon</i>	Medium	Fair	Good	33	4.0	2.3		\$ 3,374.04
5	<i>Kunzea ericoides</i>	Medium	Good	Good	20	2.4	2.0		\$ 1,773.48
6	<i>Eucalyptus radiata</i>	Medium	Fair	Good	17	2.0	1.8		
7	<i>Ligustrum sp.</i>	Low	na	na				Weed species	
8	<i>Quercus canariensis</i>	Medium	Good	Fair	25	3.0	2.0	Growing under low powerlines	\$ 4,427.41
9	<i>Betula pendula</i>	Medium	Fair	Fair	15	1.8	2.0		\$ 1,350.97
10	<i>Grevillea robusta</i>	Low	na	na					na
11	<i>Betula pendula</i>	Low	na	na					na
12	<i>Betula pendula</i>	Medium	Fair	Fair	19	2.3	2.1		\$ 1,366.65
13	<i>Betula pendula</i>	Medium	Fair	Fair	14	1.7	1.7		\$ 882.17
14	<i>Pittosporum tenuifolium</i>	Low	na	na					na
15	<i>5x Cyathea australis</i>	High	Good	Good				recommend relocation	*Unknown
16	<i>Acacia sp.</i>	Low	na	na				Juvenile tree	na
17	<i>Hakea laurina</i>	Low	na	na				Juvenile tree	na
18	<i>Callistemon salignus</i>	Low	na	na				Tree smothered by weed growth - ivy & jasmine.	na





Footpath construction – Mountain Highway The Basin

TREE PICTURES



TREE 1



TREE 2



TREE 3



TREES 4 & 5



TREES 6 & 7



TREE 8



TREES 9 - 13



TREE 14



Footpath construction – Mountain Highway The Basin



TREE 15



TREE 18

## 8.5 Contributory Schemes - Special Rates and Charges Policy

### **SUMMARY: Coordinator, Project Delivery, Hans Pelgrim**

**Council has an existing Contributory Schemes - Special Rates and Charges Policy which aims to ensure sustainable funding for projects that directly provide 'special benefit' to a particular group of properties within Knox. Contributory Schemes can cover works such as constructing unsealed or unmade roads, stormwater drainage, kerb and channel, off-street carparking or footpaths. The Contributory Schemes - Special Rates and Charges Policy was last endorsed by Council on 27 July 2020 and set a review date three years from adoption. This report notes that a review of the current Policy has been undertaken and provides very minor changes to the Policy document.**

### **RECOMMENDATION**

**That Council endorse the revised Contributory Schemes Special Rates and Charges Policy (including appendices 1 – 3) as set out in Attachments 1 to 4.**

#### **1. INTRODUCTION**

The Contributory Schemes Special Rates and Charges Policy was originally presented to Council for endorsement in September 2008 and has since been modified and readopted by Council in 2011, 2016 and 2020

The review date for the Contributory Schemes Special Rates and Charges Policy was 27 July 2023. The policy was presented to the 24 July 2023 Council meeting with the report being deferred. This report notes a further review of the policy has been undertaken.

The changes relate to the following:

- Exemption for the provision of public drainage and increasing the cut-off estimate amount of Council subsidy from \$50,000 to \$65,000 to allow for CPI indexing since the adoption of this figure in September 2011;
- Cost of drainage projects over the estimated value of \$65,000 to be subsidised by Council to the value of \$65,000, and with any amount over and above \$65,000 to additionally include a Council subsidy of 10% of remaining cost – Refer Attachment 1; and
- Council may refer a project, after the abandonment of a special charge scheme, to the future capital works program for consideration under the capital works ranking criteria for new works.

In essence the Policy:

- Is intended as a procedural guide for the creation and implementation of all Contributory Schemes, which accords with the Ministerial Guidelines.
- Provides apportionment guidelines and methodology in respect of schemes for:
  - Road Construction
  - Footpath Construction (those which are not scheduled on the current Capital Works Program)
  - Kerb and Channel Construction
  - Drainage Construction
  - Off-street car parking
- Outlines that requested projects are to be mostly funded by benefitting property owners

with partial subsidy, depending on degree of community benefit, from Council with minimum subsidy of 10%.

- Outlines that requested projects require minimum 60% support from benefiting property owners before Council will consider investigating scheme.
- Outlines the processes that Council can undertake if sufficient support is received from benefiting residents.

## **2. DISCUSSION**

The Local Government Act 1989 gives Council the power to levy special rates and charges to cover the cost of infrastructure improvement works.

Council's Contributory Schemes Special Rates and Charges Policy provides opportunities for infrastructure such as road construction, footpath construction, kerb and channel construction, drainage construction and off-street car parking, where considerable landowner support can be demonstrated, before referring the project for consideration in Council's Capital Works Program.

Section 163B of the Local Government Act 1989 requires that Council cannot proceed with a scheme where objections are received from owners representing a majority of rate-able properties related to the scheme.

In September 2008, the Contributory Schemes – Special Rates and Charges Policy (the Policy) was endorsed by Council, following the establishment of Ministerial Guidelines for the implementation of such schemes and amendments to the Local Government Act 1989.

Since that time, the Policy has had a number of reviews, which have considered minor drainage installations (endorsed by Council, September 2011) and footpaths identified in Council's Five-Year Capital Works Program (endorsed by Council, July 2016).

Whilst Council receives a number of enquiries in relation to the construction of unmade roads, it is clear that whilst many may desire the road constructed, very few are prepared to contribute to the cost. Further, whilst some residents may desire a fully constructed road, the feedback received from some residents is that they prefer the rural nature of these roads and the surrounding environment.

To this end, Council's Policy position remains that residents on these unmade roads – as key beneficiaries – will need to contribute to this infrastructure.

In recent years a number of residents have demonstrated some interest in the need for construction/sealing of the unsealed roads across the municipality. When the process and Ministerial Guidelines of the contributory scheme are communicated, these requests generally do not proceed further.

This is typically due to the high cost of construction (and consequently relatively high cost apportioned to property owners), and as mentioned, the preference of some residents who wish to maintain the rural nature of their street.

It is thus recommended that the updated Contributory Schemes – Special Rates and Charges Policy as updated at attachment 1 (including appendices 1 –3), be endorsed by Council.

### **3. CONSULTATION**

The original Policy was the subject of a consultation process however no consultation on the policy has been undertaken since that time.

It is recommended that no further consultation should occur at this time, unless substantial changes to the Policy are proposed. There are no substantial changes proposed and much of the procedural process contained in the policy is defined in the Local Government Act and Ministerial Guidelines.

### **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. Projects which may be funded under the policy have a potential impact on the targets, but until the projects are known no detail can be provided.

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

There are environmental issues identified (e.g. dust reduction on unsealed roads), reduced stormwater runoff, improved amenity is usually the main factor (e.g. improved access, reduced flooding, and additional parking) when undertaking asset improvements in accordance with this policy.

Those who have approached Council with a view to improving infrastructure via this Policy, have found it difficult to reach the 60% support levels required and believe Council should either fund the works or make the required level of support less.

In some cases, some residents prefer to live in areas with unsealed roads, as they prefer the rural look of a street and feel it reduces the speed of traffic.

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

The application of Contributory Schemes - Special Rates and Charges Policy provides a mechanism for Council to fund improvement works for infrastructure which was not created at the time of subdivision.

However, this does not relieve Council of its obligation for the care and management of its current infrastructure assets (e.g. maintenance of unmade roads, table drains, etc.).

While Council has not had any Schemes proceed in recent times, the Policy provides a mechanism for those wishing to have improvements undertaken and a method for apportioning costs, via identified benefits.

The Policy remains aligned with current Council practice and is not expected to have substantial financial implications for Council, in the near future.

### **7. SOCIAL IMPLICATIONS**

The Policy provides a fair and equitable method of apportioning costs to the benefiting landowners, should they wish to upgrade their facilities.

It also gives an opportunity for those who do not wish for improvements to be undertaken.

The Policy remains aligned with current Council practice and is not expected to have additional social implications for Council.

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

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## **Neighbourhoods, housing and Infrastructure**

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

Strategy 2.3 – Provide, maintain and advocate for accessible and sustainable ways to move around Knox.

### **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 are no items of a confidential nature in this report.

**Report Prepared By: Coordinator, Project Delivery - Hans Pelgrim**

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

### **Attachments**

1. Attachment 1 - Contributory Schemes [8.5.1 - 6 pages]
2. Attachment 2 - Appendix 1 Special Rates and Charges Policy Apportionment Principles [8.5.2 - 4 pages]
3. Attachment 3 - Appendix 2 Summary of Procedure for Implementation (1) [8.5.3 - 2 pages]
4. Attachment 4 - Appendix 3 Special Rates and Charges Ministerial Guideline (1) [8.5.4 - 4 pages]



# Contributory Schemes - Special Rates and Charges Policy

Policy Number:	Issued by Governance	Directorate:	Infrastructure
Approval by:	Council	Responsible Officer:	Manager – Engineering Services and Operations
Approval Date:	To be Insert following adoption	Version Number:	6
Review Date:	3 Years from Meeting Date		

## 1. Purpose

The purpose of the policy is to set out the principles of a Special Rates and Charges Scheme (Contributory Scheme) to fund Infrastructure works.

## 2. Context

In September 2004, Local Government Victoria established Ministerial Guidelines for the Implementation of Special Rates and Charges in response to amendments to the Local Government Act in 2003 to ensure fairness and equity when implementing Special Rates and Charges under Section 163 of the Local Government Act 1989.

The implementation of the Local Government Act 2020 started coming into effect on 6 April 2020, with no change pertaining to the existing guidelines relating to Special Rates and Charges.

This Policy is intended as a procedural guide for the creation and implementation of all Contributory Schemes, which accords with the Ministerial Guidelines.

Specific guidelines for determining Special and Community Benefits and thus the apportionment of cost referred to as the Maximum Total Levy are included as appendices to this report. Appendix 1 provides apportionment guidelines and methodology in respect of schemes for:

- Road Construction
- Footpath Construction
- Kerb and Channel Construction
- Drainage Construction
- Off-Street Car Parking

An operational guidelines and flowchart is shown in Appendix 2

## 3. Scope

This policy will apply to the investigation and development of all Special Rates and Charges Schemes.

## 4. References

- Local Government Act 1989 and amendments
- Ministerial Guidelines 2004

## 5. Definitions

The terms used in this policy are defined in the Local Government Act 1989 and the Ministerial Guidelines.

## 6. Council Policy

### 6.1 Scheme Initiation

The special rate or charge process may be initiated by Council, members of the public, residents within the area, Council Officers or as a result of requests from officers of Statutory Authorities with services in the area or providing service to the area.

#### 6.1.1 Preliminary Consultation and Report

Except for the case where the process has been initiated by a petition containing the signatures of a two thirds majority of potential contributors, the relevant Director shall circulate a questionnaire to identify the potential contributors and their level of support for a scheme.

**Note:** At the Council meeting held on 26 June 2007, Council resolved that a 60% minimum level of support from contributing properties be a base requirement for a road construction scheme to be prepared and before committing Council funds in the Capital Works Program.

Council may consider proceeding with a particular scheme based on compelling reasons relating to issues of safety, health or amenity.

Having allowed fourteen (14) days for reply, the Responsible Officer shall prepare a preliminary report to the subsequent Council Meeting which may include the following:

- background information detailing the reason for canvassing potential contributors;
- a statistical analysis of results of responses and an assessment of their substance;
- the circumstances which may exist whereby the considerations of safety or other matters over-ride all other considerations;
- the outcome of public consultation;
- an expansion of the preliminary report taking into account the following matters where relevant:
  - the function of the infrastructure;
  - safety and amenity;
  - technical matters such as design speeds for local roads, impact on drainage and road networks;
  - environmental impact including removal or protection of native vegetation; and
  - cost to the community regarding options, including no action, i.e. cost to maintain the existing facility.
- Council contribution to the scheme;
- recommendation of any committee which may have been formed to participate with development of the functional and conceptual issues;
- recommendation to either abandon, amend or adopt the proposed scheme and/or proceed with detail design of the preferred option; and
- recommendation that affected owners/occupiers and any party which has registered its interest in the scheme in writing with Council be advised of Council's decision.

#### 6.1.2 Five Year Capital Works Program

Following a resolution by Council to proceed with the scheme, a preliminary estimate should be referred to the Five year Capital Works program. When funding becomes available for the project, the scheme may continue.

### 6.2 Detailed Scheme Preparation

Following the Council resolution to proceed with the Scheme, the final design, estimates and apportionments shall be prepared. The officer responsible for the detailed preparation of the Scheme shall maintain a high level of consultation with parties to be affected by the proposal.



### 6.3 Statutory Requirements for Scheme Adoption

#### 6.3.1 Declaration of Special Rate or Charge

- A proposed declaration must include a description of the works or services to be provided, the total cost of the works or services and the total amount of the special rates and charges to be levied. (This is in addition to information already required).
- When Council gives public notice of a proposed special rate or charge it must, within three working days, send a copy of the public notice to each person who will be required to pay the rate or charge.
- Before declaring a Scheme, Council must determine the “total amount” of the special rates and charges to be levied. The total amount may not exceed the maximum total amount calculated by the formula  $R \times C = S$ ; where R is the benefit ratio, C is the total cost of the works or service and S is the total maximum amount.
- If Council proposes to levy a total amount that exceeds two thirds of the total cost, the affected ratepayers have a right to object and if the Council receives objections from a majority of those ratepayers within 28 days of the public notice it may not declare the scheme. (This is in addition to the existing Section 223 consultation process).
- If Council proposes to alter a declared special rate or charge in a way that will require an additional person(s) to pay, or that will involve a material increase in the amount that a person has to pay, it must give public notice of the proposal. The Public Notice in Section 163 (1B) must: Outline the proposed
- Declaration; show date on which it is proposed to make a declaration; and, allow inspection for at least 28 days after the notice and consider public submissions, in accordance with Section 223 of the Act.
- Council’s responsible officer shall report to Council with the details of the scheme, including calculation of Maximum Total Levy and the maximum amount that Council will levy as outlined in the Ministerial Guidelines dated 23 September 2004 shown in Appendix 3.
- Council or a committee of Council (established by Council) must consider any written submission made in respect of the scheme (S.223).

Also included in this report will be a Notice of Motion including:

- the period the Special Rate or Charge remains in force;
- the purpose of the Special Rate or Charge;
- a specification of the wards, groups, users or areas for which the Special Rate or Charge is declared;
- a specification of the criteria which forms the basis of the Special Rate or Charge. For local street construction this will be the ownership of properties that abut or are adjacent to the project and/or derive benefit from improved access and amenity;
- a specification of the manner in which the Special Rate or Charge will be assessed and levied. In general, apportionment should be carried out using the traditional methods well established through Administrative Appeals Tribunal precedent;
- an estimate of owners’ liabilities. This estimate shall include ancillary costs such as survey, design, supervision and administration. Ancillary costs may be estimated using the Association of Consulting Engineers Australia (ACEA) Principle Consultant rates;
- the impact of the Council’s liability to the contribution in the event of over expenditure;
- period of maintenance required for the works (if works are relevant to the rate or charge);
- incentives to be given to ratepayers as detailed in the policy;
- planning policies and specific objectives (if any) as referred in Section 185 of the Local Government Act 1989;
- the manner of payment of the Special Rate or Charge and the detail of the financing provisions to be accommodated by Council in regard to the scheme;
- that a Public Notice will be given of the declaration;
- that submissions made in accordance with Section 223 Local Government Act 1989 will be considered by Council; and
- a requirement for Council to establish a committee to consider any written submission made and hear people, in respect of the scheme (S223).

The Responsible Officer for the scheme in his report to Council will have regard to the Council policy which applies at the time in respect to the level of interest to be charged on the principal and any penalty interest which may apply to overdue repayment instalments.

#### 6.3.2 Advice to Affected Persons

Should Council resolve to declare a Special Rate or Charge, a letter advising of this decision shall be sent to all persons required to pay and occupiers. This letter shall include the information to be contained in the Public Notice, including advice that submissions may be lodged by any interested party.

#### 6.3.3 Public Notice

Following the declaration of the Special Rate or Charge a notice shall be published in a newspaper and or other relevant media generally circulating in the area setting out the declaration and stating that submissions will be considered in accordance with Section 223 Local Government Act 1989.

The Responsible Officer shall ensure that copies of the advertisement are retained on file as confirmation that the notice was given.

#### 6.3.4 Consideration of Submissions

Written submissions received by Council within the time prescribed in the public notice will be considered by a committee nominated by the Council. Personal appearances to support written submissions will be encouraged.

However, submitters must state their desire to appear before the Committee in their written submission. This committee will then make a recommendation to full Council for a final decision.

#### 6.3.5 Council Resolution following Submissions

Following consideration of the committee's recommendation Council may resolve to:

- prepare a new Special Rate or Charge Scheme due to the need to significantly modify the original scheme, therefore requiring the process to be recommenced;
- proceed with or without minor variation to the original declaration;
- abandon the scheme by not giving effect to the declaration to levy the Special Rate or Charge; or
- Council may refer a project, after the abandonment of a special charge scheme, to the future capital works program for consideration under the capital works ranking criteria for new works.

NOTE: Any variation in the amount of the proposed rate or charge which exceeds more than 10% of the amount specified in the original notice will require the scheme to be returned to Council for consideration of a new declaration.

All persons making submissions and all parties affected by the scheme shall be advised of Council's resolution.

In the circumstance that no submissions are lodged, Council may resolve to confirm, modify or abandon its original scheme

#### 6.3.6 Levy of Special Rate or Charge

Council levies the Special Rate or Charge by sending a notice to all those liable to pay. This notice shall be in accordance with sub-sections 163(1A) and (1B) and (1C) of the Local Government Act 1989 and shall contain prescribed information detailed in Regulation 163(3).

#### 6.3.7 Appeal

Following the levying of the Special Rate or Charge aggrieved persons may appeal to the Victorian Civil and Administrative Tribunal (VCAT) within one month after the date of issue of a notice to the person of the Special Rate or Special Charge or combination thereof. Section 185 of the Local Government Act sets down the criteria for an appeal and provides the following grounds:

- i. the works and projects or the period of maintenance for the purposes of which the Special Rate or Special Charge was imposed are not or will not provide a special benefit to that person; or
- ii. the basis of distribution of the rate or charge amongst those persons who are liable to pay it is unreasonable; or

- iii. if the planning scheme for the area contains any relevant policies or specific objectives, the works and projects proposed for the construction of a road or for the drainage of any land are inconsistent with those policies or objectives; or
- iv. if the planning scheme for the area does not contain any relevant policies or specific objectives, the works and projects proposed for the construction of a road or for the drainage of the land are unnecessary, unreasonable, excessive, insufficient, unsuitable or costly, having regard to the locality or environment and to the probable use of the road or drainage of land.

Following notification from the VCAT of appeals lodged, contact may be made with appellants in order to carry out negotiations prior to the hearing. Failing this the Responsible Officer will prepare Council's case for the VCAT hearing.

**Note:** An aggrieved person may in addition, or alternatively, appeal within 60 days to the County Court. Notice must be given to Council in the prescribed form for this to occur. (S. 184 L.G.A.). Grounds of appeal can be non-rateable land, assessment calculated incorrectly or the person considers that they are not liable to be rated.

#### 6.3.8 Council Options Following VCAT Decision

Where VCAT upholds the scheme entirely or varies it with respect to the applicants, Council must proceed with the scheme as determined by VCAT.

Council can then:

- issue notices requiring payment within fourteen (14) days (S.167 (3)); or
- resolve to declare a variation to the scheme with all liable owners to be notified of the variation advice (S.166 (1) (b) and (2)); or

Where VCAT quashes a scheme, Council could only proceed to declare a scheme for the same street if the new scheme differs significantly from the quashed one and in particular in no way is inconsistent with VCAT's reasons for quashing the scheme as determined by VCAT.

Council may then:

- resolve the discontinuance of the declaration and provide all liable owners with discontinuance advice (S.164(2)); and
- significantly differ the scheme and proceed.

**NOTE:** (i) The issue of notice requiring payment (S.167 (3)) would follow Council's resolution to declare a variation and notification of variation.  
(ii) Once a discontinuance notice has been sent out no further action is required.  
(iii) The person who is liable to pay the Special Rate or Charge may apply to Council for permission to pay by a lump sum as determined between that person and Council S167 (4).

## 6.4 Scheme Implementation and Finalisation

### 6.4.1 Implementation Process

The Responsible Officer shall ensure that the tasks necessary to implement the scheme are carried out. Schemes which involve provision of services or Capital Works for the provision of infrastructure shall be competitively tendered in accordance with the procedure set down in the Council's Contract Administration Policy.

If the Tendered Price for the Contract works component of the Scheme exceeds the estimated cost by 10% or more, the proposal shall be referred to Council for reconsideration and a resolution sought to either abandon the scheme or accept the Tendered Price and proceed with the work.

#### 6.4.1.1 Notice of Demand for Payment

Following the decision of Council to proceed with the Scheme and its implementation through the Public Tender Process, a Notice of Demand for Payment will be served on all contributors indicating all the relevant scheme details and the charge or rate based on the accepted tender price.

The notice shall clearly indicate that this demand for payment is based on the tendered price for the contract work forming part of the estimated scheme total cost and may be subject to variation of up to a maximum of 10% of the amount stated.

Should demand for payment exceed the maximum variation of 10% of the amount stated, then the amount in excess shall be funded by Council.

#### 6.4.2 Reconciliation and Report to Council

##### 6.4.2.1 Special Charge Schemes

Schemes shall be finalised and reconciled within two months of finalisation of the works.

The responsible officer shall report to Council advising that the works are completed and costs finalised. The report will include final apportionment of costs and details where variations from original estimates affect final apportionments costs.

**NOTE:** In any case where the Special Rate or Charge is varied by any amount, notice is required to be given to all affected parties pursuant to Section 166(2) of the Local Government Act 1

## 7. Related Documents

The policy document is related to the Local Government Act 1989.

## 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.



## APPENDIX 1

### SPECIAL RATES AND CHARGES POLICY APPORTIONMENT PRINCIPLES

Officers responsible for the detailed development of cost apportionment for contributory schemes should have regard to this policy and the following principles:

#### 1.0 BENEFIT RATIO

The calculation of the maximum total levy for a scheme shall comply with the Ministerial Guideline applying to Section 163(2C) of the Local Government Act 1989 as promulgated in the Victoria Government Gazette G39 23 September 2004. In most cases this will yield the limiting amount for levying by way of a special charge scheme. However to ensure consistency with past practice the following guidelines shall also be regarded in determining the Benefit Ratio.

#### 2.0 METHOD OF APPORTIONMENT

The general method of apportionment in residential areas is based on 80% for access benefit and 20% amenity benefit using the effective frontage guidelines set out in City of Knox Plan 225-A1.

#### 3.0 FOOTPATH AND BICYCLE PATH PROJECTS

The construction of imperviously sealed paths, are to be undertaken through a Special Charge Scheme and charged to benefitting property owners, with full cost of vehicle crossing and footpath thickenings chargeable to those owners directly benefitting from it. The maintenance of the asset, once constructed, will then be Council's responsibility.

The exception to this will be for those in Council reserves and projects that are prioritised within the Five-Year Capital Works Program, Program 4006 – New Footpath Construction Program. This will be funded fully by Council as budgeted within the Five-Year Capital Works Program.

Contributions by adjoining owners to be based on fairness, equity and in the absence of special circumstance on the following guidelines:

##### 3.1 Residential Area - Access Roads

Subject to Council paying for non-rateable land proportion. Then:

- Extent of scheme - abutting and opposite residences.
- Owners pay costs as derived.
- Individual charges based on Special Benefit derived from the calculation of maximum total levy and for through traffic that provides "Community Benefit".

Allow one Benefit Unit per residential Unit as determined by the Planning Scheme provision for the area (i.e. minimum Lot size for a residential unit).

Where a larger lot exists and more than one residential unit can be developed then an additional Benefit Unit should be charged for each additional potential development unit.

##### 3.2 Residential Area - Residential Collector Road

Subject to Council paying for non-rateable land proportion. Then:

- Residences included in scheme where path is proposed.
- Owners charged 2/3 of scheme cost. (Subject to variation when using Maximum Levy calculation).
- Council pays 1/3 of cost.
- Benefit Unit based on residential unit and apportionment as above prescribed under Section 2.1.



### 3.3 Link Roads

- Due to the need to ultimately have paths on both sides, then abutting residents only will be included in the scheme. Owners charged on benefit unit basis of 1/3 scheme cost.
- Due to function of path to serve broader needs of the community, Council to meet 2/3 of cost of construction i.e. owners liable for 1/3 cost of footpath.

### 3.4 Arterial Road

- Due to function of path to serve broader needs of the community Council to meet 100% of cost of construction. Owners charged nil cost.

### 3.5 Recreational Paths

#### 3.5.1 Path located in Council Reserve.

- Full cost to Council.

#### 3.5.2 Shared Pedestrian/Cycle Paths

Owners of abutting and, where applicable, opposite residences are required to contribute to the normal 1.4 metre width path as prescribed for the various types of situations above. The extra width for cycle use, whether shared or segregated, being paid for by Council.

### 3.6 Paths in Commercial and Industrial Areas

Where an existing or proposed development requires construction of a footpath, the Council contribution shall not exceed 50% of the cost of the works unless special circumstances exist.

## 4.0 DRAINAGE CONSTRUCTION SCHEMES

Council's policy is aimed at making drainage schemes equitable and creating an incentive by offering the following:

- Council will contribute \$65,000 of the total cost of works, plus 10% of any amount over and above \$65,000, as a subsidy.

For all property drainage schemes apportionment shall be undertaken on the following basis:

- All properties which benefit from the construction of the drain by being able to connect to the drain or receive protection by the drain shall be included in the scheme.
- The determination of benefit to be derived from the construction of such drains shall be at the discretion of Council with the liability being assessed on the general basis that properties contributing to the drain and being protected by it will be treated equally on an area basis.

Special Rates and Charges Schemes shall not be applied in the provision of public drains where the works:

- are considered minor;
- can be delivered for an estimated cost of \$65,000 or less;
- will improve amenity, safety and health;
- will mitigate local flooding;
- can be delivered with minimal consultation;
- are unencumbered by other infrastructure needs (ie. the scheme does not require road construction, kerb and channel or other works);
- satisfies a missing link in the drainage network; and
- is uncomplicated to deliver.



## 5.0 ROAD CONSTRUCTION SCHEMES

### 5.1 Policy for Unsealed Roads Program

Council's policy is aimed at making road schemes equitable and creating an incentive by offering the following:

- i Council will make an allowance for through traffic and pay the percentage of works as a "Community Benefit".
- ii Council will also pay the proportional cost share of the non-rateable component.
- iii Council will contribute 10% of the total cost of works as a subsidy.

Full cost of vehicle crossings and footpath thickenings to be met by owners. Council maintains constructed asset.

### 5.2 Access Roads

Cost to owners based on using guidelines in Appendix 3 part H and I for Benefit Ratio and Calculation of Maximum Benefit and apportioned on the basis of Benefit Unit and/or Frontage. (Refer to Council Plan No. 225-A1 when frontage is to be considered).

The actual cost to owners is based on a calculation of Maximum Levy which now exempts non-rateable property. An allowance for through traffic component with a community benefit is to be used as shown in Appendix 3.

### 5.3 Collector Roads

Cost to owners using through traffic volumes as community benefit and based on the attached Benefit Ratio and Calculation of Maximum Levy and cost as for residential streets and exempting non-rateable land.

### 5.4 Arterial Roads

Full cost of Road Pavement to Road Authority (i.e. Council or VicRoads). Half cost of kerb and channel to owner; half cost to Road Authority.

## 6.1 OFF STREET CAR PARKING SCHEME (RATE OR CHARGE)

### 6.2 Retail

The cost to be recovered shall be apportioned to those properties which will derive a benefit. Have regard to existing and potential shop size, type, proximity and any provision or contribution towards spaces provided.

### 6.3 Commercial

Costs to be apportioned to beneficiaries on the basis of leasable floor space and proximity and any previous contributions or provisions.

## 7.1 COUNCIL CONTRIBUTIONS

General principles to follow:

A Council contribution should occur where there is an identifiable benefit received from a project to persons other than those landowners determined as being liable for the Special Rate or Charge (e.g. a street being constructed that is used as a through-road to serve other streets). This is generally known as "Community Benefit" as defined and used in Appendix 3.



A Council contribution may occur on behalf of a non-contributing Government Authority which has a property within the boundary of a Scheme. (Section 221(3) states that Crown land cannot be included in a Special Rate or Charge). Council will pay the proportional costs of the non-rateable land.

A Council contribution will occur where there exists Council owned property within the boundary of a Scheme. The extent of contribution should be based upon the existing or potential equivalent benefit received compared to other properties included in the Scheme.

A Council contribution should occur for replacement, modification or reinstatement of any existing infrastructure affected by a proposed project.

A Council contribution should occur for works included in a project that are for the main benefit of the wider community or landowners outside the designated area of a proposed Special Charge Scheme.

An increased Council contribution may occur for locations:

- where severe slope and terrain require more significant works than for general locations;
- where user or community safety is of concern;
- where significant risk management issues to Council exist; and
- where excessive maintenance costs of the existing conditions are being incurred by Council.





## APPENDIX 2

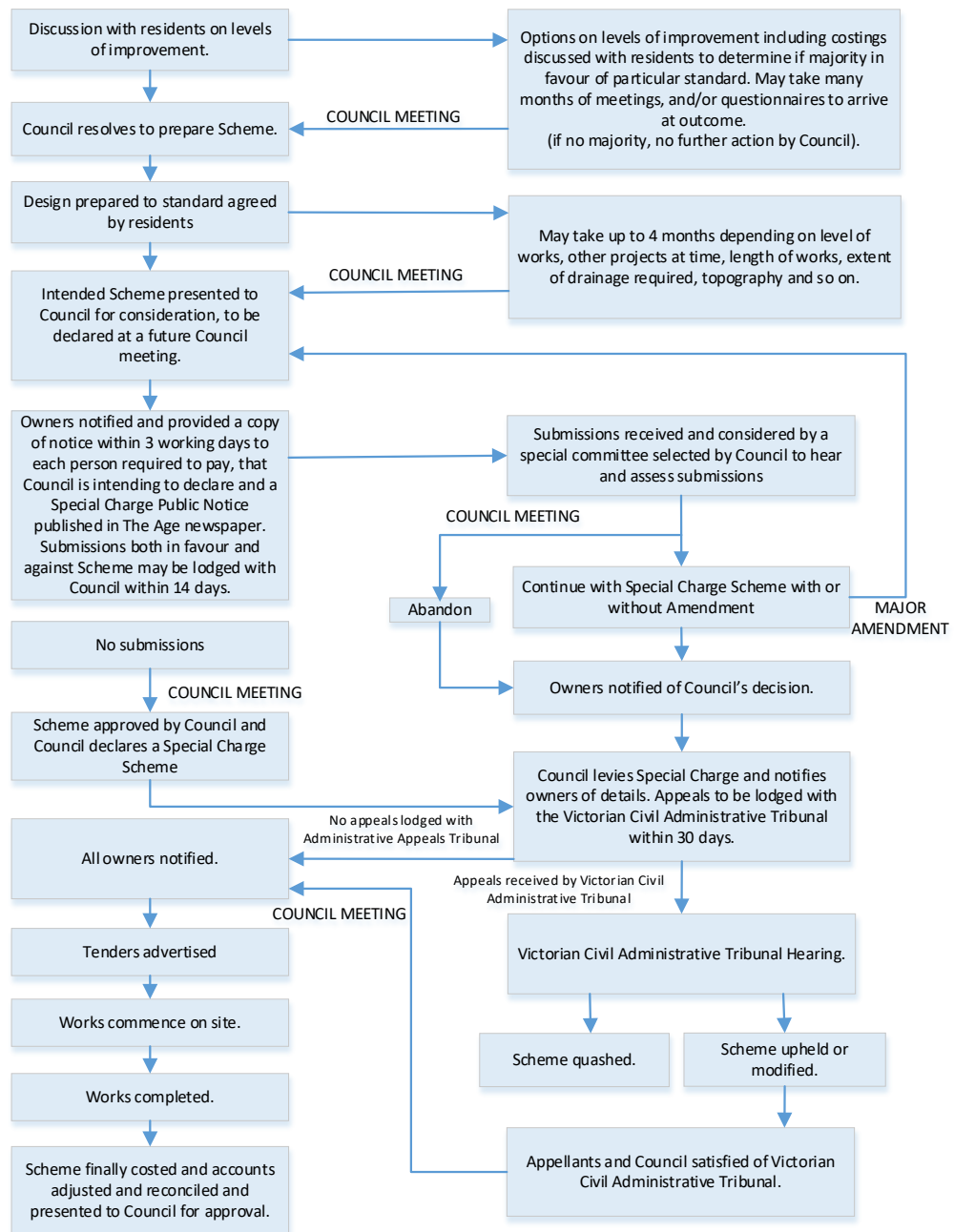
### SUMMARY OF PROCEDURE FOR IMPLEMENTATION OF A SPECIAL CHARGE SCHEME FOR ROAD CONSTRUCTION

1. A report is prepared and presented to Council requesting Council resolve to approve the preparation of a Scheme as a result of a request and consultation with landowners.
2. Survey, design plans and scheme prepared in accordance with landowners. (This step may take several months depending on the length of the street, the extent of drainage required, topography etc.)
3. A report is prepared and presented to Council to consider the Intended Scheme.  
Council may either:
  - approve the intended scheme and agree to proceed and declare at a future meeting; or
  - decide not to proceed with the intended scheme.
- 4(a) If Council resolves to proceed, liable landowners shall be notified and a public notice published. Submissions, both in favour and against the scheme, may be lodged with the Council within 14 days.
- 4(b) When Council gives public notice of a proposed special rate or charge it must, within three working days, send a copy of the public notice to each person who will be required to pay the rate or charge.
5. A person who has made a submission may apply to Council to speak in support of their submission before the Council. A committee of the Council must consider any written submission which is received by the Council within 14 days after the publication of the public notice.
- 6(a) A report is prepared and presented to Council, to declare and adopt the Special Charge, with or without modification or may decide to abandon the scheme.
- 6(b) If the Council resolves to proceed, notice is served on landowners stating details of scheme, charge liable and advising that persons aggrieved by Council's decision may (within 30 days) apply to the Planning division of the Victorian Civil Administrative Tribunal for a review of the decision.
7. If no submissions are received by the Victorian Civil Administrative Tribunal, Council proceeds to administer the scheme.
8. If Submissions are received by the Victorian Civil Administrative Tribunal, a date shall be set by the Tribunal to consider the submissions.
9. Tribunal conducts the hearing and advises those who made submissions and Council of its decision. A time delay up to four months can be experienced while waiting for a hearing time to be set and a decision to be handed down.
10. A report is presented to Council to finalise the scheme details and determine the scheme will proceed or otherwise.
11. All landowners liable are advised of whether the scheme has been approved or abandoned.
12. If the scheme is approved, the works are tendered out to obtain the most competitive price.
13. Council considers tenders received and resolves to award the contract for the scheme.
14. Works commence.
15. Payment will generally be aligned with your payment of municipal rates, as described in the notice sent to landowners and will be based on the estimated cost of works
16. Following completion of works, actual costs are calculated and become the final amount payable by landowners. If the actual cost is less than the estimated cost, a refund is forwarded to those landowners whose payment has been received in full. If the actual cost is greater than the estimated cost, landowners are advised and become liable for the additional cost, (up to 10% above the estimated cost of works). Where instalments are being paid by a landowner, these are adjusted as appropriate.



Knox City Council

**TYPICAL PROCEDURE FOR IMPLEMENTATION OF A SPECIAL CHARGE FOR ROAD AND/OR UNDERGROUND DRAINAGE IMPROVEMENTS**





## APPENDIX 3

### *Local Government Act 1989 – Section 163(2C)* **Special Rates and Special Charges: Calculating Maximum Total Levy Ministerial Guideline**

(Published in the Government Gazette on 23 September 2004)

#### **INTRODUCTION**

1. This Guideline is made under section 163(2C) of the Local Government Act 1989 (the Act). It relates to the application of sections 163(2), 163(2A) and 163(2B) of the Act. It specifically addresses the calculation of the maximum total amount that may be levied as a special rate or special charge (referred to as the “*maximum total levy*”).
2. Some terminology used in this Guideline should be noted:
  - a. “*Scheme*” refers to a special rate or special charge scheme.
  - b. “*Works or services*” refers to the functions or powers being exercised by the council for which it is proposed to levy a special rate or charge.
  - c. “*Property*” refers to property in the form of land.
3. The calculation of the *maximum total levy* requires the following:
  - a. Calculation of the “total cost” of the works or services,
  - b. Calculation of the “benefit ratio”, which depends on reasonable estimates of:
    - “*Total special benefits*” to properties included in the scheme,
    - “*Total special benefits*” to properties not included in the scheme (if any), and
    - “*Total community benefits*” (if any).

#### **STEPS IN CALCULATION**

4. The following steps apply to the calculation of the maximum total levy.
  - A. DEFINE PURPOSE
  - B. ENSURE COHERENCE.
  - C. CALCULATE TOTAL COST
  - D. IDENTIFY SPECIAL BENEFICIARIES
  - E. DETERMINE PROPERTIES TO INCLUDE
  - F. ESTIMATE TOTAL SPECIAL BENEFITS
  - G. ESTIMATE COMMUNITY BENEFITS
  - H. CALCULATE THE “BENEFIT RATIO”
  - I. CALCULATE THE MAXIMUM TOTAL LEVY
- A. Define Purpose**
5. The purpose, or purposes, of the proposed works or services should be clearly defined at the outset. The purpose should describe the reasons why the proposed works or services are proposed.



6. The description of the purpose would normally take account of the following:
  - a. Reasons why the works or services are considered necessary or appropriate, noting any relevant background information.
  - b. Who has proposed that the works or services be undertaken and including the following information;
    - If the works or services have been proposed by the council, the relevant council policy or resolution.
    - If the works or services were requested by a person or people other than the council, an indication of whether those people are proposed to be included in the scheme and what reasons they have given for requesting the works or services.
7. A scheme may serve multiple purposes and can be proposed by multiple parties.

**B. Ensure Coherence**

8. For the purposes of calculating the maximum total levy, and therefore total cost and benefit ratio, the works or services for which the special rate or charge is proposed should have a natural coherence.
9. Proposed works or services can be considered to have a natural coherence if:
  - a. They will be physically or logically connected, or
  - b. They will provide special benefits, of a related nature, to a common, or overlapping, group of properties.

**C. Calculate total cost**

10. The "*total cost*" is the aggregate cost of defraying expenses related to providing the works or services and establishing the scheme.
11. The following should apply to the calculation of the "*total cost*":
  - a. Costs included in the *total cost* must be for purposes in section 163(1) of the Act.
  - b. Costs included in the *total cost* may only be for expenses listed in section 163(6) of the Act.
  - c. Costs included in the *total cost* should be based on actual expenses that have been incurred, or reasonable estimates of expenses expected to be incurred. (For example, any interest should be based on estimated actual interest costs rather than on prescribed penalty interest rates).
  - d. Costs included in the *total cost* may relate to known activities but not to activities that are purely speculative or hypothetical in nature. (For example, provision for incidental costs related to the proposed works might be included but not costs related to possible legal proceedings that may or may not occur).
12. The council should identify, as far as possible, which properties will receive a special benefit from the proposed works or services. A "*special benefit*" is considered to be provided to a property if the proposed works or services will provide a benefit that is additional to or greater than the benefit to other properties.
13. It is important to note that, while special benefits are considered to accrue to properties, the actual measurable benefits are provided to the owners and/or occupiers of the properties (see also paragraph 23.a).
14. Special benefits should be benefits that are either tangible benefits to the owners or occupiers of the properties that are not remote, or they should be clear benefits to those owners or occupiers that were identified in the defined purpose of the works or services (paragraph 5). Types of benefits included as special benefits generally include services provided for the properties, identifiable improvements in physical or environmental amenity, improved access, improved safety or economic benefits.
15. A special benefit may be considered to exist if it would reasonably be expected to benefit



the owners or occupiers of the property. It is not necessary for the benefit to be actually used by the particular owners or occupiers of a specified property at a particular time in order for a special benefit to be attributed to the property.

**E. Determine properties to include**

16. Having identified which properties will receive *special benefits*, the council must decide which properties to include in the scheme. The properties included in the scheme will be those that are required to pay the special rate or charge.
17. If a property will receive a *special benefit* but is not included in the scheme, the calculation of the benefit ratio will result in the council paying the share of costs related to the special benefits for those properties.
18. The council is not required to levy a special rate or charge on any or every property that will receive a *special benefit*. A property with a special benefit may be excluded from the scheme for any of the following reasons:
  - a. the council is unable to levy a special rate or charge on the property,
  - b. the owner of the property has already contributed to the costs of the works through a development levy,
  - c. the council considers that there are particular advantages for the municipality in excluding the property from the scheme,
  - d. the council considers that the special benefits for the property are marginal and would not warrant including the property in the scheme, or
  - e. any other reason that the council considers appropriate.
19. Total special benefits can be defined to include two parts, as follows:
 
$$TSB = TSB(in) + TSB(out)$$
  - **TSB** is the estimated total special benefit for all properties that have been identified to receive a special benefit.
  - **TSB(in)** is the estimated total special benefit for those properties that the council proposes to include in the scheme.
  - **TSB(out)** is the estimated total special benefit for those properties with an identified special benefit that the council does not propose to include in the scheme.
20. In estimating the total special benefits for properties that will be included in the scheme, particular attention should be paid to:
  - a. The identified purpose of the proposed works or services.
  - b. Specific benefits relevant to the type of works or services proposed.
21. There is no single or prescribed method for estimating total special benefits. However, whatever method is used, it is essential that the comparative weightings attributed to different types of benefits are reasonable and are applied consistently by a council. It is also essential that consistent weightings are used between those properties that are included in the scheme and those that are not included.
22. It is particularly important to note that, while it may sometimes be useful to estimate special benefits on a property by property basis, this is not always necessary. The calculation of the benefit ratio only requires aggregate estimates of total special benefits for properties included in the scheme and for properties excluded from the scheme.



23. The following matters should be noted in calculating “total special benefits”
- a. While changes in property values are considered to be an indication that a special benefit exists, this is generally derived from benefits provided to the owners or occupiers of the property. To avoid double counting, changes in property values should not normally be included in the calculation of total special benefits.
  - b. Where the services or works proposed under a scheme include benefits to people who are servicing or accessing properties that are identified as having special benefits, the benefits to those people may be included as special benefits to the properties rather than as community benefits.

**G. Estimate total community benefit**

24. Before calculating the benefit ratio, a council must consider if the proposed works or services will provide “community benefits”. Not all schemes have community benefits.
25. *Community benefits* are considered to exist where the works or services will provide tangible and direct benefits to people in the broader community. These will generally derive from the provision of facilities or services that are generally available to people, other than owners or occupiers of properties with special benefits.
26. Where there is a use or amenity to people in the broader community that is a clear, tangible and direct, the council should attribute a community benefit. The council should also attribute a community benefit where it identified in the defined purpose of the works or services (paragraph 5).
27. Councils should use a method of estimating community benefits that is reasonable and consistent in comparison to the estimates of special benefits. In making these estimates, care should be taken to avoid double counting. If a benefit is identified as a special benefit it should not also be counted as a community benefit.

**H. Calculating the benefit ratio**

28. The benefit ratio is calculated as follows:

$$\frac{TSB(in)}{TSB(in)+TSB(out)+TCB} = R$$

- **TSB(in)** is the estimated total special benefit for those properties that the council proposes to include in the scheme.
- **TSB(out)** is the estimated total special benefit for those properties with an identified special benefit that the council does not propose to include in the scheme.
- **TCB** is the estimated total community benefit.
- **R** is the benefit ratio.

**I. Calculating the Maximum Total Levy**

29. Having calculated the total cost and the benefit ratio, the council is required to calculate the maximum total levy, in accordance with section 163(2A) of the Act.

$$R \times C = S$$

- **R** is the benefit ratio
  - **C** is the total cost
  - **S** is the maximum total levy.
30. A council may not levy a special rate or charge to recover an amount that exceeds the maximum total levy. However, a council may decide to levy a lower amount.

## 8.6 Capital Works Proposed Ranking Criteria

### **SUMMARY: Coordinator Capital Works Planning, John Bixby**

**This report presents the ranking criteria proposed to be used to prioritise New/Upgrade projects within individual 2024-2029 Capital Works Programs. The criteria considers Council's Community Facilities Planning Policy and Climate Response Plan where appropriate and is presented for Council's consideration.**

### **RECOMMENDATION**

**That Council:**

- 1. Adopt the Capital Works Ranking Criteria for New/Upgrade Programs as shown in Attachment 1;**
- 2. Note that the Capital Works Program Ranking Criteria will be utilised for the development of the Draft 2024-2029 Capital Works Program.**

### **1. INTRODUCTION**

In accordance with Council's Funding Allocation Policy, all proposed New/Upgrade category capital works projects are to be ranked within their respective sub programs for presentation to Council. The Capital Works Program ranking criteria is a tool used to initially rank new/upgrade projects for Councils considering. Council then considers the whole capital works program and make the final decision on the projects which form the capital works program.

The principle of this approach is to demonstrate transparently that Council is considering the allocation of funding to the highest priority needs within the municipality. This process also facilitates good governance and strategically drives the delivery of the Capital Works Program to improve services to the community.

### **2. DISCUSSION**

#### **2.1 Ranking Criteria**

Council's New/Upgrade Program presently comprises 23 individual sub programs. The ranking criteria has been in place since 2006 and last went through a major review and update in 2020/21. Of note, the criteria used to rank each sub program have been developed based on a multifaceted evaluation philosophy.

In accordance with the Funding Allocation Policy, ranking criteria for all individual sub programs are reviewed and adjusted as applicable and on an annual basis. The review of the Capital Works Ranking Criteria is undertaken by the individual service areas to reflect any changes in policy or refinement of the criteria based on the application of the criteria. The proposed amendments to the ranking criteria are then reviewed by the Capital Works Planning team for consistency. The ranking criteria is now presented to Council following a review completed in August 2023.

All individual ranking criteria proposed to be used to develop the 2024-2029 Capital Works program for New/Upgrade projects are included as an attachment to this report (Attachment 1).

The programs and adjustments are noted as follows:

No	Program	Adjustments
4000	STRUCTURED SPORTING FACILITIES	Change
4000A	STRUCTURED SPORTING FACILITIES (CARPARKS)	Change
4001	CULTURAL FACILITIES	Change
4002	INDOOR LEISURE FACILITIES	Change
4003	FAMILY & CHILDREN SERVICES BUILDINGS & FACILITIES	Change
4004	AGED CARE BUILDINGS	Very Minor Change
4005	COMMUNITY BUILDINGS, LIBRARIES AND FACILITIES FOR OTHERS	Very Minor Change
4006	NEW FOOTPATH CONSTRUCTION PROGRAM & PEDESTRIAN FACILITIES	No change
4007	ROAD & BRIDGE CONSTRUCTION	No change
4008	LOCAL AREA TRAFFIC MANAGEMENT SCHEMES	No change
4009	NEW BICYCLE / SHARED PATHS	No change
4010	LOCAL ROAD SAFETY INITIATIVES	No change
4011	PUBLIC TRANSPORT INFRASTRUCTURE	No change
4012	NEW PLANT & MACHINERY	No change
4014	UNSTRUCTURED RECREATION	No change
4015	PLACE MANAGEMENT PROGRAM	No change
4016	STREETScape UPGRADES	No change
4017	STORMWATER UPGRADES	No change
4018	SUSTAINABILITY INITIATIVES	No change
4019	CIVIC & CORPORATE BUILDINGS & FACILITY UPGRADES	Very Minor Change
4021	SUSTAINABLE INITIATIVES FOR OUTDOOR STRUCTURED FACILITIES	No change
4022	INTEGRATED STORMWATER SOLUTIONS	No change
4023	COMMUNITY SAFETY INITIATIVES	No change



The majority of this year's changes are principally non-material and relate primarily to changes in naming conventions particular around plan/policy names. A couple of criteria in program 4000, 4001, 4002 and 4003 scores were adjusted to reflect an increased importance for regulatory, DDA and social inclusion criteria.

Attachment 2 shows the changes of any adjustments made to the Capital Works Ranking Criteria. All other programs have been reviewed for consistency of terminology to ensure compatibility when referencing key plans, strategies and policies.

## **2.2 Basis for Amendments**

Minimal change has been made to the wording of the Ranking criteria to ensure we align with updated Council policy naming conventions. A number sequence has been applied to each program and section to assist with navigation and referencing each program ranking criteria.

All changes are listed below:

### **Program 4000 - STRUCTURED SPORTING FACILITIES (Non - Buildings)**

- 1.1 Governance – update text to include assessment of audit data and remove reference to “will it strengthen and/or enhance the ability for people to recreate”.
- 1.2 Social/Community Engagement/Community Benefit – added reference to LGBTQIA+.
- 1.2 Social/Community Engagement/Community Benefit – update criteria to include “with consideration to broader site context”.
- 1.3 Environmental – update text from “How” to “Does”.
- 1.4 Economic/Financial Impact – Change criteria wording from “Confirmed financial commitment (e.g. Bank statement)” to “Does this project meet criteria or have confirmed financial commitment for external funding?”.

### **Program 4000 - STRUCTURED SPORTING FACILITIES (Buildings)**

- 2.1 Assessment Criteria for Buildings in Structured Sporting Facilities (Alignment with Strategic Plans) – add wording to criteria “key direction”.
- 2.2 Risk (Regulatory compliance) – update maximum score to 15 as regulatory compliance and DDA should rank and prioritise the project as a higher priority.
- 2.3 Financial (External Funding) – update maximum score to 5 as although external funding is desirable, other criteria should take higher priority such as regulatory and DDA criteria.

### **Program 4000A - STRUCTURED SPORTING FACILITIES (carparks)**

3. Assessment Criteria for Structured Sporting Facilities (Carparks) – Add “Asset condition to be taken into consideration” when assessing criteria.
3. Assessment Criteria for Structured Sporting Facilities (Carparks) – Increase accessibility for all users’ criteria score from 10 to 20.
3. Assessment Criteria for Structured Sporting Facilities (Carparks) – Remove tenant/club financially contribution and apply score to increase accessibility criteria.

### **Program 4001 - ARTS AND CULTURAL FACILITIES (Buildings)**

- 4.1 Assessment Criteria for Buildings in Cultural Facilities (Alignment with Strategic Plans) – add wording to criteria “key direction”.
- 4.3 Assessment Criteria for Buildings in Cultural Facilities (Financial - External funding) – update maximum score from 10 to 5 and adjust sub funding scores

- 4.4 Assessment Criteria for Buildings in Cultural Facilities (Asset Service Delivery Improvement – Asset Performance) – update maximum score from 25 to 30.
- 4.7 Assessment Criteria for Cultural Facilities, not including Buildings (Social / Community Engagement / Community Benefit) - add reference to LGBTQIA+

**Program 4002 - INDOOR LEISURE FACILITIES (Non - Buildings)**

- 5.2 Assessment Criteria for Indoor Leisure Facilities (Social / Community Engagement / Community Benefit) – adjust Catchment visitation scoring to reflect high priority for municipal over regional
- 5.2 Assessment Criteria for Indoor Leisure Facilities (Social / Community Engagement / Community Benefit) – add reference to LGBTQIA+
- 5.2 Assessment Criteria for Indoor Leisure Facilities (Economic / Financial Impact) – update “Impact on recurrent costs” as higher criteria ranking, reduce “Extent of external funding partnership” as lower criteria ranking.

**Program 4002 - INDOOR LEISURE FACILITIES (Buildings)**

- 6.1 Assessment Criteria for Buildings in Indoor Leisure Facilities (Alignment with Strategic Plans) – add wording to criteria “key direction”.
- 6.2 Assessment Criteria for Buildings in Indoor Leisure Facilities (Risk) – adjust “regulatory compliance” score from 10 to 15 to increase importance of this criteria
- 6.3 Assessment Criteria for Buildings in Indoor Leisure Facilities (Financial) – adjust “external funding” score from 10 to 5 to reduce importance of this criteria.

**Program 4003 - FAMILY & CHILDREN SERVICES BUILDINGS AND FACILITIES (Buildings)**

- 8.1 Assessment Criteria for Buildings in Family & Children’s Services (Alignment with Strategic Plans) – add wording to criteria “key direction”
- 8.3 Assessment Criteria for Buildings in Family & Children’s Services (Financial) - adjust “external funding” score from 10 to 5, reduce importance of this criteria.
- 8.4 Assessment Criteria for Buildings in Family & Children’s Services (asset service delivery improvement) – adjust asset performance from 25 to 30, increase this criteria importance.

**Program 4004 – AGED CARE BUILDINGS**

- 9.1 Assessment Criteria for Buildings in Aged Care (Alignment with Strategic Plans) – add wording to criteria “key direction”

**Program 4005 – COMMUNITY BUILDINGS, LIBRARIES & FACILITIES FOR OTHERS**

- 10.1 Assessment Criteria for Buildings in Community Buildings, Libraries & Facilities for others (Alignment with Strategic Plans) – add wording to criteria “key direction”

**Program 4019 – CIVIC & CORPORATE BUILDINGS AND FACILITY UPGRADES (BUILDINGS)**

- 23.1 Assessment Criteria for Civic Corporate Buildings & Facility Upgrades (Alignment with Strategic Plans) – add wording to criteria “key direction”

**2.3 Utilisation of ranking criteria**

Following adoption by Council the criteria will be utilised to prepare the Draft 2024-2028 Capital Works Program for New/Upgrade projects for Council’s consideration.

The Draft Capital Works Program will be presented to Council as part of preparing the 2024/2025 budget, with the projects within programs ranked. It is to be noted that where changes to ranking criteria have been endorsed by Council, this may result in some re-ordering of projects relative to presentation of the previous year’s program. This may impact on the timing of delivery across a five-year horizon.

### **3. CONSULTATION**

Consultation was undertaken with relevant staff (Program Managers and Coordinators) across a number of departments that are involved with the development of business cases for Capital Works projects.

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

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

The need for investment in Council assets will be an ongoing component of service provision. Council's investment in its Capital Works programs can have direct impacts on achieving objectives outlined in the Climate Response Plan. Delivering outcomes, a range of programs can both directly align with climate response plan objectives (tree planting, stormwater management, sustainability initiatives, facilities enhancement) and potentially misalign with Council's climate aspirations (road surfacing, footpath and shared path construction). When delivering across all programs, Council officers are actively seeking to ensure circular economy principles through re-use of products, procurement of recycled materials and products and sustainable disposal techniques where possible.

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

The ranking criteria for New/Upgrade projects have been developed using a multifaceted evaluation philosophy, with programs structured in accordance with social, environmental, economic as well as governance categories. As noted, the criteria for New and Upgrade Capital Works sub programs have been reviewed, with only administrative adjustments proposed to inform the ongoing development and delivery of Council's overall Capital Works Program.

This assessment process is important in ensuring that the Program delivers the greatest benefits to the Knox community.

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

The underpinning concept in the use of the ranking criteria is to ensure that projects are prioritised with substantiation so that the overall needs of the community are addressed in a strategic way with the highest priority projects taking precedence.

This supports consistency and transparency in allocating funding to ongoing capital programs whereby, subject to practicality and Council endorsement, funding is directed to the highest ranked projects.

### **7. SOCIAL IMPLICATIONS**

The provision, upgrade and replacement of community assets and infrastructure are aligned to the needs of the community, so that they are enjoyed by current and future generations.

As noted, the use of comprehensive and transparent ranking criteria is seen to be an important tool in the establishment of Council's Capital Works Program to ensure that those projects that have the greatest benefit or outcome are identified and prioritised.

Importantly, members of the community or individuals who are advocating for projects can be confident that a transparent process, based on objective and agreed criteria, will form the basis of ranking and identify the top ranked projects. This also ensures equity consideration whereby all community groups or individuals, whether large or small, can be confident that projects are transparently assessed based on merit. This also meets the objectives of the Local Government Act

2020 and best practice in terms of good governance and transparency and allows all groups and individuals to see where their projects sit based on these ranking criteria.

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

### **Opportunity & Innovation**

Strategy 1.1 - Maximise the local economy by supporting existing businesses and attracting new investment.

Strategy 1.2 - Encourage and support opportunities for skills development and lifelong learning for all people in Knox.

### **Neighbourhoods, Housing & Infrastructure**

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

Strategy 2.3 - Provide, maintain and advocate for accessible and sustainable ways to move around Knox.

### **Natural Environment & Sustainability**

Strategy 3.1 - Preserve our biodiversity and waterways, and enhance our urban landscape.

Strategy 3.2 - Prepare for, mitigate and adapt to the effects of climate change.

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

### **Connection, Resilience & Wellbeing**

Strategy 4.1 - Support our community to improve their physical, mental and social health and wellbeing.

Strategy 4.2 - Foster inclusivity, equality, belonging and safety within the community.

Strategy 4.4 - Support the community to identify and lead community strengthening initiatives.

### **Civic Engagement & Integrity**

Strategy 5.2 - 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 are no items of a confidential nature in this report.

**Report Prepared By:** Coordinator Capital Works Planning, John Bixby  
Manager Sustainable Infrastructure, Matthew Hanrahan  
**Report Authorised By:** Director Infrastructure, Grant Thorne

1. Attachment 1 - Proposed Capital Works Ranking Criteria New Upgrade 2024-2029 clean copy  
[8.6.1 - 49 pages]
2. Attachment 2 - Proposed Capital Works Ranking Criteria New Upgrade 2024-2029 mark up  
[8.6.2 - 51 pages]

**ATTACHMENT 1**

**PROPOSED RANKING CRITERIA – 2024-2029**

**4000 - 4023 NEW/UPGRADE**

**4000 STRUCTURED SPORTING FACILITIES (Non - Buildings)**

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

<b>1</b>	<b>Assessment Criteria for Structured Sporting Facilities</b>	<b>Rating</b>		<b>Score</b>
<b>1.1</b>	<b>Governance</b>			
	Is the project supported by Council's Community and Council Plan, Open Space / Leisure Plan or Planning Documents or other relevant plans or relevant State and Federal standards?	Yes		5
		No		0
	Will this project meet Council's facility standards policy, with consideration of how the project ranks in relative audits, if any? (If the project is not addressed by the Facility Standards Policy, the application will be assessed on a case by case basis, benchmarked against like infrastructure)	Yes		15
		No		0
	Risk exposure to the Community/Council should the project not be undertaken (rated against Council's Integrated Risk Management Process).	Medium		15
		Low		5
		Not at all		0
<b>1.2</b>	<b>Social / Community Engagement / Community Benefit</b>			
	Does the project encourage greater recreation participation/engagement from any of the following: women, people with disabilities (support Council's Access and Inclusion Plan), youth, seniors, First Nations, LGBTQIA+ and socially isolated individuals and communities?	All 5		12
		4		8
		3		4
		1-2		2
		0		0
	To what extent has planning for this project been undertaken with consideration to broader site context?	Significantly (Detailed design/Costing and Stakeholder sign-off)		10
		Moderately (Concept design/Quantity Survey Costing/Extensive Consultation)		5
		Slightly(Initial scoping / initial discussion)		2
		Not at all		0
	Increased utilisation of existing recreation infrastructure as a result of the project.	Significantly (> 20%)		10
		Moderately (10%-20%)		8
		Slightly (< 10%)		4
		Not at all		0
	Rationale - Evidence to support current/future demands.	Extensively		12
		Somewhat		6
		Not at All		0
	Number of club members or participants/week and residents that will benefit from the project.	Members > 500	Participants/wk > 1500	3
		100 - 500	1000 - 1500	2
		< 100	< 1000	1
<b>1.3</b>	<b>Environmental</b>			

	Does this project contribute to the natural and built environment of Knox, considering energy efficiencies, sustainable design principles and integrated transport options?	Extensively Moderately No	3 2 0
<b>1.4</b>	<b>Economic / Financial Impact</b>		
	Does this project meet criteria or have confirmed financial commitment for external funding?	Yes No	3 0
	To what extent is the community group/club financially contributing to this project?	Exceeds the Policy Meets the Policy Below the Policy Not at all	12 8 2 0
	<b>Maximum Possible Score</b>		<b>100</b>



#### 4000 STRUCTURED SPORTING FACILITIES (Buildings)

The assessment process for Structured Sporting Facilities uses Council's consolidated building facilities ranking criteria. The criteria ranks projects against Council strategic plans, risk, finance, and asset service delivery improvements.

<b>2 Assessment Criteria for Buildings in Structured Sporting Facilities</b>				
		<b>Maximum Score</b>	<b>Description</b>	<b>Score</b>
<b>2.1</b>	<b>Alignment with Strategic Plans</b>			
	<b>Community and Council Plan or other adopted Plan or Strategy</b>	15	Project Aligns with a Council Plan key direction	15
	Key direction, strategies and Initiatives of the Community and Council Plan.  Or Council adopted Masterplans, Strategies or Implementation Plans		Project Aligns with a Council Plan Strategy	12
			Project Aligns with two or more Council Initiatives, key direction or aligns with a Council adopted Masterplan, Strategy or Implementation Plan	10
			Project Aligns with 1 Council Key Direction, Strategy or Initiative	5
			Project does not align with the Community and Council Plan and is not related to an adopted Masterplan, Strategy or Implementation Plan	0
	<b>Climate Change Response</b>	15	The Project Addresses both Mitigation and Adaptation	15
	The project contributes towards Climate Change Adaptation and/or Mitigation		The Project Addresses either Mitigation or Adaptation	10
			The Project Addresses neither Mitigation nor Adaptation	0
<b>2.2</b>	<b>Risk</b>			
	<b>Regulatory compliance</b>	15	Project is required to resolve one or more regulatory issues	15
	DDA, NCC, Australian standards, etc.		Project will enable the facility to meet specific industry guidelines	10
			Project does not resolve regulatory issues or respond to specific industry guidelines	0
	<b>Risk if project does not proceed</b>	15	High	15
	Based on assessment from Corporate Risk Framework		Medium	10
			Low	5
			Negligible	0

<b>2.3</b>	<b>Financial</b>			
	<b>External funding</b>	5	Project to be 50% or more funded by a grant, or external organisation	5
			Project to be 10-50% funded by a grant, or external organisation	3
			Project <10% funded by grant or external organisation	1
			Project completely Council funded	0
	<b>Lifecycle cost impact</b>	10	RI equal to or greater than 20%	10
	Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
	<b>Renewal Indicator (RI) =</b> Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
<b>2.4</b>	<b>Asset Service Delivery Improvement</b>			
	<b>Asset Performance</b>	25	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	25
	How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities) - Fitness for Purpose - Utilisation - Demand		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
			Project will improve asset performance, but current service delivery is acceptable	5
			Project does not improve asset performance	0
	<b>Maximum Possible Score</b>			<b>100</b>

**4000A STRUCTURED SPORTING FACILITIES (carparks)**

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

<b>3</b>	<b>Assessment Criteria for Structured Sporting Facilities (Carparks)</b>	<b>Rating</b>	<b>Score</b>
	Is the project consistent with Council's Sporting Reserve & Facility Development Guidelines Policy?	Yes No	10 0
	Do the Community and Council Plan, or other relevant planning documents support the project?	Yes No	10 0
	What is the level of risk exposure to Council and the community should the project not be undertaken? Asset condition to be taken into consideration.	High Medium Low None	20 15 5 0
	To what extent has planning been undertaken for this project?	Significant Moderate Minimal None	20 15 10 0
	Is there any external funding tied to this project? (i.e. election commitment)	Yes > 50% Yes < 50% No	10 5 0
	Does the project improve accessibility for all users? (in particular people with a disability, seniors, etc.)	Yes No	20 0
	Number of club members and regular casual users per week that will benefit from the project?	500+ 250 to 499 100 to 249 < 100	10 7.5 5 0
	<b>Maximum Possible Score</b>		<b>100</b>

#### 4001 ARTS AND CULTURAL FACILITIES (Buildings)

The assessment process for Arts and Cultural Facilities uses Council's consolidated building facilities ranking criteria. The criteria ranks projects against Council strategic plans, risk, finance, and asset service delivery improvements.

4 Assessment Criteria for Buildings in Cultural Facilities				
		Maximum Score	Description	Score
4.1	<b>Alignment with Strategic Plans</b>			
	<b>Community and Council Plan or other adopted Plan or Strategy</b>	15	Project Aligns with a Council Plan key direction	15
	Key direction, strategies and Initiatives of the Community and Council Plan.  Or Council adopted Masterplans, Strategies or Implementation Plans	15	Project Aligns with a Council Plan Strategy	12
			Project Aligns with two or more Council Initiatives, key direction or aligns with a Council adopted Masterplan, Strategy or Implementation Plan	10
			Project Aligns with 1 Council Key Direction, Strategy or Initiative	5
			Project does not align with the Community and Council Plan and is not related to an adopted Masterplan, Strategy or Implementation Plan	0
	<b>Climate Change Response</b>	15	The Project Addresses both Mitigation AND Adaptation	15
	The project contributes towards Climate Change Adaptation and/or Mitigation	15	The Project Addresses either Mitigation or Adaptation	10
			The Project Addresses neither Mitigation nor Adaptation	0
4.2	<b>Risk</b>			
	<b>Regulatory compliance</b>	10	Project is required to resolve one or more regulatory issues	10
	DDA, NCC, Australian standards, etc.	10	Project will enable the facility to meet specific industry guidelines	5
			Project does not resolve regulatory issues or respond to specific industry guidelines	0
	<b>Risk if project does not proceed</b>	15	High	15
	Based on assessment from Corporate Risk Framework	15	Medium	10
			Low	5
			Negligible	0

<b>4.3</b>	<b>Financial</b>			
	<b>External funding</b>	5	Project to be 50% or more funded by a grant, or external organisation	5
			Project to be 10-50% funded by a grant, or external organisation	3
			Project <10% funded by grant or external organisation	1
			Project completely Council funded	0
	<b>Lifecycle cost impact</b>	10	RI equal to or greater than 20%	10
	Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
	<b>Renewal Indicator (RI) =</b> Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
<b>4.4</b>	<b>Asset Service Delivery Improvement</b>			
	<b>Asset Performance</b>	30	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	30
	How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities) - Fitness for Purpose - Utilisation - Demand		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
			Project will improve asset performance, but current service delivery is acceptable	5
			Project does not improve asset performance	0
	<b>Maximum Possible Score</b>			<b>100</b>

4.5	Assessment Criteria for Cultural Facilities, not including Buildings	Rating	Score
4.6	<b>Governance</b>		
	Is the project supported by Council's Community and Council Plan, current Arts and Cultural Service Plans, or other relevant Council plans or relevant State and Federal standards?	Significant Moderate Slightly Not at all	20 10 7 0
	What risk would the community/Council be exposed to should the project not be undertaken? (rated against Council's Integrated Risk Management Process).	Medium Low None	12 5 0
4.7	<b>Social / Community Engagement / Community Benefit</b>		
	To what extent has planning for this project been completed?	Significantly (Detailed design/Costing and relevant permits/Stakeholder sign-off) Moderately (Concept design/QS Costing/Extensive Consultation) Slightly (Initial scoping/initial discussion) Not at all	7 3 1 0
	Will the project increase support placemaking and cultural tourism through increased visitation at a local, municipal or regional level?	Regional Municipal Local	6 3 1
	Does the project encourage greater arts participation/engagement from any of the following: women, people with disabilities, youth, seniors, First Nations, LGBTQIA+ and socially isolated individuals and communities?	All 5 4 3 1-2 0	7 5 3 1 0
	Does the project assist in the support, development and advocacy of artists and/or the creative industries in Knox?	Significant Moderate Slightly Not at all	10 7 2 0
4.8	<b>Environmental</b>		
	How does this project contribute to the natural and built environment of Knox, considering energy efficiencies, sustainable design principles and integrated transport options?	Significant Moderate Slightly Not at all	7 5 2 0
	Can the project be completed through the use of sustainable materials?	Significant Moderate Slightly Not at all	6 3 1 0
4.9	<b>Economic / Financial Impact</b>		
	Will the project have a positive impact on the economic development of Knox?	Significant Moderate Slightly Not at all	7 3 1 0
	Will the impact on recurrent costs change?	Decrease Same Increase	6 3 0
	Does the project have the potential of attracting external funding from grants, partners, investors, sponsors, developers, philanthropic givers, etc?	>50% <50% None	12 6 0
	<b>Maximum Possible Score</b>		<b>100</b>

**4002 INDOOR LEISURE FACILITIES (Non - Buildings)**

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

<b>5</b>	<b>Assessment Criteria for Indoor Leisure Facilities</b>	<b>Rating</b>	<b>Score</b>
<b>5.1</b>	<b>Governance</b>		
	Is the project supported by Council's Community and Council Plan, Strategy or Planning documents or other relevant leisure plans or relevant State and Federal standards?	Yes No	12 0
	Risk exposure to the Community/Council should the project not be undertaken (rated against Council's Integrated Risk Management Process).	Medium Low None	15 5 0
<b>5.2</b>	<b>Social / Community Engagement / Community Benefit</b>		
	To what extent has planning for this project been undertaken?	Significantly (Detailed design/costing and Stakeholder sign-off) Moderately (Concept design/Quantity Survey Costing/Extensive Consultation) Slightly (Initial scoping/initial discussion) Not at all	10 5 2 0
	Catchment visitation	Regional Municipal	5 8
	Number of groups/individuals benefiting from the project?	4 or more 2 or more 1 or more 0	10 4 2 0
	Does the project encourage greater leisure participation/engagement from any of the following: women, people with disabilities (support Council's Access and Inclusion Plan), youth, seniors, First Nations, LGBTQIA+ and socially isolated individuals and communities?	All 5 4 3 1-2 0	12 8 4 2 0
<b>5.3</b>	<b>Environmental</b>		
	Does this project contribute to the natural and built environment of Knox, considering energy efficiencies, sustainable design principles and integrated transport options?	Extensively Moderately No	6 3 0

5.4	<b>Economic / Financial Impact</b>		
	Impact of economic contribution to the Community.	Significantly Moderately Slightly Not at all	7 3 1 0
	Impact on recurrent costs.	Decrease Same Increase	10 5 0
	Extent of external funding partnership.	> 50% < 50% None	10 3 0
	<b>Maximum Possible Score</b>		<b>100</b>



#### 4002 INDOOR LEISURE FACILITIES (Buildings)

The assessment process for Indoor Leisure Facilities uses Council's consolidated building facilities ranking criteria. The criteria ranks projects against Council strategic plans, risk, finance, and asset service delivery improvements.

6	Assessment Criteria for Buildings in Indoor Leisure Facilities			
		Maximum Score	Description	Score
6.1	<b>Alignment with Strategic Plans</b>			
	<b>Community and Council Plan or other adopted Plan or Strategy</b>	15	Project Aligns with a Council Plan Key Direction	15
	Key Direction, Strategy and Initiatives of the Community and Council Plan.  Or Council adopted Masterplans, Strategies or Implementation Plans		Project Aligns with a Council Plan Strategy	12
			Project Aligns with two or more Council Initiative or aligns with a Council adopted Masterplan, Strategy or Implementation Plan	10
			Project Aligns with 1 Council Goal or key direction, Strategy or Initiative	5
			Project does not align with the Community and Council Plan and is not related to an adopted Masterplan, Strategy or Implementation Plan	0
	<b>Climate Change Response</b>	15	The Project Addresses both Mitigation and Adaptation	15
	The project contributes towards Climate Change Adaptation and/or Mitigation		The Project Addresses either Mitigation or Adaptation	10
			The Project Addresses neither Mitigation nor Adaptation	0
6.2	<b>Risk</b>			
	<b>Regulatory compliance</b>	15	Project is required to resolve one or more regulatory issues	15
	DDA, NCC, Australian standards, etc.		Project will enable the facility to meet specific industry guidelines	10
			Project does not resolve regulatory issues or respond to specific industry guidelines	0
	<b>Risk if project does not proceed</b>	15	High	15
	Based on assessment from Corporate Risk Framework		Medium	10
			Low	5
			Negligible	0

<b>6.3</b>	<b>Financial</b>			
	<b>External funding</b>	5	Project to be 50% or more funded by a grant, or external organisation	5
			Project to be 10-50% funded by a grant, or external organisation	3
			Project <10% funded by grant or external organisation	1
			Project completely Council funded	0
	<b>Lifecycle cost impact</b>	10	RI equal to or greater than 20%	10
	Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
	<b>Renewal Indicator (RI) =</b> Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
<b>6.4</b>	<b>Asset Service Delivery Improvement</b>			
	<b>Asset Performance</b>	25	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	25
	How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities) - Fitness for Purpose - Utilisation - Demand		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
			Project will improve asset performance, but current service delivery is acceptable	5
			Project does not improve asset performance	0
	<b>Maximum Possible Score</b>			<b>100</b>

### 4003 FAMILY & CHILDREN SERVICES BUILDINGS AND FACILITIES (Non buildings)

All business cases are to demonstrate the methodology used to prioritise the program of works. The assessment process incorporates a triple bottom line evaluation which considers an assessment of the social, environmental and economic impacts of the project.

7	Assessment Criteria for Family & Children Services Buildings & Facilities Projects		
		Description	Score
7.1	Alignment with Strategic Plans		
	Governance		
	<p><b>Is the project required to ensure that the infrastructure meets the following requirements:</b></p> <p><b>Considerations:</b></p> <ul style="list-style-type: none"> <li>Legislative requirements</li> <li>Regulatory requirements</li> <li>Australia's National Quality Framework for Early Childhood Education &amp; Care Services</li> <li>Department of Education and Training (DET) compliance notice</li> <li>Council endorsed response to a State or Federal reform or initiative</li> </ul>	If yes, refer to Program Area 2000 –Legal Requirements	N/A
	<p><b>Is the project supported by:</b></p> <p><b>Considerations:</b></p> <ul style="list-style-type: none"> <li>Community and Council Plan</li> <li>Council Policies</li> <li>Council Resolutions</li> <li>Approved Service Plans</li> <li>Service Level Agreements</li> <li>Masterplans</li> <li>Kindergarten Infrastructure Services Plan</li> </ul>	Not at all Slightly Fully Significantly	0 3 6 8
	<p><b>What is the risk exposure to the Community/Council should the project not be undertaken:</b></p> <p><b>Considerations:</b></p> <ul style="list-style-type: none"> <li>Use Council's Risk Management Framework to help identify and classify risks (Appendix A)</li> </ul>	Not at all Slightly Fully Significantly	0 5 10 15
	Rationale		
	<p><b>Is there evidence to support the current &amp; future demand for an early years service at the facility?</b></p> <p><b>Considerations:</b></p> <ul style="list-style-type: none"> <li>Based on the most recent demand/supply/ population data for the relevant service type in the municipality</li> </ul> <p>The capacity of non-Council services to address the need</p>	Not at all Slightly Fully Significantly	0 5 10 15
	<p><b>Does the project strengthen and/or enhance the capacity for the facility to support early years integrated service delivery? To what extent does the project contribute to current and future requirements of the facility?</b></p> <p><b>Considerations:</b></p> <ul style="list-style-type: none"> <li>Accommodate integrated multi use purposes;</li> <li>Community Facilities Planning Policy;</li> <li>Increased capacity for multipurpose, co-location or integration of services and programs</li> </ul>	Not at all Slightly Fully Significantly	0 5 10 15

	<ul style="list-style-type: none"> <li>• Previous submissions regarding facility requirements</li> <li>• Improves range, quality, delivery and access to services.</li> <li>• Council endorsed response to a State or Federal reform or initiative</li> </ul>		
	<b>Social / Community Engagement / Community Benefit</b>		
	<b>Extent of consultation that has occurred?</b> <u>Considerations:</u> <ul style="list-style-type: none"> <li>• Community</li> <li>• Families that access the service</li> <li>• Council Staff</li> <li>• Non-Council staff and/or service providers</li> <li>• Council departments</li> <li>• Councillors</li> </ul>	Not at all Slightly Fully Significantly	0 3 5 8
	<b>Does this outdoor space fit with the recommended early years outdoor natural environment?</b> <u>Considerations:</u> <ul style="list-style-type: none"> <li>• Is this non-conforming with children's services regulations</li> <li>• Potential hazards within the play environment</li> <li>• Australian Playground Standards</li> <li>• Features that enable children to explore and experience the natural environment</li> <li>• Children's learning and development in natural environments</li> </ul>	Not at all Slightly Fully Significantly	0 3 5 9
	<b>Environmental/Economic</b>		
	<b>To what extent does the project impact Economic, Financial and Environmental Values?</b> <u>Considerations:</u> <ul style="list-style-type: none"> <li>• Does the project address the Economic Development Strategy?</li> </ul> <u>Environmental</u> <ul style="list-style-type: none"> <li>• Impact on existing environmental values (e.g. Net loss of canopy trees, increase in stormwater runoff, increase in noise or light pollution) [Lower or no change is better]</li> <li>• Impact on Resource use (e.g. will the project increase electricity, gas or water use) [Lower or no change is better]</li> <li>• Sustainable Procurement and sustainable use of materials (e.g. reduction in waste to landfill, purchasing recycled material or reusing existing materials on the project) [Higher is better]</li> </ul> <u>Economic / Financial Impact</u> <ul style="list-style-type: none"> <li>• Impact on operations budget/maintenance cost (including ongoing cost of energy or water bills for the site). [Lower or no change is better]</li> <li>• Compliments existing investment/assets/capital works.</li> <li>• Components have achieved optimum replacement life.</li> <li>• Potential external funding contribution available or Project has a return on investment of under 10 years. [Higher is better]</li> <li>• Integrated transport options</li> <li>• Location of project in relation to activity centre</li> </ul>	Not at all Slightly Fully Significantly	0 3 5 9
	<b>Financial Impact</b>		

	<p><b>To what extent has planning for this project been completed in line with Council's capital works program processes?</b></p> <p><b><u>Considerations:</u></b></p> <ul style="list-style-type: none"> <li>• None</li> <li>• Scoping</li> <li>• Concept</li> <li>• Final</li> </ul>	<p>None</p> <p>Scoping</p> <p>Concept</p> <p>Final</p>	<p>0</p> <p>3</p> <p>6</p> <p>10</p>
	<p><b>Has partnership funding already been identified?</b></p> <p><b><u>Considerations:</u></b></p> <ul style="list-style-type: none"> <li>• Other levels of government</li> <li>• Committee contributions</li> <li>• Philanthropic</li> </ul>	<p>Not at all</p> <p>Slightly</p> <p>Fully</p> <p>Significantly</p>	<p>0</p> <p>3</p> <p>6</p> <p>10</p>
	<i>Total Score</i>		
	<i>Maximum Possible Score</i>		<b>100</b>

#### 4003 FAMILY & CHILDREN SERVICES BUILDINGS AND FACILITIES (Buildings)

The assessment process for Family & Children Services Buildings and Facilities uses Council's consolidated building facilities ranking criteria. The criteria ranks projects against Council strategic plans, risk, finance, and asset service delivery improvements.

8	Assessment Criteria for Buildings in Family & Children's Services			
		Maximum Score	Description	Score
8.1	<b>Alignment with Strategic Plans</b>			
	<b>Community and Council Plan or other adopted Plan or Strategy</b>	15	Project Aligns with a Council Plan key direction	15
	Key Direction, Strategy and Initiatives of the Community and Council Plan.  Or Council adopted Masterplans, Strategies or Implementation Plans	15	Project Aligns with a Council Plan Strategy	12
			Project Aligns with two or more Council Initiatives, key direction or aligns with a Council adopted Masterplan, Strategy or Implementation Plan	10
			Project Aligns with 1 Council Key Direction, Strategy or Initiative	5
			Project does not align with the Community and Council Plan and is not related to an adopted Masterplan, Strategy or Implementation Plan	0
	<b>Climate Change Response</b>	15	The Project Addresses both Mitigation AND Adaptation	15
	The project contributes towards Climate Change Adaptation and/or Mitigation	15	The Project Addresses either Mitigation or Adaptation	10
			The Project Addresses neither Mitigation nor Adaptation	0
8.2	<b>Risk</b>			
	<b>Regulatory compliance</b>	10	Project is required to resolve one or more regulatory issues	10
	DDA, NCC, Australian standards, etc	10	Project will enable the facility to meet specific industry guidelines	5
			Project does not resolve regulatory issues or respond to specific industry guidelines	0
	<b>Risk if project does not proceed</b>	15	High	15
	Based on assessment from Corporate Risk Framework	15	Medium	10
			Low	5
			Negligible	0

<b>8.3</b>	<b>Financial</b>			
	<b>External funding</b>	5	Project to be 50% or more funded by a grant, or external organisation	5
			Project to be 10-50% funded by a grant, or external organisation	3
			Project <10% funded by grant or external organisation	2
			Project completely Council funded	0
	<b>Lifecycle cost impact</b>	10	RI equal to or greater than 20%	10
	Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
	<b>Renewal Indicator (RI) =</b> Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
<b>8.4</b>	<b>Asset Service Delivery Improvement</b>			
	<b>Asset Performance</b>	<b>30</b>	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	30
	How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities) - Fitness for Purpose - Utilisation - Demand		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	20
			Project will improve asset performance, but current service delivery is acceptable	10
			Project does not improve asset performance	0
	<b>Maximum Possible Score</b>			<b>100</b>

#### 4004 AGED CARE BUILDINGS

The assessment process for Aged Care Buildings uses Council's consolidated building facilities ranking criteria. The criteria ranks projects against Council strategic plans, risk, finance, and asset service delivery improvements.

<b>9 Assessment Criteria for Buildings in Aged Care</b>				
		<b>Maximum Score</b>	<b>Description</b>	<b>Score</b>
<b>9.1</b>	<b>Alignment with Strategic Plans</b>			
	<b>Community and Council Plan or other adopted Plan or Strategy</b>	15	Project Aligns with a Council Plan key direction	15
	Key Direction, Strategy and Initiatives of the Community and Council Plan.  Or Council adopted Masterplans, Strategies or Implementation Plans		Project Aligns with a Council Plan Strategy	12
			Project Aligns with two or more Council Initiatives, key direction or aligns with a Council adopted Masterplan, Strategy or Implementation Plan	10
			Project Aligns with 1 Council Key Direction, Strategy or Initiative	5
			Project does not align with the Community and Council Plan and is not related to an adopted Masterplan, Strategy or Implementation Plan	0
	<b>Climate Change Response</b>	15	The Project Addresses both Mitigation AND Adaptation	15
	The project contributes towards Climate Change Adaptation and/or Mitigation		The Project Addresses either Mitigation or Adaptation	10
			The Project Addresses neither Mitigation nor Adaptation	0
<b>9.2</b>	<b>Risk</b>			
	<b>Regulatory compliance</b>	10	Project is required to resolve one or more regulatory issues	10
	DDA, NCC, Australian standards, etc		Project will enable the facility to meet specific industry guidelines	5
			Project does not resolve regulatory issues or respond to specific industry guidelines	0
	<b>Risk if project does not proceed</b>	15	High	15
	Based on assessment from Corporate Risk Framework		Medium	10
			Low	5
			Negligible	0



<b>9.3</b>	<b>Financial</b>			
	<b>External funding</b>	10	Project to be 50% or more funded by a grant, or external organisation	10
			Project to be 10-50% funded by a grant, or external organisation	5
			Project <10% funded by grant or external organisation	2
			Project completely Council funded	0
	<b>Lifecycle cost impact</b>	10	RI equal to or greater than 20%	10
	Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
	<b>Renewal Indicator (RI) =</b> Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
<b>9.4</b>	<b>Asset Service Delivery Improvement</b>			
	<b>Asset Performance</b>	<b>25</b>	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	25
	How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities)		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
	- Fitness for Purpose - Utilisation - Demand		Project will improve asset performance, but current service delivery is acceptable	5
			Project does not improve asset performance	0
	<b>Maximum Possible Score</b>			<b>100</b>

#### 4005 COMMUNITY BUILDINGS, LIBRARIES & FACILITIES FOR OTHERS

The assessment process for Community Buildings & Facilities for Others uses Council's consolidated building facilities ranking criteria. The criteria ranks projects against Council strategic plans, risk, finance, and asset service delivery improvements.

10	Assessment Criteria for Buildings in Community Buildings, Libraries & Facilities for others			
		Maximum Score	Description	Score
10.1	<b>Alignment with Strategic Plans</b>			
	<b>Community and Council Plan or other adopted Plan or Strategy</b>	15	Project Aligns with a Council Plan key direction	15
	Key Direction, Strategy and Initiatives of the Community and Council Plan.  Or Council adopted Masterplans, Strategies or Implementation Plans	15	Project Aligns with a Council Plan Strategy	12
			Project Aligns with two or more Council Initiatives, key direction or aligns with a Council adopted Masterplan, Strategy or Implementation Plan	10
			Project Aligns with 1 Council Key Direction, Strategy or Initiative	5
			Project does not align with the Community and Council Plan and is not related to an adopted Masterplan, Strategy or Implementation Plan	0
	<b>Climate Change Response</b>	15	The Project Addresses both Mitigation AND Adaptation	15
	The project contributes towards Climate Change Adaptation and/or Mitigation	15	The Project Addresses either Mitigation or Adaptation	10
			The Project Addresses neither Mitigation nor Adaptation	0
10.2	<b>Risk</b>			
	<b>Regulatory compliance</b>	10	Project is required to resolve one or more regulatory issues	10
	DDA, NCC, Australian standards, etc	10	Project will enable the facility to meet specific industry guidelines	5
			Project does not resolve regulatory issues or respond to specific industry guidelines	0
	<b>Risk if project does not proceed</b>	15	High	15
	Based on assessment from Corporate Risk Framework	15	Medium	10
			Low	5
			Negligible	0

10.3	Financial			
	<b>External funding</b>	10	Project to be 50% or more funded by a grant, or external organisation	10
			Project to be 10-50% funded by a grant, or external organisation	5
			Project <10% funded by grant or external organisation	2
			Project completely Council funded	0
	<b>Lifecycle cost impact</b>	10	RI equal to or greater than 20%	10
	Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
	<b>Renewal Indicator (RI) =</b> Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
10.4	Asset Service Delivery Improvement			
	<b>Asset Performance</b>	25	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	25
	How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities) - Fitness for Purpose - Utilisation - Demand		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
			Project will improve asset performance, but current service delivery is acceptable	5
			Project does not improve asset performance	0
	<b>Maximum Possible Score</b>			<b>100</b>

**4006 NEW FOOTPATH CONSTRUCTION PROGRAM & PEDESTRIAN FACILITIES**

<b>11</b>	<b>Assessment Criteria for New Footpath Construction Program and Pedestrian Facilities</b>	<b>Rating</b>	<b>Score</b>
<b>11.1</b>	<b>Governance</b>		
	Is it part of the Principal Pedestrian Network?	Yes No	10 0
	What is the Road Hierarchy?	Arterial Service Road Arterial Link Commercial Industrial Service Road Local Small Linear Reserve Access Unsealed	15 15 10 10 10 10 10 5 0
<b>11.2</b>	<b>Social / Community Engagement Community/Health Benefit</b>		
	Is there a pedestrian generator within 800m walk?	Education Activity Centre-Major Hospital Activity Centre-Minor Retirement Village Reserve Industrial None	20 20 15 10 10 5 5 0
	Is there public transport connectivity? (i.e. a train station within 800m walk and a bus stop within 400m walk)	Train Principal Public Transport Network Bus Route Other Bus Route No Connectivity	20 10 5 0
	Is there evidence of use?	Yes No	5 0
	Is it a court or no through road? (Note: a court which has a reserve that can allow pedestrian access through to another street is not considered a no through road or court)	No Yes	10 0
	Number of customer requests	3+ 1-2 0	5 2 0
	Has there been a request from a mobility aid user?	Yes No	5 0
	Does it link to an existing path?	Yes No	10 0
<b>11.3</b>	<b>Environmental</b>		
	*Is it a site with biological significance?	Yes No	*
	<b>Maximum Possible Score</b>		<b>100</b>

\*The criteria 'is it a site with biological significance?' has no points attached. The criteria aims to flag the need for the project to be referred to other departments and a more detailed quote to be obtained. This is because these projects will have significant site constraints that need to be taken into account when proposing a project budget.

**Major Activity Centre**

The following Major Activity Centres can be found at either Train Stations or Shopping Centres and must be zoned Commercial 1/2 zoning (C1Z/C2Z) or Mixed Use Zone (MUZ) and have an existing commercial use.

- Train Station: Bayswater, Boronia, Ferntree Gully and Upper Ferntree Gully.
- Shopping Centre: Mountain Gate, Knox City and Stud Park.

**Minor Activity Centre**

Often local shopping strip i.e. butcher, post office and café, or any land use that is MUZ, C1Z or C2Z that has not been identified in the above major activity centres. The site must have an existing commercial use.

### 4007 ROAD AND BRIDGE CONSTRUCTION

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

12	Assessment Criteria for New Roads & Upgrades	Rating	Score
12.1	<b>Governance</b>		
	Is proposal a result of: Road Safety Audit.	Yes No	5 0
	Response to customer complaints regarding a public safety issue.	Yes No	5 0
	Project listed in Council's Integrated Transport Plan, or other strategic document.	Yes No	5 0
12.2	<b>Social / Community Engagement / Community Benefit</b>		
	Does feasibility analysis suggest significant benefits?		
	Improved linkage to existing road network & accessibility.	Yes No	2 0
	Improved public transport or bicycle accessibility.	Yes No	4 0
	Improved streetscape & environmental impacts minimised.	Yes No	2 0
	Improved functionality of drainage network.	Yes No	2 0
	Level of public support (for separate charge scheme)	>80% >60%<80% <60%	10 5 0
	<b>OR</b>		
	Level of community Interest (for Council funded roads)	High Medium Low	10 5 0
12.3	<b>Environmental</b>		
	The project contributes towards Climate Change Adaptation and/or Mitigation	Addresses Both Addresses Either Addresses Neither	20 10 0

12.4	<b>Economic / Financial Impact</b>		
	Has the road segment been identified as non compliant with the desirable features of its hierarchy classification?		
	Surface Material & Pavement Composition.	Yes No	3 0
	Pavement Width.	Yes No	3 0
	Kerb Type.	Yes No	3 0
	Traffic (% Commercial Vehicles or Volume).	Yes No	3 0
	Is there a demonstrable lifecycle cost benefit of sealing the unsealed road or constructing a new road?	Yes No	9 0
	Proportion of external funding (Special Charge Scheme or Grant) available for proposed works?	50 – 100 % 25 – 49 % < 25 %	9 5 0
	Can proposed works be integrated with other Capital Works programs?	Yes No	6 0
	Density Benefit Factor - Number of benefiting people/cost of asset.	High Benefit Low Benefit	9 0
	<b>Maximum Possible Score</b>		<b>100</b>

**4008 LOCAL AREA TRAFFIC MANAGEMENT SCHEMES (LATM's)**

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

<b>13</b>	<b>Assessment Criteria for Local Area Traffic Management Schemes</b>	<b>Rating</b>	<b>Score</b>
<b>13.1</b>	<b>Social / Community Engagement / Community Benefit</b>		
	Accidents per kilometre of road. - Accident statistics as recorded in VicRoads crash stats database (Latest available over a full 5 Year period)	5+ 4- 4.9 3 – 3.9 2 – 2.9 1 – 1.9 Less than 1	20 10 8 5 2 0
	Traffic Volume - The 12 hour two-way traffic volume (7am-7pm) For a collector road  For a local access road	6001 or more 4001-6000 3001-4000 2001-3000 1001-2000 0 – 1000 2501 or more 2001-2500 1501-2000 1001-1500 501-1000 Less than 500	20 10 8 5 2 0 20 10 8 5 2 0
	Traffic Speed - The recorded 85 <sup>th</sup> %ile speed (within a 24 hour period) over 50km/hr.	+15.1 km/h or more +10.1-15km/h +5.1-10 km/h +0.1-5km/h Under 50km/hr	20 10 5 2 0
	Adjacent Land Use (if more than one, use the higher score)	Activity Centre Hospital Education -Primary Education -Secondary Education-Children centre Local shops Retirement village Community hall/church Reserve (Active/play equipment, Passive) On-Road use (School crossing, bike path) Industrial None	10 8 8 5 5 4 4 4 2 2 2 1 0
	How long has the site been on the list?	5 years or more 4 years 3 years Less than 2 years	5 4 3 0
	Road Geometry of the road being considered for installation of traffic devices.	Curvilinear Straight	5 0
	<b>Maximum Possible Score</b>		<b>80</b>



### Isolated Traffic Treatments

	Assessment Criteria for Isolated Traffic Treatments (Hot Spot) Program	Rating	Score
13.2	<b>Social / Community Engagement / Community Benefit</b>		
	For isolated intersection (2 or more treatable accidents at an intersection) OR For mid block site (2 or more treatable accidents between intersections)		
	Accident Statistics as recorded in VicRoads Crash stats database (Latest available over a full 5 Year period)	For each Fatality. For each Serious Injury. For each Minor Injury.	10 8 6
	Type of user injured	Pedestrian Cyclist Motorcyclist Car driver Other	15 10 8 5 0
	Accident is related to the road environment	Yes No	10 0
	Customer Request	More than 3 1 to 3 0	5 2 0
	Adjacent Land Use within 200m of site (if more than one, use the higher score)	Activity Centre Hospital Education -Primary Education -Secondary Education-Children centre Local shops Retirement village Community hall/church Reserve (Active/play equipment, Passive) On-Road use (School crossing, bike path) Industrial None	10 8 8 5 5 4 4 4 2 2 1 0
	Road geometry of the road being considered for installation of isolated traffic devices.	Curvilinear Straight	5 0
	How long has the site been on the list?	5 years or more 4 years 3 years Less than 2 years	5 4 3 0
	<b>Maximum Possible Score (Dependent on number of accidents)</b>		

#### 4009 NEW BICYCLE/SHARED PATHS

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

#### SHARED PATHS:

14	Assessment Criteria for New Bicycle/Shared Paths Projects	Rating	Score
<b>14.1</b>	<b>Governance</b>		
	Principal Bike Network	Yes No	10 0
	Road Hierarchy	Arterial Service Road Arterial Link Industrial Collector Service Road-Local Reserve Access Unsealed	20 20 15 15 10 10 10 5 0
<b>14.2</b>	<b>Social / Community Engagement / Community Benefit</b>		
	Is there a pedestrian generator within 1000m walk? (Note: 1000m walk = 4minutes on bike)	Education Activity Centre-Major Industrial Hospital Activity Centre-Minor Reserve None	20 20 15 10 10 5 0
	Is there public transport connectivity? (i.e. a train station within 800m walk and a bus stop within 400m walk)	Train No Connectivity Other Bus Route Principal Public Transport Network Bus Route	20 15 10 5
	Number of customer requests	3+ 1-2 0	5 2 0
	Does it link to an existing on-road/off-road facility?	Shared Path On-Road Facility None	10 8 0
<b>14.3</b>	<b>Environmental</b>		
	*Is it a site with biological significance?	Yes No	 *
<b>14.4</b>	<b>Economic / Financial Impact</b>		
	Available funding from an external body?	Yes No	15 0
	<b>Maximum Possible Score</b>		<b>100</b>

\*The criteria 'is it a site with biological significance?' has no points attached. The criteria aims to flag the need for the project to be referred to other departments and a more detailed quote to be obtained. This is because these projects will have significant site constraints that need to be taken into account when proposing a project budget.

#### Major Activity Centre

The following Major Activity Centres can be found at either Train Stations or Shopping Centres and must be zoned Commercial 1/2 zoning (C1Z/C2Z) or Mixed Use Zone (MUZ) and have an existing commercial use.

- Train Station: Bayswater, Boronia, Ferntree Gully and Upper Ferntree Gully.
- Shopping Centre: Mountain Gate, Knox City and Stud Park.

### **Minor Activity Centre**

Often local shopping strip i.e. butcher, post office and café, or any land use that is MUZ, C1Z or C2Z that has not been identified in the above major activity centres. The site must have an existing commercial use.

**ON-ROAD LANES:**

	<b>Assessment Criteria for New Bicycle/Shared Paths Projects</b>	<b>Rating</b>	<b>Score</b>
<b>14.5</b>	<b>Governance</b>		
	Path identified on the Principal Bicycle Network	Yes No	10 0
<b>14.6</b>	<b>Social / Community Engagement / Community Benefit</b>		
	Crashes involving bicycles over a 5 year period	More than 5 3 to 4 1 to 2 0	20 10 5 0
	Is there public transport connectivity? (i.e. a train station within 800m and a bus stop within 400m)	Train No Connectivity Other Bus Route Principal Public Transport Network Bus Route	20 15 10 5
	Width of the road (Note: If less than 9m wide, a shared path is recommended unless a very quiet street with low volume)	13m+ wide 9-13m wide Less than 9m wide	10 5 0
	Speed Zone along the street	40km/hr and less 50km/hr 60km/hr >60km/hr	15 10 5 0
	Customer requests for bike lane	More than 3 1 to 3 0	10 5 0
	Links to existing bike lane/shared path	Yes No	15 0
	<b>Maximum Possible Score</b>		<b>100</b>

**BICYCLE FACILITIES:**

	Assessment Criteria for New Bicycle/Shared Paths Projects	Rating	Score
<b>14.7</b>	<b>Governance</b>		
	Is the facility on an existing bike route	Shared Path On-road Bike Lane Gravel/Granitic No	25 15  5 0
	Is the facility along the Principal Bike Network/identified route on the bike plan	Principal Bike Network Bike Plan None	20  10 0
<b>14.8</b>	<b>Social / Community Engagement / Community Benefit</b>		
	Is there a pedestrian generator within 1000m walk? (Note: 1000m walk = 4minutes on bike)	Activity Centre- Major Education Industrial Activity Centre- Minor Hospital Reserve None	25 20 15 10 10 5 0
	Does it improve safety?	Yes No	10 0
	Does it improve accessibility/connectivity?	Yes No	10 0
	Customer request for facility	3+ 1-2 0	10 5 0
	<b>Maximum Possible Score</b>		<b>100</b>

**Major Activity Centre**

The following Major Activity Centres can be found at either Train Stations or Shopping Centres and must be zoned Commercial 1/2 zoning (C1Z/C2Z) or Mixed Use Zone (MUZ) and have an existing commercial use.

- Train Station: Bayswater, Boronia, Ferntree Gully and Upper Ferntree Gully.
- Shopping Centre: Mountain Gate, Knox City and Stud Park.

**Minor Activity Centre**

Often local shopping strip i.e. butcher, post office and café, or any land use that is MUZ, C1Z or C2Z that has not been identified in the above major activity centres. The site must have an existing commercial use.

#### 4010 LOCAL ROAD SAFETY INITIATIVES

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

15	Assessment Criteria for Local Road Safety Initiatives	Rating	Score
15.1	<b>Social / Community Engagement / Community Benefit</b>		
	Regulatory Requirement (eg. street light required over a traffic device or pedestrian numbers warrant school crossing)	Yes No	10 0
	Treatment addresses property damage accidents (eg. Kerb installed to reduce run off road accidents)	Yes No	10 0
	Accident reduction/prevention potential	Reduce conflict points Improve Sight distance Improve pedestrian visibility Improve driver awareness None	15 10 5 2 0
	Customer requests	3 or more 1-3 None	5 2 0
	Identified within the Integrated Transport Plan, Pedestrian Plan, Bike Plan or Community and Council Plan	Yes No	10 0
	Adjacent Land Use within 100m of site (if more than one, use the higher score)	Activity Centre Hospital Education –Primary Education –Secondary Education – Children centre Local shops Retirement village Community hall/church Reserve (Active/play equipment, Passive) On-Road use (School crossing, bike path) Industrial None	10 8 8 5 5 4 4 4 2 2 1 0
	Bus Route	Yes No	5 0
	Road Hierarchy	Link Collector Local/access	10 5 0
15.2	<b>Environmental</b>		
	Impacts on the environment e.g. excavation required, tree removal	No Yes	5 0
15.3	<b>Economic / Financial Impact</b>		
	Possible external funding contribution from other source	Yes No	20 0
	<b>Maximum Possible Score</b>		<b>100</b>

#### 4011 PUBLIC TRANSPORT INFRASTRUCTURE

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

16	Assessment Criteria for Local Road Safety Initiatives	Rating	Score
16.1	<b>Social / Community Engagement / Community Benefit</b>		
	Problem identified by bus company	Yes No	10 0
	Works will improve reliability	Yes No	10 0
	Works will improve road safety	Yes No	10 0
	DDA need to improve access	Yes No	10 0
	Customer requests	3 or more 1-3 None	10 5 0
	Bus route/stop location (footpath hierarchy)	Commercial access Key access Local access	10 5 0
16.2	<b>Environmental</b>		
	Negative impacts on environment	No Yes	10 0
16.3	<b>Economic / Financial Impact</b>		
	Possible external funding contribution from other source	Yes No	15 0
	Works can be done in partnership with other authorities	Yes No	15 0
	<b>Maximum Possible Score</b>		<b>100</b>

Priority is based on:

- problem being experienced by bus company;
- frequency and type of bus service; and
- benefits the works will have on the operation of the bus service.

Prioritisation of bus stop works will also be based on:

- identified locations where people with disabilities are using the bus service;
- works that can be done in conjunction with other authorities (e.g. Dept of Infrastructure may undertake works to make a bus stop DDA compliant and Council may need to construct a short length of footpath; and
- the number of patrons using a bus stop.

**4012 NEW PLANT & MACHINERY**

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

<b>17</b>	<b>Assessment Criteria for New Plant &amp; Machinery</b>	<b>Rating</b>	<b>Score</b>
<b>17.1</b>	<b>Governance</b>		
	Fit with Council Plan To what extent does the project reflect the current direction and vision of Council as outlined in the Knox Community and Council Plan?	Significant Moderate Slightly Not at all	25 20 10 0
<b>17.2</b>	<b>Social / Community Engagement/ Community Benefit</b>		
	To what extent is the need and urgency for the delivery of this project to the community, taking into account: - support from the community - benefit to the community - risk to the community - alignment with existing Strategic Plans - how long the need has been apparent to Council?	Significant Moderate Slightly Not at all	20 18 10 0
	To what extent does the project address access and inclusion, amenity, public health and safety, cultural and heritage values and support the delivery of community services?	Significant Moderate Slightly Not at all	10 7 3 0
<b>17.3</b>	<b>Environmental</b>		
	To what extent does the project benefit the environment considering energy reduction/efficiency, reduction of greenhouse gas emissions, water consumption, the use of recycled materials and minimising the use of resources? Are there positive environmental initiatives in the project?	Significant Moderate Slightly Not at all	15 7 3 0
<b>17.4</b>	<b>Economical / Financial Impact</b>		
	What is the extent of economic benefits, to the organisation and/or the community, potential cost savings, availability of grants/ contributions or any return for investment?	Significant Moderate Slightly Not at all	15 7 3 0
	Has the project been adequately scoped and documented for the efficient and economic delivery in the coming year, staged over one or more years or should it be deferred for further investigation?	Significant Moderate Slightly Not at all	15 10 5 0
	<b>Maximum Possible Score</b>		<b>100</b>



#### 4014 UNSTRUCTURED RECREATION

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

18.1			Current Score (C) (10 max)	Potential Score (P) (10 max)
	<b>Type of Open Space – either:</b>	<b>Municipal</b> <ul style="list-style-type: none"> <li>Physical relationships to an activity centre is essential</li> <li>Excellent connectivity, being visually accessible, accessible to pedestrian and bike and have near proximity to community facilities is necessary</li> <li>Cater for multiple groups of people</li> <li>Diverse user groups is desirable</li> <li>Unique qualities, character or special features is essential</li> <li>Is the space also located on a creek corridor?</li> <li>Is the space also a community hub?</li> <li>Accommodation of changing use</li> </ul>	1-10	1-10
	<b>Or:</b>	<b>Neighbourhood</b> <ul style="list-style-type: none"> <li>Located in a prominent location within the neighbourhood</li> <li>Excellent connectivity, being visually accessible, accessible to pedestrian and bike and have near proximity to community facilities is necessary</li> <li>Cater for multiple groups of people</li> <li>Enable diverse activities</li> <li>Unique qualities, character or special features is essential</li> <li>Is the space also located on a creek corridor?</li> <li>Is the space also a community hub?</li> <li>Accommodation of changing use</li> </ul>	1-10	1-10
	<b>Or:</b>	<b>Local</b> <ul style="list-style-type: none"> <li>Develop community engagement with the space in the immediate surroundings</li> <li>Spaces must be visually and physically accessible</li> <li>Develop place based character sympathetic to the neighbourhood and site</li> <li>Accommodation of changing use</li> </ul>	1-10	1-10
	<b>Biodiversity appreciation</b>	<ul style="list-style-type: none"> <li>Priority/significant location</li> <li>Create new links</li> <li>Strong character and branding</li> </ul>	1-10	1-10
	<b>Connections connectivity</b>	<ul style="list-style-type: none"> <li>Access to public transport, pedestrian and bike infrastructure</li> <li>Have excellent amenity and community infrastructure</li> <li>Comply with DDA and other standards</li> </ul>	1-10	1-10
	<b>Cultural interpretation</b>	<ul style="list-style-type: none"> <li>Landmark</li> <li>Event opportunities</li> <li>Special character/significance</li> </ul>	1-10	1-10
	<b>Economy local</b>	<ul style="list-style-type: none"> <li>Engaged interface with business and industry</li> <li>Connect with community infrastructure</li> <li>Opportunities for temporary business</li> <li>High level of amenity</li> </ul>	1-10	1-10
	<b>Leisure healthy</b>	<ul style="list-style-type: none"> <li>Dynamic interface design</li> <li>Integrated design between active/passive spaces</li> <li>Ability to activate spaces through structured activities</li> </ul>	1-10	1-10

	<b>People wellbeing</b>	<ul style="list-style-type: none"> <li>• Develop strong community links to the space</li> <li>• Develop a sense of community custodianship of site</li> <li>• Good provision of community infrastructure</li> </ul>	1-10	1-10
	<b>Play exploration</b>	<ul style="list-style-type: none"> <li>• Provide diverse opportunities for play use of the site</li> <li>• Comply with equal access and compliance standards</li> <li>• Multi-generational use of spaces</li> <li>• Appropriate infrastructure for the type of space</li> <li>• Excellent visual amenity</li> </ul>	1-10	1-10
	<b>Sustainable equilibrium</b>	<ul style="list-style-type: none"> <li>• Integrate opportunities for sustainable infrastructure</li> <li>• Design with sustainable materials and vegetation</li> </ul>	1-10	1-10
	<b>Water - quality</b>	<ul style="list-style-type: none"> <li>• Increase water quality</li> <li>• Link and extend creek corridors by integrating drainage corridors</li> <li>• Improve community access to water</li> <li>• Integrate water systems between open spaces, streets and homes</li> </ul>	1-10	1-10
			<b>100 max (C)</b>	<b>100 max (P)</b>

<b>18.2</b>	<b>Strategic Priority- Level of Change</b>		<b>Change Score (CS)</b>	
	<b>Limited Change or;</b>	A limited level of change for residential land located within the Dandenong Foothills or designated as a Site of Biological Significance.	<b>1 or;</b>	
	<b>Incremental Change or;</b>	An incremental level of change for residential land which generally has limited access to public transport, services and facilities, low pedestrian permeability and a green and leafy character.	<b>2 or;</b>	
	<b>Moderate Change or;</b>	A moderate level of change for mixed use and residential areas within and surrounding selected Activity Centres	<b>3 or;</b>	
	<b>Substantial Change</b>	The highest rate of change for mixed use and residential land within selected Activity Centres and other strategic sites.	<b>4</b>	
	<b>Total Score</b>			<b>(P-C) X (CS)</b>

#### 4016 STREETScape UPGRADES: ROAD RESERVE & NATURE STRIP PLANTING

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

20	Assessment Criteria for Streetscape Upgrades	Rating	Score
<b>20.1</b>	<b>Governance</b>		
	Identified in Council's strategic documents or adopted Masterplan	Priority item Yes No	10 5 0
	Risk exposure to the Community/Council should the project not be undertaken (rated against Council's Integrated Risk Management Process).	High Medium None	5 3 0
	Project adds to the body of knowledge or guides future works on the site / program. E.g. Biolinks Study, Masterplan, Energy Audit, assessments etc	Yes No	10 0
<b>20.2</b>	<b>Social / Community Engagement / Community Benefit</b>		
	Extent of participation or consultation with the community/Council/external stakeholders	Significant participation or consultation Some awareness, but more consultation required No consultation	10 5 0
	Encourages greater leisure participation/engagement from any of the following: youth, women, people with disabilities, ageing and socially isolated individuals and communities?	Significant impact Some benefit None	5 2 0
	Catchment visitation	Municipal Neighbourhood catchment	10 5
<b>20.3</b>	<b>Environmental</b>		
	Risk to environmental values reduced	None Moderate High risk	10 5 0
	Values Improved	Major improvement Moderate None	10 5 0
	Potential use of sustainable materials.	Major opportunity Moderate None	5 3 0
<b>20.4</b>	<b>Economic / Financial Impact</b>		
	Impact on operations budget /maintenance cost.	Decrease Same Increase	10 5 0
	Complements existing investment/ assets / capital works.	Major Moderate None	5 2 0
	Components have achieved optimum replacement life.	Optimum Moderate No	5 2 0
	External funding contribution available.	Yes No	5 0
	<b>Maximum Possible Score</b>		<b>100</b>

**4017 STORMWATER UPGRADES**

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

<b>21</b>	<b>Assessment Criteria for Stormwater Upgrades</b>	<b>Rating</b>	<b>PTS</b>
<b>21.1</b>	<b>Governance, Risk Management &amp; Public Safety (25 points)</b>		
	Is the proposed project in line with Knox's strategic direction under:  1) Knox Community and Council Plan 2) WSUD & Stormwater Management Strategy 2010 3) Sustainable Water Use Plan 4) Drainage Asset Management Plan 2010 5) Revegetation Plan 6) Stormwater Catchment # Master Plan (SC#MP) 7) Open Space & Landscape Master Plan	Project listed as priority action (in one or more strategies) = 8 pts Project listed as action in a flood mapped SC#MP (20yr CWP) = 6 pts Project supports strategic objectives = 3 pts No connection with strategic direction of council = 0 pts	8
	If project is not delivered, will the issue result in residential displacement; inability to live at property; compromised living standards; or risk to public health?	Yes = 13 pts No = 0 pts	13
	What is the primary land use within the flood affected area?	Residential = 4 pts Commercial/Industrial = 3 pts Non Developed = 1pt	4
<b>21.2</b>	<b>Economic and Financial Benefits (25 points)</b>		
	Will this project support (complement) and/or assist resolution for other CWP initiatives identified/planned for in the forward CWP (i.e. synergies, added value, combined resources, shared effort)?	Yes = 5 pts No = 0 pts	5
	Is external funding available to cost share / deliver this project?	50% or more external funds = 5 pts 30-50% external funds = 3 pts No external funds = 0 pts	5
	Number of Properties suffering internal Above Floor level damage  Number of Properties with Below Floor level damage	Multiple properties = 15 pts Single property = 7 pts Multiple Properties = 5 pts Single Property = 2 pts	15
<b>21.3</b>	<b>Environmental Benefits (25 points)</b>		
	Is the project within a high value catchment (HVC)?  [ * = section of Dandenong Creek north of Boronia Rd] [# = section of Dandenong Creek south of Boronia Rd to confluence]	Dobsons /Upper Dandenong* = 7 pts Monbulk/Ferny = 6 pts Corhanwarrabul/Eumemmering = 5 pts Middle Dandenong Creek# = 4 pts Blind Creek = 3 pts Old Joes Creek = 2 pts Rowville Main Drain = 1 pt	7
	Will this project scope provide urban pollutant reductions and meet industry best practice for waterway/bay protection in terms of water quality?  (i.e. State Targets: TSS = 80%, TP = 45%, TN= 45%, litter/gross pollutants = 70% & Flow reductions)	Yes = 6 pts No = 0 pts	6

	Will this project seek to capture and reuse alternate water sources for 'fit for purpose' application (e.g. open space irrigation) to reduce Council's reliance/usage of potable (drinking) water supplies?  [Note: Industry best practice is 80% substitution reliability or more]	Yes = 6 pts No = 0 pts	<b>6</b>
	Will this project scope provide a % reduction in urban DCI connections to the receiving (local) waterway through upstream treatment systems? DCI = Directly Connected Impervious Area  Apply: (Catchment total DCI area – System's total disconnected DCI area) Catchment's total DCI area	Yes = 6 pts No = 0 pts	<b>6</b>
<b>21.4</b>	<b>Social and Community Benefits (25 points)</b>		
	Does this project provide opportunity to improve urban cooling of the local (immediate) area, reducing Urban Heat Island effects and community vulnerability, through provision of shade/canopy trees?  Note: Street Tree Policy target is 25% canopy cover across municipality.	Yes = 6 pts No = 0 pts	<b>5</b>
	Will the project create a desirable destination (passive or active space) for community use/visitation that: (a) builds community inclusion & connectedness to places across the municipality; and (b) will be accessible for all abilities?	'(a) + (b) = 5 pts '(a) only = 4 pts No = 0 pts	<b>5</b>
	If project is not delivered, to what Degree will social / community benefits be disrupted - that is, access to essential services OR disruption to road networks OR other community facility or asset is compromised?	Major disruption or loss of access = 8 pts Moderate = 6 pts Minor = 4 pts No = 0 pts	<b>8</b>
	Is the project in an area considered to be a sensitive land use or an area of a known vulnerable population?  Sensitive Land Use = schools, hospitals, aged/disability services etc  Vulnerable population = retirement villages, aged care facilities, medical precincts, early childhood, primary/secondary schools, specialist schools for special needs individuals.	Yes = 5 pts No = 0 pts	<b>5</b>
	Will this project provide habitat?	Yes = 2 pts No = 0 pts	<b>2</b>
		<b>Ranking Score (Total)</b>	<b>? / 100</b>

#### 4018 SUSTAINABILITY INITIATIVES

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

22	Assessment Criteria for Sustainability Initiatives	Rating	Score
<b>22.1</b>	<b>Governance</b>		
	Identified in Council's Strategic Documents or adopted Master Plan	Priority item Yes No	10 5 0
	The project contributes towards Climate Change Adaptation and/or Mitigation	Addresses Both Addresses Either Addresses Neither	15 10 0
<b>22.2</b>	<b>Social / Community Engagement / Community Benefit</b>		
	Extent of consultation with the community/Council/external stakeholders.	Significant consultation Some awareness, but more consultation required No consultation	10 5 0
	Encourages greater leisure participation/engagement from any of the following: youth, women, people with disabilities, ageing and socially isolated individuals and communities?	Significant impact Some benefit None	5 2 0
	Catchment visitation (e.g. the demographic that the project location or site typically caters for)	Municipal or wider Neighbourhood catchment Restricted Access	10 5 0
<b>22.3</b>	<b>Environmental</b>		
	Impact on existing environmental values (e.g. Net loss of canopy trees, increase in stormwater runoff, increase in noise or light pollution)	Net improvement Neutral impact Net loss of value	10 5 0
	Impact on Resource use (e.g. will the project increase electricity, gas or water use)	Significant Reduction Neutral impact Significant Increase	10 5 0
	Sustainable Procurement and sustainable use of materials (e.g. reduction in waste to landfill, purchasing recycled material or reusing existing materials on the project)	Major opportunity Moderate None	5 3 0
<b>22.4</b>	<b>Economic / Financial Impact</b>		
	Impact on operations budget/maintenance cost (including ongoing cost of energy or water bills for the site).	Decrease Same Increase	10 5 0
	Compliments existing investment/assets/capital works.	Major Moderate None	5 2 0
	Components have achieved optimum replacement life.	Optimum Moderate No	5 2 0
	Potential external funding contribution available or Project has a return on investment of under 10 years.	Yes No	5 0
	<b>Maximum Possible Score</b>		<b>100</b>

### 4019 CIVIC & CORPORATE BUILDINGS AND FACILITY UPGRADES (Buildings)

The assessment process for Community Buildings & Facilities for Others uses Council's consolidated building facilities ranking criteria. The criteria ranks projects against Council strategic plans, risk, finance, and asset service delivery improvements.

23	Assessment Criteria for Civic Corporate Buildings & Facility Upgrades			
		Maximum Score	Description	Score
23.1	<b>Alignment with Strategic Plans</b>			
	<b>Community and Council Plan or other adopted Plan or Strategy</b>	15	Project Aligns with a Council Plan key direction	15
	Key Direction, Strategy and Initiatives of the Community and Council Plan.  Or Council adopted Masterplans, Strategies or Implementation Plans		Project Aligns with a Council Plan Strategy	12
			Project Aligns with two or more Council Initiatives, key direction or aligns with a Council adopted Masterplan, Strategy or Implementation Plan	10
			Project Aligns with 1 Council Key Direction, Strategy or Initiative	5
			Project does not align with the Community and Council Plan and is not related to an adopted Masterplan, Strategy or Implementation Plan	0
	<b>Climate Change Response</b>	15	The Project Addresses both Mitigation AND Adaptation	15
	The project contributes towards Climate Change Adaptation and/or Mitigation		The Project Addresses either Mitigation or Adaptation	10
			The Project Addresses neither Mitigation nor Adaptation	0
23.2	<b>Risk</b>			
	<b>Regulatory compliance</b>	10	Project is required to resolve one or more regulatory issues	10
	DDA, NCC, Australian standards, etc		Project will enable the facility to meet specific industry guidelines	5
			Project does not resolve regulatory issues or respond to specific industry guidelines	0
	<b>Risk if project does not proceed</b>	15	High	15
	Based on assessment from Corporate Risk Framework		Medium	10
			Low	5
			Negligible	0

<b>23.3</b>	<b>Financial</b>			
	<b>External funding</b>	10	Project to be 50% or more funded by a grant, or external organisation	10
			Project to be 10-50% funded by a grant, or external organisation	5
			Project <10% funded by grant or external organisation	2
			Project completely Council funded	0
	<b>Lifecycle cost impact</b>	10	RI equal to or greater than 20%	10
	Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
	<b>Renewal Indicator (RI) =</b> Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
<b>23.4</b>	<b>Asset Service Delivery Improvement</b>			
	<b>Asset Performance</b>	25	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	25
	How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities) - Fitness for Purpose - Utilisation - Demand		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
			Project will improve asset performance, but current service delivery is acceptable	5
			Project does not improve asset performance	0
	<b>Maximum Possible Score</b>			<b>100</b>



#### 4021 SUSTAINABLE INITIATIVES FOR OUTDOOR STRUCTURED FACILITIES

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

24	Assessment Criteria for Stormwater Upgrades	Rating	PTS
24.1	<b>Governance, Risk Management &amp; Public Safety (25 points)</b>		
	Is the proposed project in line with Knox's strategic direction under:  1) Knox Community and Council Plan 2) WSUD & Stormwater Management Strategy 2010 3) Sustainable Water Use Plan 4) Drainage Asset Management Plan 2010 5) Revegetation Plan 6) Stormwater Catchment # Master Plan (SC#MP) 7) Open Space & Landscape Master Plan	Project listed as priority action (in one or more strategies) = 8 pts Project listed as action in a flood mapped SC#MP (20yr CWP) = 6 pts Project supports strategic objectives = 3 pts No connection with strategic direction of council = 0 pts	8
	If project is not delivered, will the issue result in residential displacement; inability to live at property; compromised living standards; or risk to public health?	Yes = 13 pts No = 0 pts	13
	What is the primary land use within the flood affected area?	Residential = 4 pts Commercial/Industrial = 3 pts Non Developed = 1pt	4
24.2	<b>Economic and Financial Benefits (25 points)</b>		
	Will this project support (complement) and/or assist resolution for other CWP initiatives identified/planned for in the forward CWP (i.e. synergies, added value, combined resources, shared effort)?	Yes = 5 pts No = 0 pts	5
	Is external funding available to cost share / deliver this project?	50% or more external funds = 5 pts 30-50% external funds = 3 pts No external funds = 0 pts	5
	Number of Properties suffering internal Above Floor level damage  Number of Properties with Below Floor level damage	Multiple properties = 15 pts Single property = 7 pts  Multiple Properties = 5 pts Single Property = 2 pts	15
24.3	<b>Environmental Benefits (25 points)</b>		
	Is the project within a high value catchment (HVC)?  [ * = section of Dandenong Creek north of Boronia Rd] [# = section of Dandenong Creek south of Boronia Rd to confluence]	Dobsons /Upper Dandenong* = 7 pts Monbulk/Ferny = 6 pts Corhanwarrabul/Eumemmering = 5 pts Middle Dandenong Creek# = 4 pts Blind Creek = 3 pts Old Joes Creek = 2 pts Rowville Main Drain = 1 pt.	7

	Will this project scope provide urban pollutant reductions and meet industry best practice for waterway/bay protection in terms of water quality?  (i.e. State Targets: TSS = 80%, TP = 45%, TN= 45%, litter/gross pollutants = 70% & Flow reductions)	Yes = 6 pts No = 0 pts	<b>6</b>
	Will this project seek to capture and reuse alternate water sources for 'fit for purpose' application (e.g. open space irrigation) to reduce Council's reliance/usage of potable (drinking) water supplies? [Note: Industry best practice is 80% substitution reliability or more]	Yes = 6 pts No = 0 pts	<b>6</b>
	Will this project scope provide a % reduction in urban DCI connections to the receiving (local) waterway through upstream treatment systems? DCI = Directly Connected Impervious Area  Apply: (Catchment total DCI area – System's total disconnected DCI area)  Catchment's total DCI area	Yes = 6 pts No = 0 pts	<b>6</b>
<b>24.4</b>	<b>Social and Community Benefits (25 points)</b>		
	Does this project provide opportunity to improve urban cooling of the local (immediate) area, reducing Urban Heat Island effects and community vulnerability, through provision of shade/canopy trees? Note: Street Tree Policy target is 25% canopy cover across municipality.	Yes = 6 pts No = 0 pts	<b>5</b>
	Will the project create a desirable destination (passive or active space) for community use/visitation that: (a) builds community inclusion & connectedness to places across the municipality; and (b) will be accessible for all abilities?	'(a) + (b) = 5 pts '(a) only = 4 pts No = 0 pts	<b>5</b>
	If project is not delivered, to what Degree will social / community benefits be disrupted - that is, access to essential services OR disruption to road networks OR other community facility or asset is compromised?	Major disruption or loss of access = 8 pts Moderate = 6 pts Minor = 4 pts No = 0 pts	<b>8</b>
	Is the project in an area considered to be a sensitive land use or an area of a known vulnerable population?  Sensitive Land Use = schools, hospitals, aged/disability services etc  Vulnerable population = retirement villages, aged care facilities, medical precincts, early childhood, primary/secondary schools, specialist schools for special needs individuals.	Yes = 5 pts No = 0 pts	<b>5</b>
	Will this project provide habitat?	Yes = 2 pts No = 0 pts	<b>2</b>
		<b>Ranking Score (Total)</b>	<b>? / 100</b>

#### 4022 INTEGRATED STORMWATER SOLUTIONS

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

25	Assessment Criteria for Stormwater Upgrades	Rating	PTS
25.1	<b>Governance, Risk Management &amp; Public Safety (25 points)</b>		
	Is the proposed project in line with Knox's strategic direction under:  8) Knox Community and Council Plan 9) WSUD & Stormwater Management Strategy 2010 10) Sustainable Water Use Plan 11) Drainage Asset Management Plan 2010 12) Revegetation Plan 13) Stormwater Catchment # Master Plan (SC#MP) 14) Open Space & Landscape Master Plan	Project listed as priority action (in one or more strategies) = 8 pts Project listed as action in a flood mapped SC#MP (20yr CWP) = 6 pts Project supports strategic objectives = 3 pts No connection with strategic direction of council = 0 pts	8
	If project is not delivered, will the issue result in residential displacement; inability to live at property; compromised living standards; or risk to public health?	Yes = 13 pts No = 0 pts	13
	What is the primary land use within the flood affected area?	Residential = 4 pts Commercial/Industrial = 3 pts Non Developed = 1pt	4
25.2	<b>Economic and Financial Benefits (25 points)</b>		
	Will this project support (complement) and/or assist resolution for other CWP initiatives identified/planned for in the forward CWP (i.e. synergies, added value, combined resources, shared effort)?	Yes = 5 pts No = 0 pts	5
	Is external funding available to cost share / deliver this project?	50% or more external funds = 5 pts 30-50% external funds = 3 pts No external funds = 0 pts	5
	Number of Properties suffering internal Above Floor level damage  Number of Properties with Below Floor level damage	Multiple properties = 15 pts Single property = 7 pts  Multiple Properties = 5 pts Single Property = 2 pts	15
25.3	<b>Environmental Benefits (25 points)</b>		
	Is the project within a high value catchment (HVC)?  [ * = section of Dandenong Creek north of Boronia Rd] [# = section of Dandenong Creek south of Boronia Rd to confluence]	Dobsons /Upper Dandenong* = 7 pts Monbulk/Ferny = 6 pts Corhanwarrabul/Eumemmering = 5 pts Middle Dandenong Creek# = 4 pts Blind Creek = 3 pts Old Joes Creek = 2 pts Rowville Main Drain = 1 pt.	7

	Will this project scope provide urban pollutant reductions and meet industry best practice for waterway/bay protection in terms of water quality?  (i.e. State Targets: TSS = 80%, TP = 45%, TN= 45%, litter/gross pollutants = 70% & Flow reductions)	Yes = 6 pts No = 0 pts	<b>6</b>
	Will this project seek to capture and reuse alternate water sources for 'fit for purpose' application (e.g. open space irrigation) to reduce Council's reliance/usage of potable (drinking) water supplies?  [Note: Industry best practice is 80% substitution reliability or more]	Yes = 6 pts No = 0 pts	<b>6</b>
	Will this project scope provide a % reduction in urban DCI connections to the receiving (local) waterway through upstream treatment systems? DCI = Directly Connected Impervious Area  Apply: (Catchment total DCI area – System's total disconnected DCI area)  Catchment's total DCI area	Yes = 6 pts No = 0 pts	<b>6</b>
<b>25.4</b>	<b>Social and Community Benefits (25 points)</b>		
	Does this project provide opportunity to improve urban cooling of the local (immediate) area, reducing Urban Heat Island effects and community vulnerability, through provision of shade/canopy trees?  Note: Street Tree Policy target is 25% canopy cover across municipality.	Yes = 6 pts No = 0 pts	<b>5</b>
	Will the project create a desirable destination (passive or active space) for community use/visitation that: (a) builds community inclusion & connectedness to places across the municipality; and (b) will be accessible for all abilities?	'(a) + (b) = 5 pts '(a) only = 4 pts No = 0 pts	<b>5</b>
	If project is not delivered, to what Degree will social / community benefits be disrupted - that is, access to essential services OR disruption to road networks OR other community facility or asset is compromised?	Major disruption or loss of access = 8 pts Moderate = 6 pts Minor = 4 pts No = 0 pts	<b>8</b>
	Is the project in an area considered to be a sensitive land use or an area of a known vulnerable population? Sensitive Land Use = schools, hospitals, aged/disability services etc. Vulnerable population = retirement villages, aged care facilities, medical precincts, early childhood, primary/secondary schools, specialist schools for special needs individuals.	Yes = 5 pts No = 0 pts	<b>5</b>
	Will this project provide habitat?	Yes = 2 pts No = 0 pts	<b>2</b>
		<b>Ranking Score (Total)</b>	<b>? / 100</b>

#### 4023 COMMUNITY SAFETY INITIATIVES

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

The table below can be used to score and rank each proposed initiative within the Plan. Initiatives with the highest scores will be assigned the highest priority.

26	Assessment Criteria for Community Safety Initiatives	Rating	Score
26.1	<b>Governance</b>		
	<b>To what extent does the project create risk exposure to the community/Council should the project not be undertaken (rated against Council's integrated risk management process)</b>	Significantly Moderately Not at all	<b>15</b> 10 0
26.2	<b>Social / Community Engagement / Community Benefit</b>		
	<b><i>To what extent does the project work towards delivering priorities from the Knox Community and Council Plan for a safe community?</i></b> <u>Considerations:</u> <ul style="list-style-type: none"> <li>The project supports an integrated planning approach to place management.</li> <li>The project supports greater community participation in public places/spaces.</li> <li>The project works towards reducing inequities for particular groups including people with disabilities, young people, women, CALD communities, Aboriginal community to access public places/spaces.</li> </ul>	Significantly Moderately Not at all	<b>15</b> 10 0
	<b>To what extent does the project work towards delivering community safety outcomes?</b> <u>Considerations:</u> <ul style="list-style-type: none"> <li>The project increases the communities perceptions of safety – particularly at night</li> <li>The project incorporates crime prevention through environmental design principles</li> <li>The project incorporates other community safety programs to support sustainable community outcomes.</li> </ul>	Significantly Moderately Not at all	<b>25</b> 15 0
	<b>Does the project provide the sufficient justification?</b> <u>Considerations:</u> <ul style="list-style-type: none"> <li>Project has been identified by the Community Safety Health and Wellbeing Advisory Committee as a priority</li> <li>Project has been identified by community as a high priority community safety initiative</li> <li>Consultation has occurred with relevant Council staff and community user groups</li> </ul>	Significantly Moderately Not at all	<b>20</b> 10 5

<b>26.3</b>	<b>Sustainability</b>		
	<p><b>Does the project benefit the environment:</b></p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> <li>• Energy efficiencies – reducing greenhouse gas emissions (water, gas, electricity)</li> <li>• Sustainable design principles –</li> <li>• Eco buy use of sustainable materials.</li> </ul>	<p>Significantly</p> <p>Moderately</p> <p>Not at all</p>	<p><b>10</b></p> <p>5</p> <p>0</p>
<b>26.4</b>	<b>Financial Impact</b>		
	<p><b>Does the project address <u>economic</u> sustainability principles?</b></p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> <li>• Project has secured part funding from other sources</li> <li>• Capacity to improve financial return from building</li> <li>• Capacity to reduce maintenance costs</li> <li>• Potential to attract other funding sources</li> <li>• Extent of financial contribution from user group</li> <li>• Extent of in-kind contributions</li> </ul>	<p>Significantly</p> <p>Moderately</p> <p>Not at all</p>	<p><b>15</b></p> <p>10</p> <p>0</p>
	<b>Maximum Possible Score Total</b>		<b>100</b>

**ATTACHMENT 2**

**PROPOSED RANKING CRITERIA – 2024-2029**  
**(With changes identified for reference)**

**4000 - 4023 NEW/UPGRADE**

**Change Identification**

All text highlighted in yellow show a change from the 2023-2027 Capital Works Ranking Criteria.

Text that has a strike through, show what is proposed to be removed due to a change in criteria.

#### 4000 STRUCTURED SPORTING FACILITIES (Non - Buildings)

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

<b>1</b>	<b>Assessment Criteria for Structured Sporting Facilities</b>	<b>Rating</b>		<b>Score</b>
<b>1.1</b>	<b>Governance</b>			
	Is the project supported by Council's Community and Council Plan, Open Space / Leisure Plan or Planning Documents or other relevant plans or relevant State and Federal standards?	Yes		5
		No		0
	<del>Does</del> Will this project meet Council's facility standards policy, with consideration of how the project ranks in relative audits, if any? and will it strengthen and/or enhance the ability for people to recreate? (If the project is not addressed by the Facility Standards Policy, the application will be assessed on a case by case basis, benchmarked against like infrastructure)	Yes		15
		No		0
	Risk exposure to the Community/Council should the project not be undertaken (rated against Council's Integrated Risk Management Process).	Medium		15
		Low		5
		Not at all		0
<b>1.2</b>	<b>Social / Community Engagement / Community Benefit</b>			
	Does the project encourage greater recreation participation/engagement from any of the following: women, people with disabilities (support Council's Access and Inclusion Plan), youth, seniors, First Nations, <b>LGBTQIA+</b> and socially isolated individuals and communities?	All 5		12
		4		8
		3		4
		1-2		2
		0		0
	To what extent has planning for this project been undertaken with consideration to broader site context?	Significantly (Detailed design/Costing and Stakeholder sign-off)		10
		Moderately (Concept design/Quantity Survey Costing/Extensive Consultation)		5
		Slightly (Initial scoping / initial discussion)		2
		Not at all		0
	Increased utilisation of existing recreation infrastructure as a result of the project.	Significantly (> 20%)		10
		Moderately (10%-20%)		8
		Slightly (< 10%)		4
		Not at all		0
	Rationale - Evidence to support current/future demands.	Extensively		12
		Somewhat		6
		Not at All		0
	Number of club members or participants/week and residents that will benefit from the project.	Members > 500	Participants/wk > 1500	3
		100 - 500	1000 - 1500	2
		< 100	< 1000	1



<b>1.3</b>	<b>Environmental</b>		
	How Does this project contribute to the natural and built environment of Knox, considering energy efficiencies, sustainable design principles and integrated transport options?	Extensively Moderately No	3 2 0
<b>1.4</b>	<b>Economic / Financial Impact</b>		
	<del>Confirmed financial commitment (e.g. Bank statement)</del> . Does this project meet criteria or have confirmed financial commitment for external funding?	Yes No	3 0
	To what extent is the community group/club financially contributing to this project?	Exceeds the Policy Meets the Policy Below the Policy Not at all	12 8 2 0
	<b>Maximum Possible Score</b>		<b>100</b>

#### 4000 STRUCTURED SPORTING FACILITIES (Buildings)

The assessment process for Structured Sporting Facilities uses Council's consolidated building facilities ranking criteria. The criteria ranks projects against Council strategic plans, risk, finance, and asset service delivery improvements.

<b>2 Assessment Criteria for Buildings in Structured Sporting Facilities</b>				
		<b>Maximum Score</b>	<b>Description</b>	<b>Score</b>
<b>2.1</b>	<b>Alignment with Strategic Plans</b>			
	<b>Community and Council Plan or other adopted Plan or Strategy</b>	15	Project Aligns with a Council Plan <b>key direction Initiative</b>	15
	<b>Key direction, strategies and Initiatives, strategies and goals</b> of the Community and Council Plan.  Or Council adopted Masterplans, Strategies or Implementation Plans		Project Aligns with a Council Plan Strategy	12
			Project Aligns with two or more Council <b>Initiatives Goals</b> or aligns with a Council adopted Masterplan, Strategy or Implementation Plan	10
			Project Aligns with 1 Council <b>Goal key direction, Strategy or Initiative</b>	5
			Project does not align with the Community and Council Plan and is not related to an adopted Masterplan, Strategy or Implementation Plan	0
	<b>Climate Change Response</b>	15	The Project Addresses both Mitigation and Adaptation	15
	The project contributes towards Climate Change Adaptation and/or Mitigation		The Project Addresses either Mitigation or Adaptation	10
			The Project Addresses neither Mitigation nor Adaptation	0
<b>2.2</b>	<b>Risk</b>			
	<b>Regulatory compliance</b>	<del>40</del> 15	Project is required to resolve one or more regulatory issues	<del>40</del> 15
	DDA, NCC, Australian standards, etc.		Project will enable the facility to meet specific industry guidelines	<del>5</del> 10
			Project does not resolve regulatory issues or respond to specific industry guidelines	0
	<b>Risk if project does not proceed</b>	15	High	15
	Based on assessment from Corporate Risk Framework		Medium	10
			Low	5
			Negligible	0

<b>2.3</b>	<b>Financial</b>			
	<b>External funding</b>	<b>10 5</b>	Project to be 50% or more funded by a grant, or external organisation	<b>10 5</b>
			Project to be 10-50% funded by a grant, or external organisation	<b>5- 3</b>
			Project <10% funded by grant or external organisation	<b>2 1</b>
			Project completely Council funded	0
	<b>Lifecycle cost impact</b>	10	RI equal to or greater than 20%	10
	Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
	<b>Renewal Indicator (RI) =</b> Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
<b>2.4</b>	<b>Asset Service Delivery Improvement</b>			
	<b>Asset Performance</b>	<b>25</b>	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	25
	How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities) - Fitness for Purpose - Utilisation - Demand		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
			Project will improve asset performance, but current service delivery is acceptable	5
			Project does not improve asset performance	0
	<b>Maximum Possible Score</b>			<b>100</b>

**4000A STRUCTURED SPORTING FACILITIES (carparks)**

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

<b>3</b>	<b>Assessment Criteria for Structured Sporting Facilities (Carparks)</b>	<b>Rating</b>	<b>Score</b>
	Is the project consistent with Council's Sporting Reserve & Facility Development Guidelines Policy?	Yes No	10 0
	Do the Community and Council Plan, or other relevant planning documents support the project?	Yes No	10 0
	What is the level of risk exposure to Council and the community should the project not be undertaken? <b>Asset condition to be taken into consideration.</b>	High Medium Low None	20 15 5 0
	To what extent has planning been undertaken for this project?	Significant Moderate Minimal None	20 15 10 0
	Is there any external funding tied to this project? (i.e. election commitment)	Yes > 50% Yes < 50% No	10 5 0
	Does the project improve accessibility for all users? (in particular people with a disability, seniors, etc.)	Yes No	<b>20-40</b> 0
	<b>To what extent are tenant community groups/users of the site contributing financially towards the project? (refer to Sporting Club Financial Contributions Towards Reserve Developments Policy)</b>	<b>Exceeds Policy</b> <b>Meets Policy / Nil</b>	<b>40</b> <b>0</b>
	Number of club members and regular casual users per week that will benefit from the project?	500+ 250 to 499 100 to 249 < 100	10 7.5 5 0
	<b>Maximum Possible Score</b>		<b>100</b>

#### 4001 ARTS AND CULTURAL FACILITIES (Buildings)

The assessment process for Arts and Cultural Facilities uses Council's consolidated building facilities ranking criteria. The criteria ranks projects against Council strategic plans, risk, finance, and asset service delivery improvements.

4 Assessment Criteria for Buildings in Cultural Facilities				
		Maximum Score	Description	Score
4.1 Alignment with Strategic Plans				
	<b>Community and Council Plan or other adopted Plan or Strategy</b>	15	Project Aligns with a Council Plan <b>key direction Initiative</b>	15
	<b>Key direction, strategies and Initiatives, strategies and goals of the Community and Council Plan.</b>  Or Council adopted Masterplans, Strategies or Implementation Plans		Project Aligns with a Council Plan Strategy	12
			Project Aligns with two or more Council <b>Initiatives Goals</b> or aligns with a Council adopted Masterplan, Strategy or Implementation Plan	10
			Project Aligns with 1 Council <b>Goal key direction, Strategy or Initiative</b>	5
			Project does not align with the Community and Council Plan and is not related to an adopted Masterplan, Strategy or Implementation Plan	0
	<b>Climate Change Response</b>	15	The Project Addresses both Mitigation AND Adaptation	15
	The project contributes towards Climate Change Adaptation and/or Mitigation		The Project Addresses either Mitigation or Adaptation	10
			The Project Addresses neither Mitigation nor Adaptation	0
4.2 Risk				
	<b>Regulatory compliance</b>	10	Project is required to resolve one or more regulatory issues	10
	DDA, NCC, Australian standards, etc.		Project will enable the facility to meet specific industry guidelines	5
			Project does not resolve regulatory issues or respond to specific industry guidelines	0
	<b>Risk if project does not proceed</b>	15	High	15
	Based on assessment from Corporate Risk Framework		Medium	10
			Low	5
			Negligible	0

<b>4.3</b>	<b>Financial</b>			
	<b>External funding</b>	<b>40</b> <b>5</b>	Project to be 50% or more funded by a grant, or external organisation	<b>40</b> <b>5</b>
			Project to be 10-50% funded by a grant, or external organisation	<b>5</b> <b>3</b>
			Project <10% funded by grant or external organisation	<b>2</b> <b>1</b>
			Project completely Council funded	0
	<b>Lifecycle cost impact</b>	10	RI equal to or greater than 20%	10
	Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
	<b>Renewal Indicator (RI) =</b> Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
<b>4.4</b>	<b>Asset Service Delivery Improvement</b>			
	<b>Asset Performance</b>	<b>25</b> <b>30</b>	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	<b>25</b> <b>30</b>
	How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities) - Fitness for Purpose - Utilisation - Demand		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
			Project will improve asset performance, but current service delivery is acceptable	5
			Project does not improve asset performance	0
	<b>Maximum Possible Score</b>			<b>100</b>

<b>4.5</b>	<b>Assessment Criteria for Cultural Facilities, not including Buildings</b>	<b>Rating</b>	<b>Score</b>
<b>4.6</b>	<b>Governance</b>		
	Is the project supported by Council's Community and Council Plan, current Arts and Cultural Service Plans, or other relevant Council plans or relevant State and Federal standards?	Significant Moderate Slightly Not at all	20 10 7 0
	What risk would the community/Council be exposed to should the project not be undertaken? (rated against Council's Integrated Risk Management Process).	Medium Low None	12 5 0
<b>4.7</b>	<b>Social / Community Engagement / Community Benefit</b>		
	To what extent has planning for this project been completed?	Significantly (Detailed design/Costing and relevant permits/Stakeholder sign-off) Moderately (Concept design/QS Costing/Extensive Consultation) Slightly (Initial scoping/initial discussion) Not at all	7 3 1 0
	Will the project increase support placemaking and cultural tourism through increased visitation at a local, municipal or regional level?	Regional Municipal Local	6 3 1
	Does the project encourage greater arts participation/engagement from any of the following: women, people with disabilities, youth, seniors, First Nations, <b>LGBTQIA+</b> and socially isolated individuals and communities?	All 5 4 3 1-2 0	7 5 3 1 0
	Does the project assist in the support, development and advocacy of artists and/or the creative industries in Knox?	Significant Moderate Slightly Not at all	10 7 2 0
<b>4.8</b>	<b>Environmental</b>		
	How does this project contribute to the natural and built environment of Knox, considering energy efficiencies, sustainable design principles and integrated transport options?	Significant Moderate Slightly Not at all	7 5 2 0
	Can the project be completed through the use of sustainable materials?	Significant Moderate Slightly Not at all	6 3 1 0
<b>4.9</b>	<b>Economic / Financial Impact</b>		
	Will the project have a positive impact on the economic development of Knox?	Significant Moderate Slightly Not at all	7 3 1 0
	Will the impact on recurrent costs change?	Decrease Same Increase	6 3 0
	Does the project have the potential of attracting external funding from grants, partners, investors, sponsors, developers, philanthropic givers, etc?	>50% <50% None	12 6 0
	<b>Maximum Possible Score</b>		<b>100</b>

**4002 INDOOR LEISURE FACILITIES (Non - Buildings)**

The assessment process incorporates a quadruple bottom line evaluation which considers an assessment of the social, environmental, economic and governance categories.

<b>5</b>	<b>Assessment Criteria for Indoor Leisure Facilities</b>	<b>Rating</b>	<b>Score</b>
<b>5.1</b>	<b>Governance</b>		
	Is the project supported by Council's Community and Council Plan, Strategy or Planning documents or other relevant leisure plans or relevant State and Federal standards?	Yes No	12 0
	Risk exposure to the Community/Council should the project not be undertaken (rated against Council's Integrated Risk Management Process).	Medium Low None	15 5 0
<b>5.2</b>	<b>Social / Community Engagement / Community Benefit</b>		
	To what extent has planning for this project been undertaken?	Significantly (Detailed design/costing and Stakeholder sign-off) Moderately (Concept design/Quantity Survey Costing/Extensive Consultation) Slightly (Initial scoping/initial discussion) Not at all	10 5 2 0
	Catchment visitation	Regional Municipal	<del>40</del> 5 2 8
	Number of groups/individuals benefiting from the project?	4 or more 2 or more 1 or more 0	10 4 2 0
	Does the project encourage greater leisure participation/engagement from any of the following: women, people with disabilities (support Council's Access and Inclusion Plan), youth, seniors, First Nations, <b>LGBTQIA+</b> and socially isolated individuals and communities?	All 5 4 3 1-2 0	12 8 4 2 0
<b>5.3</b>	<b>Environmental</b>		
	Does this project contribute to the natural and built environment of Knox, considering energy efficiencies, sustainable design principles and integrated transport options?	Extensively Moderately No	6 3 0



5.4	<b>Economic / Financial Impact</b>		
	Impact of economic contribution to the Community.	Significantly Moderately Slightly Not at all	7 3 1 0
	Impact on recurrent costs.	Decrease Same Increase	<del>6</del> 10 3- 5 0
	Extent of external funding partnership.	> 50% < 50% None	<del>42</del> 10 6 3 0
	<b>Maximum Possible Score</b>		<b>100</b>

#### 4002 INDOOR LEISURE FACILITIES (Buildings)

The assessment process for Indoor Leisure Facilities uses Council's consolidated building facilities ranking criteria. The criteria ranks projects against Council strategic plans, risk, finance, and asset service delivery improvements.

<b>6 Assessment Criteria for Buildings in Indoor Leisure Facilities</b>				
		<b>Maximum Score</b>	<b>Description</b>	<b>Score</b>
<b>6.1</b>	<b>Alignment with Strategic Plans</b>			
	<b>Community and Council Plan or other adopted Plan or Strategy</b>	15	Project Aligns with a Council Plan <b>key direction Initiative</b>	15
	<b>Key direction, strategies and Initiatives, strategies and goals of the Community and Council Plan.</b>  Or Council adopted Masterplans, Strategies or Implementation Plans		Project Aligns with a Council Plan Strategy	12
			Project Aligns with two or more Council <b>Initiatives Goals</b> or aligns with a Council adopted Masterplan, Strategy or Implementation Plan	10
			Project Aligns with 1 Council <b>Goal key direction, Strategy or Initiative</b>	5
			Project does not align with the Community and Council Plan and is not related to an adopted Masterplan, Strategy or Implementation Plan	0
	<b>Climate Change Response</b>	15	The Project Addresses both Mitigation and Adaptation	15
	The project contributes towards Climate Change Adaptation and/or Mitigation		The Project Addresses either Mitigation or Adaptation	10
			The Project Addresses neither Mitigation nor Adaptation	0
<b>6.2</b>	<b>Risk</b>			
	<b>Regulatory compliance</b>	<del>40</del> 15	Project is required to resolve one or more regulatory issues	<del>10</del> 15
	DDA, NCC, Australian standards, etc.		Project will enable the facility to meet specific industry guidelines	<del>5</del> 10
			Project does not resolve regulatory issues or respond to specific industry guidelines	0
	<b>Risk if project does not proceed</b>	15	High	15
	Based on assessment from Corporate Risk Framework		Medium	10
			Low	5
			Negligible	0

<b>6.3</b>	<b>Financial</b>			
	<b>External funding</b>	<b>40 5</b>	Project to be 50% or more funded by a grant, or external organisation	<b>40-5</b>
			Project to be 10-50% funded by a grant, or external organisation	<b>5-3</b>
			Project <10% funded by grant or external organisation	<b>2-1</b>
			Project completely Council funded	0
	<b>Lifecycle cost impact</b>	10	RI equal to or greater than 20%	10
	Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
	<b>Renewal Indicator (RI) =</b> Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
<b>6.4</b>	<b>Asset Service Delivery Improvement</b>			
	<b>Asset Performance</b>	<b>25</b>	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	25
	How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities) - Fitness for Purpose - Utilisation - Demand		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
			Project will improve asset performance, but current service delivery is acceptable	5
			Project does not improve asset performance	0
	<b>Maximum Possible Score</b>			<b>100</b>

## 4003 FAMILY & CHILDREN SERVICES BUILDINGS AND FACILITIES (Non buildings)

All business cases are to demonstrate the methodology used to prioritise the program of works. The assessment process incorporates a triple bottom line evaluation which considers an assessment of the social, environmental and economic impacts of the project.

7	Assessment Criteria for Family & Children Services Buildings & Facilities Projects		
		Description	Score
7.1	Alignment with Strategic Plans		
	<b>Governance</b>		
	<p><b>Is the project required to ensure that the infrastructure meets the following requirements:</b></p> <p><b>Considerations:</b></p> <ul style="list-style-type: none"> <li>Legislative requirements</li> <li>Regulatory requirements</li> <li>Australia's National Quality Framework for Early Childhood Education &amp; Care Services</li> <li>Department of Education and Training (DET) compliance notice</li> <li>Council endorsed response to a State or Federal reform or initiative</li> </ul>	If yes, refer to Program Area 2000 –Legal Requirements	N/A
	<p><b>Is the project supported by:</b></p> <p><b>Considerations:</b></p> <ul style="list-style-type: none"> <li>Community and Council Plan</li> <li>Council Policies</li> <li>Council Resolutions</li> <li>Approved Service Plans</li> <li>Service Level Agreements</li> <li>Masterplans</li> <li>Kindergarten Infrastructure Services Plan</li> </ul>	Not at all Slightly Fully Significantly	0 3 6 8
	<p><b>What is the risk exposure to the Community/Council should the project not be undertaken:</b></p> <p><b>Considerations:</b></p> <ul style="list-style-type: none"> <li>Use Council's Risk Management Framework to help identify and classify risks (Appendix A)</li> </ul>	Not at all Slightly Fully Significantly	0 5 10 15
	<b>Rationale</b>		
	<p><b>Is there evidence to support the current &amp; future demand for an early years service at the facility?</b></p> <p><b>Considerations:</b></p> <ul style="list-style-type: none"> <li>Based on the most recent demand/supply/ population data for the relevant service type in the municipality</li> </ul> <p>The capacity of non-Council services to address the need</p>	Not at all Slightly Fully Significantly	0 5 10 15
	<p><b>Does the project strengthen and/or enhance the capacity for the facility to support early years integrated service delivery? To what extent does the project contribute to current and future requirements of the facility?</b></p> <p><b>Considerations:</b></p> <ul style="list-style-type: none"> <li>Accommodate integrated multi use purposes;</li> <li>Community Facilities Planning Policy;</li> <li>Increased capacity for multipurpose, co-location or integration of services and programs</li> </ul>	Not at all Slightly Fully Significantly	0 5 10 15

	<ul style="list-style-type: none"> <li>• Previous submissions regarding facility requirements</li> <li>• Improves range, quality, delivery and access to services.</li> <li>• Council endorsed response to a State or Federal reform or initiative</li> </ul>		
	<b>Social / Community Engagement / Community Benefit</b>		
	<b>Extent of consultation that has occurred?</b> <u>Considerations:</u> <ul style="list-style-type: none"> <li>• Community</li> <li>• Families that access the service</li> <li>• Council Staff</li> <li>• Non-Council staff and/or service providers</li> <li>• Council departments</li> <li>• Councillors</li> </ul>	Not at all Slightly Fully Significantly	0 3 5 8
	<b>Does this outdoor space fit with the recommended early years outdoor natural environment?</b> <u>Considerations:</u> <ul style="list-style-type: none"> <li>• Is this non-conforming with children's services regulations</li> <li>• Potential hazards within the play environment</li> <li>• Australian Playground Standards</li> <li>• Features that enable children to explore and experience the natural environment</li> <li>• Children's learning and development in natural environments</li> </ul>	Not at all Slightly Fully Significantly	0 3 5 9
	<b>Environmental/Economic</b>		
	<b>To what extent does the project impact Economic, Financial and Environmental Values?</b> <u>Considerations:</u> <ul style="list-style-type: none"> <li>• Does the project address the Economic Development Strategy?</li> </ul> <u>Environmental</u> <ul style="list-style-type: none"> <li>• Impact on existing environmental values (e.g. Net loss of canopy trees, increase in stormwater runoff, increase in noise or light pollution) [Lower or no change is better]</li> <li>• Impact on Resource use (e.g. will the project increase electricity, gas or water use) [Lower or no change is better]</li> <li>• Sustainable Procurement and sustainable use of materials (e.g. reduction in waste to landfill, purchasing recycled material or reusing existing materials on the project) [Higher is better]</li> </ul> <u>Economic / Financial Impact</u> <ul style="list-style-type: none"> <li>• Impact on operations budget/maintenance cost (including ongoing cost of energy or water bills for the site). [Lower or no change is better]</li> <li>• Compliments existing investment/assets/capital works.</li> <li>• Components have achieved optimum replacement life.</li> <li>• Potential external funding contribution available or Project has a return on investment of under 10 years. [Higher is better]</li> <li>• Integrated transport options</li> <li>• Location of project in relation to activity centre</li> </ul>	Not at all Slightly Fully Significantly	0 3 5 9
	<b>Financial Impact</b>		

	<p><b>To what extent has planning for this project been completed in line with Council's capital works program processes?</b></p> <p><b><u>Considerations:</u></b></p> <ul style="list-style-type: none"> <li>• None</li> <li>• Scoping</li> <li>• Concept</li> <li>• Final</li> </ul>	<p>None Scoping Concept Final</p>	<p>0 3 6 10</p>
	<p><b>Has partnership funding already been identified?</b></p> <p><b><u>Considerations:</u></b></p> <ul style="list-style-type: none"> <li>• Other levels of government</li> <li>• Committee contributions</li> <li>• Philanthropic</li> </ul>	<p>Not at all Slightly Fully Significantly</p>	<p>0 3 6 10</p>
	<i>Total Score</i>		
	<i>Maximum Possible Score</i>		<b>100</b>

#### 4003 FAMILY & CHILDREN SERVICES BUILDINGS AND FACILITIES (Buildings)

The assessment process for Family & Children Services Buildings and Facilities uses Council's consolidated building facilities ranking criteria. The criteria ranks projects against Council strategic plans, risk, finance, and asset service delivery improvements.

<b>8</b>	<b>Assessment Criteria for Buildings in Family &amp; Children's Services</b>			
		<b>Maximum Score</b>	<b>Description</b>	<b>Score</b>
<b>8.1</b>	<b>Alignment with Strategic Plans</b>			
	<b>Community and Council Plan or other adopted Plan or Strategy</b>	15	Project Aligns with a Council Plan <b>key direction Initiative</b>	15
	<b>Key direction, strategies and Initiatives, strategies and goals</b> of the Community and Council Plan.  Or Council adopted Masterplans, Strategies or Implementation Plans		Project Aligns with a Council Plan Strategy	12
			Project Aligns with two or more Council <b>Initiatives Goals</b> or aligns with a Council adopted Masterplan, Strategy or Implementation Plan	10
			Project Aligns with 1 Council <b>Goal key direction, Strategy or Initiative</b>	5
			Project does not align with the Community and Council Plan and is not related to an adopted Masterplan, Strategy or Implementation Plan	0
	<b>Climate Change Response</b>	15	The Project Addresses both Mitigation AND Adaptation	15
	The project contributes towards Climate Change Adaptation and/or Mitigation		The Project Addresses either Mitigation or Adaptation	10
			The Project Addresses neither Mitigation nor Adaptation	0
<b>8.2</b>	<b>Risk</b>			
	<b>Regulatory compliance</b>	10	Project is required to resolve one or more regulatory issues	10
	DDA, NCC, Australian standards, etc		Project will enable the facility to meet specific industry guidelines	5
			Project does not resolve regulatory issues or respond to specific industry guidelines	0
	<b>Risk if project does not proceed</b>	15	High	15
	Based on assessment from Corporate Risk Framework		Medium	10
			Low	5
			Negligible	0

<b>8.3</b>	<b>Financial</b>			
	<b>External funding</b>	<b>40</b> <b>5</b>	Project to be 50% or more funded by a grant, or external organisation	<b>40</b> <b>5</b>
			Project to be 10-50% funded by a grant, or external organisation	<b>5</b> <b>3</b>
			Project <10% funded by grant or external organisation	2
			Project completely Council funded	0
	<b>Lifecycle cost impact</b>	10	RI equal to or greater than 20%	10
	Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
	<b>Renewal Indicator (RI) =</b> Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
<b>8.4</b>	<b>Asset Service Delivery Improvement</b>			
	<b>Asset Performance</b>	<b>25</b> <b>30</b>	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	<b>25</b> <b>30</b>
	How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities)		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	<b>15</b> <b>20</b>
	- Fitness for Purpose - Utilisation - Demand		Project will improve asset performance, but current service delivery is acceptable	<b>5</b> <b>10</b>
			Project does not improve asset performance	0
	<b>Maximum Possible Score</b>			<b>100</b>



#### 4004 AGED CARE BUILDINGS

The assessment process for Aged Care Buildings uses Council's consolidated building facilities ranking criteria. The criteria ranks projects against Council strategic plans, risk, finance, and asset service delivery improvements.

<b>9 Assessment Criteria for Buildings in Aged Care</b>				
		<b>Maximum Score</b>	<b>Description</b>	<b>Score</b>
<b>9.1</b>	<b>Alignment with Strategic Plans</b>			
	<b>Community and Council Plan or other adopted Plan or Strategy</b>	15	Project Aligns with a Council Plan <b>key direction Initiative</b>	15
	<b>Key direction, strategies and Initiatives, strategies and goals</b> of the Community and Council Plan.  Or Council adopted Masterplans, Strategies or Implementation Plans		Project Aligns with a Council Plan Strategy	12
			Project Aligns with two or more Council <b>Initiatives Goals</b> or aligns with a Council adopted Masterplan, Strategy or Implementation Plan	10
			Project Aligns with 1 Council <b>Goal key direction, Strategy or Initiative</b>	5
			Project does not align with the Community and Council Plan and is not related to an adopted Masterplan, Strategy or Implementation Plan	0
	<b>Climate Change Response</b>	15	The Project Addresses both Mitigation AND Adaptation	15
	The project contributes towards Climate Change Adaptation and/or Mitigation		The Project Addresses either Mitigation or Adaptation	10
			The Project Addresses neither Mitigation nor Adaptation	0
<b>9.2</b>	<b>Risk</b>			
	<b>Regulatory compliance</b>	10	Project is required to resolve one or more regulatory issues	10
	DDA, NCC, Australian standards, etc		Project will enable the facility to meet specific industry guidelines	5
			Project does not resolve regulatory issues or respond to specific industry guidelines	0
	<b>Risk if project does not proceed</b>	15	High	15
	Based on assessment from Corporate Risk Framework		Medium	10
			Low	5
			Negligible	0

<b>9.3</b>	<b>Financial</b>			
	<b>External funding</b>	10	Project to be 50% or more funded by a grant, or external organisation	10
			Project to be 10-50% funded by a grant, or external organisation	5
			Project <10% funded by grant or external organisation	2
			Project completely Council funded	0
	<b>Lifecycle cost impact</b>	10	RI equal to or greater than 20%	10
	Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
	<b>Renewal Indicator (RI) =</b> Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
<b>9.4</b>	<b>Asset Service Delivery Improvement</b>			
	<b>Asset Performance</b>	<b>25</b>	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	25
	How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities)		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
	- Fitness for Purpose - Utilisation - Demand		Project will improve asset performance, but current service delivery is acceptable	5
			Project does not improve asset performance	0
	<b>Maximum Possible Score</b>			<b>100</b>

#### 4005 COMMUNITY BUILDINGS, LIBRARIES & FACILITIES FOR OTHERS

The assessment process for Community Buildings & Facilities for Others uses Council's consolidated building facilities ranking criteria. The criteria ranks projects against Council strategic plans, risk, finance, and asset service delivery improvements.

10	Assessment Criteria for Buildings in Community Buildings, Libraries & Facilities for others			
		Maximum Score	Description	Score
10.1	Alignment with Strategic Plans			
	<b>Community and Council Plan or other adopted Plan or Strategy</b>	15	Project Aligns with a Council Plan <b>key direction Initiative</b>	15
	<b>Key direction, strategies and Initiatives, strategies and goals</b> of the Community and Council Plan.  Or Council adopted Masterplans, Strategies or Implementation Plans		Project Aligns with a Council Plan Strategy	12
			Project Aligns with two or more Council <b>Initiatives Goals</b> or aligns with a Council adopted Masterplan, Strategy or Implementation Plan	10
			Project Aligns with 1 Council <b>Goal key direction, Strategy or Initiative</b>	5
			Project does not align with the Community and Council Plan and is not related to an adopted Masterplan, Strategy or Implementation Plan	0
	<b>Climate Change Response</b>	15	The Project Addresses both Mitigation AND Adaptation	15
	The project contributes towards Climate Change Adaptation and/or Mitigation		The Project Addresses either Mitigation or Adaptation	10
			The Project Addresses neither Mitigation nor Adaptation	0
10.2	Risk			
	<b>Regulatory compliance</b>	10	Project is required to resolve one or more regulatory issues	10
	DDA, NCC, Australian standards, etc		Project will enable the facility to meet specific industry guidelines	5
			Project does not resolve regulatory issues or respond to specific industry guidelines	0
	<b>Risk if project does not proceed</b>	15	High	15
	Based on assessment from Corporate Risk Framework		Medium	10
			Low	5
			Negligible	0

<b>10.3</b>	<b>Financial</b>			
	<b>External funding</b>	10	Project to be 50% or more funded by a grant, or external organisation	10
			Project to be 10-50% funded by a grant, or external organisation	5
			Project <10% funded by grant or external organisation	2
			Project completely Council funded	0
	<b>Lifecycle cost impact</b>	10	RI equal to or greater than 20%	10
	Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
	<b>Renewal Indicator (RI) =</b> Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
<b>10.4</b>	<b>Asset Service Delivery Improvement</b>			
	<b>Asset Performance</b>	<b>25</b>	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	25
	How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities) - Fitness for Purpose - Utilisation - Demand		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
			Project will improve asset performance, but current service delivery is acceptable	5
			Project does not improve asset performance	0
	<b>Maximum Possible Score</b>			<b>100</b>

**4006 NEW FOOTPATH CONSTRUCTION PROGRAM & PEDESTRIAN FACILITIES**

<b>11</b>	<b>Assessment Criteria for New Footpath Construction Program and Pedestrian Facilities</b>	<b>Rating</b>	<b>Score</b>
<b>11.1</b>	<b>Governance</b>		
	Is it part of the Principal Pedestrian Network?	Yes No	10 0
	What is the Road Hierarchy?	Arterial Service Road Arterial Link Commercial Industrial Service Road Local Small Linear Reserve Access Unsealed	15 15 10 10 10 10 5 0
<b>11.2</b>	<b>Social / Community Engagement Community/Health Benefit</b>		
	Is there a pedestrian generator within 800m walk?	Education Activity Centre-Major Hospital Activity Centre-Minor Retirement Village Reserve Industrial None	20 20 15 10 10 5 5 0
	Is there public transport connectivity? (i.e. a train station within 800m walk and a bus stop within 400m walk)	Train Principal Public Transport Network Bus Route Other Bus Route No Connectivity	20 10 5 0
	Is there evidence of use?	Yes No	5 0
	Is it a court or no through road? (Note: a court which has a reserve that can allow pedestrian access through to another street is not considered a no through road or court)	No Yes	10 0
	Number of customer requests	3+ 1-2 0	5 2 0
	Has there been a request from a mobility aid user?	Yes No	5 0
	Does it link to an existing path?	Yes No	10 0
<b>11.3</b>	<b>Environmental</b>		
	*Is it a site with biological significance?	Yes No	*
	<b>Maximum Possible Score</b>		<b>100</b>

\*The criteria 'is it a site with biological significance?' has no points attached. The criteria aims to flag the need for the project to be referred to other departments and a more detailed quote to be obtained. This is because these projects will have significant site constraints that need to be taken into account when proposing a project budget.

**Major Activity Centre**

The following Major Activity Centres can be found at either Train Stations or Shopping Centres and must be zoned Commercial 1/2 zoning (C1Z/C2Z) or Mixed Use Zone (MUZ) and have an existing commercial use.

- Train Station: Bayswater, Boronia, Ferntree Gully and Upper Ferntree Gully.
- Shopping Centre: Mountain Gate, Knox City and Stud Park.

**Minor Activity Centre**

Often local shopping strip i.e. butcher, post office and café, or any land use that is MUZ, C1Z or C2Z that has not been identified in the above major activity centres. The site must have an existing commercial use.

#### 4007 ROAD AND BRIDGE CONSTRUCTION

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

<b>12</b>	<b>Assessment Criteria for New Roads &amp; Upgrades</b>	<b>Rating</b>	<b>Score</b>
<b>12.1</b>	<b>Governance</b>		
	Is proposal a result of: Road Safety Audit.	Yes No	5 0
	Response to customer complaints regarding a public safety issue.	Yes No	5 0
	Project listed in Council's Integrated Transport Plan, <del>Rowville - Lysterfield Integrated Local Plan</del> or other strategic document.	Yes No	5 0
<b>12.2</b>	<b>Social / Community Engagement / Community Benefit</b>		
	Does feasibility analysis suggest significant benefits?		
	Improved linkage to existing road network & accessibility.	Yes No	2 0
	Improved public transport or bicycle accessibility.	Yes No	4 0
	Improved streetscape & environmental impacts minimised.	Yes No	2 0
	Improved functionality of drainage network.	Yes No	2 0
	Level of public support (for separate charge scheme)	>80% >60%<80% <60%	10 5 0
	<b>OR</b>		
	Level of community Interest (for Council funded roads)	High Medium Low	10 5 0
<b>12.3</b>	<b>Environmental</b>		
	The project contributes towards Climate Change Adaptation and/or Mitigation	Addresses Both Addresses Either Addresses Neither	20 10 0

12.4	Economic / Financial Impact		
	Has the road segment been identified as non compliant with the desirable features of its hierarchy classification?		
	Surface Material & Pavement Composition.	Yes No	3 0
	Pavement Width.	Yes No	3 0
	Kerb Type.	Yes No	3 0
	Traffic (% Commercial Vehicles or Volume).	Yes No	3 0
	Is there a demonstrable lifecycle cost benefit of sealing the unsealed road or constructing a new road?	Yes No	9 0
	Proportion of external funding (Special Charge Scheme or Grant) available for proposed works?	50 – 100 % 25 – 49 % < 25 %	9 5 0
	Can proposed works be integrated with other Capital Works programs?	Yes No	6 0
	Density Benefit Factor - Number of benefiting people/cost of asset.	High Benefit Low Benefit	9 0
	<b>Maximum Possible Score</b>		<b>100</b>



#### 4008 LOCAL AREA TRAFFIC MANAGEMENT SCHEMES (LATM's)

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

13	Assessment Criteria for Local Area Traffic Management Schemes	Rating	Score
13.1	<b>Social / Community Engagement / Community Benefit</b>		
	Accidents per kilometre of road. - Accident statistics as recorded in VicRoads crash stats database (Latest available over a full 5 Year period)	5+ 4- 4.9 3 – 3.9 2 – 2.9 1 – 1.9 Less than 1	20 10 8 5 2 0
	Traffic Volume - The 12 hour two-way traffic volume (7am-7pm) For a collector road  For a local access road	6001 or more 4001-6000 3001-4000 2001-3000 1001-2000 0 – 1000 2501 or more 2001-2500 1501-2000 1001-1500 501-1000 Less than 500	20 10 8 5 2 0 20 10 8 5 2 0
	Traffic Speed - The recorded 85 <sup>th</sup> %ile speed (within a 24 hour period) over 50km/hr.	+15.1 km/h or more +10.1-15km/h +5.1-10 km/h +0.1-5km/h Under 50km/hr	20 10 5 2 0
	Adjacent Land Use (if more than one, use the higher score)	Activity Centre Hospital Education -Primary Education -Secondary Education-Children centre Local shops Retirement village Community hall/church Reserve (Active/play equipment, Passive) On-Road use (School crossing, bike path) Industrial None	10 8 8 5 5 4 4 4 2 2 2 1 0
	How long has the site been on the list?	5 years or more 4 years 3 years Less than 2 years	5 4 3 0
	Road Geometry of the road being considered for installation of traffic devices.	Curvilinear Straight	5 0
	<b>Maximum Possible Score</b>		<b>80</b>

### Isolated Traffic Treatments

	Assessment Criteria for Isolated Traffic Treatments (Hot Spot) Program	Rating	Score
<b>13.2</b>	<b>Social / Community Engagement / Community Benefit</b>		
	For isolated intersection (2 or more treatable accidents at an intersection) OR For mid block site (2 or more treatable accidents between intersections)		
	Accident Statistics as recorded in VicRoads Crash stats database (Latest available over a full 5 Year period)	For each Fatality. For each Serious Injury. For each Minor Injury.	10 8 6
	Type of user injured	Pedestrian Cyclist Motorcyclist Car driver Other	15 10 8 5 0
	Accident is related to the road environment	Yes No	10 0
	Customer Request	More than 3 1 to 3 0	5 2 0
	Adjacent Land Use within 200m of site (if more than one, use the higher score)	Activity Centre Hospital Education -Primary Education -Secondary Education-Children centre Local shops Retirement village Community hall/church Reserve (Active/play equipment, Passive) On-Road use (School crossing, bike path) Industrial None	10 8 8 5 5 4 4 4 2 2 1 0
	Road geometry of the road being considered for installation of isolated traffic devices.	Curvilinear Straight	5 0
	How long has the site been on the list?	5 years or more 4 years 3 years Less than 2 years	5 4 3 0
	<b>Maximum Possible Score (Dependent on number of accidents)</b>		

#### 4009 NEW BICYCLE/SHARED PATHS

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

#### SHARED PATHS:

<b>14</b>	<b>Assessment Criteria for New Bicycle/Shared Paths Projects</b>	<b>Rating</b>	<b>Score</b>
<b>14.1</b>	<b>Governance</b>		
	Principal Bike Network	Yes No	10 0
	Road Hierarchy	Arterial Service Road Arterial Link Industrial Collector Service Road-Local Reserve Access Unsealed	20 20 15 15 10 10 10 5 0
<b>14.2</b>	<b>Social / Community Engagement / Community Benefit</b>		
	Is there a pedestrian generator within 1000m walk? (Note: 1000m walk = 4minutes on bike)	Education Activity Centre-Major Industrial Hospital Activity Centre-Minor Reserve None	20 20 15 10 10 5 0
	Is there public transport connectivity? (i.e. a train station within 800m walk and a bus stop within 400m walk)	Train No Connectivity Other Bus Route Principal Public Transport Network Bus Route	20 15 10 5
	Number of customer requests	3+ 1-2 0	5 2 0
	Does it link to an existing on-road/off-road facility?	Shared Path On-Road Facility None	10 8 0
<b>14.3</b>	<b>Environmental</b>		
	*Is it a site with biological significance?	Yes No	*
<b>14.4</b>	<b>Economic / Financial Impact</b>		
	Available funding from an external body?	Yes No	15 0
	<b>Maximum Possible Score</b>		<b>100</b>

\*The criteria 'is it a site with biological significance?' has no points attached. The criteria aims to flag the need for the project to be referred to other departments and a more detailed quote to be obtained. This is because these projects will have significant site constraints that need to be taken into account when proposing a project budget.

#### Major Activity Centre

The following Major Activity Centres can be found at either Train Stations or Shopping Centres and must be zoned Commercial 1/2 zoning (C1Z/C2Z) or Mixed Use Zone (MUZ) and have an existing commercial use.

- Train Station: Bayswater, Boronia, Ferntree Gully and Upper Ferntree Gully.
- Shopping Centre: Mountain Gate, Knox City and Stud Park.

### **Minor Activity Centre**

Often local shopping strip i.e. butcher, post office and café, or any land use that is MUZ, C1Z or C2Z that has not been identified in the above major activity centres. The site must have an existing commercial use.

**ON-ROAD LANES:**

	<b>Assessment Criteria for New Bicycle/Shared Paths Projects</b>	<b>Rating</b>	<b>Score</b>
<b>14.5</b>	<b>Governance</b>		
	Path identified on the Principal Bicycle Network	Yes No	10 0
<b>14.6</b>	<b>Social / Community Engagement / Community Benefit</b>		
	Crashes involving bicycles over a 5 year period	More than 5 3 to 4 1 to 2 0	20 10 5 0
	Is there public transport connectivity? (i.e. a train station within 800m and a bus stop within 400m)	Train No Connectivity Other Bus Route Principal Public Transport Network Bus Route	20 15 10 5
	Width of the road (Note: If less than 9m wide, a shared path is recommended unless a very quiet street with low volume)	13m+ wide 9-13m wide Less than 9m wide	10 5 0
	Speed Zone along the street	40km/hr and less 50km/hr 60km/hr >60km/hr	15 10 5 0
	Customer requests for bike lane	More than 3 1 to 3 0	10 5 0
	Links to existing bike lane/shared path	Yes No	15 0
	<b>Maximum Possible Score</b>		<b>100</b>

**BICYCLE FACILITIES:**

	Assessment Criteria for New Bicycle/Shared Paths Projects	Rating	Score
<b>14.7</b>	<b>Governance</b>		
	Is the facility on an existing bike route	Shared Path On-road Bike Lane Gravel/Granitic No	25 15  5 0
	Is the facility along the Principal Bike Network/identified route on the bike plan	Principal Bike Network Bike Plan None	20  10 0
<b>14.8</b>	<b>Social / Community Engagement / Community Benefit</b>		
	Is there a pedestrian generator within 1000m walk? (Note: 1000m walk = 4minutes on bike)	Activity Centre- Major Education Industrial Activity Centre- Minor Hospital Reserve None	25 20 15 10 10 5 0
	Does it improve safety?	Yes No	10 0
	Does it improve accessibility/connectivity?	Yes No	10 0
	Customer request for facility	3+ 1-2 0	10 5 0
	<b>Maximum Possible Score</b>		<b>100</b>

**Major Activity Centre**

The following Major Activity Centres can be found at either Train Stations or Shopping Centres and must be zoned Commercial 1/2 zoning (C1Z/C2Z) or Mixed Use Zone (MUZ) and have an existing commercial use.

- Train Station: Bayswater, Boronia, Ferntree Gully and Upper Ferntree Gully.
- Shopping Centre: Mountain Gate, Knox City and Stud Park.

**Minor Activity Centre**

Often local shopping strip i.e. butcher, post office and café, or any land use that is MUZ, C1Z or C2Z that has not been identified in the above major activity centres. The site must have an existing commercial use.

#### 4010 LOCAL ROAD SAFETY INITIATIVES

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

<b>15</b>	<b>Assessment Criteria for Local Road Safety Initiatives</b>	<b>Rating</b>	<b>Score</b>
<b>15.1</b>	<b>Social / Community Engagement / Community Benefit</b>		
	Regulatory Requirement (eg. street light required over a traffic device or pedestrian numbers warrant school crossing)	Yes No	10 0
	Treatment addresses property damage accidents (eg. Kerb installed to reduce run off road accidents)	Yes No	10 0
	Accident reduction/prevention potential	Reduce conflict points Improve Sight distance Improve pedestrian visibility Improve driver awareness None	15 10 5 2 0
	Customer requests	3 or more 1-3 None	5 2 0
	Identified within the Integrated Transport Plan, Pedestrian Plan, Bike Plan or Community and Council Plan	Yes No	10 0
	Adjacent Land Use within 100m of site (if more than one, use the higher score)	Activity Centre Hospital Education –Primary Education –Secondary Education – Children centre Local shops Retirement village Community hall/church Reserve (Active/play equipment, Passive) On-Road use (School crossing, bike path) Industrial None	10 8 8 5 5 4 4 4 2 2 1 0
	Bus Route	Yes No	5 0
	Road Hierarchy	Link Collector Local/access	10 5 0
<b>15.2</b>	<b>Environmental</b>		
	Impacts on the environment e.g. excavation required, tree removal	No Yes	5 0
<b>15.3</b>	<b>Economic / Financial Impact</b>		
	Possible external funding contribution from other source	Yes No	20 0
	<b>Maximum Possible Score</b>		<b>100</b>

#### 4011 PUBLIC TRANSPORT INFRASTRUCTURE

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

<b>16</b>	<b>Assessment Criteria for Local Road Safety Initiatives</b>	<b>Rating</b>	<b>Score</b>
<b>16.1</b>	<b>Social / Community Engagement / Community Benefit</b>		
	Problem identified by bus company	Yes No	10 0
	Works will improve reliability	Yes No	10 0
	Works will improve road safety	Yes No	10 0
	DDA need to improve access	Yes No	10 0
	Customer requests	3 or more 1-3 None	10 5 0
	Bus route/stop location (footpath hierarchy)	Commercial access Key access Local access	10 5 0
<b>16.2</b>	<b>Environmental</b>		
	Negative impacts on environment	No Yes	10 0
<b>16.3</b>	<b>Economic / Financial Impact</b>		
	Possible external funding contribution from other source	Yes No	15 0
	Works can be done in partnership with other authorities	Yes No	15 0
	<b>Maximum Possible Score</b>		<b>100</b>

Priority is based on:

- problem being experienced by bus company;
- frequency and type of bus service; and
- benefits the works will have on the operation of the bus service.

Prioritisation of bus stop works will also be based on:

- identified locations where people with disabilities are using the bus service;
- works that can be done in conjunction with other authorities (e.g. Dept of Infrastructure may undertake works to make a bus stop DDA compliant and Council may need to construct a short length of footpath; and
- the number of patrons using a bus stop.



**4012 NEW PLANT & MACHINERY**

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

<b>17</b>	<b>Assessment Criteria for New Plant &amp; Machinery</b>	<b>Rating</b>	<b>Score</b>
<b>17.1</b>	<b>Governance</b>		
	Fit with Council Plan To what extent does the project reflect the current direction and vision of Council as outlined in the Knox Community and Council Plan?	Significant Moderate Slightly Not at all	25 20 10 0
<b>17.2</b>	<b>Social / Community Engagement/ Community Benefit</b>		
	To what extent is the need and urgency for the delivery of this project to the community, taking into account: - support from the community - benefit to the community - risk to the community - alignment with existing Strategic Plans - how long the need has been apparent to Council?	Significant Moderate Slightly Not at all	20 18 10 0
	To what extent does the project address access and inclusion, amenity, public health and safety, cultural and heritage values and support the delivery of community services?	Significant Moderate Slightly Not at all	10 7 3 0
<b>17.3</b>	<b>Environmental</b>		
	To what extent does the project benefit the environment considering energy reduction/efficiency, reduction of greenhouse gas emissions, water consumption, the use of recycled materials and minimising the use of resources? Are there positive environmental initiatives in the project?	Significant Moderate Slightly Not at all	15 7 3 0
<b>17.4</b>	<b>Economical / Financial Impact</b>		
	What is the extent of economic benefits, to the organisation and/or the community, potential cost savings, availability of grants/ contributions or any return for investment?	Significant Moderate Slightly Not at all	15 7 3 0
	Has the project been adequately scoped and documented for the efficient and economic delivery in the coming year, staged over one or more years or should it be deferred for further investigation?	Significant Moderate Slightly Not at all	15 10 5 0
	<b>Maximum Possible Score</b>		<b>100</b>

#### 4014 UNSTRUCTURED RECREATION

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

18.1			Current Score (C) (10 max)	Potential Score (P) (10 max)
	<b>Type of Open Space – either:</b>	<b>Municipal</b> <ul style="list-style-type: none"> <li>Physical relationships to an activity centre is essential</li> <li>Excellent connectivity, being visually accessible, accessible to pedestrian and bike and have near proximity to community facilities is necessary</li> <li>Cater for multiple groups of people</li> <li>Diverse user groups is desirable</li> <li>Unique qualities, character or special features is essential</li> <li>Is the space also located on a creek corridor?</li> <li>Is the space also a community hub?</li> <li>Accommodation of changing use</li> </ul>	1-10	1-10
	<b>Or:</b>	<b>Neighbourhood</b> <ul style="list-style-type: none"> <li>Located in a prominent location within the neighbourhood</li> <li>Excellent connectivity, being visually accessible, accessible to pedestrian and bike and have near proximity to community facilities is necessary</li> <li>Cater for multiple groups of people</li> <li>Enable diverse activities</li> <li>Unique qualities, character or special features is essential</li> <li>Is the space also located on a creek corridor?</li> <li>Is the space also a community hub?</li> <li>Accommodation of changing use</li> </ul>	1-10	1-10
	<b>Or:</b>	<b>Local</b> <ul style="list-style-type: none"> <li>Develop community engagement with the space in the immediate surroundings</li> <li>Spaces must be visually and physically accessible</li> <li>Develop place based character sympathetic to the neighbourhood and site</li> <li>Accommodation of changing use</li> </ul>	1-10	1-10
	<b>Biodiversity appreciation</b>	<ul style="list-style-type: none"> <li>Priority/significant location</li> <li>Create new links</li> <li>Strong character and branding</li> </ul>	1-10	1-10
	<b>Connections connectivity</b>	<ul style="list-style-type: none"> <li>Access to public transport, pedestrian and bike infrastructure</li> <li>Have excellent amenity and community infrastructure</li> <li>Comply with DDA and other standards</li> </ul>	1-10	1-10
	<b>Cultural interpretation</b>	<ul style="list-style-type: none"> <li>Landmark</li> <li>Event opportunities</li> <li>Special character/significance</li> </ul>	1-10	1-10
	<b>Economy local</b>	<ul style="list-style-type: none"> <li>Engaged interface with business and industry</li> <li>Connect with community infrastructure</li> <li>Opportunities for temporary business</li> <li>High level of amenity</li> </ul>	1-10	1-10
	<b>Leisure healthy</b>	<ul style="list-style-type: none"> <li>Dynamic interface design</li> <li>Integrated design between active/passive spaces</li> <li>Ability to activate spaces through structured activities</li> </ul>	1-10	1-10

	<b>People wellbeing</b>	<ul style="list-style-type: none"> <li>• Develop strong community links to the space</li> <li>• Develop a sense of community custodianship of site</li> <li>• Good provision of community infrastructure</li> </ul>	1-10	1-10
	<b>Play exploration</b>	<ul style="list-style-type: none"> <li>• Provide diverse opportunities for play use of the site</li> <li>• Comply with equal access and compliance standards</li> <li>• Multi-generational use of spaces</li> <li>• Appropriate infrastructure for the type of space</li> <li>• Excellent visual amenity</li> </ul>	1-10	1-10
	<b>Sustainable equilibrium</b>	<ul style="list-style-type: none"> <li>• Integrate opportunities for sustainable infrastructure</li> <li>• Design with sustainable materials and vegetation</li> </ul>	1-10	1-10
	<b>Water - quality</b>	<ul style="list-style-type: none"> <li>• Increase water quality</li> <li>• Link and extend creek corridors by integrating drainage corridors</li> <li>• Improve community access to water</li> <li>• Integrate water systems between open spaces, streets and homes</li> </ul>	1-10	1-10
			<b>100 max (C)</b>	<b>100 max (P)</b>

<b>18.2</b>	<b>Strategic Priority- Level of Change</b>		<b>Change Score (CS)</b>	
	<b>Limited Change or;</b>	A limited level of change for residential land located within the Dandenong Foothills or designated as a Site of Biological Significance.	<b>1 or;</b>	
	<b>Incremental Change or;</b>	An incremental level of change for residential land which generally has limited access to public transport, services and facilities, low pedestrian permeability and a green and leafy character.	<b>2 or;</b>	
	<b>Moderate Change or;</b>	A moderate level of change for mixed use and residential areas within and surrounding selected Activity Centres	<b>3 or;</b>	
	<b>Substantial Change</b>	The highest rate of change for mixed use and residential land within selected Activity Centres and other strategic sites.	<b>4</b>	
	<b>Total Score</b>			<b>(P-C) X (CS)</b>

**4015 PLACE MANAGEMENT PROGRAM**

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

19	<p><b>Criteria</b></p> <p>Please select either column A, B or C.</p> <p>Then only highlight / score appropriate responses in that column.</p>	<p><b>A (40)</b></p> <p>Is this initiative consistent with actions outlined in an existing/ endorsed structure plan or other strategic planning instrument?</p>	<p><b>B (20)</b></p> <p>Will this initiative precede any planned or proposed structure planning or other strategic planning exercise in the future?</p>	<p><b>C (0)</b></p> <p>Is this initiative a stand-alone project with no identified strategic basis?</p>
	<p>How many Community and Council Plan Goals and Strategies does this initiative align with?</p> <p>List them:</p> <p>1)</p> <p>2)</p> <p>3)</p> <p>4)</p> <p>5)</p>	<p>5 (15)</p> <p>4 (12)</p> <p>3 (9)</p> <p>2 (6)</p> <p>1 (3)</p>	<p>5 (15)</p> <p>4 (12)</p> <p>3 (9)</p> <p>2 (6)</p> <p>1 (3)</p>	<p>5 (15)</p> <p>4 (12)</p> <p>3 (9)</p> <p>2 (6)</p> <p>1 (3)</p>
	<p>Will the initiative raise the profile of Knox?</p> <p>How?</p>	<p>International (15)</p> <p>Metro (10)</p> <p>Local (5)</p>	<p>International (15)</p> <p>Metro (10)</p> <p>Local (5)</p>	<p>International (15)</p> <p>Metro (10)</p> <p>Local (5)</p>
	<p>Does this initiative help implement other priorities, as articulated in the Knox Community and Council Plan and other Strategies/Plans?</p> <p>(eg flood management/ mitigation, healthy together, violence prevention)</p> <p>List them:</p> <p>1)</p> <p>2)</p> <p>3)</p> <p>4)</p>	<p>More than 2 (10)</p> <p>Less than 2 (5)</p>	<p>More than 2 (10)</p> <p>Less than 2 (5)</p>	<p>More than 2 (10)</p> <p>Less than 2 (5)</p>

	Will this initiative respond to a significant community issue?	Yes (5) No (0)	Yes (5) No (0)	Yes (5) No (0)
	Will the initiative address known safety hazards/ manage known risk?	Yes (5) No (0)	Yes (5) No (0)	Yes (5) No (0)
	Will the initiative provide an opportunity for community capacity building?	Yes (5) No (0)	Yes (5) No (0)	Yes (5) No (0)
	Will the initiative have a positive impact on access and inclusion?	Yes (5) No (0)	Yes (5) No (0)	Yes (5) No (0)
	<b>Maximum Possible Score</b>	<b>(100)</b>	<b>(80)</b>	<b>(60)</b>

**4016 STREETScape UPGRADES: ROAD RESERVE & NATURE STRIP PLANTING**

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

<b>20</b>	<b>Assessment Criteria for Streetscape Upgrades</b>	<b>Rating</b>	<b>Score</b>
<b>20.1</b>	<b>Governance</b>		
	Identified in Council's strategic documents or adopted Masterplan	Priority item Yes No	10 5 0
	Risk exposure to the Community/Council should the project not be undertaken (rated against Council's Integrated Risk Management Process).	High Medium None	5 3 0
	Project adds to the body of knowledge or guides future works on the site / program. E.g. Biolinks Study, Masterplan, Energy Audit, assessments etc	Yes No	10 0
<b>20.2</b>	<b>Social / Community Engagement / Community Benefit</b>		
	Extent of participation or consultation with the community/Council/external stakeholders	Significant participation or consultation Some awareness, but more consultation required No consultation	10 5 0
	Encourages greater leisure participation/engagement from any of the following: youth, women, people with disabilities, ageing and socially isolated individuals and communities?	Significant impact Some benefit None	5 2 0
	Catchment visitation	Municipal Neighbourhood catchment	10 5
<b>20.3</b>	<b>Environmental</b>		
	Risk to environmental values reduced	None Moderate High risk	10 5 0
	Values Improved	Major improvement Moderate None	10 5 0
	Potential use of sustainable materials.	Major opportunity Moderate None	5 3 0
<b>20.4</b>	<b>Economic / Financial Impact</b>		
	Impact on operations budget /maintenance cost.	Decrease Same Increase	10 5 0
	Complements existing investment/ assets / capital works.	Major Moderate None	5 2 0
	Components have achieved optimum replacement life.	Optimum Moderate No	5 2 0
	External funding contribution available.	Yes No	5 0
	<b>Maximum Possible Score</b>		<b>100</b>

**4017 STORMWATER UPGRADES**

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

<b>21</b>	<b>Assessment Criteria for Stormwater Upgrades</b>	<b>Rating</b>	<b>PTS</b>
<b>21.1</b>	<b>Governance, Risk Management &amp; Public Safety (25 points)</b>		
	Is the proposed project in line with Knox's strategic direction under:  1) Knox Community and Council Plan 2) WSUD & Stormwater Management Strategy 2010 3) Sustainable Water Use Plan 4) Drainage Asset Management Plan 2010 5) Revegetation Plan 6) Stormwater Catchment # Master Plan (SC#MP) 7) Open Space & Landscape Master Plan	Project listed as priority action (in one or more strategies) = 8 pts Project listed as action in a flood mapped SC#MP (20yr CWP) = 6 pts Project supports strategic objectives = 3 pts No connection with strategic direction of council = 0 pts	8
	If project is not delivered, will the issue result in residential displacement; inability to live at property; compromised living standards; or risk to public health?	Yes = 13 pts No = 0 pts	13
	What is the primary land use within the flood affected area?	Residential = 4 pts Commercial/Industrial = 3 pts Non Developed = 1pt	4
<b>21.2</b>	<b>Economic and Financial Benefits (25 points)</b>		
	Will this project support (complement) and/or assist resolution for other CWP initiatives identified/planned for in the forward CWP (i.e. synergies, added value, combined resources, shared effort)?	Yes = 5 pts No = 0 pts	5
	Is external funding available to cost share / deliver this project?	50% or more external funds = 5 pts 30-50% external funds = 3 pts No external funds = 0 pts	5
	Number of Properties suffering internal Above Floor level damage  Number of Properties with Below Floor level damage	Multiple properties = 15 pts Single property = 7 pts Multiple Properties = 5 pts Single Property = 2 pts	15
<b>21.3</b>	<b>Environmental Benefits (25 points)</b>		
	Is the project within a high value catchment (HVC)?  [* = section of Dandenong Creek north of Boronia Rd] [# = section of Dandenong Creek south of Boronia Rd to confluence]	Dobsons /Upper Dandenong* = 7 pts Monbulk/Ferny = 6 pts Corhanwarrabul/Eumemmering = 5 pts Middle Dandenong Creek# = 4 pts Blind Creek = 3 pts Old Joes Creek = 2 pts Rowville Main Drain = 1 pt	7
	Will this project scope provide urban pollutant reductions and meet industry best practice for waterway/bay protection in terms of water quality?  (i.e. State Targets: TSS = 80%, TP = 45%, TN= 45%, litter/gross pollutants = 70% & Flow reductions)	Yes = 6 pts No = 0 pts	6

	<p>Will this project seek to capture and reuse alternate water sources for 'fit for purpose' application (e.g. open space irrigation) to reduce Council's reliance/usage of potable (drinking) water supplies?</p> <p>[Note: Industry best practice is 80% substitution reliability or more]</p>	<p>Yes = 6 pts No = 0 pts</p>	<b>6</b>
	<p>Will this project scope provide a % reduction in urban DCI connections to the receiving (local) waterway through upstream treatment systems? DCI = Directly Connected Impervious Area</p> <p>Apply: (Catchment total DCI area – System's total disconnected DCI area) Catchment's total DCI area</p>	<p>Yes = 6 pts No = 0 pts</p>	<b>6</b>
<b>21.4</b>	<b>Social and Community Benefits (25 points)</b>		
	<p>Does this project provide opportunity to improve urban cooling of the local (immediate) area, reducing Urban Heat Island effects and community vulnerability, through provision of shade/canopy trees?</p> <p>Note: Street Tree Policy target is 25% canopy cover across municipality.</p>	<p>Yes = 6 pts No = 0 pts</p>	<b>5</b>
	<p>Will the project create a desirable destination (passive or active space) for community use/visitation that: (a) builds community inclusion &amp; connectedness to places across the municipality; and (b) will be accessible for all abilities?</p>	<p>'(a) + (b) = 5 pts '(a) only = 4 pts No = 0 pts</p>	<b>5</b>
	<p>If project is not delivered, to what Degree will social / community benefits be disrupted - that is, access to essential services OR disruption to road networks OR other community facility or asset is compromised?</p>	<p>Major disruption or loss of access = 8 pts Moderate = 6 pts Minor = 4 pts No = 0 pts</p>	<b>8</b>
	<p>Is the project in an area considered to be a sensitive land use or an area of a known vulnerable population?</p> <p>Sensitive Land Use = schools, hospitals, aged/disability services etc</p> <p>Vulnerable population = retirement villages, aged care facilities, medical precincts, early childhood, primary/secondary schools, specialist schools for special needs individuals.</p>	<p>Yes = 5 pts No = 0 pts</p>	<b>5</b>
	<p>Will this project provide habitat?</p>	<p>Yes = 2 pts No = 0 pts</p>	<b>2</b>
		<b>Ranking Score (Total)</b>	<b>? / 100</b>



#### 4018 SUSTAINABILITY INITIATIVES

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

<b>22</b>	<b>Assessment Criteria for Sustainability Initiatives</b>	<b>Rating</b>	<b>Score</b>
<b>22.1</b>	<b>Governance</b>		
	Identified in Council's Strategic Documents or adopted Master Plan	Priority item Yes No	10 5 0
	The project contributes towards Climate Change Adaptation and/or Mitigation	Addresses Both Addresses Either Addresses Neither	15 10 0
<b>22.2</b>	<b>Social / Community Engagement / Community Benefit</b>		
	Extent of consultation with the community/Council/external stakeholders.	Significant consultation Some awareness, but more consultation required No consultation	10 5 0
	Encourages greater leisure participation/engagement from any of the following: youth, women, people with disabilities, ageing and socially isolated individuals and communities?	Significant impact Some benefit None	5 2 0
	Catchment visitation (e.g. the demographic that the project location or site typically caters for)	Municipal or wider Neighbourhood catchment Restricted Access	10 5 0
<b>22.3</b>	<b>Environmental</b>		
	Impact on existing environmental values (e.g. Net loss of canopy trees, increase in stormwater runoff, increase in noise or light pollution)	Net improvement Neutral impact Net loss of value	10 5 0
	Impact on Resource use (e.g. will the project increase electricity, gas or water use)	Significant Reduction Neutral impact Significant Increase	10 5 0
	Sustainable Procurement and sustainable use of materials (e.g. reduction in waste to landfill, purchasing recycled material or reusing existing materials on the project)	Major opportunity Moderate None	5 3 0
<b>22.4</b>	<b>Economic / Financial Impact</b>		
	Impact on operations budget/maintenance cost (including ongoing cost of energy or water bills for the site).	Decrease Same Increase	10 5 0
	Compliments existing investment/assets/capital works.	Major Moderate None	5 2 0
	Components have achieved optimum replacement life.	Optimum Moderate No	5 2 0
	Potential external funding contribution available or Project has a return on investment of under 10 years.	Yes No	5 0
	<b>Maximum Possible Score</b>		<b>100</b>

### 4019 CIVIC & CORPORATE BUILDINGS AND FACILITY UPGRADES (Buildings)

The assessment process for Community Buildings & Facilities for Others uses Council's consolidated building facilities ranking criteria. The criteria ranks projects against Council strategic plans, risk, finance, and asset service delivery improvements.

23	Assessment Criteria for Civic Corporate Buildings & Facility Upgrades			
		Maximum Score	Description	Score
23.1	<b>Alignment with Strategic Plans</b>			
	<b>Community and Council Plan or other adopted Plan or Strategy</b>	15	Project Aligns with a Council Plan <b>key direction Initiative</b>	15
	Key direction, strategies and Initiatives, strategies and goals of the Community and Council Plan.  Or Council adopted Masterplans, Strategies or Implementation Plans		Project Aligns with a Council Plan Strategy	12
			Project Aligns with two or more Council <b>Initiatives Goals</b> or aligns with a Council adopted Masterplan, Strategy or Implementation Plan	10
			Project Aligns with 1 Council <b>Goal key direction, Strategy or Initiative</b>	5
			Project does not align with the Community and Council Plan and is not related to an adopted Masterplan, Strategy or Implementation Plan	0
	<b>Climate Change Response</b>	15	The Project Addresses both Mitigation AND Adaptation	15
	The project contributes towards Climate Change Adaptation and/or Mitigation		The Project Addresses either Mitigation or Adaptation	10
			The Project Addresses neither Mitigation nor Adaptation	0
23.2	<b>Risk</b>			
	<b>Regulatory compliance</b>	10	Project is required to resolve one or more regulatory issues	10
	DDA, NCC, Australian standards, etc		Project will enable the facility to meet specific industry guidelines	5
			Project does not resolve regulatory issues or respond to specific industry guidelines	0
	<b>Risk if project does not proceed</b>	15	High	15
	Based on assessment from Corporate Risk Framework		Medium	10
			Low	5
			Negligible	0

<b>23.3</b>	<b>Financial</b>			
	<b>External funding</b>	10	Project to be 50% or more funded by a grant, or external organisation	10
			Project to be 10-50% funded by a grant, or external organisation	5
			Project <10% funded by grant or external organisation	2
			Project completely Council funded	0
	<b>Lifecycle cost impact</b>	10	RI equal to or greater than 20%	10
	Investment is prioritised for buildings where significant renewal works are planned in the near future. If project impacts multiple buildings, take weighted average. Assets team has this information.		RI equal to or greater than 10%	5
	<b>Renewal Indicator (RI) =</b> Value of Planned Renewals over Next 5 Years / Building Replacement Cost		RI less than 10%	0
<b>23.4</b>	<b>Asset Service Delivery Improvement</b>			
	<b>Asset Performance</b>	25	Project will resolve one or more major asset performance deficiencies, resulting in greatly improved service delivery	25
	How asset performance, and consequently service delivery (including community use), will be improved by the project. Measurements of performance include: - Levels of service (could include multipurpose facilities) - Fitness for Purpose - Utilisation - Demand		Project will resolve one or more minor asset performance deficiencies, resulting in improved service delivery	15
			Project will improve asset performance, but current service delivery is acceptable	5
			Project does not improve asset performance	0
	<b>Maximum Possible Score</b>			<b>100</b>

#### 4021 SUSTAINABLE INITIATIVES FOR OUTDOOR STRUCTURED FACILITIES

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

<b>24</b>	<b>Assessment Criteria for Stormwater Upgrades</b>	<b>Rating</b>	<b>PTS</b>
<b>24.1</b>	<b>Governance, Risk Management &amp; Public Safety (25 points)</b>		
	Is the proposed project in line with Knox's strategic direction under:  1) Knox Community and Council Plan 2) WSUD & Stormwater Management Strategy 2010 3) Sustainable Water Use Plan 4) Drainage Asset Management Plan 2010 5) Revegetation Plan 6) Stormwater Catchment # Master Plan (SC#MP) 7) Open Space & Landscape Master Plan	Project listed as priority action (in one or more strategies) = 8 pts Project listed as action in a flood mapped SC#MP (20yr CWP) = 6 pts Project supports strategic objectives = 3 pts No connection with strategic direction of council = 0 pts	<b>8</b>
	If project is not delivered, will the issue result in residential displacement; inability to live at property; compromised living standards; or risk to public health?	Yes = 13 pts No = 0 pts	<b>13</b>
	What is the primary land use within the flood affected area?	Residential = 4 pts Commercial/Industrial = 3 pts Non Developed = 1pt	<b>4</b>
<b>24.2</b>	<b>Economic and Financial Benefits (25 points)</b>		
	Will this project support (complement) and/or assist resolution for other CWP initiatives identified/planned for in the forward CWP (i.e. synergies, added value, combined resources, shared effort)?	Yes = 5 pts No = 0 pts	<b>5</b>
	Is external funding available to cost share / deliver this project?	50% or more external funds = 5 pts 30-50% external funds = 3 pts No external funds = 0 pts	<b>5</b>
	Number of Properties suffering internal Above Floor level damage  Number of Properties with Below Floor level damage	Multiple properties = 15 pts Single property = 7 pts  Multiple Properties = 5 pts Single Property = 2 pts	<b>15</b>
<b>24.3</b>	<b>Environmental Benefits (25 points)</b>		
	Is the project within a high value catchment (HVC)?  [ * = section of Dandenong Creek north of Boronia Rd] [# = section of Dandenong Creek south of Boronia Rd to confluence]	Dobsons /Upper Dandenong* = 7 pts Monbulk/Ferny = 6 pts Corhanwarrabul/Eumemmering = 5 pts Middle Dandenong Creek# = 4 pts Blind Creek = 3 pts Old Joes Creek = 2 pts Rowville Main Drain = 1 pt.	<b>7</b>

	<p>Will this project scope provide urban pollutant reductions and meet industry best practice for waterway/bay protection in terms of water quality?</p> <p>(i.e. State Targets: TSS = 80%, TP = 45%, TN= 45%, litter/gross pollutants = 70% &amp; Flow reductions)</p>	<p>Yes = 6 pts No = 0 pts</p>	<p><b>6</b></p>
	<p>Will this project seek to capture and reuse alternate water sources for 'fit for purpose' application (e.g. open space irrigation) to reduce Council's reliance/usage of potable (drinking) water supplies?</p> <p>[Note: Industry best practice is 80% substitution reliability or more]</p>	<p>Yes = 6 pts No = 0 pts</p>	<p><b>6</b></p>
	<p>Will this project scope provide a % reduction in urban DCI connections to the receiving (local) waterway through upstream treatment systems? DCI = Directly Connected Impervious Area</p> <p>Apply: (Catchment total DCI area – System's total disconnected DCI area) Catchment's total DCI area</p>	<p>Yes = 6 pts No = 0 pts</p>	<p><b>6</b></p>
<b>24.4</b>	<b>Social and Community Benefits (25 points)</b>		
	<p>Does this project provide opportunity to improve urban cooling of the local (immediate) area, reducing Urban Heat Island effects and community vulnerability, through provision of shade/canopy trees?</p> <p>Note: Street Tree Policy target is 25% canopy cover across municipality.</p>	<p>Yes = 6 pts No = 0 pts</p>	<p><b>5</b></p>
	<p>Will the project create a desirable destination (passive or active space) for community use/visitation that: (a) builds community inclusion &amp; connectedness to places across the municipality; and (b) will be accessible for all abilities?</p>	<p>'(a) + (b) = 5 pts '(a) only = 4 pts No = 0 pts</p>	<p><b>5</b></p>
	<p>If project is not delivered, to what Degree will social / community benefits be disrupted - that is, access to essential services OR disruption to road networks OR other community facility or asset is compromised?</p>	<p>Major disruption or loss of access = 8 pts Moderate = 6 pts Minor = 4 pts No = 0 pts</p>	<p><b>8</b></p>
	<p>Is the project in an area considered to be a sensitive land use or an area of a known vulnerable population?</p> <p>Sensitive Land Use = schools, hospitals, aged/disability services etc</p> <p>Vulnerable population = retirement villages, aged care facilities, medical precincts, early childhood, primary/secondary schools, specialist schools for special needs individuals.</p>	<p>Yes = 5 pts No = 0 pts</p>	<p><b>5</b></p>
	<p>Will this project provide habitat?</p>	<p>Yes = 2 pts No = 0 pts</p>	<p><b>2</b></p>
		<p><b>Ranking Score (Total)</b></p>	<p><b>? / 100</b></p>

#### 4022 INTEGRATED STORMWATER SOLUTIONS

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

<b>25</b>	<b>Assessment Criteria for Stormwater Upgrades</b>	<b>Rating</b>	<b>PTS</b>
<b>25.1</b>	<b>Governance, Risk Management &amp; Public Safety (25 points)</b>		
	Is the proposed project in line with Knox's strategic direction under:  8) Knox Community and Council Plan 9) WSUD & Stormwater Management Strategy 2010 10) Sustainable Water Use Plan 11) Drainage Asset Management Plan 2010 12) Revegetation Plan 13) Stormwater Catchment # Master Plan (SC#MP) 14) Open Space & Landscape Master Plan	Project listed as priority action (in one or more strategies) = 8 pts Project listed as action in a flood mapped SC#MP (20yr CWP) = 6 pts Project supports strategic objectives = 3 pts No connection with strategic direction of council = 0 pts	<b>8</b>
	If project is not delivered, will the issue result in residential displacement; inability to live at property; compromised living standards; or risk to public health?	Yes = 13 pts No = 0 pts	<b>13</b>
	What is the primary land use within the flood affected area?	Residential = 4 pts Commercial/Industrial = 3 pts Non Developed = 1pt	<b>4</b>
<b>25.2</b>	<b>Economic and Financial Benefits (25 points)</b>		
	Will this project support (complement) and/or assist resolution for other CWP initiatives identified/planned for in the forward CWP (i.e. synergies, added value, combined resources, shared effort)?	Yes = 5 pts No = 0 pts	<b>5</b>
	Is external funding available to cost share / deliver this project?	50% or more external funds = 5 pts 30-50% external funds = 3 pts No external funds = 0 pts	<b>5</b>
	Number of Properties suffering internal Above Floor level damage  Number of Properties with Below Floor level damage	Multiple properties = 15 pts Single property = 7 pts  Multiple Properties = 5 pts Single Property = 2 pts	<b>15</b>
<b>25.3</b>	<b>Environmental Benefits (25 points)</b>		
	Is the project within a high value catchment (HVC)?  [ * = section of Dandenong Creek north of Boronia Rd] [# = section of Dandenong Creek south of Boronia Rd to confluence]	Dobsons /Upper Dandenong* = 7 pts Monbulk/Ferny = 6 pts Corhanwarrabul/Eumemmering = 5 pts Middle Dandenong Creek# = 4 pts Blind Creek = 3 pts Old Joes Creek = 2 pts Rowville Main Drain = 1 pt.	<b>7</b>

	<p>Will this project scope provide urban pollutant reductions and meet industry best practice for waterway/bay protection in terms of water quality?</p> <p>(i.e. State Targets: TSS = 80%, TP = 45%, TN= 45%, litter/gross pollutants = 70% &amp; Flow reductions)</p>	<p>Yes = 6 pts No = 0 pts</p>	<p><b>6</b></p>
	<p>Will this project seek to capture and reuse alternate water sources for 'fit for purpose' application (e.g. open space irrigation) to reduce Council's reliance/usage of potable (drinking) water supplies?</p> <p>[Note: Industry best practice is 80% substitution reliability or more]</p>	<p>Yes = 6 pts No = 0 pts</p>	<p><b>6</b></p>
	<p>Will this project scope provide a % reduction in urban DCI connections to the receiving (local) waterway through upstream treatment systems? DCI = Directly Connected Impervious Area</p> <p>Apply: (Catchment total DCI area – System's total disconnected DCI area) / Catchment's total DCI area</p>	<p>Yes = 6 pts No = 0 pts</p>	<p><b>6</b></p>
<b>25.4</b>	<b>Social and Community Benefits (25 points)</b>		
	<p>Does this project provide opportunity to improve urban cooling of the local (immediate) area, reducing Urban Heat Island effects and community vulnerability, through provision of shade/canopy trees?</p> <p>Note: Street Tree Policy target is 25% canopy cover across municipality.</p>	<p>Yes = 6 pts No = 0 pts</p>	<p><b>5</b></p>
	<p>Will the project create a desirable destination (passive or active space) for community use/visitation that: (a) builds community inclusion &amp; connectedness to places across the municipality; and (b) will be accessible for all abilities?</p>	<p>'(a) + (b) = 5 pts '(a) only = 4 pts No = 0 pts</p>	<p><b>5</b></p>
	<p>If project is not delivered, to what Degree will social / community benefits be disrupted - that is, access to essential services OR disruption to road networks OR other community facility or asset is compromised?</p>	<p>Major disruption or loss of access = 8 pts Moderate = 6 pts Minor = 4 pts No = 0 pts</p>	<p><b>8</b></p>
	<p>Is the project in an area considered to be a sensitive land use or an area of a known vulnerable population?</p> <p>Sensitive Land Use = schools, hospitals, aged/disability services etc. Vulnerable population = retirement villages, aged care facilities, medical precincts, early childhood, primary/secondary schools, specialist schools for special needs individuals.</p>	<p>Yes = 5 pts No = 0 pts</p>	<p><b>5</b></p>
	<p>Will this project provide habitat?</p>	<p>Yes = 2 pts No = 0 pts</p>	<p><b>2</b></p>
		<p><b>Ranking Score (Total)</b></p>	<p><b>? / 100</b></p>

#### 4023 COMMUNITY SAFETY INITIATIVES

The assessment process incorporates a quadruple bottom line evaluation, which considers an assessment of the social, environmental, economic and governance categories.

The table below can be used to score and rank each proposed initiative within the Plan. Initiatives with the highest scores will be assigned the highest priority.

<b>26</b>	<b>Assessment Criteria for Community Safety Initiatives</b>	<b>Rating</b>	<b>Score</b>
<b>26.1</b>	<b>Governance</b>		
	<b>To what extent does the project create risk exposure to the community/Council should the project not be undertaken (rated against Council's integrated risk management process)</b>	Significantly Moderately Not at all	<b>15</b> 10 0
<b>26.2</b>	<b>Social / Community Engagement / Community Benefit</b>		
	<p><b><i>To what extent does the project work towards delivering priorities from the Knox Community and Council Plan for a safe community?</i></b></p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> <li>• The project supports an integrated planning approach to place management.</li> <li>• The project supports greater community participation in public places/spaces.</li> <li>• The project works towards reducing inequities for particular groups including people with disabilities, young people, women, CALD communities, Aboriginal community to access public places/spaces.</li> </ul>	Significantly Moderately Not at all	<b>15</b> 10 0
	<p><b>To what extent does the project work towards delivering community safety outcomes?</b></p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> <li>• The project increases the communities perceptions of safety – particularly at night</li> <li>• The project incorporates crime prevention through environmental design principles</li> <li>• The project incorporates other community safety programs to support sustainable community outcomes.</li> </ul>	Significantly Moderately Not at all	<b>25</b> 15 0
	<p><b>Does the project provide the sufficient justification?</b></p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> <li>• Project has been identified by the Community Safety Health and Wellbeing Advisory Committee as a priority</li> <li>• Project has been identified by community as a high priority community safety initiative</li> <li>• Consultation has occurred with relevant Council staff and community user groups</li> </ul>	Significantly Moderately Not at all	<b>20</b> 10 5



<b>26.3</b>	<b>Sustainability</b>		
	<p><b>Does the project benefit the environment:</b></p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> <li>• Energy efficiencies – reducing greenhouse gas emissions (water, gas, electricity)</li> <li>• Sustainable design principles –</li> <li>• Eco buy use of sustainable materials.</li> </ul>	<p>Significantly</p> <p>Moderately</p> <p>Not at all</p>	<p><b>10</b></p> <p>5</p> <p>0</p>
<b>26.4</b>	<b>Financial Impact</b>		
	<p><b>Does the project address <u>economic</u> sustainability principles?</b></p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> <li>• Project has secured part funding from other sources</li> <li>• Capacity to improve financial return from building</li> <li>• Capacity to reduce maintenance costs</li> <li>• Potential to attract other funding sources</li> <li>• Extent of financial contribution from user group</li> <li>• Extent of in-kind contributions</li> </ul>	<p>Significantly</p> <p>Moderately</p> <p>Not at all</p>	<p><b>15</b></p> <p>10</p> <p>0</p>
	<b>Maximum Possible Score Total</b>		<b>100</b>

## 8.7 Citizenship Ceremonies

**SUMMARY:** Team Leader Festival and Events, Kym Griffiths and Director Connected Communities, Judy Chalkley

This report provides an overview of citizenship ceremonies in Knox, including a summary of outcomes for financial year 2022/23 delivery. It also discusses and makes recommendations regarding the delivery of future citizenship ceremonies in Knox.

Knox City Council is the sole host of citizenship ceremonies within the municipality. While all local governments in Victoria deliver citizenship ceremonies on behalf of the Australian Government, there is no legal or contractual obligation to do so. These events do however present a valuable opportunity to officially welcome new citizens into our community and provide a favourable interaction for new citizens with Council and the services Council provides. Citizenship ceremonies are the final step in the process for people becoming citizens and there are currently no other providers of this service in Knox outside of Council.

This report highlights the role Council has played over the COVID-19 Pandemic period, including addressing backlogs, and discusses options available to Council for delivery of citizenship ceremonies going forward. It highlights the costs involved and advocacy Council has been undertaking in seeking funding from the Australian Government to support delivery of citizenship ceremonies. Opportunities to reduce the costs of delivery are set out in the report. Considering Council's opportunities to reduce costs associated with conducting citizenship ceremonies is important in the context of Council's financial capacity being increasingly constrained in a rate-capped environment, and Council needing to carefully consider the services it is providing, particularly those that are the primary responsibility of other levels of government.

The Officer Recommendation is that Council continues to provide citizenship ceremonies in 2024, applying a more cost-effective operating model, while also continuing to advocate for Australian Government funding. Discussions during the 2023/24 budget process indicated some uncertainty regarding Council's position on delivering citizenship ceremonies into the future. This report seeks a Council decision on the matter so that Officers can then notify the Commonwealth of the arrangements for hosting of ceremonies in 2024.

### RECOMMENDATION

That Council:

1. Continues to deliver citizenship ceremonies in Knox, as outlined in Attachment 1 - Knox Citizenship Ceremonies - Event Schedule 2022/2023 and Proposed 2023/2024;
2. Note citizenship ceremonies will return to the Knox Civic Centre from October 2023, with six events delivered per financial year (with 1-3 ceremonies per event), at a reduced scale and budget allocation to no greater than \$75,000 in financial year 2023/24, with an annual budget review; and
3. Continues to advocate to the Australian Government to provide a dedicated funding program to support the ongoing delivery of citizenship ceremonies.

### 1. INTRODUCTION

Citizenship ceremonies fulfil legal requirements under Australian citizenship law. With 30% of Knox residents born overseas, speaking over 135 languages and observing 39 religions, this

diversity is reflected within our new resident profiles, and translates as an elevated level of Australian citizenship requests within Knox.

Knox City Council is currently the sole host of citizenship ceremonies within the municipality. These events present a valuable opportunity to officially welcome new citizens into our community and provide a favourable interaction with Council and the services Council provides. The Mayor, Councillors, State and Australian Government Officials all benefit from having a personal exchange with new residents, and the experience of a traditional Welcome to Country presented by a Wurundjeri Elder is a valuable part of the ceremony for participants.

Conferees (eligible applicants awaiting Australian citizenship) are appointed by the Australian Government to municipal areas based on their residential address at the time of application, meaning that all Conferees awarded citizenship within Knox also reside within the municipality.

The fundamental purpose of citizenship ceremonies is to enact the legal requirement of the verbal pledge, a declaration made by conferees that they share Australia's democratic beliefs and respect the rights and liberties of the people of Australia, witnessed by the Presiding Officer, which is usually the Mayor. The legal requirements and ceremony protocols are outlined within the Australian Citizenship Ceremonies Code 2022 (the Code), which is overseen by the Australian Department of Home Affairs (DHA).

Local Governments are the usual body that deliver ceremonies, however this is not a legal requirement and there are no contractual agreements for citizenship ceremonies between the Australian and Local Government Authorities.

In keeping with the Code, the Australian Government asks that councils host ceremonies at least every two to three months, to meet set targets for processing conferees within a 12-month period from the date of their application. There is no direct funding provided to councils for delivering citizenship ceremonies. In response to previous advocacy from Council and the Australian Local Government Association in 2019, the Australian Government has noted that it does provide Financial Assistance Grants annually to Local Government Authorities which is untied, allowing councils to spend those funds in accordance with local priorities (refer to Attachment 2).

Knox currently receives on average between 140-170 new conferee applications each month, and to meet the Commonwealth targets for processing applicants within a 12-month period, this translates as Council delivering six event days per year, with 1-3 ceremonies per event annually to meet the Commonwealth processing targets.

The responsibility of arranging citizenship ceremonies was transferred to the Arts and Cultural Services portfolio in early 2021 during the COVID-19 Pandemic, at which time public gatherings were not possible, resulting in delays and waiting list backlogs. Some attempts to move ceremonies online was made, however the time taken, complexity due to privacy requirements, and accessibility issues deemed this model non-viable.

Once public events were permitted again, Knox began to address this backlog by relocating ceremonies to larger venues such as the Rowville Performing Arts Centre and Rowville Community Centre and hosting multiple ceremonies on each event day. This move enabled twice the number of conferees to be processed than was possible in the Knox Civic Centre function rooms. Council

delivered eight (mostly larger scale) ceremonies across five event days, which supported the backlog of 671 applicants and the 1,743 of new applications for 2022/23.

Council has now successfully addressed the COVID-19 Pandemic backlog with two final large event days held at the Rowville Performing Arts Centre in July and September 2023. This achievement now makes it possible to return to the Knox Civic Centre function rooms from October 2023, which will complete the proposed event schedule for this calendar year. Planning has commenced for 2024 ceremonies at the Knox Civic Centre and officers need to notify the Commonwealth of the arrangements for hosting of ceremonies in 2024. The estimated number of new Conferees who will require citizenship in the financial year 2023/24 can be accommodated by hosting a further three event days from January to June 2024, with some days hosting back-to-back ceremonies. The 2024 ceremonies can be delivered at a significantly reduced cost and lesser scale compared to those events delivered throughout 2023. This is discussed further in Section 2.2.1 of this report.

Please refer to Attachment 1 - Knox Citizenship Ceremonies - Event Schedule 2022/2023 and Proposed 2023/2024 for further information.

## **2. DISCUSSION**

The following topics discuss Council's role in hosting, resourcing, and the future planning of citizenship ceremonies in Knox.

### **2.1 Hosting Citizenship Ceremonies**

As noted earlier, while all Victorian councils including Knox deliver citizenship ceremonies on behalf of the Australian Government, there is no legal or contractual requirement to do so. The below topics explore the various options for either ceasing or reducing the scale (and subsequent costs) of hosting ceremonies in Knox.

#### **2.1.1 Option to Cease Hosting Ceremonies**

Legal advice regarding Council's obligations to deliver citizenship ceremonies, and the option to discontinue hosting citizenship ceremonies, can be summarised as follows:

- There is nothing in the Citizenship Act, Code or any other Australian Government regulations referring to a legal requirement that a Council must deliver a citizenship ceremony;
- The Australian Government (and its nominated Ministers) authorise the Mayor, Deputy Mayor, and CEO to officially preside over the legally binding Pledge made at ceremonies;
- Authorisation to preside over ceremonies does not constitute an obligation to do so. The Minister for Immigration, Citizenship and Multicultural Affairs is also authorised to preside over the Pledge, as are community representatives in line with the Act and by prior approval;
- There is no written contractual agreement between Council and the Australian Government that binds Council to deliver citizenship ceremonies; and
- It is anticipated that Council would not suffer any legal repercussions by not delivering or funding citizenship ceremonies, although this may trigger reputational concern and media interest.

The DHA website currently lists all 79 Victorian Councils currently hosting a citizenship service on behalf of the Australian Government.

There is no certainty as to how a conferee might be inducted as a citizen should their local Council not offer such a service, and there would likely be delays or temporary cessation of the service while the matter is addressed by DHA.

In addition to removing the opportunity for Council to engage with new citizens, ceasing citizenship ceremonies presents a reputational risk for Council and may impact on the ability of conferees residing in Knox to attain citizenship, with the citizenship ceremony being the last step required before becoming an Australian citizen. Once a person's citizenship application is approved, they are required by law to attend the citizenship ceremony to make the Australian Citizenship Pledge. If the Conferee does not attend a ceremony within 12 months of their application being approved, and does not have an acceptable reason, their application could be reviewed and cancelled. If a council did not deliver ceremonies it is expected DHA would need to identify a solution to ensure applicants have reasonable access to alternative options. One such option would be for DHA to transfer responsibility for ceremonies to a community host.

Under the Citizenship Code and Act, community organisations may also conduct citizenship ceremonies if approved by the DHA with an authorised presiding Officer. The DHA state that local service clubs can "approach their local office of the Department of Home Affairs to discuss the possibility of hosting such a ceremony and securing a presiding officer." Community organisations would be asked to provide an Expression of Interest form detailing the plans for the ceremony, in addition to signing an agreement with the Department of Home Affairs on how ceremonies are to be conducted."

This section of the Citizenship Code indicates that DHA has an option to encourage an eligible community organisation to take on the role of hosting ceremonies. Initial exploration into the viability of community organisations in Knox to host ceremonies indicates this is unlikely to be a viable option at least in the short term due to the minimal capacity of local services to take on this complex responsibility within their volunteer frameworks without additional DHA support.

### **2.1.2 Option to Move to an Online or Transactional Model**

During the COVID-19 Pandemic restrictions, the Citizenship Code was amended to introduce an Online Code. Whilst some Councils, including Knox, explored hosting citizenship ceremonies online during the Pandemic, it was extremely time consuming, only very small groups can be processed at one time, it presents complexity due to privacy protection issues, as well as significant accessibility issues related to language barriers and digital dexterity of attendees.

Another option could be to move to a transactional service model, whereby Conferees are processed over the counter, at regular intervals each month at Council's Customer Service desk. Whilst some regional LGA's have found this model successful given the low numbers of Conferees they have to process, most urban Council's with similar numbers of monthly Conferees to Knox have found this model cumbersome, causing excessive administration, more than five times the staffing hours, major disruption to servicing other customers, longer waiting times for conferees and undue pressure on the presiding officer, all outweighing the potential benefits offered by such a model.

## **2.2 Resourcing Citizenship**

Costs associated with hosting citizenship ceremonies can be significant and the below topics explore options for reducing the cost to Council whilst retaining the model for hosting citizenship ceremonies in Knox.

### **2.2.1 Option to Reduce Expenditure**

With the transition of the service into the Arts and Culture Team, all ceremony costs have now been captured within a distinct operating budget, providing an accurate analysis of the costs of delivery including staffing support, venue use, and production costs.

With the full cost of ceremonies now captured in one budget, Council invested a total of \$180,760 in the financial year 2022/23 (including staff, venue costs, production gear, entertainment, speakers, and catering). This is significantly higher than previous years, primarily due to the costs of hosting larger scale, offsite and weekend events to address the COVID-19 Pandemic backlog, which has been resolved in September 2023.

An opportunity exists to achieve considerable savings within the financial year 2023/24 budget, and reduce the future budget allocations for this service by making the following changes to the service:

- Deliver six event days per year, with 1-3 ceremonies per event, as presented in Attachment 1 - Knox Citizenship Ceremonies - Event Schedule 2022/2023 and Proposed 2023/2024;
- Reduce the attendance of guests (e.g., one guest per family rather than one per person, as is the current model). This will allow maximum processing of conferees during high demand periods;
- Return all ceremonies to the Knox Civic Centre, using all four function rooms and therefore avoiding the need for external venue costs;
- Deliver all events during normal working hours on weekdays (Friday optimal), with the exception of the ceremony hosted on Australia Day, to reduce overtime and out-of-hours staff rates, and where viable, deliver two to three ceremonies in a day to reduce staff time, set up and pack down costs. Staffing costs for delivery on a public holiday are \$13,252, Saturday \$9,858 and a weekday \$3,168;
- Essential purchases only, with minimal equipment hire and production costs, and basic level programming, security, and traffic management costs;
- Minimal catering; and
- Adjust the Conferee gift to a commemorative pin or similar.

These changes will allow for a revised operating budget for the financial year 2023/24 with significant savings, as outlined in Table 1 below. Whilst some larger events have already been delivered this financial year, the budget demonstrates the overall cost of event delivery proposed in Attachment 1: Knox Citizenship Ceremony Proposed Event Schedule 2023/2024, reflecting the reduced scale and lower cost model moving forward. The Schedule in Attachment 1 includes a citizenship ceremony on Australia Day, consistent with the approach taken in prior years, and alternatively notes the ceremony could be held on a weekday within a three-day period before or after Australia Day, if so determined by Council. It is noted that the budget indicated in Table 1 could be further reduced by around \$10,000 per annum should the January 2024 citizenship ceremony be held on a weekday within the three-day period before or after Australia Day, rather than on Australia Day itself. Refer Section 2.3 for further discussion on this.

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**Table 1: Citizenship Budget Review 2023/24**

Estimates based on six event days, with two to three ceremonies per day delivered within the financial year 2023/24, processing the DHA forecasted estimate of 1,771 conferees per year, in keeping with waiting list data.

<b>Cost Type</b>	<b>2023/24 Adopted Budget \$</b>	<b>2023/24 Revised Budget \$</b>	<b>2024/25 Forecast Budget \$ (based on estimate of 2000 new citizens)</b>	<b>Savings Notes Based on Estimates</b>
Staff Wages	37,000	20,252	20,752	Minimal overtime, casual and weekend hours
Supplier Costs	66,000	23,000	18,000	Minimal contractor costs with Civic Centre
Catering	15,500	2,000	2,500	Minimal catering
Marketing	500	0	0	
Performers	17,000	16,000	16,000	One performer and Elder per ceremony
Conferee Gifts	18,000	13,000	10,000	
<b>Budget Total</b>	154,000	74,252	<b>67,252</b>	<b>Savings of \$79,748 per year (23/24)</b> Savings of 86,748 per year (24/25)
<b>Cost per Event Day (x6)</b>	25,666	12,375	<b>11,208</b>	<b>Savings of \$13,414 per event day (23/24)</b> Savings of \$14,458 per event day (24/25)
<b>Cost per Conferee</b>	86.90	42.49	<b>33.62</b>	<b>Savings of \$44.41per conferee (23/24)</b> Savings of 53.28per conferee (24/24)

The Officer recommendation in this report is based on the above service model and reduced budget allocation.

### 2.2.2 Advocacy for Australian Government Funding

Council has advocated for the Australian Government to support councils in delivering citizenship ceremonies through a direct funding stream. This advocacy is important in the context of Council's financial capacity being increasingly constrained in a rate-capped environment, and Council needing to carefully consider the services it is providing, particularly those that are the primary responsibility of other levels of government.

As noted above, in 2019 Council moved a motion adopted by the Australian Local Government Association (ALGA) National General Assembly (NGA) calling on the Australian Government 'to provide a financial contribution to local government in recognition of its role in the administration of the Australian citizenship program.' The response to this Motion is included in Attachment 2, and includes reference to the untied Financial Assistance Grants provided to councils. Knox

Council's Financial Assistance Grants allocation in 2023/24 increased by \$308,000 more than the budgeted amount.

At the 2023 NGA, Council again raised this issue with Australian Government representatives through its delegation to ALGA and a Motion was adopted by the NGA calling on the Australian Government 'to review the citizenship process and provide a dedicated funding program to support the ongoing delivery of ceremonies currently conducted by a majority of local government councils on behalf of the Australian Government.' ALGA and Council are currently awaiting a response to this Motion.

While recommending Council continue to deliver citizenship ceremonies in 2024 with an amended service model at a reduced cost, Officers also recommend that Council continue its advocacy to the Australian Government for funding assistance into the future.

### **2.2.3 Option to Introduce a Council Fee for Service**

Officers have explored the possibility to apply a fee per conferee to attend citizenship ceremonies in Knox in order to recover the associated costs. There is currently no precedent for introducing a fee at a Local Government level for conferees, making the full impact of this option largely unknown.

The most likely impacts of introducing a Council fee for conferees are as follows:

- The current DHA citizenship application fee is \$540 per adult. Adding a further Local Government fee to this process may result in adult applicants' total fee being up to \$582.49 (based on a full cost recovery for the revised budget allocation for the financial year 2023/24). The additional fee may become a financial barrier for conferees, particularly for those recent immigrants that are trying to settle in a new country and have large family groups being inducted as citizens at one time;
- Cost may become a barrier to applicants completing their citizenship process within the required timeframe as per Australian immigration laws;
- There would be a cost to Council in administering the levying and receipt of any Council fee that was charged; and
- Any such fee is unlikely to be received well by either the conferees or the Australian Government, which has noted its provision of annual Financial Assistance Grants being allocated to councils to support local service priorities.

Officers do not recommend introduction of a separate fee at this time. If this is something Council was wanting to explore further, officers could undertake further work to seek to better understand potential impacts and likely DHA response.

### **2.3 Other Planning and Policy Considerations – Australia Day Code Changes**

In December 2022, the DHA announced an amendment to the Code, which now states that 'Councils must hold a ceremony on Australia Day, or the three days prior or the three days after Australia Day'. This is a change from the previous Code that required Councils to hold a citizenship ceremony on Australia Day itself. The advice to Councils noted that 'the Government expects local government councils to hold a citizenship ceremony as part of their Australia Day celebrations'. The advice also notes that 'local government councils may require flexibility to plan their



citizenship ceremonies. There are higher operational costs involved in hosting a ceremony on a public holiday, and councils might benefit from the ability to schedule their ceremonies as part of a broader program of Australia Day community events, among other reasons'. The advice from the DHA is included at Attachment 3.

The DHA advice specifically references the costs associated with hosting a ceremony on a public holiday. As noted above in Section 2.2.1 of this report, staffing costs on a public holiday are \$13,252 compared with \$3,168 on a weekday, a difference of \$10,084. The budget indicated in Table 1 could be further reduced by this amount should the citizenship ceremony be held on a weekday within the three-day period before or after Australia Day, rather than on Australia Day itself.

It is relevant to note there will be mixed views within the Knox community on whether a citizenship ceremony should be held on Australia Day. Some will see it as an important part of Australia Day activities and some will not, particularly Knox's First Nations community members for whom Australia Day is a commemoration of deep loss for their community. Council has a strong commitment to reconciliation with First Nations people and has recently adopted its first Knox Reconciliation Action Plan (RAP). The RAP does not have a specific recommendation regarding the question of a citizenship ceremony being held on Australia Day. It does however have a 'Civic Participation' focus area, noting effective civic participation can be achieved when all members of the community feel valued, safe and recognised. Council has been advised there would be no Welcome to Country presented by a Wurundjeri Elder at citizenship ceremonies held on Australia Day, as was the case also for the ceremony held in January 2023.

Opportunities for cost saving and to further Council's actions to reconciliation are factors Council may wish to consider in forming a view on the question of whether citizenship ceremonies will be conducted on Australia Day, either now or into the future. Council may wish to consider further conversations with community members regarding this matter, and also consider in what other ways Council may like to recognise Australia Day should the citizenship ceremony be held on a different date. The Schedule in Attachment 1 anticipates the ceremony in January being on Australia Day, consistent with prior years, or alternatively moved to a weekday three days either side of Australia Day if Council so determines.

## **2.4 Recommendations**

Officers recommendations based on the information provided:

1. Continues to deliver citizenship ceremonies in Knox, as outlined in Attachment 1 - Knox Citizenship Ceremonies - Event Schedule 2022/2023 and Proposed 2023/2024;
2. Note citizenship ceremonies will return to the Knox Civic Centre from October 2023, with six events delivered per financial year (with 1-3 ceremonies per event), at a reduced scale and budget allocation to no greater than \$75,000 in financial year 2023/24, with an annual budget review; and
3. Continues to advocate to the Australian Government to provide a dedicated funding program to support the ongoing delivery of citizenship ceremonies.

### **3. CONSULTATION**

Officers have engaged with the Eastern Regional LGA Eastern Metropolitan Region Reconciliation Network, the Eastern Region Council Group, the DHA Metro Melbourne Forum members, and a variety of internal Officers to help provide context for the issues raised in this report.

Broader consultation has not been undertaken on the timing and cost of citizenship ceremonies.

### **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**

The proposed return of citizenship ceremonies to the Knox Civic Centre will require:

- A building occupancy permit and related traffic management requirements; and
- Access to all four function rooms, the foyer, and amenities.

The gift to Conferees will be selected based on environmentally friendly options.

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

It is proposed that Council reduce the cost of this service, by adopting a revised budget allocation of \$75,000 for citizenship ceremonies in the financial year 2023/24, offering a saving of \$79,000 on the current budget allocation. This does not include wages relating to event, governance and function room staff whose incumbent roles will provide primary service delivery within existing staffing budgets.

As noted in the report, Council does not receive direct funding for citizenship ceremonies, and this is something for which Knox is continuing to advocate. The Australian Government does provide Financial Assistance Grant funding, which is allocated to councils through the State Grants Commission methodology. Council's allocated Financial Assistance Grant funding has increased by \$308,000 in 2023/24 compared with the budgeted amount.

### **7. SOCIAL IMPLICATIONS**

Citizenship ceremonies provide an opportunity for Council to engage with new citizens who reside in Knox and provide them with a positive experience of Council and the services Council provides.

As noted above, some community members will see citizenship ceremonies as an important part of Australia Day activities and some will not, particularly Knox's First Nations community members for whom Australia Day is a commemoration of deep loss for their community. Council has a strong commitment to reconciliation with First Nations people and has recently adopted the first Knox Reconciliation Action Plan (RAP). The RAP does not have a specific recommendation regarding the question of a citizenship ceremony being held on Australia Day. It does however have a 'Civic Participation' focus area, noting effective civic participation can be achieved when all members of the community feel valued, safe and recognised.

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

#### **Connection, Resilience & Wellbeing**

Strategy 4.2 - Foster inclusivity, equality, belonging and safety within the community.

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Strategy 4.4 - Support the community to identify and lead community strengthening initiatives.

**Civic Engagement & Integrity**

Strategy 5.1 - Provide opportunities for all people in Knox to have their say.

**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:** Team Leader Events and Festivals, Kym Griffiths  
**Report Authorised By:** Director Connected Communities, Judy Chalkley

**Attachments**

1. Attachment 1 - Knox Citizenship Ceremonies Event Schedule 2022 23 and Proposed 2023 (1) [8.7.1 - 2 pages]
2. Attachment 2 - Advice of funding for Citizenship Ceremonies [8.7.2 - 1 page]
3. Attachment 3 - Notification changes to Australian Citizenship Ceremonies [8.7.3 - 2 pages]



### Citizenship Ceremonies Event Schedule - 2022/23 & Proposed 2023/24

Month	Date	Time	Venue	# Invited Conferees
<b>September 2022</b>	Saturday 17 <sup>th</sup> September (National Citizenship Day) 1 ceremony	2pm	Rowville Community Centre	280
<b>October 2022</b>	Saturday 22 <sup>nd</sup> October  2 ceremonies	10am	Knox Civic Centre Function Rooms	100
		1pm	Knox Civic Centre Function Rooms	100
<b>January 2023</b>	Thursday 26 <sup>th</sup> January (Australia Day) 1 ceremony	10am	Knox Civic Centre Function Rooms	130
<b>February 2023</b>	Sunday 19 <sup>th</sup> February  2 ceremonies	10am	Rowville SC Performing Arts Centre	200
		2pm	Rowville SC Performing Arts Centre	200
<b>May 2023</b>	Saturday 27 <sup>th</sup> May  2 ceremonies	10am	Rowville SC Performing Arts Centre	252
		2pm	Rowville SC Performing Arts Centre	252
<b>Total conferees processed FY22/23</b>				<b>1,514</b>
<b>July 2023 Complete</b>	Friday 7 <sup>th</sup> July (School holidays)  2 ceremonies	10am	Rowville SC Performing Arts Centre	200
		2pm	Rowville SC Performing Arts Centre	200
<b>September 2023 Complete</b>	Sunday 17 <sup>th</sup> September (National Citizenship Day)  2 ceremonies	10am	Rowville SC Performing Arts Centre	250
		2pm	Rowville SC Performing Arts Centre	250
<b>October 2023 Planned</b>	Monday 30 <sup>th</sup> October 1 ceremony <b>(Backlog and current waitlist addressed)</b>	11am	Knox Civic Centre Function Rooms	130
<b>January 2024 TBC</b>	Friday 26 <sup>th</sup> January, or a weekday three-days either side of Australia Day if so determined by Council  1-3 ceremonies	TBC	Knox Civic Centre Function Rooms	130 - 390



## Event Schedule

<b>April 2024 TBC</b>	Friday 12 <sup>th</sup> April 1-3 ceremonies	TBC	Knox Civic Centre Function Rooms	130 - 390
<b>June 2024 TBC</b>	Friday 21 <sup>st</sup> June 1-3 ceremonies	TBC	Knox Civic Centre Function Rooms	130 - 390
<b>Total conferees forecasted for processing FY23/24</b>				<b>1,771</b>
<b>Total conferee capacity 23/24</b>				<b>2200</b>
<b>Total conferee capacity 24/25 ( 3 ceremonies x 6 event days @ KCC)</b>				<b>2340</b>

**Attachment 2**

2019 NGA

Knox City Council motion carried:

That the National General Assembly calls on the Federal Government to provide a financial contribution to local government in recognition of its role in the administration of the Australian citizenship program.

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There was a ministerial response received to this notice which is on the ALGA website

**THE HON DAVID COLEMAN MP  
MINISTER FOR IMMIGRATION, CITIZENSHIP,  
MIGRANT SERVICES AND MULTICULTURAL AFFAIRS**

Ref No: MC19-016733

Mayor David O'Loughlin  
President  
Australian Local Government Association  
8 Geils Court  
DEAKIN ACT 2600

Dear Mayor

Thank you for your correspondence of 14 August 2019 concerning resolutions arising from the National General Assembly of Local Government. I appreciate the time you have taken to bring these matters to my attention.

I have addressed each of the resolutions outlined in your letter separately below:

**Resolution 8**

Regarding this resolution, I would firstly like to acknowledge the importance of the role that local government plays in hosting citizenship ceremonies on behalf of the Department of Home Affairs. This longstanding arrangement is highly valued by the Australian Government, as councils continue to be the most appropriate organisations to hold ceremonies and provide a formal, local welcome to their newest citizens.

Whilst I note that local government councils do not receive direct funding from the Department to conduct citizenship ceremonies, the Government (through the Department of Infrastructure, Transport, Cities and Regional Development) provides Financial Assistance Grants to local government under the *Local Government (Financial Assistance) Act 1995*. The grants are untied in the hands of local government, allowing councils to spend the grants in accordance with local priorities. I note that the Government brought forward \$1.3 billion of the Financial Assistance Grant program 2019-20 estimate for payment in 2018-19, which was paid to states and territories on 17 June 2019.

**Attachment 3**

**From:** NatO Ceremonies <[Natoceremonies@homeaffairs.gov.au](mailto:Natoceremonies@homeaffairs.gov.au)>  
**Sent:** Friday, 16 December 2022 10:03 AM  
**To:** NatO Ceremonies <[Natoceremonies@homeaffairs.gov.au](mailto:Natoceremonies@homeaffairs.gov.au)>  
**Subject:** Australia Day 2023 - Changes to the Australian Citizenship Ceremonies Code [SEC=OFFICIAL]

**OFFICIAL**

Dear Mayors and citizenship ceremony organisers,

Australia Day provides an opportunity for all Australians to reflect, respect and celebrate our national day. Australia Day is marked by events across Australia, including special citizenship ceremonies.

As you may be aware, the Hon Andrew Giles MP, Minister for Immigration, Citizenship and Multicultural Affairs, recently announced an update to the Australian Citizenship Ceremonies Code (the Code) - see [announcement link](#).

The Government expects local government councils to hold a citizenship ceremony as part of their Australia Day celebrations. Many thousands of Australians have had their citizenship conferred on Australia Day, and many Australians would like to receive their citizenship on our national day, in their community.

The amendment to the Code states that **Councils must hold a ceremony on Australia Day, or the three days prior or the three days after Australia Day.**

Local government councils may require flexibility to plan their citizenship ceremonies. There are higher operational costs involved in hosting a ceremony on a public holiday, and councils might benefit from the ability to schedule their ceremonies as part of a broader program of Australia Day community events, among other reasons.

The requirement for councils to hold a ceremony if they conferred Australian citizenship on 20 or more people in the 2021-22 financial year remains. Councils which have conferred Australian citizenship on fewer than 20 people in the previous year will continue to be exempt from the requirement. However, even where not formally required to do so based on previous conferee numbers, many councils in the past have still chosen to hold citizenship ceremonies on Australia Day and this is still strongly encouraged.

**For 2023, this means ceremonies held in the period Monday 23 January 2023 – Sunday 29 January 2023 will meet the requirements of the Code, as per the update.**

Should you have any questions in relation to Australia Day 2023, please do not hesitate to contact your local state or territory citizenship ceremonies team.

Kind regards

Libby McDonald  
Director, Citizenship Ceremonies Section  
Citizenship Program Delivery Branch | Citizenship and Multicultural Affairs Division  
Social Cohesion and Citizenship Group  
Department of Home Affairs  
E: [natoceremonies@homeaffairs.gov.au](mailto:natoceremonies@homeaffairs.gov.au)



The Department of Home Affairs and the Australian Border Force acknowledge the Traditional Custodians throughout Australia and their continuing connection to land, sea and the community. We pay respect to all Aboriginal and Torres Strait Islander peoples, their cultures and to their Elders past and present.

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## 8.8 Revised Instruments of Delegation to Members of Council Staff

**SUMMARY: Governance Officer, Damian Watson**

**Instruments of Delegation represent the formal delegation of powers by Council and enable the effective functioning of Council.**

**The Instrument of Delegation – Road Management Responsibilities has been revised to reflect changes to position titles within the organisation.**

### **RECOMMENDATION**

**In the exercise of the powers conferred by the legislation referred to in the attached Instrument of Delegation – Road Management Responsibilities (Attachment 1), Council resolves that:**

- 1. There be delegated to the members of Council staff holding, acting or performing the duties of the offices or positions referred to in the attached Instrument of Delegation – Road Management Responsibilities (Attachment 1), the powers, duties and functions set out in the respective instrument, subject to the acceptance of tracked changes and the conditions and limitations specified in the Instrument;**
- 2. Upon this resolution being made and, subject to the acceptance of tracked changes and the instruments being signed by Council’s Chief Executive Officer and the Mayor, the Instrument of Delegation – Road Management Responsibilities (Attachment 1) shall come into force;**
- 3. On the coming into force of the instrument, pursuant to Resolution 2 above, the previous Instrument of Delegation – Road Management Responsibilities is revoked; and**
- 4. The duties and functions set out in the instruments must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.**

### **1. INTRODUCTION**

Council is empowered to delegate its powers, duties or functions with some strategic exemptions such as setting rates, borrowing funds, adopting a planning scheme amendment and adopting a budget.

Delegations are necessary to facilitate effective functioning of councils as they enable day-to-day decisions to be made in relation to routine administrative and operational matters.

In granting delegations, Council is not granting unfettered power to Council staff or relinquishing its own powers. A delegate must comply with the conditions of delegation as well as any relevant policies of Council and any legislative framework. Council can still exercise any delegated power, duty or functions itself by resolution in the Chamber.

The attached Instrument is recommended for the effective and efficient operation of Council’s activities, as well as to enable routine and administrative tasks to be carried out with consistency and certainty.

### **2. DISCUSSION**

The attached Instrument has been updated to ensure it remain contemporaneous and consistent with current organisational structure and business practices.

The current Instrument of Delegation – Road Management Responsibilities (Attachment 1) has been in force since 25 September 2023.

The revised Instrument is based upon the previous Instrument considered by Council and has been amended to reflect changes to relevant position titles as part of the revised structure in the Infrastructure Directorate.

The changes include alterations from:

- 'Manager Community Infrastructure' to 'Manager Green Spaces and Environment'
- 'Manager Sustainable Infrastructure' to 'Manager Strategic Infrastructure'
- 'Manager Operations' to 'Manager Engineering Services and Operations'
- 'Coordinator Major Project Delivery' to 'Coordinator Infrastructure and Major Projects'
- 'Coordinator Works Services to 'Coordinator Civil Maintenance'
- 'Coordinator Construction Group' to 'Coordinator Civil Construction'

### **3. CONSULTATION**

Council subscribes to the Maddocks Authorisations and Delegations Service, which provides advice regarding legislative amendments and template instruments, which are then tailored to organisational requirements. The proposed instrument (Attachment 1) has been prepared based on the advice provided by Maddocks Lawyers and consultation with relevant staff.

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

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

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

Nil.

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

The costs to prepare and adopt the attached Instruments are minimal and will be met within the current departmental budget.

### **7. SOCIAL IMPLICATIONS**

Nil.

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

#### **Civic Engagement & Integrity**

Strategy 5.3 - Ensure our processes are transparent and decisions are accountable.

### **9. CONFLICT OF INTEREST**

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

### **10. CONFIDENTIALITY**

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

**Report Prepared By: Governance Officer, Damian Watson**

**Report Authorised By: Director, Customer & Performance, Greg Curcio**

**Attachments**

1. Attachment 1 - DRAFT Tracked Changes s6 Road Management Responsibilities Council to Staff Instrument [8.8.1 - 27 pages]



### Council to Council Staff:

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. declares that:
  - 2.1 this Instrument of Delegation is authorised by a resolution of Council passed on ~~25 September~~ 23 October 2023 and
  - 2.2 the delegation:
    - 2.2.1 comes into force on immediately upon its execution; ~~26 September 2023~~;
    - 2.2.2 remains in force until varied or revoked;
    - 2.2.3 is subject to any conditions and limitations set out in sub-paragraph 2.3, and the Schedule; and
    - 2.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 2.3 the delegate must not determine the issue, take the action or do the act or thing:
    - 2.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of a Council Meeting; or
    - 2.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a
      - (a) policy; or
      - (b) strategy
 adopted by Council; or
    - 2.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
    - 2.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.



\_\_\_\_\_  
Cr Marcia Timmers-Leitch - Mayor

\_\_\_\_\_  
Bruce Dobson - Chief Executive Officer

**Date:**



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<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 11(1)	Power to declare a road by publishing a notice in the government gazette	Chief Executive Officer Director City Liveability Chief Financial Officer Director Infrastructure Manager <u>Sustainable-Strategic</u> Infrastructure	Obtain consent in circumstances specified in section 11(2)
s 11(8)	Power to name a road or change the name of a road by publishing notice in government gazette	Chief Executive Officer Director City Liveability Chief Financial Officer Coordinator Property Management	
s 11(9)(b)	Duty to advise registrar	Chief Executive Officer Director City Liveability Chief Financial Officer Director Infrastructure Coordinator Property Management	
s 11(10)	Duty to inform secretary to department of environment, land, water and planning of declaration etc.	Chief Executive Officer Director City Liveability Chief Financial Officer Director Infrastructure Manager <u>Sustainable-Strategic</u> Infrastructure	Clause subject to section 11(10a)

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 11(10a)	Duty to inform secretary to department of environment, land, water and planning or nominated person	Chief Executive Officer Director City Liveability Chief Financial Officer Director Infrastructure Manager <del>Strategic Sustainable</del> Infrastructure	Where council is the coordinating road authority
s 12(2)	Power to discontinue road or part of a road	Chief Executive Officer Director City Liveability Chief Financial Officer Director Infrastructure Manager <del>Strategic Sustainable</del> Infrastructure	Where council is the coordinating road authority
s 12(4)	Duty to publish, and provide copy, notice of proposed discontinuance	Chief Executive Officer Director City Liveability Chief Financial Officer Director Infrastructure Manager <del>Strategic Sustainable</del> Infrastructure	Power of coordinating road authority where it is the discontinuing body Unless subsection (11) applies
s 12(5)	Duty to consider written submissions received within 28 days of notice	Chief Executive Officer Director City Liveability Chief Financial Officer Director Infrastructure Manager <del>Strategic Sustainable</del> Infrastructure Coordinator Property Management	Duty of coordinating road authority where it is the discontinuing body Unless subsection (11) applies



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 12(6)	Function of hearing a person in support of their written submission	Chief Executive Officer Director City Liveability Chief Financial Officer Director Infrastructure Manager <del>Strategic Sustainable</del> Infrastructure Coordinator Property Management	Function of coordinating road authority where it is the discontinuing body Unless subsection (11) applies
s 12(7)	Duty to fix day, time and place of meeting under section 12(6) and to give notice	Chief Executive Officer Director- Infrastructure Director City Liveability Chief Financial Officer Coordinator Property Management	Duty of coordinating road authority where it is the discontinuing body Unless subsection (11) applies
s 12(10)	Duty to notify of decision made	Chief Executive Officer Director- Infrastructure Director City Liveability Chief Financial Officer Coordinator Property Management	Duty of coordinating road authority where it is the discontinuing body Does not apply where an exemption is specified by the regulations or given by the minister
s 13(1)	Power to fix a boundary of a road by publishing notice in government gazette	Chief Executive Officer Director Infrastructure Director City Liveability Chief Financial Officer Manager - City Futures	Power of coordinating road authority and obtain consent under section 13(3) and section 13(4) as appropriate
s 14(4)	Function of receiving notice from the head, transport for Victoria	Chief Executive Officer Director Infrastructure	
s 14(7)	Power to appeal against decision of the head, transport for Victoria	Chief Executive Officer Director Infrastructure	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 15(1)	Power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	Chief Executive Officer Director Infrastructure	
s 15(1a)	Power to enter into arrangement with a utility to transfer a road management function of the utility to the road authority	Chief Executive Officer Director Infrastructure	
s.15(2)	Duty to include details of arrangement in public roads register	Chief Executive Officer Director Infrastructure Manager <del>Strategic Sustainable</del> -Infrastructure	
s 16(7)	Power to enter into an arrangement under section 15	Chief Executive Officer Director Infrastructure	
s 16(8)	Duty to enter details of determination in public roads register	Chief Executive Officer Director Infrastructure Manager <del>Strategic Sustainable</del> -Infrastructure	
s 17(2)	Duty to register public road in public roads register	Chief Executive Officer Director Infrastructure Manager <del>Strategic Sustainable</del> -Infrastructure	Where council is the coordinating road authority
s 17(3)	Power to decide that a road is reasonably required for general public use	Chief Executive Officer Director Infrastructure Manager <del>Strategic Sustainable</del> -Infrastructure	Where council is the coordinating road authority
s 17(3)	Duty to register a road reasonably required for general public use in public roads register	Chief Executive Officer Director Infrastructure Manager <del>Strategic Sustainable</del> -Infrastructure	Where council is the coordinating road authority
s 17(4)	Power to decide that a road is no longer reasonably required for general public use	Chief Executive Officer Director Infrastructure Manager <del>Strategic Sustainable</del> -Infrastructure	Where council is the coordinating road authority

<b>ROAD MANAGEMENT ACT 2004</b>			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
s 17(4)	Duty to remove road no longer reasonably required for general public use from public roads register	Chief Executive Officer Director Infrastructure Manager <del>Strategic Sustainable</del> -Infrastructure	Where council is the coordinating road authority
s 18(1)	Power to designate ancillary area	Chief Executive Officer Director Infrastructure Manager <del>Strategic Sustainable</del> -Infrastructure	Where council is the coordinating road authority, and obtain consent in circumstances specified in section 18(2)
s 18(3)	Duty to record designation in public roads register	Chief Executive Officer Director Infrastructure Manager <del>Strategic Sustainable</del> -Infrastructure	Where council is the coordinating road authority
s 19(1)	Duty to keep register of public roads in respect of which it is the coordinating road authority	Chief Executive Officer Director Infrastructure Manager <del>Strategic Sustainable</del> -Infrastructure	
s 19(4)	Duty to specify details of discontinuance in public roads register	Chief Executive Officer Director Infrastructure Manager <del>Strategic Sustainable</del> -Infrastructure	
s 19(5)	Duty to ensure public roads register is available for public inspection	Chief Executive Officer Director Infrastructure Manager <del>Strategic Sustainable</del> -Infrastructure	
s 21	Function of replying to request for information or advice	Chief Executive Officer Director Infrastructure	Obtain consent in circumstances specified in section 11(2)
s 22(2)	Function of commenting on proposed direction	Chief Executive Officer Director Infrastructure	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 22(4)	Duty to publish a copy or summary of any direction made under section 22 by the minister in its annual report.	Chief Executive Officer Director City Liveability Chief Financial Officer Director Infrastructure Manager <del>Strategic Sustainable</del> Infrastructure	
s 22(5)	Duty to give effect to a direction under section 22.	Chief Executive Officer Director Infrastructure	
s 40(1)	Duty to inspect, maintain and repair a public road.	Chief Executive Officer Director Infrastructure Manager <del>Community Infrastructure</del> <del>Green Spaces and Environment</del> Coordinator <del>Project Delivery</del> <del>Infrastructure and Major Projects</del> Director City Liveability Manager City Safety & Health Coordinator Community Laws Team Leader Community Laws Team Leader Parking Enforcement Team Leader Asset Preservation Community Laws Officers Parking Enforcement Officers Director Infrastructure Manager <del>Engineering Services and</del> Operations	
s 40(5)	Power to inspect, maintain and repair a road which is not a public road	Chief Executive Officer Director Infrastructure Manager <del>Strategic Sustainable</del> Infrastructure Manager <del>Engineering Services and</del> Operations	
s 41(1)	Power to determine the standard of construction, inspection, maintenance and repair	Chief Executive Officer Director Infrastructure	

Instrument of Delegation – Council to Staff  
Road Management Responsibilities

~~September~~ ~~October~~ 2023

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 42(1)	Power to declare a public road as a controlled access road	Chief Executive Officer Director Infrastructure Manager <del>Strategic Sustainable</del> -Infrastructure	Power of coordinating road authority and schedule 2 also applies
s 42(2)	Power to amend or revoke declaration by notice published in government gazette	Chief Executive Officer Director Infrastructure Manager <del>Strategic Sustainable</del> -Infrastructure	Power of coordinating road authority and schedule 2 also applies
s 42a(3)	Duty to consult with the head, transport for Victoria and minister for local government before road is specified	Chief Executive Officer Director Infrastructure Manager <del>Strategic Sustainable</del> -Infrastructure	Where council is the coordinating road authority If road is a municipal road or part thereof
s 42a(4)	Power to approve minister's decision to specify a road as a specified freight road	Chief Executive Officer Director Infrastructure Manager <del>Strategic Sustainable</del> -Infrastructure	Where council is the coordinating road authority If road is a municipal road or part thereof and where road is to be specified a freight road
s 48ea	Duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	Chief Executive Officer Director Infrastructure Manager <del>Engineering Services and</del> Operations Coordinator <del>Works Services</del> <u>Civil Maintenance</u> Coordinator <del>Parks Services</del> <u>Sportsfields and Reserves</u>  <u>Coordinator Urban Forest and City Presentation</u> Coordinator <u>Civil Construction Group</u>	Where council is the responsible road authority, infrastructure manager or works manager
s 48m(3)	Function of consulting with the relevant authority for purposes of developing guidelines under section 48m	Chief Executive Officer Director Infrastructure Manager <del>Strategic Sustainable</del> -Infrastructure	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 49	Power to develop and publish a road management plan	Chief Executive Officer Director Infrastructure Manager <del>Strategic Sustainable</del> -Infrastructure	
s 51	Power to determine standards by incorporating the standards in a road management plan	Chief Executive Officer Director Infrastructure Manager <del>Strategic Sustainable</del> -Infrastructure Manager <u>Engineering Services and</u> Operations	
s 53(2)	Power to cause notice to be published in government gazette of amendment etc of document in road management plan	Chief Executive Officer Director Infrastructure Manager <del>Strategic Sustainable</del> -Infrastructure	
s 54(2)	Duty to give notice of proposal to make a road management plan	Chief Executive Officer Director Infrastructure Manager <del>Strategic Sustainable</del> -Infrastructure	
s 54(5)	Duty to conduct a review of road management plan at prescribed intervals	Chief Executive Officer Director Infrastructure Manager <del>Strategic Sustainable</del> -Infrastructure	
s 54(6)	Power to amend road management plan	Chief Executive Officer Director Infrastructure Manager <del>Strategic Sustainable</del> -Infrastructure	
s 54(7)	Duty to incorporate the amendments into the road management plan	Chief Executive Officer Director Infrastructure Manager <del>Strategic Sustainable</del> -Infrastructure	
s 55(1)	Duty to cause notice of road management plan to be published in government gazette and newspaper	Chief Executive Officer Director Infrastructure Manager <del>Strategic Sustainable</del> -Infrastructure	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 63(1)	Power to consent to conduct of works on road	Chief Executive Officer Director Infrastructure Manager <del>Strategic Sustainable</del> Infrastructure Manager <del>Engineering Services and</del> Operations	Where council is the coordinating road authority
s 63(2)(e)	Power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	Chief Executive Officer Director Infrastructure Manager <del>Strategic Sustainable</del> Infrastructure Manager <del>Engineering Services and</del> Operations	Where council is the infrastructure manager
s 64(1)	Duty to comply with clause 13 of schedule 7	Chief Executive Officer Director Infrastructure Manager <del>Community Infrastructure</del> <del>Green Spaces and Environment</del> Coordinator <del>Infrastructure and Major Projects</del> <del>Project Delivery</del> Director City Liveability Manager City Safety & Health Coordinator Community Laws Team Leader Community Laws Team Leader Parking Enforcement <del>Team Leader Asset Preservation</del> <del>Coordinator Asset Strategy</del> Community Laws Officers Parking Enforcement Officers	Where council is the infrastructure manager or works manager

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 66(1)	Power to consent to structure etc	Chief Executive Officer Director Infrastructure Manager <u>Community Infrastructure Green Spaces and Environment</u> Coordinator <u>Infrastructure and Major Projects Project Delivery</u> Director City Liveability Manager City Safety & Health Coordinator Community Laws Team Leader Community Laws Team Leader Parking Enforcement <del>Team Leader Asset Preservation</del> <u>Coordinator Asset Strategy</u> Community Laws Officers Parking Enforcement Officers	Where council is the coordinating road authority
s 67(2)	Function of receiving the name & address of the person responsible for distributing the sign or bill	Chief Executive Officer Director Infrastructure Manager <u>Community Infrastructure Green Spaces and Environment</u> Coordinator <u>Infrastructure and Major Projects Project Delivery</u> Director City Liveability Manager City Safety & Health Coordinator Community Laws Team Leader Community Laws Team Leader Parking Enforcement <del>Team Leader Asset Preservation</del> <u>Coordinator Asset Strategy</u> Community Laws Officers Parking Enforcement Officers	Where council is the coordinating road authority



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 67(3)	Power to request information	Chief Executive Officer Director Infrastructure Manager <u>Community Infrastructure Green Spaces and Environment</u> Coordinator <u>Infrastructure and Major Projects Project Delivery</u> Director City Liveability Manager City Safety & Health Coordinator Community Laws Team Leader Community Laws Team Leader Parking Enforcement <del>Team Leader Asset Preservation</del> <u>Coordinator Asset Strategy</u> Community Laws Officers Parking Enforcement Officers	Where council is the coordinating road authority
s 68(2)	Power to request information	Chief Executive Officer Director Infrastructure Manager <u>Community Infrastructure Green Spaces and Environment</u> Coordinator <u>Infrastructure and Major Projects Project Delivery</u> Director City Liveability Manager City Safety & Health Coordinator Community Laws Team Leader Community Laws Team Leader Parking Enforcement <del>Team Leader Asset Preservation</del> <u>Coordinator Asset Strategy</u> Community Laws Officers Parking Enforcement Officers	Where council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 71(3)	Power to appoint an authorised officer	Chief Executive Officer	
s 72	Duty to issue an identity card to each authorised officer	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Head of Governance Senior Governance Officer Governance Officer	
s 85	Function of receiving report from authorised officer	Chief Executive Officer Director Infrastructure Manager <u>Community InfrastructureGreen Spaces and Environment</u>	
s 86	Duty to keep register re section 85 matters	Chief Executive Officer Director Infrastructure Manager <u>Green Spaces and EnvironmentCommunity Infrastructure</u>	
s 87(1)	Function of receiving complaints	Chief Executive Officer Director Infrastructure	
s 87(2)	Duty to investigate complaint and provide report	Chief Executive Officer Director Infrastructure Director City Liveability	
s 96	Power to authorise a person for the purpose of instituting legal proceedings	Chief Executive Officer Director Infrastructure Director City Liveability Manager <u>Green Spaces and EnvironmentCommunity Infrastructure</u>	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 112(2)	Power to recover damages in court	Chief Executive Officer Director Infrastructure Manager <u>Green Spaces and Environment</u> <u>Community Infrastructure</u>	
s 116	Power to cause or carry out inspection	Chief Executive Officer Director Infrastructure Manager <u>Green Spaces and Environment</u> <u>Community Infrastructure</u> Coordinator <u>Infrastructure and Major Projects</u> <u>Project-Delivery</u> Team Leader <u>Asset-Preservation</u> <u>Coordinator</u> <u>Asset Strategy</u>	
s 119(2)	Function of consulting with the head, transport for victoria	Chief Executive Officer Director Infrastructure Manager Operations Manager <u>Green Spaces and Environment</u> <u>Community Infrastructure</u> Manager <u>Strategic Sustainable</u> -Infrastructure	
s 120(1)	Power to exercise road management functions on an arterial road (with the consent of the head, transport for victoria)	Chief Executive Officer Director Infrastructure Manager <u>Engineering Services and Operations</u> Manager <u>Green Spaces and Environment</u> <u>Community Infrastructure</u> Coordinator <u>Works-Services</u> <u>Civil Maintenance</u> Coordinator <u>Parks-Services</u> <u>Urban Forest and City Presentation</u> <u>Coordinator Sportsfields and Reserves</u> Coordinator <u>Civil</u> Construction	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 120(2)	Duty to seek consent of the head, transport for victoria to exercise road management functions before exercising power in section 120(1)	Chief Executive Officer Director Infrastructure Manager <a href="#">Green Spaces and EnvironmentCommunity Infrastructure</a> Manager <a href="#">Engineering Services and Operations</a>	
s 121(1)	Power to enter into an agreement in respect of works	Chief Executive Officer Director Infrastructure Manager <a href="#">Sustainable-Strategic Infrastructure</a> Manager <a href="#">Engineering Services and Operations</a> Manager <a href="#">Green Spaces and EnvironmentCommunity Infrastructure</a>	
s 122(1)	Power to charge and recover fees	Chief Executive Officer Director Infrastructure Manager <a href="#">Green Spaces and EnvironmentCommunity Infrastructure</a> Manager <a href="#">Engineering Services and Operations</a>	
s 123(1)	Power to charge for any service	Chief Executive Officer Director Infrastructure Manager <a href="#">Green Spaces and EnvironmentCommunity Infrastructure</a> Manager <a href="#">Engineering Services and Operations</a>	
sch 2 cl 2(1)	Power to make a decision in respect of controlled access roads	Chief Executive Officer Director Infrastructure Manager <a href="#">Sustainable-Strategic Infrastructure</a> Manager <a href="#">Green Spaces and EnvironmentCommunity Infrastructure</a> Manager <a href="#">Engineering Services and Operations</a>	

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
sch 2 cl 3(1)	Duty to make policy about controlled access roads	Chief Executive Officer Director Infrastructure Manager <del>Sustainable-Strategic</del> Infrastructure	
Sch 2 cl 3(2)	Power to amend, revoke or substitute policy about controlled access roads	Chief Executive Officer Director Infrastructure Manager <del>Sustainable-Strategic</del> Infrastructure	
sch 2 cl 4	Function of receiving details of proposal from the head, transport for Victoria	Chief Executive Officer Director Infrastructure Manager <del>Sustainable-Strategic</del> Infrastructure	
sch 2 cl 5	Duty to publish notice of declaration	Chief Executive Officer Director Infrastructure Manager <del>Sustainable-Strategic</del> Infrastructure	
Sch 7 cl 7(1)	Duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	Chief Executive Officer Director Infrastructure Manager Operations Manager <del>Green Spaces and EnvironmentCommunity Infrastructure</del> Manager <del>Sustainable-Strategic</del> Infrastructure	Where council is the infrastructure manager or works manager
Sch 7 cl 8(1)	Duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	Chief Executive Officer Director Infrastructure Manager <del>Engineering Services and Operations</del> Manager <del>Green Spaces and EnvironmentCommunity Infrastructure</del> Manager <del>Strategicustainable</del> Infrastructure	Where council is the infrastructure manager or works manager

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 7 cl 9(1)	Duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	Chief Executive Officer Director Infrastructure Manager <u>Engineering Services and Operations</u> Manager <u>Green Spaces and EnvironmentCommunity Infrastructure</u> Manager <u>Sustainable-Strategic Infrastructure</u>	Where council is the infrastructure manager or works manager responsible for non-road infrastructure
Sch 7 cl 9(2)	Duty to give information to another infrastructure manager or works manager where becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	Chief Executive Officer Director Infrastructure Manager <u>Engineering Services and Operations</u> Manager <u>Green Spaces and EnvironmentCommunity Infrastructure</u> Manager <u>Sustainable-Strategic Infrastructure</u>	Where council is the infrastructure manager or works manager
Sch 7 cl 10(2)	Where schedule 7 clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	Chief Executive Officer Director Infrastructure Manager <u>Engineering Services and Operations</u> Manager <u>Green Spaces and EnvironmentCommunity Infrastructure</u> Manager <u>Strategicustainable Infrastructure</u>	Where council is the infrastructure manager or works manager
Sch 7 cl 12(2)	Power to direct infrastructure manager or works manager to conduct reinstatement works	Chief Executive Officer Director Infrastructure Manager <u>Green Spaces and EnvironmentCommunity Infrastructure</u>	Where council is the coordinating road authority
Sch 7 cl 12(3)	Power to take measures to ensure reinstatement works are completed	Chief Executive Officer Director Infrastructure Manager <u>Green Spaces and EnvironmentCommunity Infrastructure</u>	Where council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 7 cl 12(4)	Duty to ensure that works are conducted by an appropriately qualified person	Chief Executive Officer Director Infrastructure Manager <u>Green Spaces and Environment</u> <u>Community Infrastructure</u>	Where council is the coordinating road authority
Sch 7 cl 12(5)	Power to recover costs	Chief Executive Officer Director Infrastructure Manager <u>Green Spaces and Environment</u> <u>Community Infrastructure</u>	Where council is the coordinating road authority
Sch 7 cl 13(1)	Duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to schedule 7, clause 13(2)	Chief Executive Officer Director Infrastructure Manager <u>Green Spaces and Environment</u> <u>Community Infrastructure</u>	Where council is the works manager
Sch 7 cl 13(2)	Power to vary notice period	Chief Executive Officer Director Infrastructure Manager <u>Green Spaces and Environment</u> <u>Community Infrastructure</u>	Where council is the coordinating road authority
Sch 7 cl 13(3)	Duty to ensure works manager has complied with obligation to give notice under schedule 7, clause 13(1)	Chief Executive Officer Director Infrastructure Manager <u>Green Spaces and Environment</u> <u>Community Infrastructure</u>	Where council is the infrastructure manager
Sch 7 cl 16(1)	Power to consent to proposed works	Chief Executive Officer Director Infrastructure Manager <u>Engineering Services and Operations</u> Manager <u>Green Spaces and Environment</u> <u>Community Infrastructure</u> Manager <u>Sustainable Strategic</u> Infrastructure	Where council is the coordinating road authority

ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 7 cl 16(4)	Duty to consult	Chief Executive Officer Director Infrastructure Manager <u>Engineering Services and Operations</u> Manager <u>Green Spaces and EnvironmentCommunity Infrastructure</u> Manager <u>Sustainable-Strategic Infrastructure</u>	Where council is the coordinating road authority, responsible authority or infrastructure manager
Sch 7 cl 16(5)	Power to consent to proposed works	Chief Executive Officer Director Infrastructure Manager <u>Engineering Services and Operations</u> Manager <u>Green Spaces and EnvironmentCommunity Infrastructure</u> Manager <u>Sustainable-Strategic Infrastructure</u>	Where council is the coordinating road authority
Sch 7 cl 16(6)	Power to set reasonable conditions on consent	Chief Executive Officer Director Infrastructure Manager <u>Engineering Services and Operations</u> Manager <u>Green Spaces and EnvironmentCommunity Infrastructure</u> Manager <u>Sustainable-Strategic Infrastructure</u>	Where council is the coordinating road authority
Sch 7 cl 16(8)	Power to include consents and conditions	Chief Executive Officer Director Infrastructure Manager <u>Engineering Services and Operations</u> Manager <u>Green Spaces and EnvironmentCommunity Infrastructure</u> Manager <u>Sustainable-Strategic Infrastructure</u>	Where council is the coordinating road authority



ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 7 cl 17(2)	Power to refuse to give consent and duty to give reasons for refusal	Chief Executive Officer Director Infrastructure Manager <a href="#">Engineering Services and Operations</a> Manager <a href="#">Green Spaces and EnvironmentCommunity Infrastructure</a> Manager <a href="#">Sustainable-Strategic Infrastructure</a>	Where council is the coordinating road authority
Sch 7 cl 18(1)	Power to enter into an agreement	Chief Executive Officer Director Infrastructure Manager <a href="#">Green Spaces and EnvironmentCommunity Infrastructure</a> Manager <a href="#">Sustainable-Strategic Infrastructure</a> Manager <a href="#">Engineering Services and Operations</a>	Where council is the coordinating road authority
Sch 7 cl 19(1)	Power to give notice requiring rectification of works	Chief Executive Officer Director Infrastructure Manager <a href="#">Green Spaces and EnvironmentCommunity Infrastructure</a> Manager <a href="#">Engineering Services and Operations</a>	Where council is the coordinating road authority
Sch 7 cl 19(2) & (3)	Power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	Chief Executive Officer Director Infrastructure Manager <a href="#">Green Spaces and EnvironmentCommunity Infrastructure</a> Manager <a href="#">Engineering Services and Operations</a>	Where council is the coordinating road authority
Sch 7 cl 20(1)	Power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	Chief Executive Officer Director Infrastructure Manager <a href="#">Green Spaces and EnvironmentCommunity Infrastructure</a> Manager <a href="#">Sustainable-Strategic Infrastructure</a> Manager <a href="#">Engineering Services and Operations</a>	Where council is the coordinating road authority

Instrument of Delegation – Council to Staff  
Road Management Responsibilities

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ROAD MANAGEMENT ACT 2004			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 7a cl 2	Power to cause street lights to be installed on roads	Chief Executive Officer Director Infrastructure Manager <del>Sustainable-Strategic</del> Infrastructure	Power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road
Sch 7a cl 3(1)(d)	Duty to pay installation and operation costs of street lighting - where road is not an arterial road	Chief Executive Officer Director Infrastructure Manager <del>Sustainable-Strategic</del> Infrastructure	Where council is the responsible road authority
Sch 7a cl 3(1)(e)	Duty to pay installation and operation costs of street lighting – where road is a service road on an arterial road and adjacent areas	Chief Executive Officer Director Infrastructure Manager <del>Sustainable-Strategic</del> Infrastructure	Where council is the responsible road authority
Sch 7a cl (3)(1)(f),	Duty to pay installation and percentage of operation costs of street lighting – for arterial roads in accordance with clauses 3(2) and 4	Chief Executive Officer Director Infrastructure Manager <del>Sustainable-Strategic</del> Infrastructure	Duty of council as responsible road authority that installed the light (re: installation costs) and where council is relevant municipal council (re: operating costs)

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
r 8(1)	Duty to conduct reviews of road management plan	Chief Executive Officer Director Infrastructure Manager <del>Sustainable-Strategic</del> Infrastructure	
r 9(2)	Duty to produce written report of review of road management plan and make report available	Chief Executive Officer Director Infrastructure Manager <del>Strategic Sustainable</del> Infrastructure	
r 9(3)	Duty to give notice where road management review is completed and no amendments will be made (or no amendments for which notice is required)	Chief Executive Officer Director Infrastructure Manager <del>Strategic Sustainable</del> Infrastructure	Where council is the coordinating road authority
r 10	Duty to give notice of amendment which relates to standard of construction, inspection, maintenance or repair under section 41 of the act	Chief Executive Officer Director Infrastructure Manager <del>Strategic Sustainable</del> Infrastructure	
r 13(1)	Duty to publish notice of amendments to road management plan	Chief Executive Officer Director Infrastructure Manager <del>Strategic Sustainable</del> Infrastructure	Where council is the coordinating road authority
r 13(3)	Duty to record on road management plan the substance and date of effect of amendment	Chief Executive Officer Director Infrastructure Manager <del>Strategic Sustainable</del> Infrastructure	
r 16(3)	Power to issue permit	Chief Executive Officer Director Infrastructure Manager <del>Strategic Sustainable</del> Infrastructure	Where council is the coordinating road authority
r 18(1)	Power to give written consent re damage to road	Chief Executive Officer Director Infrastructure Manager <del>Strategic Sustainable</del> Infrastructure Manager <del>Engineering Services and</del> Operations Manager <del>Green Spaces and</del> <del>EnvironmentCommunity</del> Infrastructure	Where council is the coordinating road authority

Instrument of Delegation – Council to Staff  
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ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
r 23(2)	Power to make submission to tribunal	Chief Executive Officer Director Infrastructure Manager <u>Green Spaces and Environment</u> Manager <u>Community Infrastructure Sustainable-Strategic</u> Manager <u>Engineering Services and Operations</u> Director City Liveability Manager City Safety & Health Coordinator Community Laws Team Leader Parking Enforcement	Where council is the coordinating road authority
r 23(4)	Power to charge a fee for application under section 66(1) road management act	Chief Executive Officer Director Infrastructure Manager <u>Green Spaces and Environment</u> Coordinator <u>Community Infrastructure and Major Projects</u> Director City Liveability Manager City Safety and Health Coordinator Community Laws Team Leader Community Laws Team Leader Parking Enforcement <del>Team Leader Asset Preservation</del> <u>Coordinator Asset Strategy</u> Community Laws Officers Parking Enforcement Officer	Where council is the coordinating road authority

ROAD MANAGEMENT (GENERAL) REGULATIONS 2016			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
r 25(1)	Power to remove objects, refuse, rubbish or other material deposited or left on road	Chief Executive Officer Director Infrastructure Manager <u>Green Spaces and Environment</u> Manager <u>Community Infrastructure Sustainable-Strategic</u> Manager <u>Engineering Services and Operations</u> Director City Liveability Manager City Safety & Health Coordinator Community Laws Team Leader Community Laws Team Leader Parking Enforcement Parking Enforcement Officer	Where council is the responsible road authority
r 25(2)	Power to sell or dispose of things removed from road or part of road (after first complying with regulation 25(3))	Chief Executive Officer Director Infrastructure Manager <u>Engineering Services and Operations</u>  Director City Liveability Manager City Safety & Health Coordinator Community Laws Team Leader Community Laws	Where council is the responsible road authority
R.25(5)	Power to recover in the magistrates' court, expenses from person responsible	Chief Executive Officer Director Infrastructure Manager <u>Engineering Services and Operations</u> Director City Liveability Manager City Safety & Health Coordinator Community Laws Team Leader Community Laws	

ROAD MANAGEMENT (WORKS AND INFRASTRUCTURE) REGULATIONS 2015			
Column 1	Column 2	Column 3	Column 4
Provision	Thing delegated	Delegate	Conditions & limitations
r 15	Power to exempt a person from requirement under clause 13(1) of schedule 7 of the act to give notice as to the completion of those works	Chief Executive Officer Director Infrastructure Manager <u>Green Spaces and Environment</u> <u>Community Infrastructure</u>	Where council is the coordinating road authority and where consent given under section 63(1) of the act
r 22(2)	Power to waive whole or part of fee in certain circumstances	Chief Executive Officer Director Infrastructure Manager <u>Green Spaces and Environment</u> <u>Community Infrastructure</u> Manager <u>Engineering Services and Operations</u>	Where council is the coordinating road authority

## 8.9 2023/24 Amended Budget

### **SUMMARY: Chief Financial Officer, Navec Lorkin**

**The 2023/24 Amended Budget is presented for consideration. This report recommends Council adopt the 2023/24 Amended Budget, including updates to capital works, for management reporting purposes.**

### **RECOMMENDATION**

**That Council adopt the 2023/24 Amended Budget as identified in Attachment 1, which will be used for management reporting purposes.**

#### **1. INTRODUCTION**

This report includes an amended budget to reflect changes which have occurred since the adoption of the 2023/24 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.

#### **2. DISCUSSION**

##### **2.1 Amended Budget**

As part of the 2023/24 Budget process the Amended Budget Principle was updated to reflect that in circumstances where additional cash surplus is identified (after taking into account cash requirements in future years), this surplus will firstly be considered for transfer into a defined benefits reserve and secondly for opportunities to reduce planned borrowing.

Based on the end of year position after taking into account carry-forwards it is recommended that a Defined Benefits Reserve is established and \$0.500 million is transferred to establish this reserve.

The amended budget aligns with the 'Amended Budget Principle' financial strategy adopted as part of the 2023-24 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 amend the Budget for internal management reporting purposes to ensure prudent and transparent budgeting and financial planning.*

*Council will ensure a rigorous approach to budget management. The budget will be amended where necessary following finalisation of the annual accounts.*

*Amended budgets enable Council to review and approve variances to revenue and expenditure resulting primarily from external factors, ensuring accountability and optimal budget control for management reporting purposes. Amendments to the adopted budget will be considered under the following circumstances:*

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- *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), this surplus will firstly be considered for transfer into a defined benefits reserve and secondly for opportunities to reduce planned borrowing.*

*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.*

### **2.1.2 Summary of Amended Budget**

The Amended Budget financial statements (Income Statement, Balance Sheet, Cash Flows and Capital Works) are included in Attachment 1, along with summary comments on variances between the Amended and Adopted Budgets.

Income is expected to increase by \$0.316 million. The main variances in revenue relate to receiving the full 2023/24 Victorian Grants Commission grants allocation in 2022/23 totalling \$8.608 million which is primarily offset through a \$1.500 million unbudgeted contribution for Carrington Park Leisure Centre, \$0.732 million in unbudgeted capital grant and unearned operating and capital grants as at 30 June 2023 totalling \$2.694 million; these are operating and capital grants that were received during the 2022/23 financial year but are expected to be expended and recognised during the 2023/24 financial year. The remaining \$3.627 million in increased income is from capital grants and contributions that were budgeted to be received during the 2022/23 financial year but are now expected to be received in 2023/24.

Expenditure is expected to increase by \$4.114 million primarily due to expenditure to be incurred for which there were unearned operating grants as at 30 June 2023, and the carry forward of expenditure required to complete approved projects and deliver Council Plan initiatives.

Capital Works expenditure is expected to increase by \$7.834 million relating primarily to carry-forward of unspent project funds from 2022/23, and also includes the additional allocations of \$0.924 million from the Library reserve and \$0.910 million in additional proceeds from Egan Lee reserve.

Amendments have been made to the 2023/24 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 2022/23 to the actual carry forward and the delivery status of existing projects.

### **2.1.2 Amended Budget Operating Summary**



The 2023/24 Amended Budget is showing a surplus of \$20.644 million against an adopted budget surplus of \$24.442 million, an unfavourable variance of \$3.798 million. An increase of \$0.316 million is expected in revenue and expenditure is expected to increase by \$4.114 million compared with the adopted budget position.

The main variances relate to:

### **Revenue**

- Operational and capital grants received totalling \$2.7M (\$1.5M operational and \$1.2M capital) were treated as unearned income in 2022/23 and carried forward to 2023/24 in accordance with accounting standards;
- A further \$3.6M in capital grants were budgeted to be received in 2022/23 but have been carried forward to be received in 2023/24;
- Victorian Grants Commission general purpose and local roads grants for 2023/24 all received and recognised in 2022/23 totalling \$8.608M reduction in revenue in 2023/24.

### **Expenditure**

- \$2.9M in carry forward expenditure from 2022/23 into 2023/24 required for the completion and delivery of key operational projects; this includes \$1.5M in carry forward expenditure related to unearned operating grants that have been recognised as carry forward income;
- \$0.9M additional proceeds for sale of 276 Wantirna Road
- \$1.0M increase in capital works expensing relating to the increased capital budget (this does not increase overall expenditure in capital works)
- \$0.5M transfer to establish a Defined Benefits reserve

The comprehensive income statement in Attachment 1 provides a further detail of changes.

### **2.1.3 Amended Budget Capital Summary**

Table 1 is a reconciliation of the movements from the 2023/24 Adopted Budget to the proposed 2023/24 Amended Budget.

**Table 1: Reconciliation of 2023/24 Adopted Budget to 2023/24 Amended Budget**

Description	Amount \$'000	Comment
<b>2023/24 Adopted Capital Expenditure Budget</b>	<b>75,661</b>	Council adopted the 2023/24 Budget on 26 June 2023
<i>Plus</i>		
<i>Transfer from Library Reserve (Westfield)</i>	<i>924</i>	Resolution of Council 26 June 2023 to allocate funds from the Library reserve to complete the fit out of the Westfield library
<i>Additional proceeds 276 Wantirna Road</i>	<i>910</i>	Resolution of Council 28 August 2023 to allocate the additional proceeds to Egan Lee Synthetic Sports field development project
<i>Contribution for Carrington Park Leisure Centre</i>	<i>1,500</i>	Contributions for redevelopment of Carrington Park Leisure Centre (as per 7 November 2022 Strategic Planning meeting resolution)

Description	Amount \$'000	Comment
<i>Additional carry-forward from 2022/23 (unspent capital budget)</i>	3,767	The draft budget adopted for public consultation in April 2023 and the endorsed budget from June 2023 incorporate a projected end of year carry forward position for all capital works projects, which is identified in early April, this is the best estimate at this time. The year-end reconciliation identifies funds which were budgeted but not spent and require carry-forward.
<i>LRCI Phase 4 unbudgeted grant</i>	733	Additional grant funds for Local Road and Community Infrastructure Program
<b>2023/24 Amended Capital Budget Total Expenditure</b>	<b>83,495</b>	
<b>Variance 2023/24 Adopted Budget to 2023/24 Amended Capital Expenditure Budget</b>	<b>7,834</b>	

The Statement of Capital Works included in Attachment 1 incorporates the adjusted Capital Works program for 2023/24. The Capital Works program in the 2023/24 Amended Budget is influenced by the following key elements:

- Adjusted carry forward budget – the draft budget adopted in April 2023 and the endorsed budget from June 2023 incorporate a projected end of year carry forward position for all capital works projects, which is identified in early April. Given that these projections are made almost 3 months prior to the end of the financial year, they reflect an estimate only by project managers as to year end position. The end of year expenditure position has been updated to reflect verified carry forward requirement across the program.
- Adjustments for increased cost of works – due to the current construction market the cost or estimated cost of some works have escalated beyond the current budget allocation.

The main changes relate to:

- Knox Athletics track addition of \$1.624 million – the project budget has been updated to reflect the scope of the works and current market costs.
- Park Ridge Pavillion addition of \$1.550 million - to reflect the current construction market costs to complete the upgrade in line with the pavilion strategy.
- Gilbert Reserve wetland addition of \$0.405 million - this project is currently undertaking community engagement with the detailed design to be completed following the engagement. A cost estimate based on the concept design requires an increase in the budget to reflect the current construction market conditions.
- Egan Lee Reserve wetland addition of \$0.370 million - this project is currently undertaking community engagement with the detailed design to be completed following the engagement. A cost estimate based on the concept design requires an increase in the budget to reflect the current construction market conditions.

- Bayswater oval addition of \$0.290 million - to reflect the current construction market conditions.
- Batterham oval reduction of \$1.750 million - the project to undertake ground renewal will be rephased for completion in the forward capital program as part of the 2024/25 Budget process.
- 1825 Ferntree Gully Road reduction of \$1.120 million - it is not recommended this project proceeds. Detailed flood modelling analysis identified there would be only minimal flood mitigation benefit.

The Statement of Capital Works included in Attachment 1 contains a full list of all the changes (adjusted carry forward and adjustments for increased cost of works) proposed to the capital works program.

### **3. CONSULTATION**

Consultation with impacted internal and where appropriate external stakeholders was undertaken in the development of this report.

### **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 specific environmental or amenity issues for discussion. A number of initiatives within Year 3 (2023-24) 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 shown in the Amended Budget remains satisfactory with a slight improvement in the working capital ratio to 1.28 in the 2023/24 Amended Budget against 1.27 in the 2023/24 Adopted Budget.

The 2023/24 Amended Budget includes a \$0.500 million allocation for an initial contribution to a Defined Benefits reserve.

### **7. SOCIAL IMPLICATIONS**

There are no direct social implications arising from this report. A number of initiatives within Year 3 (2023-24) 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: Chief Financial Officer, Navec Lorkin**

**Report Authorised By: Chief Executive Officer, Bruce Dobson**

**Attachments**

1. Attachment 1 - 2023/24 Amended Budget financials [**8.9.1** - 9 pages]

<b>Amended Budget Comprehensive Income Statement for the year ended 30 June 2024</b>					
<b>Description</b>	<b>Notes</b>	<b>2023/24</b>	<b>2023/24</b>	<b>Variance</b>	<b>Variance</b>
		<b>Adopted Budget \$'000</b>	<b>Amended Budget \$'000</b>		
<b>Income</b>					
Rates and charges		146,056	146,056	-	0.0%
User fees		11,226	11,226	-	0.0%
Statutory fees and charges		4,373	4,373	-	0.0%
Grants - operating	<b>1</b>	27,608	22,239	(5,369)	-19.4%
Grants - capital	<b>2</b>	4,821	9,006	4,185	86.8%
Contributions - monetary	<b>3</b>	9,931	11,431	1,500	15.1%
Contributions - non monetary		2,000	2,000	0	0.0%
Other income		1,314	1,314	0	0.0%
<b>Total Income</b>		<b>207,329</b>	<b>207,645</b>	<b>316</b>	<b>0.2%</b>
<b>Expenses</b>					
Employee costs	<b>4</b>	79,703	80,232	(529)	-0.7%
Materials and services	<b>5</b>	78,031	82,333	(4,302)	-5.5%
Contributions and Donations	<b>6</b>	5,728	5,902	(174)	-3.0%
Depreciation	<b>7</b>	23,206	23,236	(30)	-0.1%
Amortisation - intangible assets	<b>8</b>	893	647	246	27.5%
Amortisation - right of use assets		1,171	1,171	0	0.0%
Borrowing costs	<b>9</b>	3,058	3,293	(235)	-7.7%
Finance costs - leases		293	293	0	0.0%
Bad and doubtful debt - allowance for impairment losses		311	311	0	0.0%
Net loss (gain) on disposal of assets	<b>10</b>	(10,223)	(11,133)	910	8.9%
Other expense		716	716	0	0.0%
<b>Total expenses</b>		<b>182,887</b>	<b>187,001</b>	<b>(4,114)</b>	<b>-2.2%</b>
<b>Surplus/(Deficit)</b>	<b>11</b>	<b>24,442</b>	<b>20,644</b>	<b>(3,798)</b>	<b>-15.5%</b>

<b>Amended Budget Comprehensive Income Statement for the year ended 30 June 2024</b>	
<b>Notes:</b>	<b>\$'000</b>
1 Operating grants received in the 2022/23 financial year but unspent as at 30 June 2023; to be expended and recognised in the 2023/24 financial year	1,500
Additional grants commission funding received for 2022/23 underpayment for the general purpose grant	308
Full grants commission funding for 2023/24 was received in June 2023 and recognised in the 2022/23 financial year	(7,177)
2 Capital grants received in the 2022/23 financial year but unspent as at 30 June 2023; to be expended and recognised in the 2023/24 financial year	1,194
Capital grants budgeted to be received during the 2022/23 financial year, but now expected to be received during the 2023/24 financial year due to delays in timing of project delivery	3,627
Unbudgeted LRCI phase 4 grant	733
Additional grants commission funding received for 2022/23 underpayment for local roads funding	62
Full grants commission funding for 2023/24 was received in June 2023 and recognised in the 2022/23 financial year	(1,431)
3 Contribution for Carrington Park Leisure Centre	1,500
4 Expenditure carried forward from 2022/23 into 2023/24 to complete projects and deliver Council Plan initiatives	(180)
Portion of additional grants commission funding to offset increased WorkCover premium	(185)
Reduction in library contribution to fund a portion of the increased WorkCover premium	(164)
5 Expenditure to be incurred on operating grants received in 2022/23 financial year but unspent as at 30 June 2023	(1,500)
Expenditure carried forward from 2022/23 into 2023/24 to complete capital projects and deliver Council Plan initiatives	(2,302)
Establish a Defined Benefits reserve	(500)
6 Expenditure carried forward from 2022/23 into 2023/24 to complete projects and deliver Council Plan initiatives	(174)
7 Adjusted for updates in capital works program	(30)
8 Adjusted for updates in capital works program	246
9 Adjusted to reflect actual borrowing costs	(235)
10 Additional proceeds from the sale of 276 Wantirna Road	910
11 The funding (cash) is available from 2022/23 as the funding (cash) has not been spent along with some additional funding to be received in 2023/24	(3,798)

<b>Amended Budget</b>					
<b>Balance Sheet</b>					
<b>for the year ended 30 June 2024</b>					
		<b>2023/24</b>	<b>2023/24</b>		
		<b>Adopted</b>	<b>Amended</b>	<b>Variance</b>	<b>Variance</b>
	<b>Notes</b>	<b>Budget</b>	<b>Budget</b>	<b>\$'000</b>	<b>%</b>
		<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>%</b>
<b>Current Assets</b>					
Cash and cash equivalents		41,339	40,961	(378)	-0.9%
Trade and other receivables		19,909	23,071	3,162	15.9%
Inventories		14	21	7	50.0%
Prepayments		880	1,181	301	34.2%
Other assets		268	1,043	775	289.2%
<b>Total Current Assets</b>	<b>1</b>	<b>62,410</b>	<b>66,277</b>	<b>3,867</b>	<b>6.2%</b>
<b>Non-Current Assets</b>					
Investments in associates		3,469	2,455	(1,014)	-29.2%
Property, infrastructure, plant and equipment		2,210,838	2,186,550	(24,288)	-1.1%
Right-of-use assets		4,670	4,670	0	0.0%
Intangible assets		2,152	2,742	590	27.4%
<b>Total Non-Current Assets</b>	<b>2</b>	<b>2,221,129</b>	<b>2,196,417</b>	<b>(24,712)</b>	<b>-1.1%</b>
<b>Total Assets</b>		<b>2,283,539</b>	<b>2,262,694</b>	<b>(20,845)</b>	<b>-0.9%</b>
<b>Current Liabilities</b>					
Trade and other payables		18,011	20,665	(2,654)	-14.7%
Trust funds and deposits		2,629	2,652	(23)	-0.9%
Provisions		19,136	19,209	(73)	-0.4%
Interest-bearing loans and borrowings		8,425	8,356	69	0.8%
Lease liabilities		1,058	1,058	0	0.0%
<b>Total Current Liabilities</b>	<b>3</b>	<b>49,259</b>	<b>51,940</b>	<b>(2,681)</b>	<b>-5.4%</b>
<b>Current Non-Liabilities</b>					
Provisions		3,037	3,141	(104)	-3.4%
Interest-bearing loans and borrowings		73,526	73,678	(152)	-0.2%
Lease liabilities		3,769	3,769	0	0.0%
<b>Total Current Non-Liabilities</b>	<b>4</b>	<b>80,332</b>	<b>80,588</b>	<b>(256)</b>	<b>0.3%</b>
<b>Total Liabilities</b>		<b>129,591</b>	<b>132,528</b>	<b>(2,937)</b>	<b>2.3%</b>
<b>Net Assets</b>		<b>2,153,948</b>	<b>2,130,166</b>	<b>(23,782)</b>	<b>-1.1%</b>
<b>Equity</b>					
Accumulated surplus		731,060	729,502	(1,558)	-0.2%
Reserves		1,422,888	1,400,664	(22,224)	-1.6%
<b>Total Equity</b>	<b>5</b>	<b>2,153,948</b>	<b>2,130,166</b>	<b>(23,782)</b>	<b>-1.1%</b>

<b>Amended Budget Balance Sheet for the year ended 30 June 2024</b>		
<b>Notes:</b>		<b>\$'000</b>
1	Current asset items have been amended to reflect the final 2022/23 year result and adjustments reflected in the 2023/24 Amended Budget	3,867
2	Non-current assets items have been amended to reflect the final 2022/23 financial year result, and has taken into account the net asset revaluation decrement of \$25.820M for drainage	(24,712)
3	Current liability items have been amended to reflect the final 2022/23 financial year result	(2,681)
4	Non-Current liability items have been amended to reflect the final 2022/23 financial year result, coupled with updates to the actual loan and interest rate as at 30 June 2023	(256)
5	Movement in equity represents the difference in total assets and liabilities, and reflects Council's net worth to the City's ratepayers. The reduction reflects actual end of year results.	(23,782)



<b>Amended Budget</b>					
<b>Statement of Cash flows</b>					
<b>for the year ended 30 June 2024</b>					
	Notes	2023/24 Adopted Budget \$'000	2023/24 Amended Budget \$'000	Variance \$'000	Variance %
<b>Cash Flows from Operating Activities</b>					
Rates and charges		144,900	144,769	(131)	-0.1%
User fees		11,080	11,034	(46)	-0.4%
Statutory fees and fines		4,310	4,291	(19)	-0.4%
Grants - operating	1	27,608	20,739	(6,869)	-24.9%
Grants - capital		4,821	7,812	2,991	62.0%
Contributions - monetary		9,931	11,431	1,500	15.1%
Interest received		550	550	0	0.0%
Other receipts		764	764	0	0.0%
Net movement in trust deposits		89	89	0	0.0%
Employee costs		(78,950)	(79,490)	(540)	0.7%
Materials and services		(77,752)	(81,518)	(3,766)	4.8%
Contributions and donations		(5,728)	(5,902)	(174)	3.0%
Other payments		(716)	(716)	0	0.0%
<b>Net Cash Provided By / (Used In) Operating Activities</b>	<b>2</b>	<b>40,907</b>	<b>33,853</b>	<b>(7,054)</b>	<b>-17.2%</b>
<b>Cash Flows from Investing Activities</b>					
Proceeds from sale of property, infrastructure, plant and equipment		17,687	20,669	2,982	16.9%
Payments for property, infrastructure, plant and equipment		(67,093)	(73,817)	(6,724)	-10.0%
Proceeds from sale of investments		5,000	12,500	7,500	150.0%
<b>Net Cash Provided By / (Used In) Investing Activities</b>	<b>3</b>	<b>(44,406)</b>	<b>(40,648)</b>	<b>3,758</b>	<b>8.5%</b>
<b>Cash Flows from Financing Activities</b>					
Finance costs		(3,065)	(3,305)	(240)	-7.8%
Proceeds from borrowings		15,480	15,480	0	0.0%
Repayment of borrowings		(7,485)	(7,402)	83	1.1%
Interest paid - lease liability		(293)	(293)	0	0.0%
Repayment of lease liabilities		(1,042)	(1,042)	0	0.0%
<b>Net Cash Provided By / (Used In) Financing Activities</b>	<b>4</b>	<b>3,595</b>	<b>3,438</b>	<b>(157)</b>	<b>-4.4%</b>
<b>Net Increase (Decrease) in Cash Held</b>	<b>5</b>	<b>96</b>	<b>(3,357)</b>	<b>(3,453)</b>	<b>-3596.9%</b>
Cash and cash equivalents at the beginning of the financial year		41,243	44,318	3,075	-7.5%
<b>Cash and Cash Equivalents at End of Year</b>		<b>41,339</b>	<b>40,961</b>	<b>(378)</b>	<b>-0.9%</b>

<b>Amended Budget Statement of Cash Flows for the year ended 30 June 2024</b>		
<b>Notes:</b>		<b>\$'000</b>
1	Full grants commission funding for 2023/24 was received in June 2023 and recognised in the 2022/23 financial year	(7,177)
2	Net cash provided/(used in) operating activities items have been amended to reflect the final 2022/23 year result and adjustments reflected in the 2023/24 Amended Budget	(7,054)
3	Net cash provided/(used in) investing activities items have been amended to reflect the final 2022/23 year result and adjustments reflected in the 2023/24 Amended Budget; including the additional proceeds for the sale of 276 Wantirna Road, additional capital expenditure related to carry-forwards and additional cash held in term deposits	3,758
4	Net cash provided/(used in) financing activities items have been amended to reflect the actual borrowings and interest rates	(157)
5	The net decrease in cash held variance is primarily resulting from carry-forwards where the cash was not spent in 2022/23 with expenditure now expected to be spent 2023/24	(3,453)

<b>Amended Budget Statement of Capital Works for the year ended 30 June 2024</b>					
<b>Description</b>	<b>Notes</b>	<b>2023/24</b>	<b>2023/24</b>	<b>Variance</b>	<b>Variance</b>
		<b>Adopted</b>	<b>Amended</b>		
		<b>Budget</b>	<b>Budget</b>	<b>Variance</b>	<b>Variance</b>
		<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>%</b>
Land and Buildings	1	16,038	21,173	5,135	32.0%
Plant, machinery and equipment	2	3,120	2,997	(123)	-3.9%
Computers and telecommunications		8,138	8,138	0	0.0%
Artworks	3	348	385	37	10.6%
Roads	4	8,239	8,239	0	0.0%
Bridges		340	340	0	0.0%
Footpaths and cycleways	5	4,713	4,747	34	0.7%
Drainage	6	6,637	6,278	(359)	-5.4%
Recreational, leisure and community facilities	7	23,610	26,644	3,034	12.9%
Off street car parks	8	1,764	1,692	(72)	-4.1%
Other infrastructure	9	2,714	2,862	148	5.5%
<b>Total Capital Works Expenditure</b>		<b>75,661</b>	<b>83,495</b>	<b>7,834</b>	<b>10.4%</b>
<b>Represented by</b>					
Asset renewal		42,508	40,878	(1,630)	-3.8%
Asset upgrade		21,164	25,803	4,639	21.9%
Asset new		7,660	12,293	4,633	60.5%
Asset expansion		4,329	4,521	192	4.4%
<b>Total Capital Works Expenditure</b>		<b>75,661</b>	<b>83,495</b>	<b>7,834</b>	<b>10.4%</b>
<b>LESS Operating Projects Expenditure</b>		<b>8,568</b>	<b>9,678</b>	<b>1,110</b>	<b>13.0%</b>
<b>Net Capital works (capitalised expenditure excluding operating projects expenditure)</b>		<b>67,093</b>	<b>73,817</b>	<b>6,724</b>	<b>10.0%</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					
<b>Reason Codes</b>					
CF: Project carried-forward as works not completed/started in the 2022/23 financial year					
ER: Budget amended to reflect program deliverability and expenditure requirements for 2023/24					
MY: Multi-year project timing difference					

<b>Amended Budget Statement of Capital Works for the year ended 30 June 2024</b>					
<b>Notes</b>	<b>Project Name</b>	<b>2023/24 Adopted Budget \$'000</b>	<b>2023/24 Amended Budget \$'000</b>	<b>Variance \$'000</b>	<b>Reason Code</b>
1	Park Ridge Reserve Existing Pavilion Refurbishment	2,000	3,550	1,550	ER
	Fairpark Reserve - Pavilion Upgrade (incorporating U3A extension)	4,329	4,364	35	MY
	Westfield Library (Permanent) - Design and Fitout	2,309	5,257	2,948	CF
	Modular Building Program	0	187	187	CF
	Energy Retrofits for Community Buildings	150	199	49	ER
	Solar in Community Facilities	195	253	58	ER
	Energy Performance Contract Implementation	0	51	51	CF
	Community Facilities Signage - Upgrades	0	42	42	CF
	The Basin Community House - portico	0	43	43	CF
	Tormore Reserve Pavilion - Concept Design	160	220	60	ER
	Knox Central (Former Operations Centre)	0	21	21	CF
	Ambleside Homestead Upgrade Review	80	100	20	ER
	Knox Regional Netball Centre - Wayfinding Signage	20	80	60	ER
	Knox Regional Netball Centre - Outdoor Scoreboards - Courts 1 to 18	0	15	15	ER
	Community Toilet Replacement Program	451	446	(5)	ER
	2	Plant & Machinery Renewal Program	3,071	2,735	(336)
Westfield Library Fitout and Furniture		0	213	213	CF
3	Public Art Project	248	285	37	ER
4	The Haven - Design	0	161	161	ER
	Allister Close	345	422	77	ER
	Harley Street	340	439	99	ER
	Napoleon Rd - Electronic 40km/h signs at school crossings	79	79	0	ER
	Faraday Street Boronia	620	589	(31)	CF
	Rickards Avenue	1,000	695	(305)	CF
5	Ferntree Gully Road, Knoxfield (O'Connor Road and Henderson Road)- Shared Path	35	40	5	CF
	Liverpool Road west side Salvation Army to Retarding Basin - Shared Path Design	85	40	(45)	ER
	Napoleon Road Stage 4 - Shared Path Construction	300	324	24	ER
	Mountain Highway, Boronia - Shared Path - Design	0	45	45	CF
	Rose Street - Footpath Design & Construction	0	5	5	CF
6	Gilbert Reserve - Wetland (Scoping & Analysis)	450	855	405	ER
	Kevin Ave, Ferntree Gully Flood Investigation - Scoping	184	161	(23)	ER

<b>Amended Budget Statement of Capital Works for the year ended 30 June 2024</b>					
<b>Notes</b>	<b>Project Name</b>	<b>2023/24 Adopted Budget \$'000</b>	<b>2023/24 Amended Budget \$'000</b>	<b>Variance \$'000</b>	<b>Reason Code</b>
	Egan Lee Reserve - Wetland Construction	450	820	370	ER
	Water Sensitive Urban Design Renewal	200	209	9	ER
	1825 Ferntree Gully Road - Flood Mitigation Works	1,120	0	(1,120)	ER
7	Pickett Reserve - Cricket Net Renewal	400	370	(30)	ER
	Batterham Reserve Oval 1 - Sportsfield Renewal	1,750	0	(1,750)	ER
	Lewis Park, Wantirna South - Stage 2	417	0	(417)	ER
	Guy Turner Sportsfield renewal	30	0	(30)	ER
	Knox Regional Netball Centre Extension	382	515	134	MY
	Knox Regional Sports Park - Stages 2 and 3 (VARMS)	101	92	(10)	MY
	Bayswater Oval - Cricket Net Renewal	260	550	290	ER
	Stamford Park Redevelopment	4,000	3,968	(32)	MY
	H V Jones, Ferntree Gully - Masterplan Implementation Stage 3	435	424	(11)	MY
	Playground Renewal Program	1,919	1,880	(39)	ER
	Knox Hockey Facility Development	122	378	256	MY
	Kings Park Reserve, Upper Ferntree Gully - Masterplan Implementation	80	90	10	ER
	Parks - New Tractor	0	120	120	CF
	Templeton Reserve, Wantirna - Cricket Net Renewal	400	430	30	ER
	Public Tennis / Netball / Basketball Court Renewals	150	130	(20)	ER
	Knox Athletics, Knoxfield - Lighting to Track	0	382	382	CF
	Knox Regional Netball Centre Floodlight Outdoor Courts 5 to 8	198	123	(75)	ER
	Lewis Park, Wantirna South - Masterplan Implementation - Stage 1 - Waterways	1,000	1,012	12	ER
	Egan Lee Reserve Renewal - Top Oval Renewal	2,779	3,669	890	CF
	Knox Athletics Track Renewal & Upgrades	3,094	4,718	1,624	CF
	Eildon Park Reserve, Rowville - Tennis Court Renewals	128	231	103	ER
	Kings Park (Baseball) - Floodlighting Upgrade	360	388	28	CF
	Guy Turner Reserve - Floodlighting Upgrade	260	291	31	CF
	Quarry Reserve, Ferntree Gully - Masterplan Implementation Stage 3	197	235	38	ER
	Carrington Park Leisure Centre	0	1,500	1,500	ER
8	Rowville Recreation Reserve - car park	72	0	(72)	ER
9	Erica Avenue Streetscape Renewal	572	720	148	ER

## 8.10 Media Policy

### **SUMMARY: Manager Communications, Imogen Kelly**

**An internal audit recommended reviewing and updating the Council Media Policy in response to the Good Governance Framework provided by the Commission of Inquiry into Greater Geelong City Council. The revised Media Policy brings together guidance for staff and councillors in one document for clarity and consistency and includes guidance on the use of social media for councillors.**

### **RECOMMENDATION**

**That Council adopt the revised Media Policy as provided in Attachment 1.**

#### **1. INTRODUCTION**

Media is any means of communication that reaches or influences people widely. It encompasses traditional media such as community, local, metropolitan and national newspapers, magazines, industry newsletters, television, radio, online new media and new media, including publicly accessible social media which does not necessarily rely on an intermediary.

The Good Governance Framework provided by the Commission of Inquiry into Greater Geelong City Council identified media engagement as a critical task for a council and that councils should have clear policies and procedures to support effective media engagement and issues management, including policy outlining what constitutes appropriate and inappropriate use of social media. An internal audit recommended reviewing and updating the Council Media Policy to ensure its relevance.

#### **2. DISCUSSION**

##### Commitment to transparency

Council is committed to ensuring our processes are transparent and decisions are accountable. Media plays an important role in ensuring the transparency and accountability of government. It is important that information provided to media is timely, accurate and appropriately authorised to manage the risks of miscommunication or distribution of inaccurate information.

The policy reflects Council's guiding principles of openness and transparency. It establishes that media outlets will be entitled to the same information that a member of the public is entitled to. Requests for information will be treated accordingly, unless there is an overriding public interest against disclosure or the request creates an unreasonable workload.

##### Spokespeople

Appointing pre authorised spokespersons is important to facilitate a timely response to media enquiries.

The policy identifies authorised spokespersons in line with relevant definitions of roles and responsibilities under the Local Government Act 2020 as follows:

- the Mayor is the principal spokesperson for the Council
- the Deputy Mayor acts as the spokesperson if the Mayor is unable or incapable of fulfilling these duties

- the Chief Executive Officer is authorised to be a spokesperson on day to day operations of the Council
- Directors are authorised to be spokespeople on day to day operations in the scope of their responsibilities, as delegated by the CEO
- The Manager of Customer and Communications is authorised to provide matters of fact or clarification only

#### Councillors engaging with media

As elected representatives, councillors play an important role in keeping the community informed. The draft Policy encourages councillors to engage with media as part of the political and democratic process.

The Good Governance Framework asserts that councils should have clear policies and procedures to support effective media engagement and issues management, including policy outlining what constitutes appropriate and inappropriate use of social media.

The revised policy identifies the Councillor Code of Conduct as the existing mechanism for setting standards of behaviour for councillors. It does not seek to establish any additional requirements for expected behaviour as it specifically relates to media.

The policy makes it clear that councillors can use media to express their personal views. It recognises that there are existing laws and regulation that apply in this context and does not set any additional limitations on councillors' freedom of expression.

Councillors are required to make it clear when their comments reflect their own views and do not represent the official position of Council. This is consistent with the Councillor Code of Conduct.

### **3. CONSULTATION**

An internal audit undertaken for Council recommended reviewing and updating the Council Media Policy to ensure it is relevant. The Governance and Risk Department has provided input to the draft Policy, particularly where it intersects with the Local Government Act 2020 and the Councillor Code of Conduct.

### **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 anticipated environmental or amenity considerations or implications arising from this report.

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

The Customer and Communications Department is responsible for managing day-to-day interactions with media and proactive engagement in social media. The requirements of the draft Policy can be achieved within available resources.

## **7. SOCIAL IMPLICATIONS**

Council services are an important contributor to the wellbeing of the Knox community. The policy sets an expectation that the organisation proactively engages and responds to media to inform the community of Council decisions, initiatives, policies, services, activities and events.

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

### **Civic Engagement & Integrity**

Strategy 5.3 - Ensure our processes are transparent and decisions are accountable.

## **9. CONFLICT OF INTEREST**

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

## **10. CONFIDENTIALITY**

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

**Report Prepared By: Manager Communications, Imogen Kelly**

**Report Authorised By: Director, Customer & Performance, Greg Curcio**

### **Attachments**

1. Attachment 1 - Council Media Policy Council meeting 23 October 2023 [**8.10.1** - 4 pages]





# Media policy

Policy Number:		Directorate:	Customer and Performance
Approval by:	Council	Responsible Officer:	Manager Customer and Communications
Approval Date:	Meeting Date	Version Number:	
Review Date:	June 2027		

## 1. Purpose

The purpose of this policy is to ensure information provided to media is timely, accurate and appropriately authorised. It aims to support transparency and accountability and mitigate risk of miscommunication and distribution of inaccurate or unauthorised information.

## 2. Context

Council is committed to communicating proactively to inform the community of council decisions, initiatives, policies, services, activities and events.

Council recognises that media plays an important role in ensuring the transparency and accountability of government and is committed to openly engaging with media to account for Council decisions and how resources are being directed to meet the needs of the community.

The policy reflects that engagement with media happens

- by the Mayor, or Deputy Mayor, on behalf of Council
- by councillors keeping their community informed of representation on their behalf and engaging in the political/democratic process
- by staff on behalf of the organisation

## 3. Scope

This policy applies to councillors, staff, volunteers and contractors engaging media on behalf, or in relation to the business of Knox City Council.

Media is any means of communication that reach or influence people widely. It encompasses traditional media such as community, local, metropolitan and national newspapers, magazines, industry newsletters, television, radio, online news media and new media including publicly accessible social media which does not necessarily rely on an intermediary.

## 4. References

- 4.1 Community & Council Plan 2021-2025



- Knox Council is a trusted and respected leader in our community, acting appropriately and ensuring all voices are heard.

#### 4.2 Relevant Legislation

- Local Government Act
- Freedom of Information Act
- Privacy & Data Protection Act
- Health Records Act

#### 4.3 Charter of Human Rights

- The policy is compatible with the Charter of Human Rights and Responsibilities as it does not raise any human right issues.
- This policy has been assessed against the rights contained within the Charter of Human Rights and Responsibilities 2006 and is deemed to be compatible with the Charter.

#### 4.4 Related Council Policies

- Councillor Code of Conduct
- Staff Code of Conduct
- Election Period Policy
- Privacy and Data Protection Policy
- Staff Social Media Policy
- Public Transparency Policy

#### 4.5 Related Council Procedures

- Nil

## 5. Definitions

Detail any definitions within the policy.

Council	means Knox City Council, being a body corporate constituted as a municipal Council under the Local Government Act 2020
Councillors	means the individuals holding the office of a member of Knox City Council
Media	A means or channel of communication that reach people widely (including broadcast, publishing, and online/social media)

Note: media should not be interpreted as a reference to a journalist

## 6. Council Policy

### 6.1 Authorised spokespeople

The following people are authorised to represent Council.

Mayor	The Mayor is the principal spokesperson for the Council.
Deputy Mayor	The Deputy Mayor acts as the spokesperson if the Mayor is unable or incapable of fulfilling these duties.



Chief Executive Officer	The Chief Executive Officer is an authorised spokesperson on day to day operations of the Council.
Directors	Directors are authorised spokespeople on day to day operations in the scope of their responsibilities, as delegated by the CEO.
Manager Customer and Communication	The Manager of Customer and Communications is authorised to provide matters of fact or clarification only.

### 6.2 Engaging with media outlets

Openness and transparency are guiding principles of Council. Media outlets are entitled to the same information that a member of the public is entitled to. Requests for information will be treated accordingly, unless there is an overriding public interest against disclosure or the request creates an unreasonable workload.

Requests from media outlets to film or photograph Council staff, facilities, meetings and events must be directed to the Communications Department.

### 6.3 Councillor interaction with media outlets

Councillors play an important role representing the community in decision making, and may choose to engage with media outlets as part of keeping their community informed of their representation.

Councillors can initiate contact with media outlets or respond to enquiries from media outlets in their capacity as individual councillors. In doing so councillors should make it clear when their comments reflect their own views and do not represent the official position of Council.

### 6.4 Staff interaction with media outlets

All enquiries from media outlets are to be directed to the Communications Department in the first instance. The Communications Department is responsible for:

- initiating proactive media opportunities,
- clarifying any requests for information or comment from media outlets, coordinating the response, identifying the appropriate spokesperson and seeking approvals for written responses.

Staff and contractors are expected to assist the Communications Department in responding to media outlets by ensuring information provided is accurate and timely.

Occasionally staff with specialist or technical expertise may be requested to participate in media opportunities. This can only be authorised by the Customer and Communications Manager in consultation with the relevant Director.

### 6.5 Engaging in social media

Listening to the needs and concerns of people they represent is an important task for a councillor. Social media offers a cost effective and timely opportunity to connect with and hear from some parts of the community. Councillors may choose to engage in social media as part of representing their community and keeping their community informed of their representation.

Councillors may use their own social media accounts to express personal views. Councillors should identify and separate personal opinions from Council position. Councillors have personal responsibility for ensuring that any social media sites they create or contribute to can be readily edited and appropriately moderated.

When using social media councillors are expected to adhere to Knox City Council Councillor Code of Conduct and comply with relevant laws and regulations.



Council does not control any individual's use of social media, or their private social media accounts. The behavior of staff and councillors when using private social media accounts is governed by the principles in the Councillor Code of Conduct or the Staff Code of Conduct.

Staff use of social media for the purposes of conducting Council business is governed by the Staff Social Media Policy.

## 7. Confidential information

Staff and councillors must not misuse information gained in their official capacity. All information gained in the course of Council duties should be treated as confidential unless it is public knowledge. If there is uncertainty as to whether information is public knowledge, the matter should be treated as confidential.

Confidential information is protected by the Local Government Act 2020 and both staff and councillors may be guilty of an offence, if they disclose information intentionally or recklessly that the person knows, or should reasonably know, is confidential information. The Local Government Act 2020 also provides that making improper use of information acquired in the capacity as councillor constitutes the offence of misuse of position.

Staff and councillors must take care to maintain the security of documents and information. Personal information about an individual, whose identity could reasonably be ascertained from the information, should not be released to the media without that person's consent. There may be situations where consent is implied, particularly when an individual raises their circumstances with media in the first instance, and Council might choose to comment.

## 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.

9 Supplementary Items

10 Notices of Motion

11 Urgent Business

12 Questions Without Notice

13 Confidential Items

**13.1 Contract 2350 - Management and Operation of Knox Leisureworks**

A confidential report is circulated under separate cover.