

AGENDA



Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 22 April 2024 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 March 2024

4 Presentations, Petitions and Memorials

5 Reports by Councillors

6 Planning Matters

6.1 Report of Planning Applications Decided Under Delegation 1 March 2024 to 31 March 2024

Final Report Destination: 2024-04-22 Meeting of Council
Paper Type: For Noting
Author: Katherine Walker, Acting Manager City Planning & Building
Manager: Acting Manager City Planning & Building, Katherine Walker
Executive: Acting Director, City Liveability, Paul Dickie

SUMMARY

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 March 2024 to 31 March 2024) be noted

1. REPORT

Details of planning applications decided under delegation from 1 March 2024 to 31 March 2024 are attached. The applications are summarised as follows:

Application Type	No.
Building & Works: Residential	1
Other	2
Subdivision	7
Units	13
Tree Removal / Pruning	17
Single Dwelling	2
Boundary Realignment	1
Signage	3
Liquor Licence	1
TOTAL	47

2. CONFIDENTIALITY

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

ATTACHMENTS

Nil

Knox City Council

Report of Planning Applications Decided Under Delegation

1 March 2024 and 31 March 2024

Ward	No/ Type	Address	Description	Decision
Baird	2024/6045	21 Wells Avenue BORONIA VIC 3155	Removal of one (1) Eucalyptus sideroxylon (Red Ironbark) and one (1) Eucalyptus obliqua (Messmate)	1/03/2024 Approved
Baird	2024/6060	1 Grevillea Avenue BORONIA VIC 3155	Seven lot subdivision (approved unit development)	12/03/2024 Approved
Baird	2024/6055	17-19 Narcissus Avenue BORONIA VIC 3155	Boundary Re-alignment	8/03/2024 Approved
Baird	2023/6398	19 Florida Drive FERNTREE GULLY VIC 3156	Construction of double storey dwelling at the rear of the existing dwelling	7/03/2024 Approved
Baird	2023/6276	131 Dorset Road BORONIA VIC 3155	Development of the land for three (3) double storey dwellings	9/03/2024 Approved
Baird	2023/6332	41 Scoresby Road BAYSWATER VIC 3153	Use of land for retail premises (wholesale) and associated business signage identification	8/03/2024 Approved
Baird	2024/6071	182 Boronia Road BORONIA VIC 3155	Six lot subdivision (approved unit development)	17/03/2024 Approved
Baird	2023/6379	13 Vivienne Avenue BORONIA VIC 3155	Construction of three (3) single storey dwellings on the land	26/03/2024 Notice of Decision
Chandler	2024/6038	29 Sycamore Crescent BORONIA VIC 3155	Removal of one (1) Chamaecyparis lawsoniana (Lawson's Cypress)	1/03/2024 Approved
Chandler	2024/6051	53 Army Road BORONIA VIC 3155	Removal two (2) dead Eucalyptus radiata (Narrow Leaved Peppermint) and one (1) dead Eucalyptus obliqua (Messmate)	1/03/2024 Approved

Ward	No/ Type	Address	Description	Decision
Chandler	2023/6533	31 Augusta Road THE BASIN VIC 3154	The construction of a single storey dwelling and attached garage	12/03/2024 Approved
Chandler	2024/6031	31 Landscape Drive BORONIA VIC 3155	Removal of one (1) Photinia robusta (Photinia) and one (1) Eucalyptus botryoides (Southern Mahogany)	1/03/2024 Approved
Chandler	2024/6069	1 Olive Grove BORONIA VIC 3155	The removal of Tree 1 - Eucalyptus saligna (Sydney Blue Gum), Tree 2 - Eucalyptus sp, Tree 3 - Corymbia maculata (Spotted Gum) and the pruning of Tree 4 - Eucalyptus cephalocarpa (Silver Stringybark)	26/03/2024 Approved
Chandler	2024/6062	7 Reve Street BORONIA VIC 3155	Removal of two (2) Syzygium smithii (Lily Pilly)	21/03/2024 Approved
Chandler	2024/6032	9A Doongalla Road THE BASIN VIC 3154	The removal of one (1) Schinus molle (Peppercorn tree)	12/03/2024 Approved
Collier	2023/6273	6 Milan Street WANTIRNA VIC 3152	Development of the land for two (2) double storey dwellings	5/03/2024 Refused
Collier	2023/6293	275 Wantirna Road WANTIRNA VIC 3152	Development for five (5) triple-storey dwellings and one (1) double-storey dwelling, and alter access to a road in a Transport Zone 2	26/03/2024 Notice of Decision
Dinsdale	2023/6531	346 Boronia Road BORONIA VIC 3155	Three lot subdivision (approved unit development)	4/03/2024 Approved
Dinsdale	2024/6034	6 Armstrong Road BAYSWATER VIC 3153	Three lot subdivision (approved unit development)	8/03/2024 Approved
Dinsdale	2024/9019	7 Russell Crescent BORONIA VIC 3155	Two Lot Subdivision (approved unit development)	15/03/2024 Approved
Dinsdale	2024/6113	3 Charlotte Road BORONIA VIC 3155	Two (2) lot subdivision (approved unit development)	21/03/2024 Approved

Ward	No/ Type	Address	Description	Decision
Dinsdale	2024/6090	27 Birch Street BAYSWATER VIC 3153	Removal of two (2) Syzygium smithii (Lily Pilly)	28/03/2024 Approved
Dinsdale	2024/6050	Bayzie Cafe 1/7-13 High Street BAYSWATER VIC 3153	Erection and display of business identification signage (including internally illuminated signage)	14/03/2024 Approved
Dinsdale	2024/6024	2/14 Station Street BAYSWATER VIC 3153	Use of the land to sell packaged liquor (Bottle Shop) and display business identification signage	19/03/2024 Approved
Dobson	2023/6409	3 Glenfern Road FERNTREE GULLY VIC 3156	Buildings and works (extension to existing dwelling)	1/03/2024 Approved
Dobson	2024/6078	11 Nelson Street FERNTREE GULLY VIC 3156	Removal of one Corymbia maculata (Spotted Gum)	1/03/2024 Approved
Dobson	2024/6022	24 Clow Avenue UPPER FERNTREE GULLY VIC 3156	Removal of one (1) Cedrus deodara (Himalayan Cedar)	1/03/2024 Approved
Dobson	2024/6029	22 Barrett Street UPPER FERNTREE GULLY VIC 3156	Removal of one (1) Corymbia ficifolia (Flowering Gum)	1/03/2024 Approved
Dobson	2024/9003	13 Nelson Street FERNTREE GULLY VIC 3156	The removal of one (1) Lophostemon confertus (Brush Box)	7/03/2024 Approved
Dobson	2023/6077	28 Station Street FERNTREE GULLY VIC 3156	The construction of ten (10) double storey dwellings	7/03/2024 Refused
Friberg	2023/6557	132 Anne Road KNOXFIELD VIC 3180	Construction of a double storey dwelling to the rear of existing dwelling (and new garage to existing dwelling)	1/03/2024 Notice of Decision
Friberg	2023/6217	1 Gilbert Park Drive KNOXFIELD VIC 3180	Buildings and works associated with a Store, internally illuminated business identification signage and a reduction in car parking	1/03/2024 Approved

Ward	No/ Type	Address	Description	Decision
Friberg	2022/6606	9-11 Karoo Road ROWVILLE VIC 3178	Construction of two (2) double storey dwellings and four (4) single storey dwellings on the land for Housing by or on behalf of Homes Victoria	5/03/2024 Approved
Friberg	2024/9012	4 Lindfield Court KNOXFIELD VIC 3180	The removal of one (1) Corymbia citriodora (Lemon scented Gum)	7/03/2024 Approved
Friberg	2023/6500	31 Coromandel Crescent South KNOXFIELD VIC 3180	The construction of two (2) double storey dwellings and one (1) single storey dwelling on the land	9/03/2024 Notice of Decision
Friberg	2023/6391	114 Mountain Gate Drive FERNTREE GULLY VIC 3156	Development of a double storey dwelling to the rear of existing dwelling	26/03/2024 Approved
Friberg	2024/6084	47 Renwick Road FERNTREE GULLY VIC 3156	Display of business identification signage	14/03/2024 Approved
Friberg	2024/6001	CB148 Public Toilets 1880 Ferntree Gully Road FERNTREE GULLY VIC 3156	Display of electronic promotional signage in association with an electric vehicle charging station	20/03/2024 Approved
Scott	2022/6570	74 David Street North KNOXFIELD VIC 3180	Development of the land for three (3) double storey dwellings and one (1) single storey dwelling	1/03/2024 Refused
Scott	2024/6033	98 Kathryn Road KNOXFIELD VIC 3180	The removal of one (1) Eucalyptus nicholii (Narrow leaved Black Peppermint) and one (1) Eucalyptus mannifera (Red Spotted Gum) and the pruning of one (1) Eucalyptus mannifera (Red Spotted Gum) and one (1) Eucalyptus leucoxyton (Yellow Gum)	8/03/2024 Trees
Scott	2024/9013	434 Scoresby Road FERNTREE GULLY VIC 3156	Two Lot Subdivision (approved unit development)	7/03/2024 Approved

Ward	No/ Type	Address	Description	Decision
Scott	2024/6068	3 Cherrytree Rise KNOXFIELD VIC 3180	Removal of two (2) Eucalyptus radiata (Narrow Leaved Peppermint) and one (1) Eucalyptus cephalocarpa (Silver Stringybark)	26/03/2024 Approved
Scott	2023/6447	20 Kent Street KNOXFIELD VIC 3180	Construction of two (2) double storey dwellings	13/03/2024 Approved
Scott	2024/6083	1/56 Norma Crescent KNOXFIELD VIC 3180	Removal of one (1) Corymbia citriodora (Lemon Scented Gum)	26/03/2024 Approved
Taylor	2023/6552	9 Perry Place LYSTERFIELD VIC 3156	Construction of single storey dwelling on the land	13/03/2024 Approved
Tirhatuan	2024/9007	19 Tetragona Quadrant ROWVILLE VIC 3178	Pruning of 1 x Eucalyptus sideroxylon (Red Ironbark)	5/03/2024 Approved
Tirhatuan	2023/6264	3 Avalon Road ROWVILLE VIC 3178	Development of the land for a double storey dwelling to the rear of the existing dwelling	28/03/2024 Notice of Decision

6.2 Adoption of Amendment C201Knox - Application of the Specific Controls Overlay to the Eastlink Service Centres

Final Report Destination:	Council
Paper Type:	For Decision
Author	Senior Strategic Planner, Georgia Stensness
Manager:	Manager City Futures, Shiranthi Widan
Executive:	Acting Director, City Liveability, Paul Dickie

SUMMARY

This report relates to proponent led Amendment C201knox (Amendment). It follows limited exhibition of the Amendment, which began 28 February 2024 to 28 March 2024. The land affected by the Amendment is 1500 and 1501 Eastlink, Scoresby (the 'Land'), both of which contain an existing Freeway Service Centre adjacent to Eastlink.

The purpose of this report is to advise that one late submission of support was received, with no changes requested to the Amendment. It is therefore recommended that Council adopt the Amendment and submit it to the Minister for Planning for approval. Once approved by the Minister for Planning, the amended planning provisions and incorporated document will be introduced into the Knox Planning Scheme.

RECOMMENDATION

That Council resolve to:

1. Note the late submission of support received in accordance with Section 22(2) of the *Planning and Environment Act 1987*.
2. Adopt Amendment C201knox pursuant to Section 29(1) of the Planning and Environment Act 1987 and submit the adopted Amendment to the Minister for Planning for approval.
3. Authorise the Chief Executive Officer (or such person nominated by the Chief Executive Officer) to undertake minor changes to the Amendment which do not change the purpose of intent of the Amendment.

1. DISCUSSION

At the Council meeting on 28 August 2023, Council resolved to seek authorisation from the Minister for Planning to prepare and exhibit the Amendment. Broadly, the Amendment seeks to apply a Specific Control Overlay to the Land shown in Figure 1 below, to give effect to an Incorporated Document. The Incorporated Document will enable the existing use of the land as Freeway Service Centres to continue, as the Land is scheduled to be removed from the Eastlink Project area and Extended Project area ('Project area'). In absence of the Amendment, once the Land is removed from the Project area, the Land would be subject to the permit requirements of the Knox Planning Scheme and there are components of each Freeway Service Centre which would render them prohibited under Clause 53.05 (Freeway Service Centre). The Amendment in essence is administrative in nature and seeks to make the existing use of the Land permissible under the Knox Planning Scheme.



Figure 1: The Land - depicted by solid red lines

In addition, it was resolved to seek a partial exemption from notification requirements. A partial exemption was granted on 20 September 2023, with instructions to formally notify ConnectEast and Head, Transport for Victoria, as well as Prescribed Ministers. This also allowed Council to ‘fast track’ the Amendment by reducing the notice period.

The Amendment was exhibited from 28 February 2024 to 28 March 2024. One late submission of support was received from ConnectEast after the exhibition period, with no changes to the amendment requested. Subsequently, it is recommended that the Amendment be adopted by Council and for it to be sent to the Minister for Planning for approval. Once approved by the Minister or her delegates, the Amendment changes will be made to the Knox Planning Scheme through the gazettal of Amendment C201knox.

2. ENGAGEMENT

As detailed above, the Amendment proceeded to limited exhibition and one late submission of support was received from ConnectEast, with no changes to the Amendment requested. Officers do not propose any changes to the Amendment documents as a result of the exhibition process. However, it is worth noting that officers have updated the Schedules (Attachments 3 and 4) to address an administrative error – to change the name of the Incorporated Document. The changes do not affect the purpose or intent of the Amendment.

3. SOCIAL IMPLICATIONS

There are no predicted social implications which would arise from the proposed changes to the Knox Planning Scheme.

4. CLIMATE CHANGE CONSIDERATIONS

The Amendment 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 IMPLICATIONS

It is not anticipated there would be any environmental impacts resulting from Amendment C201knox, noting that any future development that would trigger a planning permit would need to be assessed against the relevant provisions of the Knox Planning Scheme.

6. FINANCIAL AND RESOURCE IMPLICATIONS

Fees relating to the planning scheme amendment have been/will be borne by the proponent in accordance with Regulation 6 of the Planning and Environment (Fees) Regulations 2016.

Any staff resources associated with processing the planning scheme amendment are allowed for within the City Futures existing operational budget.

7. RISKS

There are no risks to Council which would arise from the proposed changes to the Knox Planning Scheme.

8. KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Opportunity & Innovation

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

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. STATEMENT OF COMPATIBILITY

This report is compatible with the Charter of Human Rights and Responsibilities, as it does not raise any human rights issues.

11. CONFIDENTIALITY

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

ATTACHMENTS

1. Attachment 1 - Amendment Document - Explanatory Report [6.2.1 - 4 pages]
2. Attachment 2 - Amendment Document - Instruction Sheet [6.2.2 - 1 page]
3. Attachment 3 - Amendment Document - Schedule to Clause 45.12 With Track Changes [6.2.3 - 1 page]
4. Attachment 4 - Amendment Document - Schedule to Clause 72.04 With Track Changes [6.2.4 - 1 page]
5. Attachment 5 - Amendment Document - Planning Scheme Map [6.2.5 - 1 page]
6. Attachment 6 - Amendment Document - Incorporated Document [6.2.6 - 6 pages]
7. Attachment 7 - Supporting Document - Town Planning Report [6.2.7 - 18 pages]

Planning and Environment Act 1987

KNOX PLANNING SCHEME

AMENDMENT C201knox

EXPLANATORY REPORT

Who is the planning authority?

This amendment has been prepared by the Knox City Council, which is the planning authority for this amendment.

The amendment has been made at the request of Insight Planning Consultants on behalf of AA Holdings Pty Ltd (AA Holdings).

Land affected by the amendment

The amendment applies to part of 1500 Eastlink, Scoresby (CA 2260, Parish of Scoresby) (Northbound Site) and 1501 Eastlink, Scoresby (Lot 1, PS630757A) (Southbound Site), currently zoned Commercial 2 Zone, as depicted by the solid lines in the map below:



What the amendment does

The amendment seeks to apply a Specific Controls Overlay (SCO) to parts of the land which are currently zoned Commercial 2 Zone, and insert an incorporated document into the Knox Planning Scheme titled 'Eastlink Freeway Service Centres (2023)'.

Specifically, the amendment makes the following changes:

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- Amends the Schedule to Clause 45.12 (Specific Controls Overlay) to insert SCO4 and the incorporated document;
- Amends the Schedule to Clause 72.04 (Incorporated Documents) to insert the incorporated document;
- Amends Planning Scheme Map No. 5SCO to apply SCO4 to part of 1500 Eastlink Scoresby, and 1501 Eastlink Scoresby.

Furthermore, the incorporated document enables the existing use of the land to remain lawful, subject to conditions of the incorporated document.

Strategic assessment of the amendment

Why is the amendment required?

The amendment is required to enable the existing use of the land for the purpose of freeway service centres to continue as the land is scheduled to be excised from the Project area, as defined in Sections 5 and 6 of the *Eastlink Project Act 2004* as they are no longer necessary or appropriate to be included in the Project area.

The Eastlink Project area and Extended Project area were applied to the Northbound Site and the Extended Project area was applied to the Southbound Site by publication of an order in the Victoria Government Gazette on 25 March 2010.

The purpose of including the sites in the Project area was to enable their development and use as freeway service centres without application of the Knox Planning Scheme, with reliance on the exemption in Section 126 of the *EastLink Project Act 2004*. The freeway service centres have operated since 2012 and were constructed in accordance with issued Building Permits pursuant to a development agreement with the State Government.

How does the amendment implement the objectives of planning in Victoria?

The amendment supports the objectives of planning in Victoria as set out in Section 4 of the *Planning and Environment Act 1987*.

The following objectives are particularly relevant to the amendment:

- (a) To provide for the fair, orderly, economic and sustainable use and development of the land;
- (c) To secure a pleasant, efficient and safe working, living and recreational environment for all Victorians and visitors to Victoria;
- (g) To balance the present and future interests of all Victorians.

The amendment implements these objectives by enabling the continuation of the use of the land, which improve accessibility, safety and efficiency for Victorian road users and provide local employment opportunities.

How does the amendment address any environmental, social and economic effects?

The amendment will allow the continued operation of the freeway service centres, which provide a range of positive social and economic effects through the generation of local employment opportunities and the provision of safe, accessible facilities for road users.

The amendment is not expected to result in additional development or intensification of use and therefore is unlikely to lead to additional environmental, social and economic effects.

Does the amendment address relevant bushfire risk?

The land to which the amendment applies is not located in a Bushfire Management Overlay. However, it is located in a designated bushfire prone area where Clause 13.02 (Bushfire) of the Knox Planning Scheme applies.

The amendment is considered to not increase the risk to life, property, community infrastructure and the natural environment.

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Does the amendment comply with the requirements of any Minister's Direction applicable to the amendment?

The amendment is consistent with the *Ministerial Direction on the Form and Content of Planning Schemes* under section 7(5) of the *Planning and Environment Act 1987*.

The amendment is consistent with *Ministerial Direction No. 9*, which requires amendments to have regard to *Plan Melbourne 2017-2050*. Of particular relevance is:

- Direction 3.1 Transform Melbourne's transport system to support a productive city.
- Direction 3.2 Improve transport in Melbourne's outer suburbs.

The amendment is consistent with *Ministerial Direction 11 – Strategic Assessment of Amendments*.

How does the amendment support or implement the Planning Policy Framework and any adopted State policy?

Consistent with the Planning Policy Framework, this amendment aligns with relevant clauses as outlined below:

- Clause 11 (Settlement) – The amendment provides for the continued operation of the freeway service centres which is appropriate for this location. The freeway service centres which are adjacent to the Eastlink are recognised as important freeway services which support surrounding residential and economic land uses and the broader region.
- Clause 17 (Economic Development) – The amendment facilitates the continuation of local employment opportunities through the provision of various tenancies. The freeway service centres also provided encourage spending in the local area.
- Clause 18 (Transport) – The development supports improved transit including goods, and provides services and facilities which encourage drivers to stop and take an effective break in the interest of driver safety.

How does the amendment support or implement the Local Planning Policy Framework, and specifically the Municipal Strategic Statement?

The amendment is consistent with the Local Planning Policy Framework, in particular the following relevant clause:

- Clause 21.07 (Economic development) – The amendment facilitates the continuation of local employment opportunities through the provision of various tenancies. The freeway service centres also encourage spending in the local area.

Does the amendment make proper use of the Victoria Planning Provisions?

The amendment makes proper use of the Victoria Planning Provisions.

The application of the Specific Controls Overlay has the effect of exempting the use of the land for freeway service centres from the usual requirements of Clause 53.05-1 and allows the existing use to continue in accordance with the specific control contained in the incorporated document.

In the absence of the amendment, the use of the land for freeway service centres would be subject to the permit requirements of the Knox Planning Scheme, and there are components of each freeway service centre which would render them prohibited under Clause 53.05 (Freeway Service Centre).

How does the amendment address the views of any relevant agency?

The amendment has been prepared in consultation with Knox City Council, Department of Transport and Planning and ConnectEast. Feedback received from these agencies has been integrated into the incorporated document.

Does the amendment address relevant requirements of the Transport Integration Act 2010?

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The amendment is consistent with the *Transport Integration Act 2010* as it facilitates the continued use of the freeway service centres that were developed with regard to the transport system objectives and decision-making principles under the *Transport Integration Act 2010*. As such, the amendment will achieve transport and land use integration and support road safety.

Resource and administrative costs

The amendment is considered to have a minimal impact on the resources and administrative costs of the responsible authority.

Where you may inspect this amendment

The amendment can be inspected free of charge at the Knox Planning Scheme website at www.knox.vic.gov/

The amendment is available for public inspection, free of charge, during office hours at the following places:

Knox City Council

511 Burwood Highway

Wantirna South VIC 3152

The amendment can also be inspected free of charge at the Department of Transport and Planning website at <http://www.planning.vic.gov.au/public-inspection> or by contacting the office on 1800 789 386 to arrange a time to view the amendment documentation.

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Planning and Environment Act 1987

KNOX PLANNING SCHEME

AMENDMENT C201knox

INSTRUCTION SHEET

The planning authority for this amendment is the Knox City Council.

The Knox Planning Scheme is amended as follows:

Planning Scheme Maps

The Planning Scheme Maps are amended by a total of 1 attached map sheet.

Overlay Maps

1. Amend Planning Scheme Map No. 5SCO in the manner shown on the 1 attached map marked "Knox Planning Scheme, Amendment C201knox".

Planning Scheme Ordinance

The Planning Scheme Ordinance is amended as follows:

2. In **Overlays** – Clause 45.12, replace the Schedule with a new Schedule in the form of the attached document.
3. In **Operational Provisions** – Clause 72.04, replace the Schedule with a new Schedule in the form of the attached document.

End of document

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KNOX PLANNING SCHEME

25/02/2020
C179knox

SCHEDULE TO CLAUSE 45.12 SPECIFIC CONTROLS OVERLAY

1.0

Specific controls

30/07/2024
C490knox Proposed C201knox

PS Map Ref	Name of incorporated document
SCO1	Woolworths Oxygen, Knoxfield, February 2011
SCO2	Site Specific Control- 27 Reservoir Crescent, Rowville July 2011 Incorporated Document
SCO3	State Basketball Centre, Knox Regional Sports Park, Wantirna South, Incorporated Document, June 2021
SCO4	Eastlink Freeway Service Centres (2023)

KNOX PLANNING SCHEME

15/01/2024
VC249

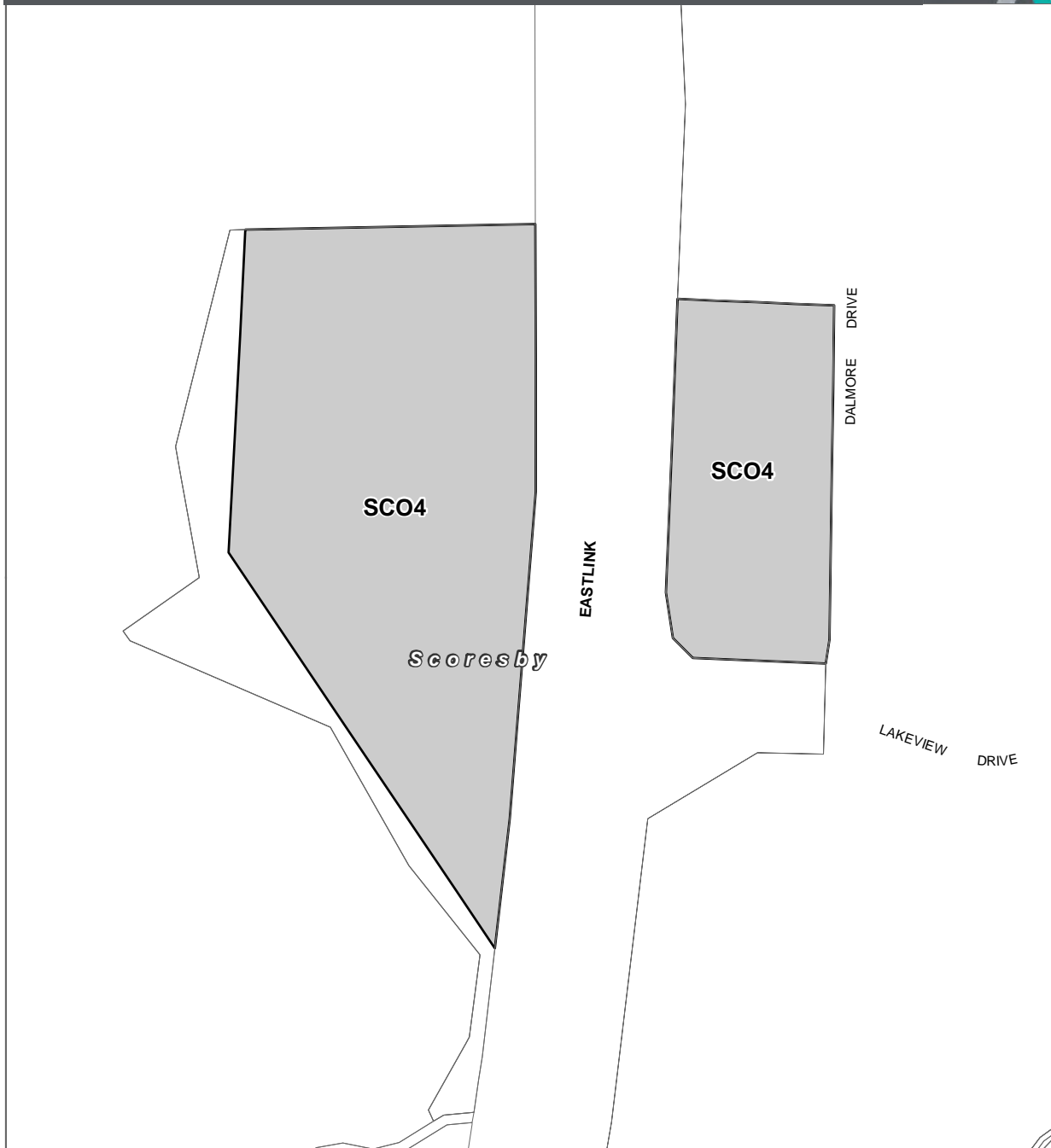
SCHEDULE TO CLAUSE 72.04 INCORPORATED DOCUMENTS

1.0 Incorporated documents



30/07/2024
C490knox Proposed C201knox

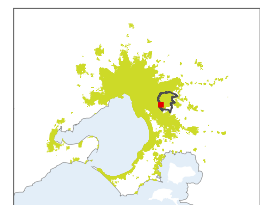
Name of document	Introduced by:
Burwood Highway and Scoresby Road Knoxfield, Comprehensive Development Plan – September 2018	C160
Level Crossing Removal Project – Mountain Highway and Scoresby Road, Bayswater Incorporated Document, December 2015	C147
Miller's Homestead Statement of Significance, February 2019	C173knox
Proposed Knox Driving Range, April 2004	C39
Restructure Plan 1, November 1999 (Amended January 2017)	C151
Restructure Plan 3, November 1999	NPS1
Small Lot Housing Code, August 2014	C160
Site Specific Control - 27 Reservoir Crescent, Rowville July 2011 Incorporated document	C99
Site Specific Control – 33-35 Napoleon Road, Lysterfield (Lot 1, TP760282), August 2014	C134
Site Specific Control – Lot 3 LP 42250 Wellington Road, Rowville, 11 March 2011	C87
Site Specific Control – Section of Napoleon Road, Lysterfield, January 2013	C110
State Basketball Centre, Knox Regional Sports Park, Wantirna South, Incorporated Document, June 2021	C190knox
Waterford Valley Comprehensive Development Plan, Drawing No. 30015698/101 (B), prepared by Aspect Landscape Consultants Pty Ltd, August 1999, as amended March 2019	C176knox
Woolworths Oxygen, Knoxfield, February 2011	C107
Eastlink Freeway Service Centres (2023)	C201knox

**KNOX PLANNING SCHEME - LOCAL PROVISION
AMENDMENT C201knox**



LEGEND

-  SCO4 - Specific Controls Overlay - Schedule 4
-  Local Government Area



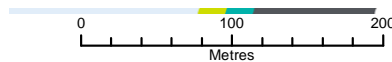
Part of Planning Scheme Map 5SCO

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Planning Group
Print Date: 24/11/2023
Amendment Version: 2



Department
of Transport
and Planning



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Eastlink Freeway Service Centres (2023)

KNOX PLANNING SCHEME

Incorporated Document

This document is an incorporated document in the Knox Planning Scheme pursuant to section 6(2)(j) of the Planning and Environment Act 1987

OFFICIAL

1.0 INTRODUCTION

This document is an incorporated document in the Schedules to Clause 45.12 - Specific Controls Overlay (SCO) and Clause 72.04 - Incorporated Documents of the Knox Planning Scheme.

The Land identified in this document may be used and developed in accordance with the control on this document.

2.0 LAND DESCRIPTION

This document applies to parts of the land currently zoned Commercial 2 Zone as described below and shown in Figure 1 known as “the Land” being all the land within SCO4:

- Northbound Site on Map 1 with the street address 1500 Eastlink, Scoresby (CA 2260, Parish of Scoresby) (**Northbound Site**); and
- Southbound Site on Map 1, with the street address 1501 Eastlink, Scoresby (Lot 1, PS630757A) (**Southbound Site**).



Figure 1 – Map of the Land subject to this Incorporated Document, outlined in black

3.0 PURPOSE

Immediately prior to the incorporation of this document into the Knox Planning Scheme, the Land was within the Project area under the *Eastlink Project Act 2004* and was developed, and being used for freeway services centres without planning approval in accordance with section 126 of the *Eastlink Project Act 2004*.

The variation of the Extended Project area by order of the Governor in Council on [insert date] has had the effect of excluding the Land from the Project area.

The purpose of the control in this document is to allow the existing use of the Land for the purpose of freeway service centres, including vehicle accessways, to continue once the Land is no longer in the Project area.

4.0 CONTROL

Despite any provision in the Knox Planning Scheme, no planning permit is required for, and nothing in the Knox Planning Scheme operates to prohibit or restrict, the continuation of the existing use of the freeway service centre and existing vehicle accessways on the Northbound Site, as set out in clause 5.0 of this document.

Despite any provision in the Knox Planning Scheme, no planning permit is required for, and nothing in the Knox Planning Scheme operates to prohibit or restrict, the continuation of the existing use of the freeway service centre and existing vehicle accessways on the Southbound Site, as set out in clause 5.0 of this document.

This control is subject to the conditions in clause 7.0 of this document.

5.0 EXISTING USE

The existing freeway service centres on the Land comprise essential services and facilities which encourage drivers to stop and take an effective break in the interest of driver safety, and the following:

1500 Eastlink, Scoresby (Northbound Site)

- a) Convenience shop with an area of 351 square metres for the sale of food, drinks and other convenience goods, including associated 'store' areas.
- b) Truck and car wash facilities.

The location of the existing freeway service centre, convenience shop, truck and car wash facility and vehicle accessways on the Northbound Site is shown on Figure 2 below:



Figure 2 – Northbound Site

1501 Eastlink, Scoresby (Southbound Site)

- a) Convenience shop with an area of 399 square metres for the sale of food, drinks and other convenience goods, including associated 'store' areas.
- b) Vehicle access to the local road network.

The location of the existing freeway service centre, convenience shop, and vehicle accessways on the Southbound Site is shown on Figure 3 below:



Figure 3 – Southbound Site

The layout and composition of the existing uses specified in clause 5.0 may change over time, subject to any and all planning approvals required under the Knox Planning Scheme.

6.0 APPLICATION OF PLANNING SCHEME PROVISIONS

The provisions of the Knox Planning Scheme will apply to the Land in relation to:

- a) the establishment of any new use on the Land;
- b) any change to the existing buildings or works or the construction or carrying out of any new buildings or works at the Land;
- c) signs; and
- d) any alteration to the existing access, or creation of new access, to and from any road in a Transport Road Zone 2.

Despite any provision to the contrary or any inconsistent provision in the Knox Planning Scheme, pursuant to Clause 45.12, the Land identified in the incorporated document may be used in accordance with the specific controls contained in this document.

In the event of any inconsistency between the specific controls contained in this document and general provisions of the Knox Planning Scheme, the specific controls contained in this document will prevail.

7.0 CONDITIONS

The existing uses specified in clause 5.0 of this document must be conducted in accordance with the following conditions:

- a) The use of the Land specified in clause 5.0 must be allowed to operate at all times.
- b) The existing use specified in clause 5.0 of this document must not:
 - a. Contain any area of more than 351 square metres for the sale of food, drinks and other convenience goods on the Northbound Site.
 - b. Contain any area of more than 399 square metres for the sale of food, drinks and other convenience goods on the Southbound Site.
 - c. Include car or truck wash facilities, except to the extent that that is specified under clause 5.0 for the freeway service centre on the Northbound Site.
 - d. Provide vehicular access between the freeway service centre and the local road network, except to the extent that such access is already available between the freeway service centre at the Southbound Site via Dalmore Drive and Lakeview Drive.

8.0 EXPIRY OF THIS SPECIFIC CONTROL

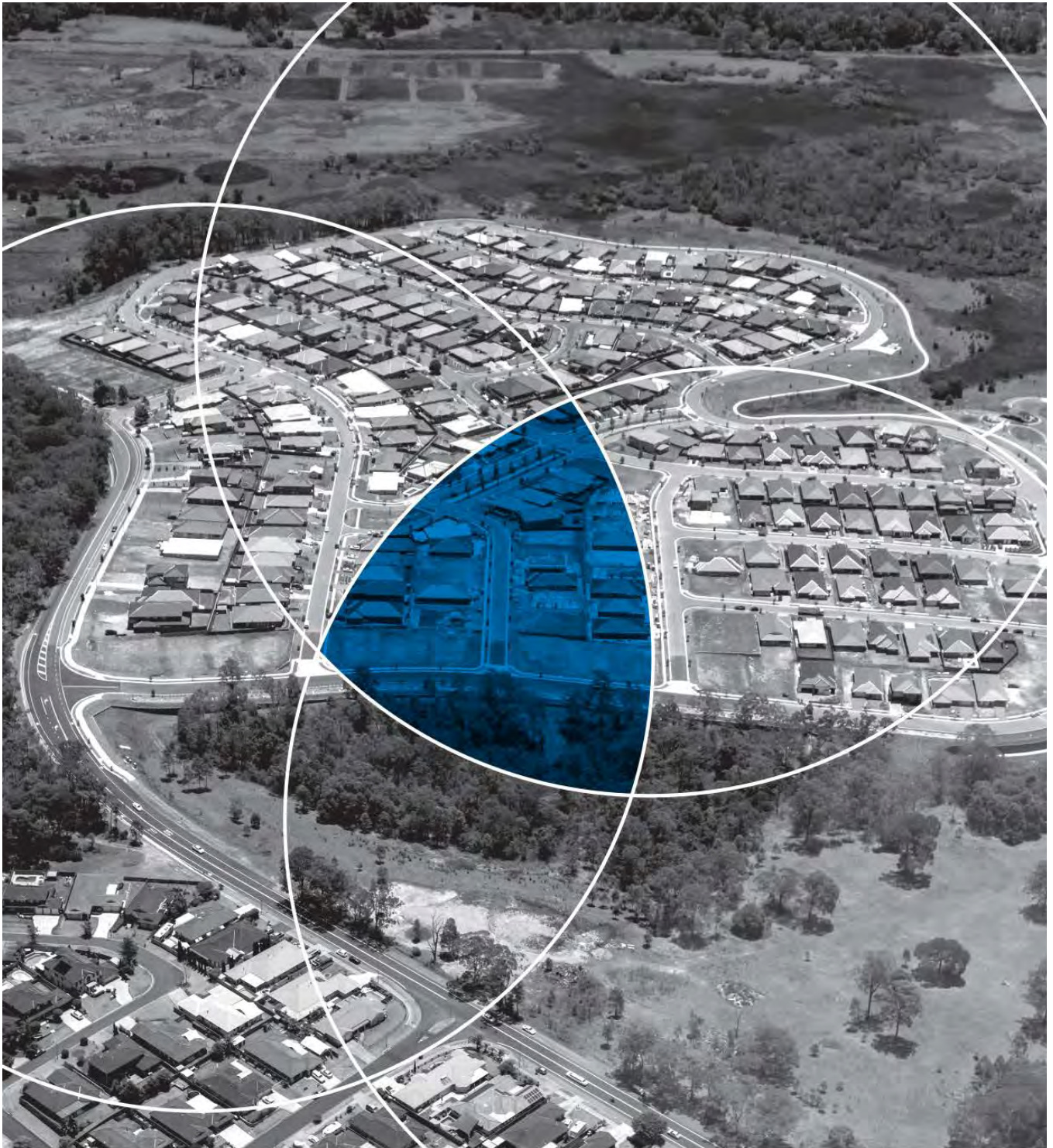
The control in this document expires over the Northbound Site if:

- The use of the Northbound Site, as approved under this document, ceases for a continuous period of two years, or ceases for two or more periods which together total two years in any period of three years.

The control in this document expires over the Southbound Site if:

- The use of the Southbound Site, as approved under this document, ceases for a continuous period of two years, or ceases for two or more periods which together total two years in any period of three years.

END OF DOCUMENT



PLANNING REPORT

Planning Scheme Amendment Request – Eastlink Freeway Service Centres

April 2023



EXECUTIVE SUMMARY

Insight Planning Consultants have been engaged by Eastlink Northbound Pty Ltd to prepare this planning report to support the Planning Scheme Amendment to apply the Specific Controls Overlay to the subject site in Scoresby. The subject site is made up of 1500 and 1501 Eastlink Freeway in Scoresby.

The freeway service centres were constructed and commenced operation in 2012 pursuant to a development agreement with the State and have operated since that time, without planning approval, in reliance on the exemption in s126 of the EastLink Project Act.

The Department of Transport and Planning intends to request an order to vary the EastLink Project area and the EastLink Extended Project area, which would exclude the subject site from the Project area and Extended Project area. Once removed from the Extended Project area, the land will no longer have the benefit of the exemption in s126 of the EastLink Act. Given that the existing freeway service centres do not comply with all requirements of Clause 53.05 of the Knox Planning Scheme, this would result in the use being prohibited.

The amendment applies a Specific Controls Overlay to the land at 1500 and 1501 Eastlink, Scoresby and introduces an incorporated document into the planning scheme titled 'Eastlink Freeway Service Centres, April 2023' into the Knox Planning Scheme.

The incorporated document allows the existing use of the land for the purpose of freeway service centres, including truck and car wash and vehicle accessways, to continue once the land is no longer in the Extended Project Area.

A summary for the site is shown below:

SUMMARY TABLE	
Address	1500 Eastlink (CA 2260, Parish of Scoresby)
<i>Zoning</i>	Commercial 2 Zone (C2Z)
<i>Overlays</i>	Environmental Significance Overlay, Schedule 2 (ESO2) Land Subject to Inundation Overlay (LSIO)
Address	1501 Eastlink (Lot 1, PS630757A)
<i>Zoning</i>	Commercial 2 Zone (C2Z)
<i>Overlays</i>	Development Plan Overlay, Schedule 6 (DPO6) Land Subject to Inundation Overlay (LSIO)

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1 Introduction

This report has been prepared by Insight Planning Consultants on behalf of the permit applicant, Eastlink Northbound Pty Ltd. This application is made to support the Planning Scheme Amendment to apply the Specific Controls Overlay to the subject site in Scoresby. The subject site is made up of 1500 and 1501 Eastlink Freeway.

The amendment applies a Specific Controls Overlay to the land at 1500 and 1501 Eastlink, Scoresby and introduces an incorporated document into the planning scheme titled 'Eastlink Freeway Service Centres, April 2023' into the Knox Planning Scheme (the Scheme).

The incorporated document allows the existing use of the land for the purpose of freeway service centres, including truck and car wash and vehicle accessways, to continue once the land is no longer in the Extended Project Area.

2 Subject Site and Context

2.1 Site Description

The subject site consists of two properties at 1500 Eastlink (CA 2260, Parish of Scoresby), known as the 'Northbound Site' and 1501 Eastlink (Lot 1, PS630757A), known as the 'Southbound Site', in Scoresby. The Northbound Site is located on the western side of the Eastlink Freeway, and the Southbound Site is located on the eastern side of the Eastlink Freeway.



FIGURE 1: AERIAL MAP (LANDCHECKER 2023)

The Northbound Site is irregular in shape and has an area of approximately 9.5 hectares. It is occupied by an existing freeway service centre, which is comprised of those essential services and facilities as listed in Clause 53.05-1 of the Scheme, and includes a convenience shop with an area of 351 square metres for the sale of food, drinks and other convenience goods including associated storage areas, and truck and car wash facilities.

The location of the existing freeway service centre, convenience shop, truck and car wash facility and vehicle accessways on the Northbound Site is shown on Figure 2 below:



FIGURE 2: NORTHBOUND SITE - 1500 EASTLINK

The Southbound Site is generally rectangular in shape and has an area of approximately 3.4 hectares. It is occupied by an existing freeway service centre, which is comprised of those essential services and facilities as listed in Clause 53.05-1 of the Scheme, and includes a convenience shop with an area of 399 square metres for the sale of food, drinks and other convenience goods including associated storage areas, and vehicle access to the local road network.

The location of the existing freeway service centre, convenience shop, and vehicle accessways on the Southbound Site is shown on Figure 3 below:

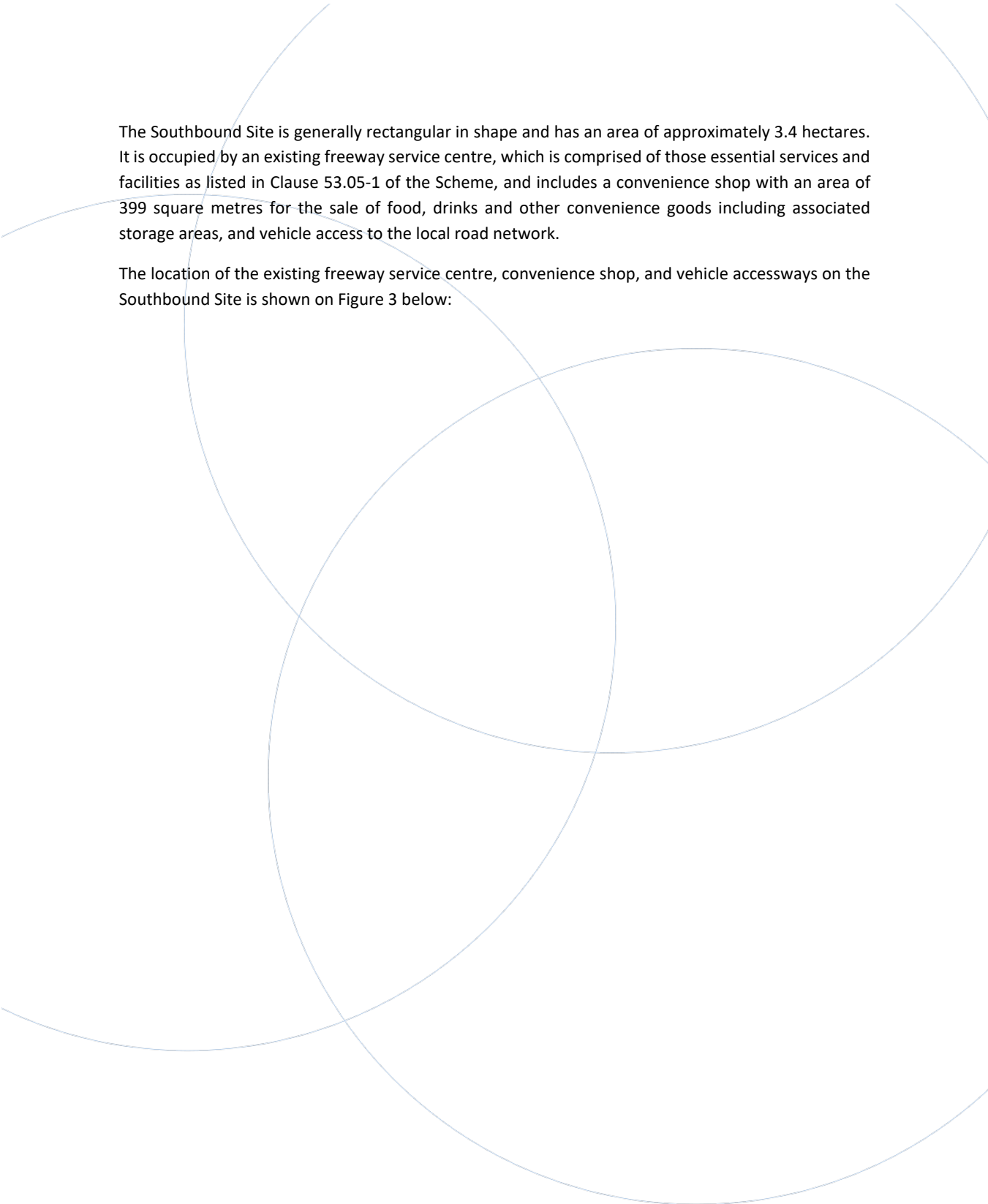




FIGURE 3: SOUTHBOUND SITE - 1501 EASTLINK

2.2 Context

By publication of an order in the Victoria Government Gazette on 25 March 2010, the EastLink Project area and Extended Project area were applied to the Northbound Site and the Extended Project area was applied to the Southbound Site. The purpose of including the sites in the Extended Project area was to enable their development and use as freeway service centres without the need to obtain planning approval under the Knox Planning Scheme.

AA Holdings and/or its related entities own and operate both sites.

The freeway service centres were constructed and commenced operation in 2012 pursuant to a development agreement with the State and have operated since that time, without planning approval, in reliance on the exemption in s126 of the EastLink Project Act (EastLink Act).

Section 126 of the EastLink Act provides that:

126 Application of planning laws

- 1) *This section applies to a use or development of land in the Extended Project area that is authorised by or under this Act or the Agreement for the purposes of the Project.*
- 2) *Nothing in a planning scheme under the Planning and Environment Act 1987 –*
 - a. *Requires a permit under that Act for the use and development; or*
 - b. *Prevents the use or development.*
- 3) *This section does not apply to a traffic control centre.*

The Department of Transport and Planning intends to ask the Minister for Roads and Road Safety and the Minister for Planning to make a joint recommendation under section 7 of the EastLink Act that the Governor in Council make an order to vary the EastLink Project area and the EastLink Extended Project area. The effect of this variation would be to exclude the subject site from the Project area and Extended Project area. Once removed from the Extended Project area, the land will no longer have the benefit of the exemption in s126 of the EastLink Act.

3 Proposal

The proposal seeks to amend the Knox Planning Scheme by applying a Specific Controls Overlay to the subject site at 1500 and 1501 Eastlink, Scoresby and introduce an incorporated document titled 'Eastlink Freeway Service Centres, April 2023' into the Scheme.

Specifically, this includes the following:

- Amend Planning Scheme Map No. 5SCO to include the subject site.
- In Overlays – Clause 45.12, replace the Schedule with a new Schedule.
- In Operational Provisions – Clause 72.04, replace the Schedule with a new Schedule.

The proposed Specific Control Overlay will provide a planning framework for the ongoing use of the freeway service centres and allow the existing use of the land for the purpose of freeway service centres, including truck and car wash and vehicle accessways, to continue once the land is no longer in the Extended Project Area.

4 Knox Planning Scheme

The following provisions of the Knox Planning Scheme apply to the site and this application:

4.1 Planning Policy Framework

4.1.1 Settlement (Clause 11.01-1S)

The objective of this policy is *“to facilitate the sustainable growth and development of Victoria and deliver choice and opportunity for all Victorians through a network of settlements”*, and includes strategies to *“plan for development and investment opportunities along existing and planned transport infrastructure”*. The proposal allows the existing freeway service centres to continue to operate, support the transport network, and provide vital services and facilities for road users and the broader community.

4.1.2 Economic Development (Clause 17)

This policy acknowledges the need for planning to contribute to the economic wellbeing of the state and foster economic growth. Clause 17.01-1S *Diversified economy* aims to *“strengthen and diversify the economy”* by setting strategies to *“protect and strengthen existing and planned employment areas and plan for new employment areas”*. The proposal allows the existing use of the freeway service centres to continue, which provide vital services and facilities not only for road users, but also service the adjacent employment precinct and the various business and sectors that operate within it. They also provide ongoing employment opportunities for surrounding communities.

4.1.3 Transport (Clause 18)

This policy acknowledges the need for planning to ensure a safe, integrated and sustainable transport system that (as relevant):

- *Provides access to social and economic opportunities to support individual and community wellbeing*
- *Facilitates economic prosperity*
- *Facilitates network-wide efficient, coordinated and reliable movement of people and goods*

The proposal allows the existing use of the freeway service centres to continue. The existing freeway service centres address this policy through the provision of key services and facilities to road users and surrounding employment areas and communities, and play an important role in the overall transport network and movement of goods and services.

4.2 Municipal Strategic Statement

Clause 21 of the Scheme highlights the policy context of the municipality, from both a regional and local perspective. It identifies the adjacent employment area (Scoresby-Rowville-Knoxfield cluster) as a regional and local business catchment and the Eastlink as a major arterial road which provides a high level of accessibility for employment and community activity and facilitates access for commuters between the south-east of Melbourne and the city. The existing freeway service centres play an important role in servicing both the transport network and adjacent employment and residential areas, and the proposal will allow this use to continue into the future.

4.3 Zone

4.3.1 Commercial 2 Zone (Clause 34.02)

The site is located within the Commercial 2 Zone (C2Z), as shown below.



The relevant purpose of the C2Z is:

- *To encourage commercial areas for offices, appropriate manufacturing and industries, bulky goods retailing, other retail uses, and associated business and commercial services.*
- *To ensure that uses do not affect the safety and amenity of adjacent, more sensitive uses.*

Pursuant to Clause 34.02-1, Freeway service centre is a Section 2 Use, and a permit is required for the use of a service station on the land. A Freeway service centre must comply with the requirements of Clause 53.05 – *Freeway Service Centre*.

A planning permit is not required for the development of the freeway service centres as these were lawfully constructed under Section 126 of the EastLink Project Act, and pursuant to Section 6(3)(e) of the Planning and Environment Act 1987, “*nothing in any planning scheme or amendment shall... require the removal or alteration of any lawfully constructed buildings or works*”.

4.4 Overlays

4.4.1 Clause 42.01 Environmental Significance Overlay, Schedule 2 (Sites of Biological Significance)

The subject site is partially affected by the Environmental Significance Overlay, Schedule 2 (ESO2). Specifically, the ESO2 affects the southern portion of the Northbound Site, as shown below.

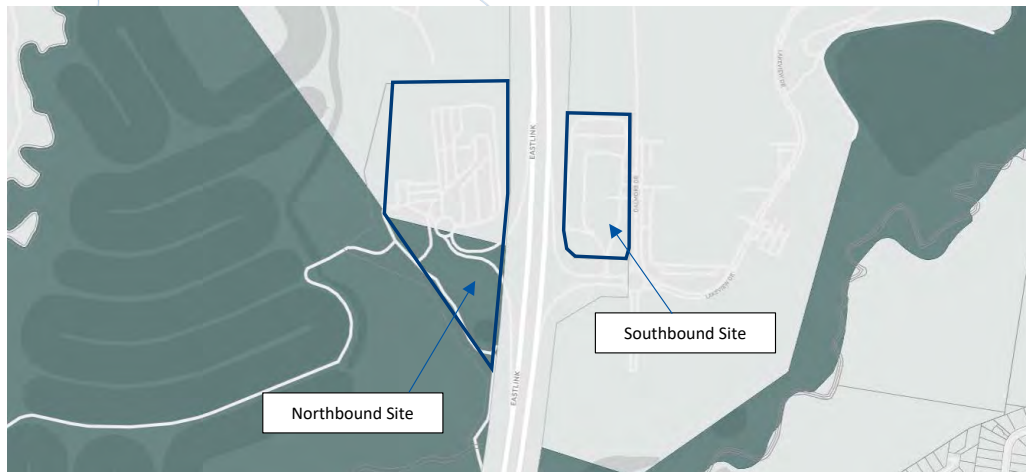


FIGURE 4: EXTENT OF ESO (LANDCHECKER 2023)

The schedule to the overlay contains the following environmental objectives:

- *To protect sites of biological significance from:*
 - *Removal of indigenous vegetation that would be detrimental to the condition and viability of habitat, ecological communities, flora and fauna, genetic diversity or aquatic systems*
 - *Removal of dead or fallen trees where it would adversely affect native fauna*
 - *Environmental weeds*
 - *Fragmentation and loss of habitat, including small scale incremental losses*
 - *Degradation and interruption to the continuity of indigenous riparian vegetation*
 - *Alterations to the natural flow and temperature regimes of streams and wetlands*
 - *Input of pollutants and excessive sediment or nutrients into streams and water bodies*
 - *Changes in flooding patterns that may adversely affect indigenous flora and fauna*
 - *Changes in topography that may impact negatively on vegetation or cause erosion or landslip*
- *To reduce the threat of local extinction to flora or fauna species in Knox.*
- *To enhance the condition and viability of habitats, ecological communities, flora and fauna, genetic diversity and aquatic systems of sites, including both biological and physical components.*
- *To maintain connectivity between sites of biological significance and indigenous vegetation.*
- *To recognise the role that sites of biological significance play in contributing to Knox's liveability and the health and wellbeing of the community.*

- To achieve a net increase in the extent of habitat and improve its ecological condition in the sites of biological significance, recognising the key role that those sites play in conserving Knox's natural environment and associated community benefits.
- To ensure buildings, works or subdivisions are compatible with the long-term protection and enhancement of biological significance.
- To ensure offsets are located as close as practicable to the local catchment and plant/animal population areas impacted by vegetation loss. Preference is to be given to any reasonable option to locate offsets within Knox.
- To provide for adequate bushfire protection measures that minimise adverse environmental impacts.
- To provide appropriate fencing (temporary or permanent) to protect retained vegetation or aquatic environments from movements of machinery, vehicles or heavy foot traffic

A planning permit is required to subdivide land, remove, destroy or lop vegetation or construct or carry out buildings and works. No works are required as part of the proposed amendment, and any future works to the freeway service centres will be subject to the requirements of the Scheme at that time.

4.4.2 Clause 44.04 Land Subject to Inundation Overlay

The subject site is partially affected by the Land Subject to Inundation Overlay (LSIO). Specifically, the LSIO affects the southern portion of both the Northbound Site and Southbound Site, as shown below.



FIGURE 5: EXTENT OF LSIO (LANDCHECKER 2023)

The overlay contains the following objectives (as relevant):

- To identify flood prone land in a riverine or coastal area affected by the 1 in 100 (1 per cent Annual Exceedance Probability) year flood or any other area determined by the floodplain management authority
- To ensure that development maintains the free passage and temporary storage of floodwaters, minimises flood damage, responds to the flood hazard and local drainage conditions and will not cause any significant rise in flood level or flow velocity
- To minimise the potential flood risk to life, health and safety associated with development

- To reflect a declaration under Division 4 of Part 10 of the Water Act 1989
- To protect water quality and waterways as natural resources by managing urban stormwater, protecting water supply catchment areas, and managing saline discharges to minimise the risks to the environmental quality of water and groundwater
- To ensure that development maintains or improves river, marine, coastal and wetland health, waterway protection and floodplain health

A planning permit is required to subdivide land or construct or carry out buildings and works. No works are required as part of the proposed amendment, and any future works to the freeway service centres will be subject to the requirements of the Scheme at that time.

4.4.3 Clause 43.04 Development Plan Overlay, Schedule 6 (Scoresby-Rowville Employment Precinct)

The subject site is partially affected by the Development Plan Overlay, Schedule 6 (DPO6). Specifically, the DPO6 affects the entire Southbound Site, as shown below.

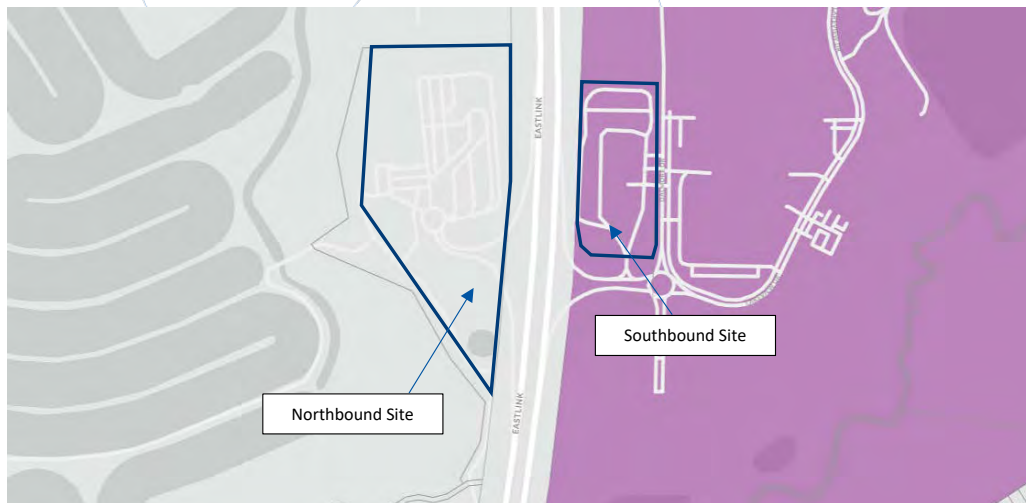


FIGURE 6: EXTENT OF DPO (LANDCHECKER 2023)

The DPO6 requires that a permit granted must be generally in accordance with the approved development plan. No works are required as part of the proposed amendment, and any future works to the freeway service centres will be subject to the requirements of the Scheme at that time.

4.5 Particular Provisions

4.5.1 Freeway Service Centre (Clause 53.05)

The purpose of this clause is:

- To ensure that freeway service centres are appropriately designed and located.
- To ensure that access to a freeway service centre from a freeway is designed to the requirements of the Head, Transport for Victoria.
- To ensure that freeway service centres with access to a rural freeway provide only essential services and facilities which encourage drivers to stop and take an effective break at appropriate intervals in the interests of driver safety.

- *To ensure that any new freeway service centre meets an identifiable need to provide essential services and facilities along a freeway where those services and facilities are not readily available.*
- *To ensure that the use of land for a freeway service centre does not adversely affect the amenity of surrounding land uses.*

Pursuant to Clause 53.05-1, the following requirements must be met (as relevant):

A freeway service centre must provide only essential services and facilities. These essential services and facilities must be available at all times. Essential services and facilities that a freeway service centre must include are:

- *Designated parking areas*
- *Undercover fuel sales area for petrol, diesel and LPG*
- *An area of not more than 240 square metres for the sale of food, drinks and other convenience goods*
- *An indoor sit-down eating area*
- *A safe play area for children*
- *Public toilets*
- *A public telephone*

A freeway service centre with access to a rural freeway must also provide local and regional tourist information.

A freeway service centre must not include:

- *Mechanical repairs (other than the emergency repair of vehicles)*
- *Retail facilities of more than 240 square metres*
- *Video hire*
- *Post office services or facilities*
- *Entertainment facilities, amusement machines or gaming machines*
- *The sale, distribution or consumption of alcohol unless associated with a residential hotel/motel*
- *Car or truck wash facilities*

A freeway service centre with access to a rural freeway must not include overnight accommodated (other than for a caretaker or site manager).

No vehicular access between a freeway service centre with access to a metropolitan freeway and the local road network may be permitted.

The existing freeway service centres do not comply with the requirements of Clause 53.05-1, as each of the freeway service centres has components that are prohibited, as follows:

Northbound Site:

- a convenience shop with an area of 351 square metres for the sale of food, drinks and other convenience goods including associated storage areas; and
- truck and car wash facilities.

Southbound Site:

- a convenience shop with an area of 399 square metres for the sale of food, drinks and other convenience goods including associated storage areas; and

- vehicle access to the local road network

As such, without this Planning Scheme Amendment the existing use of the freeway service centres would be prohibited due to the non-compliance with the requirements of Clause 53.05. This is why the Specific Controls Overlay is required to be applied to the subject site to allow the existing use of the freeway service centres to continue once the land is removed from the Extended Project area.

5 Conclusion

The proposal seeks to amend the Knox Planning Scheme by applying a Specific Controls Overlay to the subject site at 1500 and 1501 Eastlink, Scoresby and introducing an incorporated document titled 'Eastlink Freeway Service Centres, April 2023' into the Scheme.

This report has assessed the proposal against the relevant requirements of the Knox Planning Scheme and found that it is necessary to support the continuation of the existing use of the freeway service centres once the subject site is removed from the Extended Project Area and no longer benefits from the exemption under Section 126 of the EastLink Act. This is due to the non-compliance of some of the components of the existing freeway service centres with Clause 53.05 of the Knox Planning Scheme.

For the above reasons and those detailed in this report we respectfully request that Council seek authorisation for the proposed Planning Scheme Amendment.

7 Public Question Time

8 Officer Reports

8.1 2024-25 Proposed Budget

Final Report Destination:	Council
Paper Type:	For Noting
Author	Chief Financial Officer, Navec Lorkin
Executive:	Chief Executive Officer, Bruce Dobson

SUMMARY

The Proposed 2024-25 Budget is presented to Council for consideration. The Proposed Budget is the culmination of several months' work by Councillors and officers. The Proposed Budget includes the Operating Budget, the Capital Works Program for 2024-25 and the Fees and Charges Schedule.

RECOMMENDATION

That Council:

1. Notes the Proposed 2024-25 Budget (including proposed fees and charges) included in Attachment 1 and make it available to the community.
2. Notes that the final Budget 2024-25 will be presented to Council for consideration at its meeting on 24 June 2024.
3. Notes a rate cap variation has not been applied for in relation to the 2024-25 Budget.

1. DISCUSSION

The Budget has been prepared in accordance with Australian Accounting Standards, the *Local Government Act 2020* and the *Local Government (Planning and Reporting Regulations) Regulations 2020*.

Council is required to produce a Budget for each financial year and to have that Budget adopted through Council by 30 June.

The key aim of the Budget is to support the medium-term goals of the Council Plan while planning for the longer-term financial sustainability of the organisation.

The proposed 2024-25 Budget presented has been prepared to align with the Council Plan 2021-2025. The budget seeks to prioritise services to align with the available budget, improve infrastructure and deliver components of 42 Council Plan initiatives, while ensuring Council remains financially sustainable in the long-term to continue to invest in the future generations of our people and communities.

The Budget is a major component in ensuring the accountability of Council's operations and in line with good governance it forms part of the public accountability process and reporting that includes:

- The Community and Council Plan
- The Financial Plan
- The Annual Budget
- Internal and External Audit
- Annual Report

The Proposed 2024-25 Budget is included as Attachment 1 to this report.

1.1 Community Engagement

The Proposed 2024-25 Annual Budget has been developed to address the things that the community told us were most important to them.

As part of the Proposed Budget development, we asked the community which services deliver most value and if there were any areas Council should prioritise in the Annual Budget 2024-25 or future budgets. We undertook this engagement in October 2023, at the commencement of the budget process and prior to budget deliberations with Council commencing, so the community's early feedback could be used to shape our Budget.

We strongly understand community priorities from the deliberative engagement undertaken to develop the Council Plan 2021-2025, back in 2020, so this was an opportunity to check-in and see if community priorities have shifted.

The engagement activity was a survey via Have Your Say which received 310 responses, a significant increase in participation compared with previous years. Respondents were asked to help us understand which services they believe deliver most value to the community by allocating points to the service area. Respondents had a total budget of 1,000 points to allocate across all 24 external facing service areas according to their priority, with a higher points allocation signifying a higher priority.

The top valued community services, confirmed by this community engagement have investment included as part of the Proposed 2024-25 Budget. The top-rated services are:

- Open Space and Biodiversity
- Roads and Transport
- Sustainability and Climate Response
- Early Years
- Waste
- Libraries
- Seniors
- Sports and Leisure
- Health

1.2 Proposed 2024-25 Budget Summary

To assist the community in analysing this Budget, the following commentary is provided:

- The Budget is prepared based on a 2.75% increase in overall rates and charges (excluding the waste charges) which is in line with the increase in rates permissible under the State Government determined rate cap.
- The Budget includes a \$100.00 Council-funded pensioner rebate reducing rates for eligible pensioners.
- The Budget invests \$126 million in a wide range of services to the community to ensure Knox is a place where people and businesses can thrive.
- The 2024-25 capital works program, which incorporates nearly \$77 million in infrastructure investment (including nearly \$17 million worth of projects carried forward from 2023-24), includes the following new funding:
 - \$10.8 million on resurfacing and reconstructing our roads and renewing our drainage
 - \$5.3 million to renew sports reserves facilities, including Wally Tew and Lewis Park ovals, and Fairpark and Windermere cricket nets
 - 4.8 million to improve footpaths and cycling paths, in addition to \$1.2 million to deliver a dedicated cycling path along Chandler Road, Boronia
 - \$11.4 million to upgrade sporting pavilions, including Carrington Park Pavilion and, subject to grant funding, pavilions at Tormore and Wally Tew reserves
 - \$1.1 million to upgrade car parks in Stud Park Reserve, Carrington Park, Wantirna Reserve and Knox Park Reserve
 - \$2.6 million for flood mitigation on Forest Road, Boronia, and create wetlands at Liberty Avenue, Egan Lee and Gilbert Park reserves. This is in addition to contributing to Melbourne Water wetland works in Lewis Park.
 - \$3 million in playground and recreation upgrades, including playground upgrades at Knox Gardens Reserve, Sovereign Crest Reserve and Roselyn Crescent Reserve. This is in addition to open space enhancements at Kings Park and Gilbert Park Skate Park.
 - \$900,000 to continue with LED streetlight replacement along major roads in Knox.
- The Budget includes new borrowings in 2024-25 of \$21.800 million to fund capital works projects.

This Proposed 2024-25 Budget is pending final valuation data from the Valuer-General which will be received in May 2024. Any changes arising from the valuation data, along with other adjustments that may arise due to timing including Financial Assistance grant funding, or other grant updates received, material landfill levy increases, or other adjustments required will be reflected in the final 2024-25 Budget which will be recommend for adoption at the Council Meeting on 24 June 2024.

The financial plan 2024-2034 and the updated Revenue and Rating Plan 2021-2025 will also be presented to Council at the 24 June 2024 meeting.

2. ENGAGEMENT

In October 2023, we asked the community which services deliver most value to the community and if there were any areas Council should prioritise in the Annual Budget 2024-25 or future budgets. We conducted a survey via Have Your Say and received 310 responses, a significant increase in participation compared with previous years. Further details relating to engagement are included in section 1.1 of this report.

3. SOCIAL IMPLICATIONS

The Proposed 2024-25 Budget contains financial resourcing for a wide range of programs that deliver important community services to the Knox community.

4. CLIMATE CHANGE CONSIDERATIONS

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

Implementation of the recommendation will positively impact on Council's Net zero 2030 target by funding activities identified in the Climate Response Plan.

5. ENVIRONMENTAL IMPLICATIONS

The Proposed 2024-25 Budget recognises the leadership role Council has within the community to actively address the impacts of sustainability and to facilitate other levels of government and the community to act in a similar vein.

6. FINANCIAL AND RESOURCE IMPLICATIONS

The Proposed 2024-25 Annual Budget closely accords with the financial framework established by Council in its Long-Term Financial Plan and Revenue and Rating Plan. The budget seeks to prioritise services to align with the available budget, improve infrastructure and deliver components of 42 Council Plan initiatives, while ensuring Council remains financially sustainable in the long-term to continue to invest in the future generations of our people and communities.

Remaining financially sustainable is a key focus and is becoming more challenging with inflation being much higher than the rate cap. This means Council continues to prioritise which services it can afford to deliver alongside phasing the capital program to align with available funds.

7. RISKS

The development of the Proposed 2024-25 Budget prioritised the assessment of risk throughout the process.

8. KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Civic Engagement & Integrity

Strategy 5.1 - Provide opportunities for all people in Knox to have their say.

Strategy 5.2 - Manage our resources effectively to ensure financial sustainability and improved customer experience.

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. STATEMENT OF COMPATIBILITY

There are no legislative obligations under the Human Rights Charter, Child Safe Standards or the Gender Equity Act that are incompatible with the recommendation in this report.

11. CONFIDENTIALITY

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

ATTACHMENTS

1. 2024-25 Draft Budget - Council Meeting [**8.1.1** - 141 pages]

KNOX

your city



Proposed Annual Budget 2024-25

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Mayor & CEO's Introduction

In October 2023, we asked the community which services deliver the most value and if there are any areas Council should prioritise in this or future budgets. We have a good understanding of community priorities based on what you have told us previously, so this was an opportunity to check in and see if community priorities have shifted.

Services that were most highly valued include open space and biodiversity, roads and transport, sustainability and climate response, early years, waste, libraries, seniors, sports and leisure, and health.

This budget has been developed with the impact of inflation front of mind as we strive to get the balance right and maintain the services and facilities that our community depend on.

Our draft Annual Budget 2024-25 allocates \$126 million to services that our community greatly value and has been informed by your feedback about what is most important.

Our budget invests a significant amount towards your priorities, from providing safe local roads, footpaths and shared paths to improving and maintaining our sporting and recreation facilities.

Highlights of the 2024-25 capital works program, which incorporates nearly \$77 million in infrastructure investment (including nearly \$17 million worth of projects carried forward from 2023-24), includes the following new funding:

- \$10.8 million on resurfacing and reconstructing local roads and renewing our drainage
- \$5.3 million to renew sports reserves facilities, including Wally Tew and Lewis Park ovals, and Fairpark and Windermere cricket nets
- 4.8 million to improve footpaths and cycling paths, in addition to \$1.2 million to deliver a dedicated cycling path along Chandler Road, Boronia
- \$11.4 million to upgrade sporting pavilions, including Carrington Park Pavilion and, subject to grant funding, pavilions at Tormore and Wally Tew reserves
- \$1.1 million to upgrade car parks in Stud Park Reserve, Carrington Park, Wantirna Reserve and Knox Park Reserve
- \$2.6 million for flood mitigation on Forest Road, Boronia, and create wetlands at Liberty Avenue, Egan Lee and Gilbert Park reserves. This is in addition to contributing to Melbourne Water wetland works in Lewis Park.
- \$3 million in playground and recreation upgrades, including playground upgrades at Knox Gardens Reserve, Sovereign Crest Reserve and Roselyn Crescent Reserve. This is in addition to open space enhancements at Kings Park and Gilbert Park Skate Park.
- \$900,000 to continue with LED streetlight replacement along major roads in Knox

Rates make up about 70% of Council's revenue and help us to deliver vital community services and capital works projects for our community. Average residential rates in Knox continue to be among the lowest in metropolitan Melbourne. Overall rates revenue will increase by 2.75% in line with the Victorian Government's rates cap. Rates will vary across individual properties and rating categories depending on valuations conducted independently.

As we enter the ninth year that rates have been capped, the cumulative effects of successive years of rate capping are being felt more than ever. It places our budget under real pressure and the long-term outcome of this is reduced services and facilities for the local community. We are further restricted by rising costs associated with things like construction materials and fuel, which are fast outstripping inflation. There are lots of services that councils provide on behalf of state and federal governments where funding isn't keeping pace with our costs and we are having to carefully examine what services we can continue providing.

As we strive to keep up with increasing demand for services and facilities in a rate-capped environment, we've been left with increasingly difficult decisions. One of these has been the decision not to proceed with the Stringybark Festival this year. However, we have worked hard to achieve \$2.5 million in operational savings by improving our efficiencies and reducing costs, sourcing additional grant funds and increasing revenue from fees and charges to reflect true cost recovery.

Pleasingly, residents have reduced the amount of rubbish going to landfill since Council introduced the new food and garden bin service.

This service change has seen an average 1,117 tonnes of rubbish diverted from landfill each month and 1,098 tonnes of food and garden waste recovered for compost each month. We are so pleased to see that through this change, about 72% of all kerbside waste is now diverted from landfill, up from 53% last year.

Council has retained the rate rebate of up to \$100 to all eligible pensioners. This is on top of the Victorian Government's pensioner rebate. Council also continues to offer rate relief through payment assistance options for people who are in financial difficulty.

The final budget is expected to be adopted at the Council Meeting on 24 June 2024.



Cr Jude Dwight
Mayor



Bruce Dobson
Chief Executive Officer

Executive Summary

Council has prepared a Budget for 2024-25 which is aligned to the Council Plan 2021-2025. The budget seeks to prioritise services to align with the available budget, improve infrastructure and deliver components of 42 Council Plan initiatives, while ensuring Council remains financially sustainable in the long-term to continue to invest in the future generations of our people and communities.

Remaining financially sustainable is a key focus and is becoming more challenging with inflation being much higher than the rate cap. This means Council continues to prioritise which services it can afford to deliver alongside phasing the capital program to align with available funds.

The Rate Rise

The Minister for Local Government has set the rate cap for the 2024-25 financial year at 2.75%. Council has elected not to apply to the Essential Services Commission (ESC) for a variation. Although, may consider an application in future years.

It is important to note, the actual rate increases experienced by individual ratepayers may differ from the 2.75% increase due to revaluations. Rate increases are impacted by the average rate increase (2.75%) and the property valuation increases (or decreases) of individual properties relative to the average across the municipality. If your property increased in value by more than the average for the Council (6.00%), your rates will increase by more than 2.75%. If your property value increased by less than the 6.00% average, your rates will increase by less than 2.75% and may in fact reduce from the previous year. While total rates will increase in the 2024-25 financial year, average rates in Knox remain among the lowest in metropolitan Melbourne.

Refer to section 4.1.1 Rates and Charges for more information.

Operating Result

Planning for a surplus is fiscally responsible to maintain uninterrupted service delivery to our community and to provide essential funding for capital works including the redevelopment of community facilities. The expected operating result for the 2024-25 year is a surplus of \$19.909 million, with the budgeted surplus to be in excess of \$15 million in subsequent years. Operating surpluses enable Council to fund capital works such as upgrades or redevelopment of community facilities, and fund Council's repayment of loans.

Financial Sustainability

This budget has been developed through a rigorous process. More detailed budget information is available throughout this document.

The introduction of rate capping in the 2016-17 rating year by the State Government was a major change to the way that councils were able to raise rate revenue. For Knox City Council rate revenue represents approximately 70% of our total revenue. The State Government rate cap has a compounding impact on Council's rate revenue annually.

A major challenge Council faces is the need to renew existing and ageing infrastructure and at the same time invest in new infrastructure assets such as road improvements, drainage upgrades, better parks and recreational and community assets and establishing footpaths in areas where none currently exist. Council's capital works plan allocates money to these activities on a prioritised basis.

For Council finances to remain sustainable and our services to remain affordable for the community, Council will need to continually assess the performance and future for current services to understand whether they are relevant and whether Council needs to continue to deliver them or whether there is a role for an alternative delivery model.

A further financial challenge comes from increased demand (and change in the service mix) arising from a growing and more diverse population. A growing population leads to increased service demand, placing a greater load on existing services and assets, resulting in more wear and tear and adding to the cost of service provision.

The rising costs of getting our work done and cumulative effects of rate capping continue to put pressure on our budget. Knox Council's average rates continue to be among the lowest in metropolitan Melbourne.

In summary, from a financial perspective Council has the same dilemma as most individuals - it has a limited budget yet many and competing demands on where to allocate its scarce resources.

Funding in 2024-25

Delivery of ongoing services:

Council has allocated \$125.647 million towards the wide-ranging delivery of services to the Knox community. These services are summarised from page 9 with Council's initiatives and service performance indicators.

Capital works program:

Council is budgeting to undertake an extensive Capital works program of \$76.563 million (including \$16.776 million worth of projects carried forward from 2023-24). Of this, \$37.437 million is allocated for renewing community assets and \$39.126 for new, upgraded and expanded community assets.

Key Financial Statistics

	Budget 2024-25 \$'000	Budget 2023-24 \$'000
Total revenue	222,330	217,552
Total expenditure	202,421	193,110
Account result - surplus/(deficit) <i>(Refer Income Statement in Section 3.1)</i>	19,909	24,442
Underlying operating result - surplus/(deficit) <i>(Note: Underlying operating result is an important measure of financial sustainability as it excludes income which is to be used for capital, from being allocated to cover operating expenses.)</i>	8,391	18,898
Total Capital Works Program funded from	76,563	75,661
<i>Council operations (rates funded)</i>	33,183	36,048
<i>External grants and contributions</i>	11,713	6,446
<i>Borrowings</i>	21,800	15,480
<i>Asset sales</i>	9,867	17,687

Budget Influences

This section sets out the key budget influences arising from the internal and external environment within which Council operates. The four years represented within the Budget are 2024-25 through to 2027-28. In preparing the 2024-25 budget, a number of these influences have been taken into consideration which are outlined below:

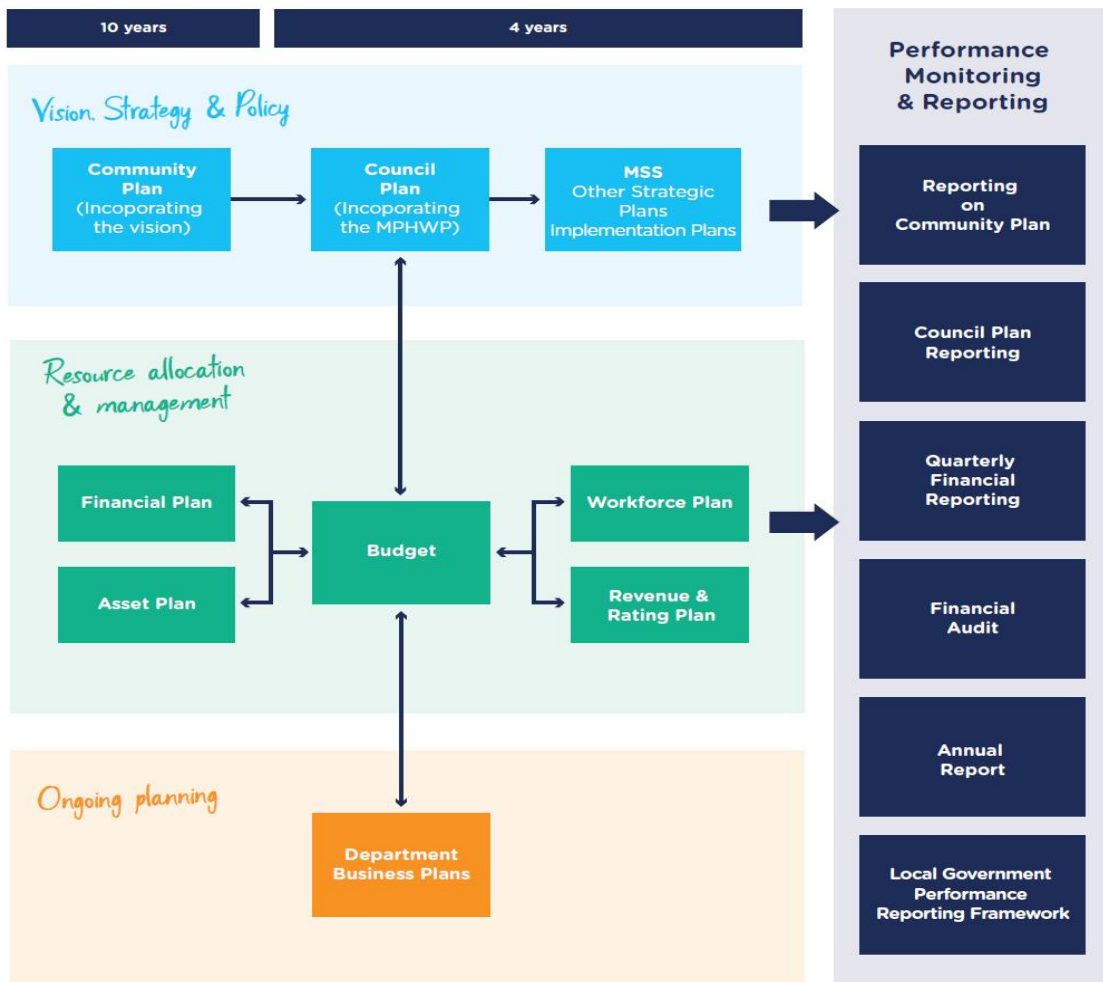
- **Rate Capping** – The Victorian State Government continues with a cap on rate increases. The cap for 2024-25 has been set at 2.75%, well below inflation. This follows the 2023-24 rate cap of 3.50% versus inflation of over 4%.
- **Pensioner \$100 rate rebate** – the State Government provides a pensioner rate rebate to which Council provides an additional \$100 to reduce the overall general rates bill for pensioners.
- **Cost shifting** - this occurs where Local Government provides a service to the community on behalf of the State and/or Federal Government. Over time, the funds received by Local Governments do not increase in line with real cost increases, such as school crossing, maternal and child health or library services, resulting in a further reliance on rate revenue to meet service delivery expectations.
- **Employee costs** are largely driven by Council’s Enterprise Agreements. In 2024-25 the compulsory Superannuation Guarantee Scheme (SGC) will increase from 11.00% to 11.50% and up to 12.00% by 2025-26.
- **Superannuation** – Council has an ongoing obligation to fund any investment shortfalls in the Defined Benefits Scheme. The last call on Local Government was in the 2011-12 financial year where Council was required to pay \$11.6 million to top up its share of the Defined Benefits Scheme. The amount and timing of any liability is dependent on the global investment market. The timing of a call is unknown, the fund is presently performing above 100%. Council is planning for a call to be made within the next 5-10 years.
- **Borrowing costs** – the increase in interest rates has increased the budgeted interest payable for loans.
- **Capital Grant Funding** – capital grant opportunities if they arise, may re-prioritise projects in order to maximise funding opportunities.
- **Supplementary Rates** – Supplementary rates are additional rates received after the budget is adopted each year, for the part of the year when a property value increases in value (e.g. due to improvements made or change in land class), or new residents become assessable. Supplementary rates income is based on historical and forecast data and is set at anticipated levels.
- **Waste Disposal Costs** – The Environment Protection Agency (EPA) regulation has a sustained impact on Council with regards to compliance with existing and past landfills sites. Waste disposal costs are also impacted by industry changes such as increasing EPA landfill levies and negotiation of contracts e.g. recycling, sorting and acceptance.
- **Development Contributions** – The rate of growth and flow of development contributions income depends on land sales and the desire of developers to construct new developments within the municipality. With the current economic environment we may see a decline in contributions.
- **The Fire Services Property Levy** will continue to be collected by Council on behalf of the State Government with the introduction of the Fire Services Property Levy Act 2012.

1. Link to the Community and Council Plans

This section describes how the Budget links to the achievement of the Community Plan 2021-2031 and Council Plan 2021-2025 within an overall integrated planning and reporting framework. This framework guides Council in identifying community needs and aspirations over the long term (Community and Financial Plans), medium term (Council Plan, Workforce Plan, and Revenue and Rating Plan) and short term (Budget) and then holding itself accountable (Annual Report).

Planning and Accountability Framework

The Budget is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the key directions described in the Council Plan. The diagram below depicts Knox’s integrated planning and reporting framework. At each stage of the integrated planning and reporting framework there are opportunities for community and stakeholder input. This is important to ensure transparency and accountability.



Our Community Vision

Knox's ten year community vision was developed with and for the community and forms part of the Community Plan 2021-31.

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

Key Directions

Together with the community, Council identified five key directions, with associated strategies, to ensure we progress towards achievement of the vision.



Opportunity and innovation

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



Neighbourhoods, housing and infrastructure

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



Natural environment and sustainability

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



Connection, resilience and wellbeing

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



Civic engagement and integrity

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

2. Services, Initiatives and Service Performance Indicators

The Council Plan 2021-2025 was developed with the community and adopted by Council in October 2021. The plan identifies initiatives that Council will deliver over the four years to support the achievement of our Community Vision. It also demonstrates our commitment to the health and wellbeing of the community by incorporating Knox’s Municipal Public Health & Wellbeing Plan (MPHWP). We have flagged the initiatives that will most directly contribute to the health and wellbeing of our community with a ♦ symbol.

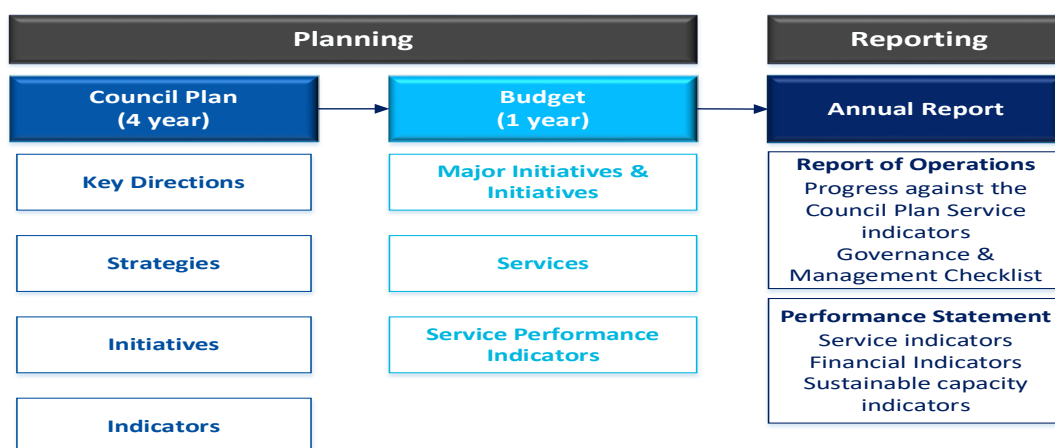
The Annual Budget includes the following information that will support the delivery of the Council Plan:

Services: the services that Council provides to the Knox community are listed in the Budget document under the key direction where they make a significant contribution.

Major initiatives and initiatives: the Council Plan initiatives that will be funded in the current financial year are listed in the Budget. From these initiatives, Council identifies its priorities under each of the Key Directions for the financial year. These are referred to as ‘major initiatives’.

Service performance indicators: there are a number of prescribed indicators that are listed in the Budget and will be audited and included in the Performance Statement. These indicators form part of the Local Government Performance Reporting Framework (LGPRF). The LGPRF is a mandatory system of performance reporting for all Victorian councils. It ensures that all councils are measuring and reporting on their performance in a consistent way to promote transparency and accountability in the local government sector. For the 2024-25 financial year, Council is required to set targets for eight measures as part of our budget. Council is required to set a target for the current budgeted year and the next three future years. The targeted performance indicators are detailed in 5a. Targeted Performance Indicators. Results against these indicators and targets will be reported in Council’s Performance Statement included in the Annual Report.

Council is required by legislation to identify the major initiatives, initiatives and service performance outcome indicators in the Annual Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below.



This section provides a description of the services and Council Plan initiatives to be funded in the 2024-25 Annual Budget.



Opportunity and innovation

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

Strategies

The strategies we will undertake to achieve success in this area are:

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

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

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

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

Services

Service		2022-23 Actual \$'000	2023-24 Forecast \$'000	2024-25 Budget \$'000
Early Years				
These services are designed to support children’s development and family needs, including Maternal Child Health (MCH), Early Childhood Education and Care, playgroups, and inclusion support services.	Inc	14,631	17,578	14,433
	Exp	20,870	21,827	22,525
	Net	6,239	4,249	8,092
	Deficit			
Economic Development				
This service provides advice and support to help businesses grow and succeed. In addition, this service supports the development of the local economy by attracting businesses and investment in key areas. It includes, but is not limited to providing an initial point of contact for business permit support, providing advice and information, managing and promoting business networking events.	Inc	308	640	13
	Exp	988	1,678	866
	Net	680	1,038	853
	Deficit			
TOTAL				

Service		2022-23	2023-24	2024-25
		Actual	Forecast	Budget
		\$'000	\$'000	\$'000
	Inc	14,939	18,218	14,446
	Exp	21,858	23,505	23,392
	Net Deficit	6,919	5,287	8,945

Initiatives

Initiatives from the Council Plan 2021-25 to be funded in 2024-25. We have flagged the initiatives that will most directly contribute to the health and wellbeing of our community with a ♦ symbol.

Major Initiative	Implement Council's decision regarding kindergarten review.
	Work with Maroondah and Yarra Ranges Councils to deliver key initiatives of the Bayswater Business Precinct Transformation Strategy.
Initiatives	Research and review supply chain connectivity and networks, to enable and advance the circular economy.
	Continue to monitor the local economy to inform the strategic direction of future economic development initiatives.



Neighbourhoods, housing and infrastructure

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

Strategies

The strategies we will undertake to achieve success in this area are:

Plan for and support diverse housing to meet changing community needs

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

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

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

Services

Service	2022-23	2023-24	2024-25	
	Actual \$'000	Forecast \$'000	Budget \$'000	
Capital Works Planning				
This Service aims to manage the Council’s capital works and support the delivery of services to the community. It includes building and construction of Knox property assets.	Inc	0	0	0
	Exp	1,080	1,105	1,310
	Net	1,080	1,105	1,310
	Deficit			
Fleet, Plant & Machinery				
This service is designed to ensure that the Council's Fleet, Plant, and Machinery are effectively managed in a sustainable manner. It encompasses activities such as timely servicing, repair, and capital renewal for each resource, thereby promoting their longevity and operational efficiency.	Inc	42	41	42
	Exp	-345	-357	-464
	Net	-387	-398	-506
	Deficit			
Property & Facilities				
This service manages Council's properties, including usage, renewal and maintenance, land management, and removal of graffiti vandalism.	Inc	365	254	296
	Exp	5,609	5,058	5,389

Service	2022-23	2023-24	2024-25	
	Actual \$'000	Forecast \$'000	Budget \$'000	
	Net Deficit	5,243	4,804	5,093
Roads & Transport				
This service supports the safe movement of people and vehicles throughout Knox, by planning for the renewal and maintenance of roads, footpaths, bike paths and street lighting. Other services include traffic control and parking management, behavioral change programs, and advocacy for improved state roads and transport infrastructure.	Inc	579	469	514
	Exp	7,942	7,641	7,765
	Net Deficit	7,364	7,172	7,250
Social Research, Policy & Planning				
This service conducts a range of in-depth research and planning for social policy, strategic and local area plans to enable Council and community partners to make informed decisions to improve community health and wellbeing. Areas include gender equity, community access and inclusion, reconciliation, social and affordable housing, community development and mental health.	Inc	308	345	130
	Exp	3,452	3,804	3,505
	Net Deficit	3,143	3,459	3,375
Statutory Building				
This service is responsible for managing building assessment and building compliance for property development. It includes, but is not limited to providing advice, assessing applications, issuing permits, enforcement, and protection of adjoining properties.	Inc	774	917	1,211
	Exp	1,853	1,975	1,817
	Net Deficit	1,079	1,058	606
Statutory Planning				
This service is responsible for providing planning advice and assessment of planning permit applications, including community engagement and planning enforcement.	Inc	1,905	1,798	2,251
	Exp	3,871	4,178	4,375
	Net Deficit	1,966	2,379	2,124
Strategic Land Use Planning				
This service provides strategic and land use planning services, including development of planning controls within the Knox Planning Scheme, to guide land use and	Inc	139	48	161
	Exp	1,672	2,364	1,892

Service		2022-23	2023-24	2024-25
		Actual	Forecast	Budget
		\$'000	\$'000	\$'000
development that responds to Knox’s housing, economic and environmental needs.	Net Deficit	1,533	2,316	1,731
Total				
	Inc	4,111	3,872	4,604
	Exp	25,133	25,766	25,587
	Net Deficit	21,022	21,894	20,983

Initiatives

Initiatives from the Council Plan 2021-25 to be funded in 2024-25. We have flagged the initiatives that will most directly contribute to the health and wellbeing of our community with a ♦ symbol.

Major Initiatives	Commence review of the Knox Housing Strategy 2015. ♦
	Finalise and implement the Bayswater Renewal Strategy.
	Implement the Social and Affordable Housing Strategy and Action Plan to increase the supply of social housing and address homelessness in Knox. ♦
	Progress implementation of the Knox Central program.
Initiatives	Build on regional partnerships by contributing to the work of the Eastern Affordable Housing Alliance (EAHA). ♦
	Facilitate and support the implementation of the Boronia Renewal program.
	Understand community needs across the suburbs of Knox to plan for community infrastructure requirements for the next 5-20 years. ♦
	Review and develop the Knox Domestic Animal Management Plan.
	Advocate to State Government for improved public transport and arterial road connectivity in Knox. ♦
	Enhance sustainable transport utilisation through delivery of active transport infrastructure. ♦
	Provide new and innovative community transport programs for the Knox community. ♦

Service Performance Indicators

The prescribed LGPRF indicators that will be audited and included in the Performance Statement.

Service	Indicator	2022-23 Actual	2023-24 Forecast	2024-25 Budget
Statutory Planning	Service standard	71.12%	74.93%	60.00%
Roads	Condition	95.28%	94.00%	94.00%



Natural environment and sustainability

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

Strategies

The strategies we will undertake to achieve success in this area are:

Preserve and enhance our biodiversity, waterways and urban landscape

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

Lead by example and encourage our community to reduce waste

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

Services

Service	2022-23 Actual \$'000	2023-24 Forecast \$'000	2024-25 Budget \$'000
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Open Space & Biodiversity

This service focuses on improving and managing an integrated network of public open spaces, including the protection and enhancement of a network of habitat corridors across Knox. The service utilises research and best practice to support the local flora, fauna and ecosystems that contribute to a healthy natural environment. In addition, it manages and preserves trees and vegetation in public areas.

Inc	198	158	147
Exp	12,512	14,133	14,882
Net Deficit	12,314	13,975	14,735

Sustainability & Climate Response

This service is responsible for guiding Council and the community’s response to climate change, including energy efficiency and renewable energy initiatives, community education, and engagement programs on environmental sustainability and climate mitigation.

Inc	0	25	30
Exp	913	955	1,009
Net Deficit	913	930	979

Service		2022-23	2023-24	2024-25
		Actual	Forecast	Budget
		\$'000	\$'000	\$'000
Waste				
This service is responsible for the collection and disposal of kerbside waste, recyclables, green organics and hard waste. Other services include clearing and maintenance of public litter and recycle bins, waste collection from Council venues, landfill rehabilitation, waste management planning, waste education, and compliance with legislated waste reforms.	Inc	11,238	5,351	4,914
	Exp	26,765	30,344	29,486
	Net Deficit	15,528	24,993	24,572
Water & Drainage				
This service develops strategies to plan and manage stormwater drains and protect water quality in urban areas, including promotion of Water Sensitive Urban Design, flood mapping, supporting stormwater and wastewater management.	Inc	125	95	92
	Exp	2,941	2,816	3,021
	Net Deficit	2,817	2,721	2,929
TOTAL				
	Inc	11,560	5,630	5,183
	Exp	43,131	48,248	48,397
	Net Deficit	31,571	42,618	43,214

Initiatives

Initiatives from the Council Plan 2021-25 to be funded in 2024-25. We have flagged the initiatives that will most directly contribute to the health and wellbeing of our community with a ♦ symbol.

Major Initiative	Implement Knox's Biodiversity Resilience Plan. ♦
	Implement the high priority actions from Years 2-4 of the Climate Response Plan. ♦
Initiatives	Trial new and recycled materials in the construction of shared paths and as part of Council's road renewal program. ♦
	Secure long-term solutions for the treatment and disposal of residual waste streams.

Service Performance Indicators

The prescribed LGPRF indicators that will be audited and included in the Performance Statement.

Service	Indicator	2022-23 Actual	2023-24 Forecast	2024-25 Budget
Waste Management	Waste diversion	53.12%	73.76%	70%



Connection, resilience and wellbeing

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

Strategies

The strategies we will undertake to achieve success in this area are:

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

Foster inclusivity, equality, belonging and safety within our community

Support the community to identify and lead community strengthening initiatives

Honour and integrate First Nations culture into actions and environments

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

Services

Service		2022-23 Actual \$'000	2023-24 Forecast \$'000	2024-25 Budget \$'000
Arts & Culture				
This service focuses on arts and cultural programs to build community connections, contribute to community identity, and promote cultural diversity. It includes, but is not limited to development and management of arts and cultural venues, identifying and managing community resources, and delivering public art projects and community functions.	Inc	401	382	288
	Exp	1,992	2,033	1,930
	Net Deficit	1,591	1,651	1,642
Cemetery				
This service is responsible for the management and operation of the Ferntree Gully Cemetery, including grounds maintenance and care, administration, interment and memorialisation services, safety and security.	Inc	171	178	185
	Exp	242	317	281
	Net Deficit	71	140	96
Community Laws				
This service contributes to our community's safety and liveability by managing local laws, including nuisance complaints, parking compliance and animal management.	Inc	2,870	3,516	4,112
	Exp	3,725	4,329	4,550
	Net Deficit	855	813	438

Service	2022-23	2023-24	2024-25
	Actual	Forecast	Budget
	\$'000	\$'000	\$'000

Community Safety

This service contributes to the safety and well-being of the community. These services include, but are not limited to funding community safety initiatives, promoting safe driving, coordinating safety, resourcing of school crossings, initiatives to reduce alcohol and gambling related harm, and support services for people experiencing or at risk of experiencing homelessness.

Inc	1,126	1,205	872
Exp	2,339	2,513	2,323
Net Deficit	1,214	1,309	1,451

Emergency Management

This service is responsible for emergency preparedness, response and recovery in Knox, by working closely with emergency state agencies. In addition, this service inspects properties at risk of bushfires, and helps property owners mitigate bushfire risk.

Inc	2	7	12
Exp	845	547	586
Net Deficit	843	540	573

Festivals & Events

This service provides free community events that are family friendly, promotes connectivity, and celebrates community life. It includes but is not limited to supporting community run events, delivering major festivals and pop up programs, and coordinating citizenship events.

Inc	45	61	40
Exp	896	1,012	736
Net Deficit	851	950	696

Food Safety

This service manages food safety standards in the business industry, ensuring businesses are compliant to food safety regulations and tobacco compliance program. It also includes, but is not limited to inspections and enforcement.

Inc	611	637	628
Exp	1,015	1,080	1,143
Net Deficit	405	443	516

Service		2022-23	2023-24	2024-25
		Actual	Forecast	Budget
		\$'000	\$'000	\$'000
Health				
This service is responsible for health planning, promotion and education, as well as the prevention of adverse health outcomes through initiatives and enforcement. It includes, but is not limited to immunisation services, investigation of complaints, education and development of health facilities.	Inc	555	450	418
	Exp	918	995	1,032
	Net Deficit	364	545	614
Libraries				
This service includes 5 libraries that provide a range of services and programs, including access to books and resources, internet, photocopiers, school holiday activities, and book club events.	Inc	0	0	0
	Exp	5,112	4,983	5,096
	Net Deficit	5,112	4,983	5,096
Seniors				
This service provides a range of programs to assist residents aged 65 years and over, to live independently and safely in their homes. Support includes food services, occupational therapy, home modifications and maintenance, and housing support.	Inc	2,359	2,544	2,563
	Exp	4,842	5,197	5,296
	Net Deficit	2,484	2,653	2,733
In addition, this service supports seniors clubs, social connections, active ageing programs, carers, people with disability, community transport, short term support, and planning for an ageing community.				
Sports & Leisure				
This service supports community sporting and leisure clubs through planning, advocacy and consultation on facility and venue development. It provides training opportunities and funding support for minor projects. This service also manages sport and leisure facilities, either directly or through partnerships with other organisations.	Inc	2,568	2,512	2,048
	Exp	6,113	6,590	6,741
	Net Deficit	3,545	4,078	4,693
Youth				
This service seeks to support physical, social and mental wellbeing of young people through programs and advocacy. It includes but is not limited to	Inc	254	327	264
	Exp	1,256	1,342	1,301

Service		2022-23	2023-24	2024-25
		Actual	Forecast	Budget
		\$'000	\$'000	\$'000
providing individual and group support programs, school focused youth care, and family support.	Net Deficit	1,003	1,015	1,037
<hr/>				
TOTAL				
	Inc	10,960	11,820	11,430
	Exp	29,297	30,940	31,014
	Net Deficit	18,337	19,120	19,584

Initiatives

Initiatives from the Council Plan 2021-25 to be funded in 2024-25. We have flagged the initiatives that will most directly contribute to the health and wellbeing of our community with a ♦ symbol.

Major Initiatives	Develop and implement an Active Participation Plan - Beyond Structured Sport. ♦
	Develop and implement the Dementia Friendly Action Plan. ♦
	Work in partnership with local First Nations people, relevant services and key networks to progress Reconciliation. ♦
	Prioritise mental health and wellbeing initiatives by focusing on community partnerships and collective impact. ♦
	Progress implementation of the Children, Youth and Seniors Plan. ♦
Initiatives	Support the creation of new physical activity-based programs and community infrastructure across the municipality. ♦
	Develop and implement programs to enable older and vulnerable residents to access technology. ♦
	Contribute to the collective efforts in preventing and responding to family violence. ♦
	Embed the State Government's Child Information Sharing Scheme (CISS) to support the safety and wellbeing of children. ♦
	Develop and implement Knox Council's Disability Action Plan incorporated within the Knox Connection, Access, Respect, Equality and Safety Strategy 2022-26.
	Implement Council's adopted Gender Equality Action Plan. ♦
	Develop and implement education and advocacy programs to address ageism and increase community respect and inclusion for all ages across Knox. ♦
	Develop and deliver a range of evidence-based community training initiatives to build volunteer capacity. ♦
Develop and implement a Resilience Plan to support the community to cope with stresses, emergencies and disasters.	

Service Performance Indicators

The prescribed LGPRF indicators that will be audited and included in the Performance Statement.

Service	Indicator	2022-23 Actual	2023-24 Forecast	2024-25 Budget
Animal Management	Health and safety	91.67%	100%	100%
Aquatic Facilities	Utilisation	2.03	2.00	2.00
Food Safety	Health and safety	99.40%	100%	100%
Maternal and Child Health	Participation	75.84%	75.00%	75.00%
	Participation by Aboriginal children	85.71%	75.00%	75.00%
Libraries	Participation	New for 2023-24	21.51%	21.51%



Civic engagement and integrity

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

Strategies

The strategies we will undertake to achieve success in this area are:

Provide opportunities for all people in Knox to have their say

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

Ensure our processes are transparent and our decisions are accountable

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

Services

Service		2022-23 Actual \$'000	2023-24 Forecast \$'000	2024-25 Budget \$'000
Customer Service				
The service supports the organisation in providing personalised, responsive customer service via all Council's contact channels. The team provides support for all customer interactions and exists to support information and connection between Council and the community.	Inc	9	0	0
	Exp	4,718	4,928	5,344
	Net	4,709	4,928	5,344
	Deficit			
Data, Information & Technology				
The Data and Information Technology service provides computer hardware, software, telecommunications, business information and systems analytics, project and business improvement services to support the organisation to deliver Council services in accordance with City and Council Plan	Inc	2	0	0
	Exp	9,730	9,396	11,095
	Net	9,729	9,396	11,095
	Deficit			
Finance				
The Finance Department offers strategic planning, leadership, and effective management for all aspects of financial management. This includes budgeting and forecasting, routine financial reporting, accounts payable and receivable, preparation of Annual Financial Accounts and management of the rating lifecycle.	Inc	376	363	391
	Exp	2,548	2,697	2,724
	Net	2,171	2,333	2,332
	Deficit			

Service		2022-23	2023-24	2024-25
		Actual	Forecast	Budget
		\$'000	\$'000	\$'000
Governance				
The Governance department supports the Mayor and Councillors to carry out their governance and constituency responsibilities, and works to deliver and support good governance and legal and ethical compliance across Council's operations including through the support, advice, education and capacity building of staff and Councillors.	Inc	10	43	85
	Exp	1,754	1,821	2,788
	Net Deficit	1,744	1,777	2,702
People				
This Service provides a range of strategic and operational functions that are aimed at ensuring that Council's human resource (HR) activities, programs, and strategies enhance staff performance and realise Council's Vision	Inc	360	253	30
	Exp	6,232	6,403	5,686
	Net Deficit	5,873	6,150	5,656
Procurement				
To ensure procurement activity is conducted in a competitive, fair and transparent manner, delivering best value for money outcomes with consideration of Council's social, environmental, economic and governance objectives and legislations.	Inc	0	0	0
	Exp	630	909	797
	Net Deficit	630	909	797
Risk Management				
This service is responsible for overseeing the identification, assessment and management of potential risks that may impact the Council's operations, providing a systematic and proactive approach to managing risks, with the ultimate goal of protecting the Council's interests.	Inc	30	41	42
	Exp	1,963	2,265	2,619
	Net Deficit	1,934	2,224	2,578
Strategy and Performance				
Provides leadership, guidance and direction for the planned and measurable delivery of Council's Vision. This is achieved through: strategic planning, corporate planning, service planning & review, portfolio and change management, performance monitoring, evaluation and reporting, and business improvement projects.	Inc	0	0	0
	Exp	1,404	2,217	2,417
	Net Deficit	1,404	2,217	2,417

Service		2022-23	2023-24	2024-25
		Actual	Forecast	Budget
		\$'000	\$'000	\$'000
TOTAL				
	Inc	786	702	548
	Exp	28,980	30,636	33,469
	Net Deficit	28,194	29,934	32,921

Initiatives

Initiatives from the Council Plan 2021-25 to be funded in 2024-25. We have flagged the initiatives that will most directly contribute to the health and wellbeing of our community with a ♦ symbol.

Major Initiatives	Implement the Transformation Roadmap to ensure Knox Councils services, systems and processes meet our customers’ needs and drive organisational financial sustainability.
	Conduct the 2024 General Election and implement a comprehensive induction program for the elected members.
Initiatives	Implement priority actions of the Community Engagement Framework and Action Plan.
	Implement Our Customer Strategy and Action Plan.

Service Performance Indicators

The prescribed LGPRF indicators that will be audited and included in the Performance Statement.

Service	Indicator	2022-23 Actual	2023-24 Forecast	2024-25 Budget
Governance	Consultation and engagement	53	69	69

Service Performance Indicators

Service	Indicator	Performance Measure	Computation
Animal Management	Health and safety	Animal management prosecutions (the percentage of successful animal management prosecutions)	[Number of successful animal management prosecutions / Total number of animal management prosecutions] x100
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities (the number of visits to aquatic facilities per head of municipal population)	[Number of visits to aquatic facilities / Population]
Food safety	Health and safety	Critical and major non-compliance outcome notifications (the percentage of critical and major non-compliance outcome notifications that are followed up by Council)	[Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x100
Governance	Consultation and engagement	Satisfaction with community consultation and engagement (the community satisfaction rating out of 100 with the consultation and engagement efforts of the council - this includes consulting and engaging directly with the community on key local issues requiring decisions by council)	Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement
Libraries	Participation	Library membership (the percentage of resident municipal population who are registered library members)	[The number of registered library members / Population] x100
Maternal and Child Health	Participation	Participation in MCH service (the percentage of children enrolled who participate in the MCH service)	[Number of children who attend the MCH service at least once (in a year) / Number of children enrolled in the MCH service] x100

Service	Indicator	Performance Measure	Computation
Maternal and Child Health	Participation	Participation in MCH service by Aboriginal children (the percentage of Aboriginal children enrolled who participate in the MCH service)	[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100
Roads	Condition	Sealed local roads maintained to condition standards (the percentage of sealed local roads that are below the renewal intervention level set by Council and not requiring renewal)	[Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100
Statutory planning	Service standard	Planning applications decided within required timeframes (the percentage of regular and VicSmart planning application decisions made within legislated time frames)	[Number of planning application decisions made within 60 days for regular permits and 10 days for VicSmart permits / Number of planning application decisions made] x100
Waste collection	Waste diversion	Kerbside collection waste diverted from landfill (the percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill)	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100

Reconciliation with Budgeted Operating Result

Key Directions	Income \$'000	Expenditure \$'000	Net Cost \$'000
Opportunity and innovation	14,446	23,392	8,945
Neighbourhoods, housing and infrastructure	4,604	25,587	20,983
Natural environment and sustainability	5,183	48,397	43,214
Connection, resilience and wellbeing	11,430	31,014	19,584
Civic engagement and integrity	548	33,469	32,921
Total Net Cost of Activities and Initiatives	36,212	161,859	125,647
Non Attributable Expenditure			
Effective corporate governance			701
Depreciation			24,613
Amortisation - intangible assets			647
Amortisation - right of use assets			1,185
Capital projects - operational expenses			9,165
Borrowing costs			3,907
Finance costs - leases			343
Total Non Attributable Expenditure			40,561
Deficit before Funding Sources			166,209
Funding Sources			
Rates and charges			121,989
Garbage charges			26,046
Victoria Grants Commission (VGC) - grants - operating - recurrent			7,302
Interest			950
Developers' contributions			7,000
Grants - capital			11,513
Contributions and donations - capital			200
Contributions - non monetary assets			2,000
Net gain on disposal of property, infrastructure, plant & equipment			9,117
Total Funding Sources			186,117
Surplus / (Deficit) for the Year			19,909

3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2024-25 has been supplemented with projections to 2027-28.

This section includes the following financial statements prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

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

3.1 Comprehensive Income Statement

For the four years ending 30 June 2028

	Notes	Forecast	Budget	Projections		
		2023-24 \$'000	2024-25 \$'000	2025-26 \$'000	2026-27 \$'000	2027-28 \$'000
INCOME / REVENUE						
Rates and charges	4.1.1	146,445	150,039	154,421	164,143	163,086
User fees	4.1.2	11,436	12,365	12,581	12,886	13,308
Statutory fees and fines	4.1.3	3,399	4,568	4,853	5,029	5,214
Grants - operating	4.1.4	23,885	22,365	18,323	18,687	19,090
Grants - capital	4.1.4	8,144	11,513	2,218	2,240	2,262
Contributions - monetary	4.1.5	11,387	8,596	8,460	8,534	8,605
Contributions - non-monetary	4.1.5	2,000	2,000	2,000	2,000	2,000
Net loss (gain) on disposal of property, infrastructure, plant and equipment		2,433	9,117	2,117	1,417	1,917
Other income	4.1.6	2,866	1,767	1,788	1,811	1,835
TOTAL INCOME / REVENUE		211,995	222,330	206,761	216,747	217,317
EXPENSES						
Employee costs	4.1.7	80,896	84,427	77,430	79,323	81,309
Materials and services	4.1.8	78,032	80,394	72,263	79,248	75,831
Contributions and donations	4.1.9	6,023	5,876	5,986	6,136	6,289
Depreciation	4.1.10	23,939	24,613	25,730	26,190	26,761
Amortisation - intangible assets	4.1.11	647	647	647	647	647
Depreciation - right of use assets	4.1.12	1,171	1,185	1,233	1,256	1,235
Borrowing costs		3,034	3,907	4,282	4,534	4,879
Finance costs - leases		293	343	459	427	393
Allowance for impairment losses		326	314	317	321	329
Other expense	4.1.13	775	715	727	753	754
TOTAL EXPENSES		195,136	202,421	189,074	198,835	198,427
SURPLUS / (DEFICIT) FOR THE YEAR		16,859	19,909	17,687	17,912	18,890
TOTAL COMPREHENSIVE RESULT		16,859	19,909	17,687	17,912	18,890
LESS						
Grants - capital - non recurrent		6,622	9,318	0	0	0
Contributions and donations - capital		3,325	200	0	0	0
Contributions - non-monetary		2,000	2,000	2,000	2,000	2,000
UNDERLYING SURPLUS (DEFICIT) FOR THE YEAR		4,912	8,391	15,687	15,912	16,890

3.2 Balance Sheet

For the four years ending 30 June 2028

	Notes	Forecast	Budget	Projections		
		2023-24 \$'000	2024-25 \$'000	2025-26 \$'000	2026-27 \$'000	2027-28 \$'000
CURRENT ASSETS						
Cash and cash equivalents		51,989	41,623	43,999	48,510	51,843
Other financial assets		0	0	0	0	0
Trade and other receivables		23,071	23,741	24,507	25,864	26,061
Inventories		21	21	21	21	21
Prepayments		1,181	1,211	1,241	1,272	1,304
Other assets		1,043	1,069	1,096	1,123	1,151
TOTAL CURRENT ASSETS	4.2.1	77,305	67,665	70,864	76,790	80,380
NON CURRENT ASSETS						
Investments in associates		2,455	2,455	2,455	2,455	2,455
Property, infrastructure, plant and equipment		2,172,503	2,215,891	2,230,927	2,251,444	2,270,944
Right-of-use assets	4.2.4	4,670	4,762	6,603	5,898	5,236
Intangible assets		2,742	2,742	2,742	2,742	2,742
TOTAL NON CURRENT ASSETS	4.2.1	2,182,370	2,225,850	2,242,727	2,262,539	2,281,377
TOTAL ASSETS		2,259,675	2,293,515	2,313,591	2,339,329	2,361,757
CURRENT LIABILITIES						
Trade and other payables		20,795	21,292	21,801	22,320	22,854
Trust funds and deposits		2,652	2,718	2,786	2,856	2,927
Provisions		19,209	19,749	20,304	20,795	21,298
Interest-bearing loans and borrowings	4.2.3	8,269	10,385	11,649	13,762	15,793
Lease liabilities	4.2.4	1,058	778	979	970	1,055
TOTAL CURRENT LIABILITIES	4.2.2	51,983	54,922	57,519	60,703	63,927
NON CURRENT LIABILITIES						
Provisions		3,141	3,175	3,210	3,241	3,273
Interest-bearing loans and borrowings	4.2.3	74,401	84,964	82,924	88,092	89,019
Lease liabilities	4.2.4	3,769	4,164	5,961	5,404	4,759
TOTAL NON CURRENT LIABILITIES	4.2.2	81,311	92,303	92,095	96,737	97,051
TOTAL LIABILITIES		133,294	147,225	149,614	157,440	160,978
NET ASSETS		2,126,381	2,146,290	2,163,977	2,181,889	2,200,779
EQUITY						
Accumulated surplus		727,554	752,813	775,855	793,122	811,364
Reserves		1,398,827	1,393,477	1,388,122	1,388,767	1,389,415
TOTAL EQUITY		2,126,381	2,146,290	2,163,977	2,181,889	2,200,779

3.3 Statement of Changes in Equity

For the four years ending 30 June 2028

	Notes	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2024 FORECAST					
BALANCE AT BEGINNING OF THE FINANCIAL YEAR		2,109,522	698,440	1,374,530	36,552
Surplus/(deficit) for the year		16,859	16,859	0	0
Net asset revaluation gain (loss)		0	0	0	0
Transfer to other reserves		0	(11,194)	0	11,194
Transfer from other reserves		0	23,449	0	(23,449)
BALANCE AT END OF THE FINANCIAL YEAR		2,126,381	727,554	1,374,530	24,297
2025 BUDGET					
BALANCE AT BEGINNING OF THE FINANCIAL YEAR		2,126,381	727,554	1,374,530	24,297
Surplus/(deficit) for the year		19,909	19,909	0	0
Net asset revaluation gain (loss)		0	0	0	0
Transfer to other reserves	4.3.1	0	(11,498)	0	11,498
Transfer from other reserves	4.3.1	0	16,848	0	(16,848)
BALANCE AT END OF THE FINANCIAL YEAR	4.3.2	2,146,290	752,813	1,374,530	18,947
2026					
BALANCE AT BEGINNING OF THE FINANCIAL YEAR		2,146,290	752,813	1,374,530	18,947
Surplus/(deficit) for the year		17,687	17,687	0	0
Net asset revaluation gain (loss)		0	0	0	0
Transfer to other reserves		0	(11,545)	0	11,545
Transfer from other reserves		0	16,900	0	(16,900)
BALANCE AT END OF THE FINANCIAL YEAR		2,163,977	775,855	1,374,530	13,592
2027					
BALANCE AT BEGINNING OF THE FINANCIAL YEAR		2,163,977	775,855	1,374,530	13,592
Surplus/(deficit) for the year		17,912	17,912	0	0
Net asset revaluation gain (loss)		0	0	0	0
Transfer to other reserves		0	(11,590)	0	11,590
Transfer from other reserves		0	10,945	0	(10,945)
BALANCE AT END OF THE FINANCIAL YEAR		2,181,889	793,122	1,374,530	14,237
2028					
BALANCE AT BEGINNING OF THE FINANCIAL YEAR		2,181,889	793,122	1,374,530	14,237
Surplus/(deficit) for the year		18,890	18,890	0	0
Net asset revaluation gain (loss)		0	0	0	0
Transfer to other reserves		0	(11,637)	0	11,637
Transfer from other reserves		0	10,989	0	(10,989)
BALANCE AT END OF THE FINANCIAL YEAR		2,200,779	811,364	1,374,530	14,885

3.4 Statement of Cash Flows

For the four years ending 30 June 2028

	Notes	Forecast	Budget	Projections		
		2023-24	2024-25	2025-26	2026-27	2027-28
		\$'000	\$'000	\$'000	\$'000	\$'000
		Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
CASH FLOWS FROM OPERATING ACTIVITIES						
Rates and charges		145,157	149,649	153,945	163,087	163,203
User fees		11,244	12,170	12,378	12,676	13,088
Statutory fees and fines		3,317	4,484	4,766	4,939	5,120
Grants - operating		22,385	22,365	18,323	18,687	19,090
Grants - capital		6,950	11,513	2,218	2,240	2,262
Contributions - monetary		11,387	8,596	8,460	8,534	8,605
Interest received		1,513	950	950	950	950
Other receipts		1,353	817	838	861	885
Net movement in trust deposits		90	66	68	70	71
Employee costs		(80,154)	(83,853)	(76,839)	(78,801)	(80,774)
Materials and services		(77,232)	(80,352)	(72,110)	(79,088)	(75,665)
Contributions and donations		(6,023)	(5,876)	(5,986)	(6,136)	(6,289)
Short-term, low value and variable lease payments		(84)	(11)	0	0	0
Other payments		(691)	(704)	(727)	(753)	(754)
NET CASH PROVIDED BY / (USED IN) OPERATING ACTIVITIES	4.4.1	39,212	39,814	46,284	47,266	49,792
CASH FLOWS FROM INVESTING ACTIVITIES						
Proceeds from sale of property, infrastructure, plant and equipment		11,969	9,867	2,867	2,167	2,667
Payments for property, infrastructure, plant and equipment		(60,473)	(67,398)	(40,163)	(46,104)	(45,658)
Payments for investments		0	0	0	0	0
Proceeds from sale of investments		12,500	0	0	0	0
NET CASH PROVIDED BY / (USED IN) INVESTING ACTIVITIES	4.4.2	(36,004)	(57,531)	(37,296)	(43,937)	(42,991)
CASH FLOWS FROM FINANCING ACTIVITIES						
Finance costs		(2,916)	(3,925)	(4,301)	(4,554)	(4,900)
Proceeds from borrowings		15,480	21,800	10,000	19,700	17,400
Repayment of borrowings		(6,766)	(9,122)	(10,776)	(12,419)	(14,442)
Interest paid - lease liability		(293)	(343)	(459)	(427)	(393)
Repayment of lease liabilities		(1,042)	(1,059)	(1,076)	(1,118)	(1,133)
NET CASH PROVIDED BY / (USED IN) FINANCING ACTIVITIES	4.4.3	4,463	7,351	(6,612)	1,182	(3,468)
NET INCREASE (DECREASE) IN CASH HELD		7,671	(10,366)	2,376	4,511	3,333
Cash and cash equivalents at the beginning of the financial year		44,318	51,989	41,623	43,999	48,510
CASH AND CASH EQUIVALENTS AT END OF YEAR		51,989	41,623	43,999	48,510	51,843

3.5 Statement of Capital Works

For the four years ending 30 June 2028

	Notes	Forecast	Budget	Projections		
		2023-24 \$'000	2024-25 \$'000	2025-26 \$'000	2026-27 \$'000	2027-28 \$'000
PROPERTY						
Land and Buildings		16,886	22,574	6,534	10,040	10,641
TOTAL PROPERTY		16,886	22,574	6,534	10,040	10,641
PLANT AND EQUIPMENT						
Plant, machinery and equipment		2,739	2,805	2,049	2,455	2,132
Fixtures, fittings and furniture		213	0	0	0	0
Computers and telecommunications		4,338	7,230	3,820	3,200	4,701
Artworks		385	150	285	288	290
TOTAL PLANT AND EQUIPMENT		7,675	10,185	6,154	5,943	7,123
INFRASTRUCTURE						
Roads		7,986	7,417	9,424	9,649	9,500
Bridges		340	993	973	996	944
Footpaths and cycleways		4,562	6,239	4,672	5,513	5,490
Drainage		4,652	6,741	6,183	5,504	5,174
Recreational, leisure and community facilities		22,001	15,361	7,432	9,945	8,760
Off street car parks		1,188	2,427	1,505	1,683	1,502
Other infrastructure		1,429	4,626	229	232	235
TOTAL INFRASTRUCTURE		42,158	43,804	30,418	33,522	31,605
TOTAL CAPITAL WORKS EXPENDITURE	4.5.1	66,719	76,563	43,106	49,505	49,369
REPRESENTED BY						
Asset renewal		36,860	37,437	32,942	35,853	37,188
Asset upgrade		14,566	32,844	7,619	11,582	10,311
Asset new		10,772	5,982	2,530	2,000	1,800
Asset expansion		4,521	300	15	70	70
TOTAL CAPITAL WORKS EXPENDITURE	4.5.1	66,719	76,563	43,106	49,505	49,369
CAPITAL WORKS FUNDING SOURCE						
EXTERNAL						
Loan proceeds		15,480	21,800	10,000	19,700	17,400
Grants - capital		8,144	11,513	2,218	2,240	2,262
Contributions - capital		3,325	200	0	0	0
TOTAL EXTERNAL FUNDING		26,949	33,513	12,218	21,940	19,662
INTERNAL						
Proceeds from sale of fixed assets		9,897	9,867	2,867	2,167	2,667
Movement in reserve funds		16,025	13,223	13,231	7,239	7,246
Rate funding		13,848	19,960	14,790	18,159	19,794
TOTAL INTERNAL FUNDING		39,770	43,050	30,888	27,565	29,707
TOTAL CAPITAL WORKS FUNDING SOURCES	4.5.1	66,719	76,563	43,106	49,505	49,369
LESS OPERATING PROJECTS EXPENDITURE						
Operating Projects Expenditure		6,246	9,165	2,943	3,401	3,711
NET CAPITAL WORKS (CAPITALISED EXPENDITURE EXCLUDING OPERATING PROJECTS EXPENDITURE)		60,473	67,398	40,163	46,104	45,658

3.6 Statement of Human Resources

For the four years ending 30 June 2028

	Forecast	Budget	Projections		
	2023-24	2024-25	2025-26	2026-27	2027-28
	\$'000	\$'000	\$'000	\$'000	\$'000
STAFF EXPENDITURE					
Employee costs - operating	80,896	84,427	77,430	79,323	81,309
Employee costs - capital	3,268	6,390	6,542	6,164	6,171
TOTAL STAFF EXPENDITURE	84,164	90,817	83,972	85,487	87,480

	Forecast	Budget	Projections		
	2023-24	2024-25	2025-26	2026-27	2027-28
	FTE	FTE	FTE	FTE	FTE
STAFF NUMBERS					
Full time equivalent (FTE) employees	725.39	696.57	658.57	658.57	658.57
TOTAL STAFF NUMBERS	725.39	696.57	658.57	658.57	658.57

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

DEPARTMENT	Budget 2024-25 \$'000	Comprises			
		Permanent		Casual \$'000	Temporary \$'000
		Full Time \$'000	Part Time \$'000		
CEO	4,385	3,590	795	0	0
City Liveability	16,142	11,839	3,753	175	375
Connected Communities	31,338	15,183	15,143	314	698
Customer and Performance	15,515	10,569	4,589	6	351
Infrastructure	17,047	15,747	1,171	11	118
TOTAL PERMANENT STAFF EXPENDITURE	84,427	56,928	25,451	506	1,542
Capitalised labour costs	6,390				
TOTAL EXPENDITURE	90,817				

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

DEPARTMENT	Budget 2024-25 FTE	Comprises			
		Permanent		Casual FTE	Temporary FTE
		Full Time FTE	Part Time FTE		
CEO	24.47	16.00	8.47	0.00	0.00
City Liveability	129.16	86.00	39.84	1.32	2.00
Connected Communities	233.60	123.00	107.48	3.12	0.00
Customer and Performance	133.10	105.00	27.05	0.05	1.00
Infrastructure	176.24	167.00	9.13	0.11	0.00
TOTAL PERMANENT STAFF FTE	696.57	497.00	191.97	4.60	3.00

3.7 Summary of Planned Human Resources Expenditure

For the four years ending 30 June 2028

	2024-25 \$'000	2025-26 \$'000	2026-27 \$'000	2027-28 \$'000
CEO				
Permanent - Full Time	3,591	3,682	3,776	3,872
Female	2,762	2,832	2,904	2,979
Male	829	850	871	894
Self-described gender	0	0	0	0
Permanent - Part Time	795	815	836	857
Female	795	815	836	857
Male	0	0	0	0
Self-described gender	0	0	0	0
Total CEO	4,385	4,497	4,612	4,729
City Liveability				
Permanent - Full Time	11,838	12,036	12,337	12,645
Female	5,513	5,606	5,746	5,890
Male	6,324	6,430	6,591	6,756
Self-described gender	0	0	0	0
Permanent - Part Time	3,753	3,816	3,912	4,009
Female	2,853	2,901	2,974	3,048
Male	900	915	938	961
Self-described gender	0	0	0	0
Total City Liveability	15,591	15,852	16,248	16,655
Connected Communities				
Permanent - Full Time	15,183	11,161	11,435	11,720
Female	13,618	10,010	10,257	10,512
Male	1,565	1,151	1,179	1,208
Self-described gender	0	0	0	0
Permanent - Part Time	15,143	11,131	11,405	11,689
Female	14,576	10,714	10,978	11,251
Male	567	417	427	438
Self-described gender	0	0	0	0
Total Connected Communities	30,326	22,292	22,841	23,409
Customer and Performance				
Permanent - Full Time	10,570	10,833	11,089	11,371
Female	7,225	7,405	7,580	7,772
Male	3,345	3,428	3,509	3,598
Self-described gender	0	0	0	0
Permanent - Part Time	4,589	4,703	4,814	4,936
Female	3,904	4,001	4,096	4,199
Male	685	702	719	737
Self-described gender	0	0	0	0
Total Customer and Performance	15,158	15,536	15,903	16,307
Infrastructure				
Permanent - Full Time	15,747	16,123	16,513	16,924
Female	3,149	3,225	3,303	3,385
Male	12,598	12,899	13,210	13,539
Self-described gender	0	0	0	0
Permanent - Part Time	1,171	1,199	1,228	1,259
Female	950	973	996	1,021
Male	221	226	232	238
Self-described gender	0	0	0	0
Total Infrastructure	16,919	17,323	17,741	18,182
Casuals, temporary and other expenditure	2,048	1,931	1,978	2,028
Capitalised labour costs	6,390	6,542	6,164	6,171
Total staff expenditure	90,817	83,972	85,487	87,480

	2024-25 FTE	2025-26 FTE	2026-27 FTE	2027-28 FTE
CEO				
Permanent - Full Time	16.00	16.00	16.00	16.00
Female	12.00	12.00	12.00	12.00
Male	4.00	4.00	4.00	4.00
Self-described gender	0	0	0	0
Permanent - Part Time	8.47	8.47	8.47	8.47
Female	8.47	8.47	8.47	8.47
Male	0	0	0	0
Self-described gender	0	0	0	0
Total CEO	24.47	24.47	24.47	24.47
City Liveability				
Permanent - Full Time	86.00	86.00	86.00	86.00
Female	40.00	40.00	40.00	40.00
Male	46.00	46.00	46.00	46.00
Self-described gender	0	0	0	0
Permanent - Part Time	39.84	39.84	39.84	39.84
Female	30.29	30.29	30.29	30.29
Male	9.55	9.55	9.55	9.55
Self-described gender	0	0	0	0
Total City Liveability	125.84	125.84	125.84	125.84
Connected Communities				
Permanent - Full Time	123.00	107.00	107.00	107.00
Female	111.00	97.00	97.00	97.00
Male	12.00	10.00	10.00	10.00
Self-described gender	0	0	0	0
Permanent - Part Time	107.48	85.48	85.48	85.48
Female	103.46	82.28	82.28	82.28
Male	4.02	3.20	3.20	3.20
Self-described gender	0	0	0	0
Total Connected Communities	230.48	192.48	192.48	192.48
Customer and Performance				
Permanent - Full Time	105.00	105.00	105.00	105.00
Female	72.00	72.00	72.00	72.00
Male	33.00	33.00	33.00	33.00
Self-described gender	0	0	0	0
Permanent - Part Time	27.05	27.05	27.05	27.05
Female	23.01	23.01	23.01	23.01
Male	4.04	4.04	4.04	4.04
Self-described gender	0	0	0	0
Total Customer and Performance	132.05	132.05	132.05	132.05
Infrastructure				
Permanent - Full Time	167.00	167.00	167.00	167.00
Female	33.00	33.00	33.00	33.00
Male	134.00	134.00	134.00	134.00
Self-described gender	0	0	0	0
Permanent - Part Time	9.14	9.14	9.14	9.14
Female	7.41	7.41	7.41	7.41
Male	1.72	1.72	1.72	1.72
Self-described gender	0	0	0	0
Total Infrastructure	176.14	176.14	176.14	176.14
Casuals and temporary staff	7.60	7.60	7.60	7.60
Capitalised labour	0	0	0	0
Total staff numbers	696.57	658.57	658.57	658.57

4. Notes on the Financial Statements

This section presents detailed information on material components of the financial statements. Council needs to assess which components are material, considering the dollar amounts and nature of these components.

4.1 Comprehensive Income Statement

4.1.1 Rates and charges

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

As per the *Local Government Act 2020*, Council is required to have a Revenue and Rating Plan which is a four year plan for how Council will generate income to deliver the Council Plan, program and services and capital works commitments over a four-year period.

In developing the Budget, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the financial planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2024-25 the FGRS cap has been set at 2.75%. The cap applies to both general rates and municipal charges and is calculated on the basis of council's average rates and charges.

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

To achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rate will increase by 2.75% in line with the rate cap.

Council's Residential Garbage Charge for the 2024-25 financial year has been set at an amount to ensure only full cost recovery inclusive of the State Government Landfill Levy.

This will raise total rates and charges for 2024-25 to \$150,039,290, exclusive of optional services.

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

	Forecast	Budget	Change	
	2023-24	2024-25	\$'000	%
	\$'000	\$'000	\$'000	%
General rates *	117,653	122,066	4,413	3.8%
Rate rebates	(1,144)	(1,175)	(31)	2.7%
Residential garbage charge	26,266	26,046	(220)	(0.8%)
Service rates and charges	2,315	2,004	(311)	(13.4%)
Supplementary rates and rate adjustments	763	500	(263)	(34.5%)
Interest on rates and charges	592	598	6	1.0%
Total rates and charges	146,445	150,039	3,594	2.5%

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

4.1.1 (b) The rate in the dollar to be levied as general rates under section 158 of the Act for each type or class of land compared with the previous financial year

Type or Class of Land	Budget	Budget	Change
	2023-24	2024-25	
	cents/\$CIV	cents/\$CIV	%
Differential rate for Vacant Land	0.45686	0.36627	(19.8%)
Differential rate for Derelict Land	0.45686	0.43953	(3.8%)
Differential rate for Retirement Village Land properties	0.11422	0.10988	(3.8%)
Differential rate for Commercial Land properties	0.38072	0.36627	(3.8%)
Differential rate for Industrial Land properties	0.40356	0.38825	(3.8%)
Differential rate for Residential Land properties	0.15229	0.14651	(3.8%)
Recreational Land rate for rateable recreational properties	0.15229	0.14651	(3.8%)

4.1.1 (c) The estimated total amount to be raised by general rates in relation to each type or class of land, and the estimated total amount to be raised by general rates, compared with the previous financial year

Type or Class of Land	Forecast	Budget	Change	
	2023-24	2024-25	\$'000	%
	\$'000	\$'000	\$'000	%
Rates				
Vacant Land	1,656	1,412	(244)	(14.7%)
Derelict Land	24	23	(1)	(2.5%)
Retirement Village Land	1,060	1,088	28	2.7%
Commercial Land	14,174	14,932	758	5.3%
Industrial Land	22,964	23,798	834	3.6%
Residential Land	78,482	81,258	2,776	3.5%
Recreational Land Rate	56	54	(2)	(3.3%)
Total amount to be raised by general rates	118,416	122,566	4,150	3.5%

Total rates to be raised in the 2024-25 Budget includes Supplementary Rates of \$500,000.

4.1.1 (d) The number of assessments in relation to each type or class of land, and the total number of assessments, compared with the previous financial year

Type or Class of Land	Budget	Budget	Change	
	2023-24 Number	2024-25 Number	Number	%
Vacant Land	328	360	32	9.8%
Derelict Land	4	5	1	25.0%
Retirement Village Land	1,889	1,890	1	0.1%
Commercial Land	2,496	2,528	32	1.3%
Industrial Land	3,738	3,769	31	0.8%
Residential Land	60,615	61,016	401	0.7%
Recreational Land Rate	7	7	0	0.0%
Total number of assessments	69,077	69,575	498	0.7%

4.1.1 (e) The basis of valuation to be used is the Capital Improved Value (CIV)

4.1.1 (f) The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year

Type or Class of Land	Budget	Budget	Change	
	2023-24 \$'000	2024-25 \$'000	\$'000	%
Vacant Land	351,600	385,488	33,888	9.6%
Derelict Land	4,345	5,325	980	22.6%
Retirement Village Land	927,960	990,485	62,525	6.7%
Commercial Land	3,635,244	4,076,788	441,544	12.1%
Industrial Land	5,631,925	6,129,640	497,715	8.8%
Residential Land	51,444,945	55,121,200	3,676,255	7.1%
Recreational Land Rate	36,500	36,950	450	1.2%
Total value of land	62,032,519	66,745,876	4,713,357	7.6%

4.1.1 (g) The rate or unit amount to be levied for each type of service rate or charge under Section 162 of the Act compared with the previous financial year

Type of Charge	Per Rateable Property	Per Rateable Property	Change	
	2023-24	2024-25	\$	%
	\$	\$	\$	%
Residential Garbage Charge - Standard Service (80 Litre Waste Bin, 240 Litre Recycle Bin, 240 Litre FOGO Bin, Hard Waste, Bundled Green Waste)	434.90	428.20	(6.70)	(1.5%)
Residential Garbage Charge - Reduced Service (80 Litre Waste Bin, 240 Litre Recycle Bin, Hard Waste, Bundled Green Waste) ¹	296.86	285.90	(10.96)	(3.7%)
Residential Garbage Charge - Additional Bin Exempt (80 Litre and 120 Litre Waste Bin, 240 Litre Recycle Bin, 240 Litre FOGO Bin, Hard Waste, Bundled Green Waste) ²	434.90	428.20	(6.70)	(1.5%)
Residential Garbage Charge - Multi Unit Service (80 Litre Waste Bin, 240 Litre Recycle Bin, Hard Waste, Bundled Green Waste) ³	296.86	0.00	(296.86)	(100.0%)
Garbage Surcharge – 120 Litre Bin	61.70	53.10	(8.60)	(13.9%)
Additional Household Bins - 120 Litre Bin	166.50	137.50	(29.00)	(17.4%)
Additional Food and Organics Bin (Previously Green Waste Bin)	138.04	142.30	4.26	3.1%
Additional Recycle Bin	91.03	72.65	(18.38)	(20.2%)
Additional Recycle Bin - Industrial / Commercial	276.11	203.90	(72.21)	(26.2%)
Optional Industrial / Commercial Garbage, Daily Service (Waste and Weekly Recycle)	2,433.76	2,457.55	23.79	1.0%
Optional Industrial / Commercial Garbage, Weekly Service (Waste and Weekly Recycle)	735.81	669.15	(66.66)	(9.1%)
Optional Industrial / Commercial Garbage, Daily Service (Waste Only)	2,217.98	2,253.65	35.67	1.6%
Optional Industrial / Commercial Garbage, Weekly Service (Waste Only)	538.02	465.25	(72.77)	(13.5%)
Waste Management and Recycling for Non Rateable Properties – Daily Service (240 Litre Bin)	2,109.34	2,325.80	216.46	10.3%
Waste Management and Recycling for Non Rateable Properties – Weekly Service (240 Litre Bin)	498.36	495.05	(3.31)	(0.7%)
Waste Management and Recycling for Non Rateable Properties – Weekly Service (120 Litre Bin)	331.86	389.00	57.14	17.2%
<i>Dorset Square</i>				
– Annual Waste Charge, office based premises	520.80	522.40	1.60	0.3%
– Annual Waste Charge, retail based premises	1,340.50	1,348.60	8.10	0.6%
– Annual Waste Charge, food based premises less than 200 square metres floor area.	3,806.59	3,834.15	27.56	0.7%
– Annual Waste Charge, food based premises greater than 200 square metres floor area.	8,735.27	8,801.70	66.43	0.8%
Additional Hard Waste Service	120.00	125.00	5.00	4.2%

Notes:

¹ To opt out of the FOGO service, you must show that you can compost all organic material at home, with no organic waste going to your household rubbish bin or collected in the bundled branch service.

² You can apply for a free extra 120 litre household rubbish bin if your household has extra waste needs. This includes households with extra medical waste needs, or two or more children in disposable nappies.

³ This fee was for multi-unit properties in transition to the FOGO service, and is no longer required.

4.1.1 (h) The estimated total amount to be raised by each type of service rate or charge, and the estimated total amount to be raised by service rates and charges, compared with the previous financial year

Type of Charge	Forecast	Budget	Change	
	2023-24	2024-25	\$	%
	\$	\$	\$	%
Residential Garbage Charge	26,265,570	26,046,121	(219,449)	(0.8%)
Garbage Surcharge – 120 Litre Bin	2,315,068	2,003,729	(311,339)	(13.4%)
Additional Household Bins	240,470	221,650	(18,820)	(7.8%)
Optional Household Green Waste Bin	135,000	129,351	(5,649)	(4.2%)
Additional Recycle Bin	104,317	85,582	(18,735)	(18.0%)
Optional Industrial / Commercial Garbage Service	2,201,681	2,172,765	(28,916)	(1.3%)
Non Rateable Properties	143,519	86,152	(57,367)	(40.0%)
<i>Dorset Square:</i>				
Office based premises	7,291	7,313	22	0.3%
Retail based premises	17,426	17,532	106	0.6%
Food based premises less than 200 square metres floor area	15,226	15,337	111	0.7%
Food based premises greater than 200 square metres floor area	17,471	17,603	132	0.8%
Total	31,463,039	30,803,135	(659,904)	(2.1%)

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

	Forecast	Budget	Change	
	2023-24	2024-25	\$'000	%
	\$'000	\$'000	\$'000	%
Total General Rates to be Raised				
- Refer item 4.1.1(c)	118,416	122,566	4,150	3.5%
Total Service Charges and Service Rates to be Raised				
- Refer item 4.1.1(h)	31,463	30,803	(660)	(2.1%)
Total rates and charges	149,879	153,369	3,490	2.3%

4.1.1 (j) Fair Go Rates System Compliance

Knox City Council is fully compliant with the State Government's Fair Go Rates System (FGRS). The table below details the budget assumptions consistent with the requirements of the Fair Go Rates System.

	2023-24	2024-25
Total Rates	\$ 113,676,168	\$ 118,799,117
Number of Rateable Properties	69,077	69,575
Base Average Rate	\$ 1,645.64	\$ 1,707.50
Maximum Rate Increase (set by the State Government)	3.50%	2.75%
Capped Average Rate	\$ 1,703.24	\$ 1,754.45
Maximum General Rates and Municipal Charges Revenue	\$ 117,654,834	\$ 122,066,093
Revenue	\$ 117,654,834	\$ 122,066,093
Budgeted Supplementary Rates	\$ 500,000	\$ 500,000
Budgeted Total Rates and Municipal Charges Revenue	\$ 118,154,834	\$ 122,566,093

4.1.1 (k) Any significant changes that may affect the estimated amounts to be raised by rates and charges

There are no known significant changes which may affect the estimated amounts to be raised by rates and charges. However, the total amount to be raised by rates and charges may be affected by:

- The making of supplementary valuations (2023-24: estimated \$500,000 and 2022-23: \$763,491)
- The variation of returned levels of value (e.g. valuation appeals)
- Changes of use of land such that rateable land becomes non-rateable land and vice versa
- Changes of use of land such that residential land becomes business land and vice versa.

4.1.1 (l) Differential rates

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

- A general rate of 0.36627% (0.36627 cents in the dollar of capital improved value) for all rateable Vacant Land; and
- A general rate of 0.43953% (0.43953 cents in the dollar of capital improved value) for all rateable Derelict Land; and
- A general rate of 0.10988% (0.10988 cents in the dollar of capital improved value) for all rateable Retirement Village Land; and
- A general rate of 0.14651% (0.14651 cents in the dollar of capital improved value) for all rateable Recreational Land; and
- A general rate of 0.38825% for (0.38825 cents in the dollar of capital improved value) rateable Industrial Land; and
- A general rate of 0.36627% (0.36627 cents in the dollar of capital improved value) for all rateable Commercial Land; and
- A general rate of 0.14651% (0.14651 cents in the dollar of capital improved value) for all rateable Residential Land.

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

Council believes each differential rate will contribute to the equitable and efficient carrying out of Council functions. Details of the objectives of each differential rate, the types of classes of land which are subject to each differential rate and the uses of each differential rate are set out below.

Vacant Land

Definition/Characteristics

Any land on which there is no building.

Objective:

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

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

Types and Classes:

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

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

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

Derelict Land

Definition/Characteristics

Any land that contains a building that is ordinarily adapted for occupation which is abandoned, unoccupied and in a very poor condition resulting from both disuse and neglect.

An owner or occupier of land must not cause or allow that land to be kept in a manner which is or is likely to constitute a danger to health or property.

An owner or occupier of land must not cause or allow that land to be kept in a manner which is unsightly or detrimental to the general amenity of the neighborhood in which it is located.

An owner or occupier of land must not cause or allow that land to be used in a manner so as to be detrimental to the amenity of the immediate area.

Dilapidated buildings

An owner or occupier of land:

- a) must not allow a building located on that private land to:
 - i. become dilapidated; or
 - ii. become dilapidated further; and
- b) must not fail to maintain any building on that private land in a state of good repair.

The owner or occupier of land on which there is a vacant dilapidated building must take all reasonable steps to secure the land from authorised access.

For the purposes of sub-clause (a), a building is dilapidated if it is in a state of disrepair or has deteriorated or fallen into a state of partial ruin as a result of age, neglect, poor maintenance or misuse.

Objective:

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

1. Promote the property be maintained in a manner that does not constitute a danger to health or property or is detrimental to the general amenity of the neighborhood or immediate area.
2. Construction and maintenance of public infrastructure; and
3. Development and provision of health and community services; and
4. Provision of general support services; and
5. Requirement to ensure that Council has adequate funding to undertake it's strategic, statutory, and service provision obligations.

Types and Classes:

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

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

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

Retirement Village Land

Definitions/Characteristics:

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

Objective:

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

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

Types and Classes:

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

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

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

Types of Buildings:

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

Residential Land

Definitions/Characteristics:

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

Objective:

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

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

Types and Classes:

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

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

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

Types of Buildings:

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

Commercial Land

Definitions/Characteristics:

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

Objective:

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

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

Types and Classes:

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

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

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

Types of Buildings:

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

Industrial Land

Definitions/Characteristics:

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

Objective:

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

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

Types and Classes:

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

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

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

Types of Buildings:

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

Recreational Land

Definitions/Characteristics:

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

Objective:

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

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

Types and Classes:

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

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

4.1.2 User fees

	Forecast	Budget	Change	
	2023-24 \$'000	2024-25 \$'000	\$'000	%
Waste management services	2,935	2,809	(126)	(4.3%)
Child care/children's programs	2,149	2,717	568	26.4%
Registration and other permits	2,567	2,529	(38)	(1.5%)
Leisure centre and recreation	1,227	1,229	2	0.2%
Building services	594	997	403	67.8%
Aged and health services	549	567	18	3.3%
Other fees and charges	1,415	1,517	102	7.2%
Total user fees	11,436	12,365	929	8.1%

User fees relate mainly to the recovery of service delivery costs through the charging of fees to users of Council's services. The principal sources of fee income arise from services such as child care, garbage charges for optional services, and animal registration fees. User fees are budgeted to increase by 8.1% on the current year forecast.

The increase in childcare fees is based on an anticipated greater utilisation at the Early Years Hubs, while there is also expected to be an increase in fees received for building and development services.

4.1.3 Statutory fees and fines

	Forecast	Budget	Change	
	2023-24 \$'000	2024-25 \$'000	\$'000	%
Permits	1,901	2,467	566	29.8%
Infringements and costs	1,090	1,749	659	60.5%
Town planning fees	290	230	(60)	(20.7%)
Land information certificates	117	121	4	3.4%
Other statutory fees and fines	1	1	0	0.0%
Total statutory fees and fines	3,399	4,568	1,169	34.4%

Statutory fees and fines relate mainly to fees and fines levied in accordance with legislation and include statutory planning fees and parking fines. Increases in statutory fees and fines are made in accordance with legislative requirements. Statutory fees and fines are budgeted to increase by 34.4% on the current year forecast due to an expected increase in infringements and related costs.

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

4.1.4 Grants

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

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Change	
			\$'000	%
Grants were received in respect of the following:				
Summary of grants				
Commonwealth funded grants	15,961	22,247	6,286	39.4%
State funded grants	16,068	11,631	(4,437)	(27.6%)
Total grants received	32,029	33,878	1,849	5.8%
(a) Operating grants				
Recurrent - Commonwealth Government				
Victoria Grants Commission	3,958	7,302	3,344	84.5%
Family and children - early years hubs	3,438	3,938	500	14.5%
General home care	1,058	1,083	25	2.4%
Aged care	104	101	(3)	(2.9%)
Recurrent - State Government				
Family and children - kindergarten	6,128	3,433	(2,695)	(44.0%)
Family and children - maternal and child health	1,894	1,917	23	1.2%
School crossing supervisors	841	841	0	0.0%
General home care	827	806	(21)	(2.5%)
Family and children - early years hubs	776	734	(42)	(5.4%)
Family and children - youth services	327	264	(63)	(19.3%)
Community health	152	153	1	0.7%
Community safety	440	31	(409)	(93.0%)
Arts and cultural	17	9	(8)	(47.1%)
Aged care	6	6	0	0.0%
Other	49	47	(2)	(4.1%)
Total recurrent operating grants	20,015	20,665	650	3.2%
Non-recurrent - State Government				
Family and children - kindergarten	2,825	1,690	(1,135)	(40.2%)
Community safety	129	10	(119)	(92.2%)
Economic development	638	0	(638)	(100.0%)
Arts and cultural	103	0	(103)	(100.0%)
Family and children - early years hubs	16	0	(16)	(100.0%)
Other	159	0	(159)	(100.0%)
Total non-recurrent operating grants	3,870	1,700	(2,170)	(56.1%)
Total operating grants	23,885	22,365	(1,520)	(6.4%)

Operating grants include all monies received from State and Federal Government sources which assists Council in funding the delivery of services to ratepayers. Overall, the level of operating grants is projected to decrease by 6.4% or \$1.520 million compared to the 2023-24 forecast. The Victoria Grants Commission 2023-24 funding was received in advance, and therefore the 2023-24 forecast only includes 50% of the 2024-25 funding which is anticipated to be received in advance. The reduction in kindergarten grant income is due to the decision by Council to exit running standalone kindergarten services from January 2025.

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Change	
			\$'000	%
(b) Capital grants				
Recurrent - Commonwealth Government				
Victoria Grants Commission - local roads	789	1,455	666	84.4%
Roads to recovery	733	740	7	1.0%
Total recurrent capital grants	1,522	2,195	673	44.2%
Non-recurrent - Commonwealth Government				
Buildings	1,816	7,000	5,184	285.5%
Recreational, leisure and community facilities	3,483	628	(2,855)	(82.0%)
Drainage	322	0	(322)	(100.0%)
Roads	183	0	(183)	(100.0%)
Bridges	93	0	(93)	(100.0%)
Footpaths and cycleways	(16)	0	16	(100.0%)
Non-recurrent - State Government				
Buildings	48	1,200	1,152	2,400.0%
Recreational, leisure and community facilities	451	490	39	8.6%
Other	242	0	(242)	(100.0%)
Total non-recurrent capital grants	6,622	9,318	2,696	40.7%
Total capital grants	8,144	11,513	3,369	41.4%
Total grants	32,029	33,878	1,849	5.8%

Capital grants include all monies received from State and Federal Government and community sources which assists Council in funding the capital works program. Overall the level of capital grants is projected to increase by 41.4% or \$3.369 million compared to 2023-24 forecast. The 2023-24 forecast includes \$1.194 million received in the previous financial year but treated as unearned income at year-end. Capital grants are not budgeted for unless an agreement or commitment is in place at the time of preparation of the budget.

4.1.5 Contributions

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Change	
			\$'000	%
Monetary	11,387	8,596	(2,791)	(24.5%)
Non-monetary	2,000	2,000	0	0.0%
Total contributions	13,387	10,596	(2,791)	(20.8%)

Monetary contributions include charges paid by developers in regard to recreational lands, drainage and car parking in accordance with planning permits issued for property development. Monetary contributions are budgeted to decrease by 20.8% on the current year forecast. The 2023-24 forecast includes \$3.325 million for non-recurring capital project contributions.

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

4.1.6 Other income

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Change	
			\$'000	%
Interest	1,513	950	(563)	(37.2%)
Rent	578	603	25	4.3%
Reimbursements	566	123	(443)	(78.3%)
Other	209	91	(118)	(56.5%)
Total other income	2,866	1,767	(1,099)	(38.3%)

Other income relates to a range of items such as interest, rental income, cost recovery and other miscellaneous income items.

4.1.7 Employee costs

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Change	
			\$'000	%
Wages and salaries	57,897	62,757	4,860	8.4%
Annual leave and long service leave	8,593	9,182	589	6.9%
Superannuation	7,334	7,568	234	3.2%
WorkCover	3,537	3,433	(104)	(2.9%)
Agency staff	3,235	1,174	(2,061)	(63.7%)
Fringe benefits tax	300	313	13	4.3%
Total employee costs	80,896	84,427	3,531	4.4%

Employee costs include all labour related expenditure such as wages and salaries, and on-costs including allowances, leave entitlements, employer superannuation and WorkCover. Employee costs are budgeted to increase by 4.4% on the current year forecast. A driver of the increased budget to forecast relates to potential redundancy payments.

In 2024-25 an increase has been allowed to cover the estimated Enterprise Agreement (EA) increment, together with an allowance for other periodic increments in employee banding structure provided for in Awards, and the increase in the superannuation guarantee rate from 11.00% to 11.50%. The superannuation guarantee rate will increase 0.50% per year, until it reaches 12.00% in 2025-26.

4.1.8 Materials and services

	Forecast	Budget	Change	
	2023-24 \$'000	2024-25 \$'000	\$'000	%
Contract payments				
Waste Management	27,538	26,548	(990)	(3.6%)
Operations Maintenance	8,299	9,346	1,047	12.6%
Operating Projects Expenditure	6,246	9,165	2,919	46.7%
Corporate Services	1,186	2,341	1,155	97.4%
Active Ageing & Disability	1,225	1,269	44	3.6%
People & Culture	569	569	0	0.0%
Community Law	478	547	69	14.4%
Arts & Cultural Services	817	499	(318)	(38.9%)
Other	2,701	1,900	(801)	(29.7%)
Administration costs	8,130	7,977	(153)	(1.9%)
Utilities	3,650	3,906	256	7.0%
Consumable materials and equipment	4,261	3,565	(696)	(16.3%)
Information technology	3,284	3,379	95	2.9%
Building maintenance	2,524	2,509	(15)	(0.6%)
Insurance	2,256	2,476	220	9.8%
Consultants	2,803	2,453	(350)	(12.5%)
Finance and legal costs	1,132	974	(158)	(14.0%)
General maintenance	933	971	38	4.1%
Total materials and services	78,032	80,394	2,362	3.0%

Materials and services include payments for the provision of services by external providers, materials and utility costs including electricity, water, gas and telephones. Materials and services are expected to increase by 3.0% on the current year forecast.

Contract payments includes capital expenditure which is operational in nature. This is budgeted to increase by \$2.919 million on the current year forecast due to the capital projects being undertaken (including capital works to be carried forward to 2024-25).

Corporate services expenditure is budgeted to increase by 97.4% due to the costs involved in holding the Councillor elections (elections are held every four years).

4.1.9 Contributions and donations

	Forecast	Budget	Change	
	2023-24 \$'000	2024-25 \$'000	\$'000	%
Contribution to the Eastern Regional Libraries Corporation	4,312	4,431	119	2.8%
Community support payments	1,711	1,445	(266)	(15.5%)
Total contributions and donations	6,023	5,876	(147)	(2.4%)

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

4.1.10 Depreciation

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Change	
			\$'000	%
Property	5,266	5,390	124	2.4%
Plant and equipment	1,757	1,962	205	11.7%
Infrastructure	16,916	17,261	345	2.0%
Total depreciation	23,939	24,613	674	2.8%

Depreciation is an accounting measure which attempts to allocate the value of an asset over its useful life for Council's property, plant and equipment including infrastructure assets such as roads and drains. Depreciation is budgeted to increase by 2.8% on the current year forecast.

Refer to section 4.5 'Capital works program' for a more detailed analysis of Council's capital works program for the 2023-24 financial year.

4.1.11 Amortisation – Intangible assets

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Change	
			\$'000	%
Intangible assets	647	647	0	0.0%
Total amortisation - intangible assets	647	647	0	0.0%

Amortisation is an accounting measure which attempts to allocate the value of an intangible asset over its useful life. Council's intangible assets is software. Amortisation of intangible assets is budgeted to be consistent with the current year forecast.

4.1.12 Depreciation – Right of use assets

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Change	
			\$'000	%
Right of use assets	1,171	1,185	14	1.2%
Total depreciation - right of use assets	1,171	1,185	14	1.2%

Commencing for the 2019-20 financial year, the implementation of *AASB 16 Leases* requires most operating leases to be recognised on the balance sheet, including the creation of a right of use asset. Similar to intangible assets, right of use assets are amortised over the life of the lease.

4.1.13 Other expenses

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Change	
			\$'000	%
Councillors allowances	470	482	12	2.6%
Auditor's remuneration - internal	155	155	0	0.0%
Auditor's remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals	66	67	1	1.5%
Operating lease rentals - short term, low value	84	11	(73)	(86.9%)
Total other expenses	775	715	(60)	(7.7%)

Other expenses relate to a range of unclassified items including Councillor allowances, audits and low value lease expenses. Other expenses are budgeted to decrease by 7.7% on the current year forecast.

4.2 Balance Sheet

4.2.1 Assets

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Change	
			\$'000	%
CURRENT ASSETS				
Cash and cash equivalents	51,989	41,623	(10,366)	(19.9%)
Other financial assets	0	0	0	0.0%
Trade and other receivables	23,071	23,741	670	2.9%
Inventories	21	21	0	0.0%
Prepayments	1,181	1,211	30	2.5%
Other assets	1,043	1,069	26	2.5%
TOTAL CURRENT ASSETS	77,305	67,665	(9,640)	(12.5%)
NON CURRENT ASSETS				
Investments in associates	2,455	2,455	0	0.0%
Property, infrastructure, plant and equipment	2,172,503	2,215,891	43,388	2.0%
Right-of-use assets	4,670	4,762	92	2.0%
Intangible assets	2,742	2,742	0	0.0%
TOTAL NON CURRENT ASSETS	2,182,370	2,225,850	43,480	2.0%
TOTAL ASSETS	2,259,675	2,293,515	33,840	1.5%

Cash and cash equivalents include cash held in the bank, petty cash, and the value of investments in term deposits or other highly liquid investments with short maturities of three months or less. Other financial assets include term deposits held with an original maturity of greater than 90 days. These balances are projected to decrease by \$10.366 million during 2024-25 mainly to fund the capital works program during the year.

Trade and other receivables are monies owed to Council by ratepayers and others. Short-term debtors are budgeted to increase by 2.9% on the current year forecast.

Prepayments are expenses that Council has paid in advance of service delivery.

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

Property, infrastructure, plant and equipment is the largest component of Council's worth and represents the value of all the land, buildings, roads, vehicles, equipment etc. which has been built up by Council over many years. The \$43.388 million increase in this balance is attributable to the anticipated capitalisation of the budgeted capital works program of \$76.563 million and the contribution of non-monetary assets of \$2.000 million. This is offset by \$25.260 million in depreciation and amortisation expense, \$9.165 million in capital expenditure deemed to be operational in nature, and the disposal of \$0.750 million of non-current assets through the sale of property, plant and equipment.

The implementation of AASB 16 *Leases* requires most operating leases to be recognised on the balance sheet as a right of use asset. Council's right of use assets primarily relate to property and information technology leases.

4.2.2 Liabilities

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Change \$'000	%
CURRENT LIABILITIES				
Trade and other payables	20,795	21,292	497	2.4%
Trust funds and deposits	2,652	2,718	66	2.5%
Provisions	19,209	19,749	540	2.8%
Interest-bearing loans and borrowings	8,269	10,385	2,116	25.6%
Lease liabilities	1,058	778	(280)	(26.5%)
TOTAL CURRENT LIABILITIES	51,983	54,922	2,939	5.7%
NON CURRENT LIABILITIES				
Provisions	3,141	3,175	34	1.1%
Interest-bearing loans and borrowings	74,401	84,964	10,563	14.2%
Lease liabilities	3,769	4,164	395	10.5%
TOTAL NON CURRENT LIABILITIES	81,311	92,303	10,992	13.5%
TOTAL LIABILITIES	133,294	147,225	13,931	10.5%

Trade and other payables are those to whom Council owes money as at 30 June. Trade and other payables are budgeted to increase by 2.4% on the current year forecast.

Trust funds and deposits include refundable deposits, the fire services levy and retention amounts. Trust funds and deposits are budgeted to increase by 2.5% on the current year forecast.

Provisions include accrued annual leave and long service leave owing to employees. These employee entitlements are split between those entitlements expected to be paid within twelve months and those expected to be paid beyond the next year. Total provisions are budgeted to increase by 2.6% on the current year forecast.

Interest-bearing loans and borrowings are split between Council borrowings expected to be repaid within the next twelve months and those expected to be repaid beyond the next year. Refer to section 4.2.3 'Borrowings' for further information on Council's interest-bearing loans and borrowings.

The implementation of *AASB 16 Leases* requires most operating leases to be recognised on the balance sheet as a lease liability. The lease liability is split between lease liabilities expected to be repaid within the next twelve months and those expected to be repaid beyond the next year.

4.2.3 Borrowings

The table below shows information on borrowings specifically required by the Regulations.

	Forecast	Budget	Projections		
	2023-24	2024-25	2025-26	2026-27	2027-28
	\$'000	\$'000	\$'000	\$'000	\$'000
Amount borrowed as at 30 June of the prior year	73,956	82,670	95,349	94,573	101,854
Amount proposed to be borrowed	15,480	21,800	10,000	19,700	17,400
Amount projected to be redeemed (repaid)	(6,766)	(9,121)	(10,776)	(12,419)	(14,442)
Amount of borrowings as at 30 June	82,670	95,349	94,573	101,854	104,812

Borrowings are generally utilised for the provision of major community assets that will provide community benefit over a number of years. This is considered sound practice and governments at all levels have regularly enacted this approach. The use of borrowings enables the cost of community assets to be spread inter-generationally and smooths the impact of the borrowings on the long term financial structure for the Council.

4.2.4 Leases by category

As a result of the introduction of *AASB 16 Leases*, right-of-use assets and lease liabilities have been recognised as outlined in the table below.

	Forecast	Budget
	2023-24	2024-25
	\$'000	\$'000
RIGHT-OF-USE ASSETS		
Property	3,614	4,043
Computers and telecommunications	1,040	719
Plant and Equipment	16	0
TOTAL RIGHT-OF-USE ASSETS	4,670	4,762
LEASE LIABILITIES		
Current lease liabilities		
Property	481	276
Computers and telecommunications	560	501
Plant and Equipment	17	1
Total current lease liabilities	1,058	778
Non-current lease liabilities		
Property	3,276	3,932
Computers and telecommunications	492	232
Plant and Equipment	1	0
Non-current lease liabilities	3,769	4,164
TOTAL LEASE LIABILITIES	4,827	4,942

4.3 Statement of Changes in Equity

4.3.1 Reserves

	Opening Balance \$'000's	Transfer to Reserve \$'000's	Transfer from Reserve \$'000's	Closing Balance \$'000's
Statutory Reserves				
HACC Capital Grant	512	0	0	512
Open Space	11,497	7,000	12,500	5,997
Total Statutory Reserves	12,009	7,000	12,500	6,509
Discretionary Reserves				
Aged Care Reserve	2,889	0	0	2,889
Basketball Stadium infrastructure	100	0	0	100
Defined Benefits Reserve	500	0	0	500
Library Reserve	1,505	0	0	1,505
Revegetation Net Gain	153	65	0	218
Scoresby Recreational Reserve	234	33	0	267
Social Housing Reserve	2,559	0	0	2,559
Unexpended Grants Reserve	4,348	4,400	4,348	4,400
Total Discretionary Reserves	12,288	4,498	4,348	12,438
Total Reserves	24,297	11,498	16,848	18,947

Statutory reserves must be applied for specified statutory purposes in accordance with various legislative and contractual requirements. Whilst these funds can earn interest revenues for Council, they are not available for other purposes.

Discretionary reserves are funds set aside by Council for a specific purpose but are not protected by statute.

The nature and purpose of the reserves are as follows:

HACC capital grant reserve

The purpose of this reserve is to refurbish, upgrade and maintain minor capital within the Home and Community Care funded programs.

Open space reserve

The Open Space Reserve is used to provide funding for future purchases and improvements of open space. Funding is provided from developer's contributions for open space which is initially recognised in the comprehensive income statement and then transferred to the reserve from accumulated surplus to facilitate separate tracking of the total funds received but not yet spent.

Aged care reserve

The purpose of this reserve is to set aside the proceeds from the divestment of the Amaroo Gardens Aged Care Facility by Council on 2 November 2011 for aged services and infrastructure within the Knox municipality.

Basketball stadium infrastructure reserve

The purpose of this reserve is to improve basketball stadium facilities within the Knox municipality.

Defined benefits reserve

The purpose of this reserve is to fund a defined benefits call should a call be made.

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.

Revegetation net gain reserve

The purpose of this reserve is to ensure any loss of vegetation through development is re-established in a sustainable location.

Scoresby Recreation reserve

The purpose of this reserve is to invest the income derived from lease of this site into the Scoresby Recreation Reserve.

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.

Unexpended grants reserve

The purpose of this reserve is to quarantine early payment of Victoria Grants Commission General Purpose and Local Roads Federal Grant funding for use in the following year.

4.3.2 Equity

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Change	
			\$'000	%
EQUITY				
Accumulated surplus	727,554	752,813	25,259	3.5%
Reserves	1,398,827	1,393,477	(5,350)	(0.4%)
TOTAL EQUITY	2,126,381	2,146,290	19,909	0.9%

Total equity always equals net assets and is made up of the following components:

- Asset revaluation reserve which represents the difference between the previously recorded value of assets and their current valuations.
- Other reserves that are funds that Council wishes to separately identify as being set aside to meet a specific purpose in the future and to which there is no existing liability. These amounts are transferred from the Accumulated Surplus of the Council to be separately disclosed.
- Accumulated surplus which is the value of all net assets less reserves that have accumulated over time. \$19.909 million of the \$25.259 million increase in accumulated surplus results directly from the surplus for the year. An amount of \$5.350 million (net) is budgeted to be transferred from other reserves to accumulated surplus. This reflects the usage of investment cash reserves to partly fund the capital works program. This is a transfer between equity balances only and does not impact on the total balance of equity.

The net increase in equity or net assets of \$19.909 million results directly from the 2024-25 financial year budgeted operating surplus.

4.4 Statement of Cash Flows

4.4.1 Net cash flows provided by/used in operating activities

Description	Forecast	Budget	Change	
	2023-24 \$'000	2024-25 \$'000	\$'000	%
Cash flow from operating activities				
Rates and charges	145,157	149,649	4,492	3.1%
User fees	11,244	12,170	926	8.2%
Statutory fees and fines	3,317	4,484	1,167	35.2%
Grants - operating	22,385	22,365	(20)	(0.1%)
Grants - capital	6,950	11,513	4,563	65.7%
Contributions - monetary	11,387	8,596	(2,791)	(24.5%)
Interest received	1,513	950	(563)	(37.2%)
Other receipts	1,353	817	(536)	(39.6%)
Net movement in trust deposits	90	66	(24)	(26.7%)
Employee costs	(80,154)	(83,853)	(3,699)	4.6%
Materials and services	(77,232)	(80,352)	(3,120)	4.0%
Contributions and donations	(6,023)	(5,876)	147	(2.4%)
Short-term, low value and variable lease payments	(84)	(11)	73	(86.9%)
Other payments	(691)	(704)	(13)	1.9%
Net cash provided by operating activities	39,212	39,814	602	1.5%

Operating activities refers to the cash generated or used in the normal service delivery functions of Council. Cash remaining after paying for the provision of services to the community may be available for investment in capital works, or repayment of debt.

The 2024-25 budgeted capital grants income is budgeted to increase by \$4.563 million. This is due to specific funding for some large capital works projects in 2024-25. Capital grants are not budgeted unless there is confirmation or a commitment that the funds will be received. Refer to section 4.5 'Capital works program' for a more detailed analysis of Council's capital works program for the 2024-25 financial year.

The 2023-24 forecast monetary contributions received includes \$3.325 million for non-recurring capital project contributions.

Employee costs are budgeted to increase by \$3.699 million on the 2023-24 forecast. This increase is driven by the estimated Enterprise Agreement (EA) increment, together with an allowance for other periodic increments in employee banding structure provided for in Awards, and the increase in the superannuation guarantee rate from 11.00% to 11.50%. A driver for the increased budget to forecast relates to potential redundancy payments.

Materials and services are budgeted to increase by \$3.120 million. Included in materials and services is capital expenditure which is operational in nature. This expenditure is budgeted to increase by \$2.919 million on the current year forecast due to capital projects being undertaken (including capital works to be carried forward to 2024-25).

4.4.2 Net cash flows provided by/used in investing activities

Description	Forecast	Budget	Change	
	2023-24 \$'000	2024-25 \$'000	\$'000	%
Cash flow from investing activities				
Proceeds from sale of property, infrastructure, plant and equipment	11,969	9,867	(2,102)	(17.6%)
Payments for property, infrastructure, plant and equipment	(60,473)	(67,398)	(6,925)	11.5%
Payments for investments	0	0	0	0.0%
Proceeds from sale of investments	12,500	0	(12,500)	(100.0%)
Net cash used in investing activities	(36,004)	(57,531)	(21,527)	59.8%

Investing activities refers to cash generated or used in the enhancement or creation of infrastructure and other assets. These activities also include the acquisition and sale of other assets such as vehicles, property, plant and equipment.

The increase in net cash outflows from investing activities is due to a \$6.925 million increase in payments for property, infrastructure, plant and equipment, together with a \$2.102 million decrease in proceeds from the sale of property, infrastructure, plant and equipment and the redemption of \$12.500 million in term deposits that have an original maturity date greater than ninety days.

4.4.3 Net cash flows provided by/used in financing activities

Description	Forecast	Budget	Change	
	2023-24 \$'000	2024-25 \$'000	\$'000	%
Cash flow from financing activities				
Finance costs	(2,916)	(3,925)	(1,009)	34.6%
Proceeds from borrowings	15,480	21,800	6,320	40.8%
Repayment of borrowings	(6,766)	(9,122)	(2,356)	34.8%
Interest paid - lease liability	(293)	(343)	(50)	17.1%
Repayment of lease liabilities	(1,042)	(1,059)	(17)	1.6%
Net cash used in financing activities	4,463	7,351	2,888	64.7%

Financing activities refers to the cash generated or used in the financing of Council functions and include proceeds from and repayment of borrowings from financial institutions.

The 2024-25 budget includes new borrowings of \$21.800 million. The new borrowings are forecast to take place at the end of the calendar year. Refer to section 4.2.3 'Borrowings' for further information on Council borrowings.

4.5 Capital Works Program

This section presents a listing of the capital works projects that will be undertaken for the 2024-25 year, classified by expenditure type and funding source. Works are also disclosed as current budget or carried forward from prior year.

4.5.1 Summary

	Forecast	Budget	Change	
	2023-24	2024-25	\$'000	%
	\$'000	\$'000	\$'000	
Property	16,886	22,574	5,688	33.7%
Plant and equipment	7,675	10,185	2,510	32.7%
Infrastructure	42,158	43,804	1,646	3.9%
Total contributions	66,719	76,563	9,844	14.8%

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expans'n	Grants	Contrib.	Council Cash*	Borrowings
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property	22,575	126	5,410	16,738	300	8,200	0	5,874	8,500
Plant and equipment	10,184	245	4,405	5,535	0	0	0	7,380	0
Infrastructure	43,804	5,611	27,621	10,571	0	3,313	200	24,801	13,300
Total	76,563	5,982	37,437	32,844	300	11,513	200	38,055	21,800

* Council cash represents council rates, reserves and proceeds from the sale of fixed assets.

4.5.2 2023-24 Capital Budget

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
Property Buildings	18,287	0	5,210	12,777	300	8,200	0	1,587	8,500
Replacements of components for all Council owned buildings based on Building Asset Management Systems	5,210	0	5,210	0	0				
Tormore Reserve - Facility Redevelopment (this will only be funded if State/Federal funding is confirmed)	6,040	0	0	6,040	0				
Carrington Park - Pavilion Upgrade	3,500	0	0	3,500	0				
Wally Tew Reserve - Pavilion Upgrade (this will only be funded if State funding is confirmed)	1,900	0	0	1,900	0				
Upper Ferntree Gully - Toilet Replacement	150	0	0	150	0				
Energy Retrofits in Community Buildings	150	0	0	150	0				
Early Years Landscaping Upgrades	100	0	0	100	0				
Rowville Community Centre Indoor Scoreboards	100	0	0	100	0				
Solar panels in Community Facilities	100	0	0	100	0				
Boronia Progress Hall - Access Ramp	90	0	0	90	0				
Update to Community Wellbeing Facilities Signage	84	0	0	84	0				
Millers Homestead Accessibility Upgrades	80	0	0	80	0				
Update to Family and Children Service Facilities Signage	70	0	0	70	0				
Early Years Hubs - Playspace works	70	0	0	70	0				
Installation of Electronic Entry System	66	0	0	66	0				
Family & Children Centres - Storage works	50	0	0	50	0				
Knox Regional Netball Centre - Line Marking	50	0	0	50	0				
Illoura Children and Family Centre - Playspace Upgrade	40	0	0	40	0				
Access Key Plans for Early Years Centres	40	0	0	40	0				
Indoor Leisure Sites Security Upgrades	30	0	0	30	0				
Kitchen Retrofitting Program at sports pavilions	25	0	0	25	0				
Coonara Community House Education Centre Sink Upgrade	12	0	0	12	0				
HV Jones Community Hall - Accessible Toilet	10	0	0	10	0				
HV Jones Community Room - Accessible Bathroom	10	0	0	10	0				
Marie Wallace Community Pavilion Upgrade	10	0	0	10	0				
Billoo Kindergarten - Storage & Verandah Extension (Design)	300	0	0	0	300				
Total Property	18,287	0	5,210	12,777	300	8,200	0	1,587	8,500
Plant and Equipment									
Plant, machinery and equipment	2,760	50	2,710	0	0	0	0	0	0
Installation of Electric Vehicle Charging Stations at Council Facilities	50	50	0	0	0				
Plant and machinery replacement program	2,710	0	2,710	0	0				
Computers and telecommunications	3,430	0	1,695	1,735	0	0	0	3,430	0
Artworks	150	150	0	0	0	0	0	150	0
Public Art Project	150	150	0	0	0				
Total Plant and Equipment	6,340	200	4,405	1,735	0	0	0	3,580	0

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrow-ings \$'000
Infrastructure									
Roads	7,315	0	7,150	165	0	2,195	0	3,025	2,095
Road Surface Renewal Program across multiple locations within Knox	4,014	0	4,014	0	0				
Station Street, Ferntree Gully	790	0	790	0	0				
Templeton Rd, Wantirna	700	0	700	0	0				
Chandler Road, Boronia	510	0	510	0	0				
Harley Street North, Knoxfield	361	0	361	0	0				
High Risk Road Failure Program	306	0	306	0	0				
Industrial Road Renewal Program across multiple locations within Knox	210	0	210	0	0				
Acacia Road, Upper Ferntree Gully (Design)	50	0	50	0	0				
Sassess Avenue, Bayswater (Design)	45	0	45	0	0				
Hartington Drive, Bayswater (Design)	42	0	42	0	0				
Borg Crescent, Wantirna (Design)	37	0	37	0	0				
Stud Road Service Road, Scoresby (Design)	25	0	25	0	0				
Hakea Place, Rowville (Design)	25	0	25	0	0				
Grayson Drive, Scoresby (Design)	20	0	20	0	0				
Kenross Court, Bayswater (Design)	15	0	15	0	0				
Wyandra Way, Rowville - Local Area Traffic Management	80	0	0	80	0				
Parking Management Plan Implementation	30	0	0	30	0				
Agora Boulevard, Ferntree Gully - Traffic Treatment	30	0	0	30	0				
Eildon Parade, Rowville - Local Area Traffic Management	15	0	0	15	0				
Sassess Avenue, Bayswater - Intersection Improvement	10	0	0	10	0				
Bridges	993	0	993	0	0	0	0	993	0
Bridge Renewal Program across multiple locations within Knox	993	0	993	0	0				
Footpaths and cycleways	6,054	1,980	3,824	250	0	0	0	3,824	2,230
Green Spine Corridor - Shared Path, Chandler Road, Boronia	1,200	1,200	0	0	0				
Mount View Road, Upper Ferntree Gully - Footpath	190	190	0	0	0				
Oak Avenue, Boronia - Footpath	120	120	0	0	0				
Mountain Highway, The Basin - Footpath, between Wicks Rd and Claremont Ave	300	300	0	0	0				
High Street Road Footpath Connection to Farms	160	160	0	0	0				
Veronica Street, Ferntree Gully - Footpath Scoping, South side between Underwood Rd and 20 Veronica St	10	10	0	0	0				
Footpaths Renewal Program across multiple locations within Knox	3,038	0	3,038	0	0				
Shared Path Renewal Program across multiple locations within Knox	786	0	786	0	0				
Macaulay Place, Bayswater - Shared Path	250	0	0	250	0				
Drainage	5,115	665	3,950	500	0	0	200	3,750	1,165
Liberty Avenue Reserve - Wetland/Harvesting System	400	400	0	0	0				
Boronia Park Retarding Basin Flood Management - Design	150	150	0	0	0				
Egan Lee Reserve - Wetland	50	50	0	0	0				
Gilbert Reserve - Wetland	50	50	0	0	0				
Wantirna Reserve - Wetland	15	15	0	0	0				
Drainage Renewal Program across multiple locations within Knox	3,750	0	3,750	0	0				
Water Sensitive Urban Design System Renewal Program across multiple locations within Knox	200	0	200	0	0				

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
Flood Mitigation Reactive Upgrade Works	250	0	0	250	0				
Various Flood Mitigation Upgrade Design	150	0	0	150	0				
193 Forest Rd, Boronia - Flood Mitigation Works	100	0	0	100	0				
Recreational, leisure and community facilities	10,718	0	6,838	3,880	0	490	0	6,348	3,880
Lewis Park - Oval 2 Sportsfield Renewal	1,750	0	1,750	0	0				
Wally Tew Reserve - Oval 1 Sportsfield Renewal	1,750	0	1,750	0	0				
Playground Renewal Program	845	0	845	0	0				
Fairpark Reserve - Cricket Net Renewal	400	0	400	0	0				
Windermere Reserve - Cricket Net Renewal	400	0	400	0	0				
Significant Municipal Site Renewal	160	0	160	0	0				
Public Tennis / Netball / Basketball Court Renewal	150	0	150	0	0				
Sporting Oval Fencing Renewal	140	0	140	0	0				
Exner Reserve - Tennis Court Renewal	130	0	130	0	0				
Knox Regional Netball Centre - Court renewal	130	0	130	0	0				
Reactive Sportsfield Surface Renewal	100	0	100	0	0				
Tormore Reserve - Safety Fencing Renewal	100	0	100	0	0				
Parkland Asset Renewal	95	0	95	0	0				
Park Furniture Renewal	95	0	95	0	0				
Reserve Paths Renewal	90	0	90	0	0				
Oversowing of Sportsfields	90	0	90	0	0				
Open Space Asset Artwork Renewal	83	0	83	0	0				
Bush Boulevard Renewal	80	0	80	0	0				
Sportsfield Infrastructure Replacement Program	75	0	75	0	0				
Irrigation Infrastructure Renewal	75	0	75	0	0				
Bayswater Oval - Sportsfield Renewal	50	0	50	0	0				
Reactive Park Signage Renewal	20	0	20	0	0				
Knox Gardens Reserve - Cricket Net Renewal (Design)	15	0	15	0	0				
Lakesfield Reserve - Cricket Net Renewal (Design)	15	0	15	0	0				
Lewis Park Stage 1, Waterways - Wantirna Reserve - Masterplan Implementation	1,000	0	0	1,000	0				
Lewis Park Reserve - Oval 2 Floodlighting Upgrade	300	0	0	300	0				
Gilbert Park, Knoxfield - Masterplan Implementation	300	0	0	300	0				
Kings Park Reserve - Masterplan Implementation	200	0	0	200	0				
Kings Park Reserve - Stormwater Harvesting Upgrade	120	0	0	120	0				
Wally Tew Reserve - Stormwater Harvesting Upgrade	120	0	0	120	0				
Replanting of priority areas within Knox including tree reserves and open space.	115	0	0	115	0				
Stockton Avenue Reserve - Footpath	50	0	0	50	0				
Dirt Jump Facility	50	0	0	50	0				
Major Crescent Reserve - Landscape Plan	50	0	0	50	0				
Schultz Reserve - Landscape Plan	50	0	0	50	0				
Lakesfield Reserve - Masterplan Design	25	0	0	25	0				

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
Off street car parks	1,923	0	743	1,180	0	0	743	1,180	
Program for asphalt resurfacing, patching, linemarking and kerb and channel renewal	743	0	743	0	0				
Carrington Park - Carpark Upgrade	410	0	0	410	0				
Knox Park Reserve - Carpark Upgrade	380	0	0	380	0				
Stud Park Reserve - Carpark Upgrade	200	0	0	200	0				
Wantirna Reserve - Carpark Upgrade	155	0	0	155	0				
Knox City Tennis Park - Carpark Upgrade	35	0	0	35	0				
Other infrastructure	3,042	1,616	306	1,120	0	0	292	2,750	
Boronia Basketball Stadium Demolition Design	1,066	1,066	0	0	0				
Harold Street, Wantirna - Onroad Bicycle Facilities	350	350	0	0	0				
Knox Leisureworks - Strategic Review	150	150	0	0	0				
Installation of Bicycle Repair Stations	50	50	0	0	0				
Street furniture renewal program	306	0	306	0	0				
Major Roads Streetlight Replacement	900	0	0	900	0				
Essential Service Building Code Measures	120	0	0	120	0				
Asbestos Removal Program	75	0	0	75	0				
Improvement	25	0	0	25	0				
Total Infrastructure	35,160	4,261	23,804	7,095	0	2,685	200	18,975	13,300
Total Capital Works	59,787	4,461	33,419	21,607	300	10,885	200	24,142	21,800

* Council cash represents council rates, reserves and proceeds from the sale of fixed assets.

4.5.3 Works carried forward from 2023-24 year

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
Property									
Buildings	4,287	126	200	3,961	0	0	4,287	0	
Knox Athletics Track - New Shade Structure	96	96	0	0	0				
Gilmour Park - Shade Shelter	30	30	0	0	0				
Replacements of components for all Council owned buildings based on Building Asset Management Systems	200	0	200	0	0				
Park Ridge Reserve - Pavilion Refurbishment	3,452	0	0	3,452	0				
Community Toilet Replacement Program	200	0	0	200	0				
Wally Tew Reserve - Pavilion Upgrade (this will only be funded if State funding is confirmed)	132	0	0	132	0				
Carrington Park - Pavilion Upgrade	90	0	0	90	0				
Ambleside Park	62	0	0	62	0				
Early Years Landscaping Upgrades	25	0	0	25	0				
Total Property	4,287	126	200	3,961	0	0	4,287	0	
Plant and Equipment									
Plant, machinery and equipment	45	45	0	0	0	0	0	0	0
Installation of Electric Vehicle Charging Stations at Council Facilities	45	45	0	0	0				
Computers and telecommunications	3,800	0	0	3,800	0	0	3,800	0	0
Total Plant and Equipment	3,845	45	0	3,800	0	0	3,800	0	0
Infrastructure									
Roads	102	0	0	102	0	0	0	0	0
Napoleon Road - Electronic Signs	77	0	0	77	0				
Sundew Ave - Local Area Traffic Management (Design)	25	0	0	25	0				
Footpaths and cycleways	185	149	0	36	0	0	0	185	0
Upper Ferntree Gully Rail Link	109	109	0	0	0				
Ferntree Gully Road, Ferntree Gully - Shared Path, O'Connor Road to Henderson Brenock Park Drive Footpath and Bus Stop works	40	40	0	0	0				
Macauley Place, Bayswater - Shared Path	30	0	0	30	0				
Drainage	1,625	728	0	898	0	0	0	1,625	0
Gilbert Reserve - Wetland Scoping and Analysis	397	397	0	0	0				
Egan Lee Reserve - Wetland Construction	331	331	0	0	0				
Cardiff Street - Flood Mitigation	502	0	0	502	0				
Forest Road to Koolunga Reserve, Ferntree Gully	366	0	0	366	0				
Kevin Avenue Ferntree Gully - Flood Investigation	30	0	0	30	0				
Off street car parks	504	0	0	504	0	0	0	0	0
Egan Lee Reserve - Carpark	405	0	0	405	0				
Knox Skate and BMX Park - Carpark	99	0	0	99	0				

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
Recreational, leisure and community facilities	4,644	239	3,818	587	0	628	0	4,016	0
Knox Hockey Facility Development	239	239	0	0	0				
Knox Athletics Track - Reactive Track Renewal	2,696	0	2,696	0	0				
Exner Reserve - Tennis Court Renewal	392	0	392	0	0				
Playground Renewal Program	280	0	280	0	0				
Knox BMX Track Renewal	250	0	250	0	0				
Bayswater Oval - Cricket Net Renewal	200	0	200	0	0				
Bayswater Oval - Stormwater Harvesting Upgrade	220	0	0	220	0				
Carrington Park Reserve - Stormwater Harvest Upgrade	105	0	0	105	0				
Major Crescent Reserve - Landscape Plan	100	0	0	100	0				
Kings Park Reserve - Masterplan Implementation	70	0	0	70	0				
Schultz Reserve - Landscape Plan	57	0	0	57	0				
Wantirna Reserve - Masterplan Implementation	35	0	0	35	0				
Other infrastructure	1,584	234	0	1,350	0	0	0	0	0
Knox Leisureworks - Strategic Review	130	130	0	0	0				
Community Planning to support Boronia Railway Station Development	50	50	0	0	0				
Stud Road - Onroad Bicycle Facilities	44	44	0	0	0				
Boronia Basketball Stadium Demolition Design	10	10	0	0	0				
Major Roads Streetlight Replacement	1,350	0	0	1,350	0				
Total Infrastructure	8,644	1,350	3,818	3,476	0	628	0	5,827	0
Total Carried Forward Capital Works 2023/24	16,776	1,521	4,018	11,237	0	628	0	13,913	0

* Council cash represents council rates, reserves and proceeds from the sale of fixed assets.

4.6 Summary of Planned Capital Works Expenditure

For the four years ended 30 June 2026, 2027 and 2028

2025/26	Total Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
Property									
Buildings	6,535	50	5,016	1,454	15	0	0	3,035	3,500
Total Property	6,535	50	5,016	1,454	15	0	0	3,035	3,500
Plant and Equipment									
Plant, machinery and equipment	2,049	50	1,999	0	0	0	0	2,049	0
Computers and telecommunications	3,820	0	1,695	2,125	0	0	0	3,820	0
Artworks	285	200	85	0	0	0	0	285	0
Total Plant and Equipment	6,154	250	3,779	2,125	0	0	0	6,154	0
Infrastructure									
Roads	9,424	0	8,959	465	0	2,218	0	7,206	0
Bridges	973	0	973	0	0	0	0	973	0
Footpaths and cycleways	4,672	450	4,022	200	0	0	0	3,672	1,000
Drainage	6,183	1,580	4,018	585	0	0	0	3,683	2,500
Recreational, leisure and community facilities	7,432	200	5,302	1,930	0	0	0	4,932	2,500
Off street car parks	1,505	0	765	740	0	0	0	1,005	500
Other infrastructure	229	0	109	120	0	0	0	229	0
Total Infrastructure	30,417	2,230	24,147	4,040	0	2,218	0	21,699	6,500
Total Capital Works Expenditure	43,106	2,530	32,942	7,619	15	2,218	0	30,888	10,000

2026/27	Total Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
Property									
Buildings	10,040	0	5,408	4,562	70	0	0	2,540	7,500
Total Property	10,040	0	5,408	4,562	70	0	0	2,540	7,500
Plant and Equipment									
Plant, machinery and equipment	2,455	0	2,455	0	0	0	0	2,455	0
Computers and telecommunications	3,200	0	1,695	1,505	0	0	0	3,200	0
Artworks	288	200	88	0	0	0	0	288	0
Total Plant and Equipment	5,943	200	4,238	1,505	0	0	0	5,943	0
Infrastructure									
Roads	9,649	0	8,794	855	0	2,240	0	3,409	4,000
Bridges	996	0	996	0	0	0	0	996	0
Footpaths and cycleways	5,514	1,275	4,204	35	0	0	0	4,014	1,500
Drainage	5,504	450	4,104	950	0	0	0	4,254	1,250
Recreational, leisure and community facilities	9,945	40	7,210	2,695	0	0	0	5,095	4,850
Off street car parks	1,683	35	788	860	0	0	0	1,083	600
Other infrastructure	233	0	113	120	0	0	0	233	0
Total Infrastructure	33,523	1,800	26,208	5,515	0	2,240	0	19,083	12,200
Total Capital Works Expenditure	49,506	2,000	35,854	11,582	70	2,240	0	27,566	19,700

2027/28	Total Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
Property									
Buildings	10,641	230	5,761	4,580	70	0	0	3,141	7,500
Total Property	10,641	230	5,761	4,580	70	0	0	3,141	7,500
Plant and Equipment									
Plant, machinery and equipment	2,132	0	2,132	0	0	0	0	2,132	0
Computers and telecommunications	4,701	0	1,695	3,006	0	0	0	4,701	0
Artworks	290	200	90	0	0	0	0	290	0
Total Plant and Equipment	7,123	200	3,917	3,006	0	0	0	7,123	0
Infrastructure									
Roads	9,500	0	9,345	155	0	2,262	0	4,738	2,500
Bridges	944	0	944	0	0	0	0	944	0
Footpaths and cycleways	5,490	920	4,370	200	0	0	0	3,990	1,500
Drainage	5,174	50	4,824	300	0	0	0	3,924	1,250
Recreational, leisure and community facilities	8,760	200	7,100	1,460	0	0	0	4,710	4,050
Off street car parks	1,502	200	812	490	0	0	0	902	600
Other infrastructure	235	0	115	120	0	0	0	235	0
Total Infrastructure	31,606	1,370	27,511	2,725	0	2,262	0	19,444	9,900
Total Capital Works Expenditure	49,369	1,800	37,188	10,311	70	2,262	0	29,707	17,400

* Council cash represents council rates, reserves and proceeds from the sale of fixed assets

5a. Targeted Performance Indicators

The following tables highlight Council's current and projected performance across a selection of targeted service and financial performance indicators. These indicators provide a useful analysis of Council's intentions and performance and should be interpreted in the context of the organisation's objectives.

The targeted performance indicators below are the prescribed performance indicators contained in Schedule 4 of the *Local Government (Planning and Reporting) Regulations 2020*. Results against these indicators and targets will be reported in Council's Performance Statement included in the Annual Report.

Targeted performance indicators – Service

Indicator	Measure	Notes	Actual	Forecast	Target	Target Projections			Trend
			2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	+ / o / -
Governance									
Consultation and engagement	Satisfaction with community consultation and engagement								
(Council decisions made and implemented with community input)	Community satisfaction rating out of 100 with the consultation and engagement efforts of Council	1	53	69	69	70	70	71	+
Roads									
Condition	Sealed local roads below the intervention level								
(sealed local roads are maintained at the adopted condition standard)	Number of kms of sealed local roads below the renewal intervention level set by Council / Kms of sealed local roads	2	95.28%	94.00%	94.00%	94.00%	94.00%	94.00%	o
Statutory Planning									
Service standard	Planning applications decided within the relevant required time								
(planning application processing and decisions are in accordance with legislative requirements)	Number of planning application decisions made within the relevant required time / Number of planning application decisions made	3	71.12%	74.93%	60.00%	60.00%	60.00%	60.00%	o
Waste Management									
Waste diversion	Kerbside collection waste diverted from landfill								
(amount of waste diverted from landfill is maximised)	Weight of recyclables and green organics collected from kerbside bins / Weight of garbage,	4	53.12%	73.76%	70.00%	72.00%	73.00%	74.00%	+

Targeted performance indicators - Financial

Indicator	Measure	Notes	Actual	Forecast	Target	Target Projections			Trend
			2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	+ / o / -
Liquidity									
Working capital (sufficient working capital is available to pay bills as and when they fall due)	Current assets compared to current liabilities Current Assets / Current Liabilities	5	163.35%	148.71%	100.00%	100.00%	100.00%	100.00%	o
Obligations									
Asset renewal (assets are renewed as planned)	Asset renewal compared to depreciation Asset Renewal and Upgrade Expenditure / Depreciation	6	186.26%	214.82%	100.00%	100.00%	100.00%	100.00%	o
Stability									
Rates concentration (revenue is generated from a range of sources)	Rates compared to adjusted underlying revenue Rate Revenue / Adjusted Underlying Revenue	7	70.19%	73.20%	71.17%	75.42%	76.44%	75.74%	+
Efficiency									
Expenditure level (resources are used efficiently in the delivery of services)	Expenses per property assessment Total Expenditure / No. of Assessments	8	\$3,030	\$2,825	\$2,909	\$2,694	\$2,809	\$2,780	o

Key to Forecast Trend:

- + Forecasts improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecasts deterioration in Council's financial performance/financial position indicator

5b. Financial Performances Indicators

The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be interpreted in the context of the organisation's objectives.

The financial performance indicators below are the prescribed financial performance indicators contained in Part 3 of Schedule 3 of the *Local Government (Planning and Reporting) Regulations 2020*. Results against these indicators will be reported in Council's Performance Statement included in the Annual Report.

Indicator	Measure	Notes	Actual	Forecast	Budget	Projections			Trend
			2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	+ / o / -
Operating Position									
Adjusted underlying result (an adjusted underlying surplus is generated in the ordinary course of business)	Adjusted underlying surplus (or deficit) Adjusted Underlying Surplus (Deficit) / Adjusted Underlying Revenue	9	(9.14%)	2.46%	3.98%	7.66%	7.41%	7.84%	+
Liquidity									
Unrestricted cash (sufficient cash that is free of restrictions is available to pay bills as and when they fall due)	Unrestricted cash compared to current liabilities Unrestricted Cash / Current Liabilities	10	76.06%	75.67%	62.06%	73.00%	75.88%	76.49%	+
Obligations									
Loans and borrowings (level of interest bearing loans and borrowings is appropriate to the size and nature of Council's activities)	Loans and borrowings compared to rates Interest Bearing Loans and Borrowings / Rate Revenue	11	54.95%	56.45%	63.55%	61.24%	62.05%	64.27%	o
Loans and borrowings (level of interest bearing loans and borrowings is appropriate to the size and nature of Council's activities)	Loans and borrowings repayments compared to rates Interest and Principal Repayments / Rate Revenue	11	4.44%	6.61%	8.70%	9.76%	10.34%	11.86%	-
Indebtedness (level of long term liabilities is appropriate to the size and nature of a Council's activities)	Non-current liabilities compared to own-source revenue Non Current Liabilities / Own Source Revenue	12	43.33%	46.56%	49.56%	49.99%	49.91%	50.04%	o
Stability									
Rates effort (rating level is set based on the community's capacity to pay)	Rates compared to property values Rate Revenue / Property Values (CIV)	13	0.22%	0.24%	0.22%	0.23%	0.24%	0.24%	o
Efficiency									
Revenue level (resources are used efficiently in the delivery of services)	Average rate per property assessment General Rates Revenue / No. of Property Assessments	14	\$1,624	\$1,703	\$1,754	\$1,794	\$1,835	\$1,878	+

5c. Financial Performances Indicators

The following table presents additional indicators that are not prescribed indicators in the *Local Government (Planning and Reporting) Regulations 2020*. These indicators are used by the Department of Treasury and Finance to conduct credit assessments of councils under the Treasury Corporation of Victoria (TCV) loans framework. Subject to these financial covenants being satisfied over the prior three years to the budget year, the budget year, and subsequent three projected financial years, a borrowing limit will be determined under the framework.

Indicator	Measure	Notes	Actual	Forecast	Budget	Projections			Trend
			2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	+ / o / -
TCV loans framework indicators									
Interest bearing liabilities to own source revenue	Interest Bearing Liabilities / Own Source Revenue (excluding Open Space Contributions)	15	46.99%	51.96%	55.95%	57.28%	57.93%	59.17%	o
Interest cover ratio	EDITBA / Interest Expense	15	10.77	13.81	11.91	10.55	10.27	10.02	o

Key to Forecast Trend:

- + Forecasts improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecasts deterioration in Council's financial performance/financial position indicator

Notes on indicators

5a.1 Satisfaction with community consultation and engagement

During 2023-24, Council shifted providers for the Community Satisfaction Survey. The 2023-24 results have now been finalised and the 2023-24 forecast has been updated to reflect the 2023-24 actual figure. Targets for 2024-25 onwards are based on the measure being relatively stable with minor movement anticipated.

5a.2 Sealed local roads below the intervention level

Forecast for 2023-24 and targets for 2024-25 onwards indicate a steady target of 94%.

5a.3 Planning applications decided within the relevant required time

Forecast actual for 2023-24 is based on the 2023-24 half year data available. Targets for 2024-25 onwards have been aligned to our service standard target of 60% of planning permit applications determined within 60 statutory days, as determined in the Urban Planning Service Plan endorsed by Council in December 2017. Council will be reviewing this target in line with the review of the Urban Planning Service Plan (expected during 2024-25).

5a.4 Kerbside collection waste diverted from landfill

Forecast actual for 2023-24 is based on the 2023-24 half year data available. Targets for 2024-25 onwards are based on the rollout of the Food Organics and Garden Organics service with results of this measure anticipated to increase over next four years. The 2024-25 target has been increased (from 65%) as the 2023-24 forecast far exceeds this. The 2025-26 target is aligned to the Recycling Victoria (Department of Environment, Land, Water and Planning) interim target to divert 72% of waste from landfill by 2025.

5a.5 Working capital

Working capital (current assets / current liabilities) is the proportion of current liabilities represented by current assets. It is a general measure of the organisation's liquidity and its ability to meet its commitments as and when they fall due. The working capital ratio is anticipated to remain around 1.00 for the ten-year period. The decrease from 2022-23 is due to the carry-forward of capital works expenditure and the early payment of Victorian Grants Commission funding. These targets align to targets determined in our Long Term Financial Plan.

5a.6 Asset renewal

Asset renewal is calculated as asset renewal expenditure as a percentage of depreciation. This indicates the extent of Council's renewal of assets against its depreciation charge (an indication of the decline in value of its existing capital assets). A greater than 1.00 indicates Council is maintaining its existing assets, while a percentage less than 100% means its assets are deteriorating faster than they are being renewed and future capital expenditure will be required to renew assets. Council's asset renewal indicator is greater than 100% through the ten year outlook. These targets align to targets determined in our Long Term Financial Plan.

5a.7 Rates concentration

Rates concentration is measured as rate revenue compared to the adjusted underlying revenue. Adjusted underlying revenue is defined as total income excluding non-recurrent grants used to fund capital expenditure, non-monetary asset contributions, and contributions to fund capital expenditure from sources other than grants and non-monetary contributions. Rates concentration reflects the extent of reliance on rate revenues to fund all of Council's on-going services. The 2024-25 target shows a decrease on the 2023-24 forecast followed by small increases over the following two years. These targets align to targets determined in our Long Term Financial Plan.

5a.8 Expenditure level

Expenditure level presents the average Council expenditure per property assessment. The 2024-25 target shows an increase on the 2023-24 forecast followed by a decrease the following year. These targets align to targets determined in our Long Term Financial Plan.

5b.9 Adjusted underlying result

Adjusted underlying result is the net surplus or deficit for the year (per Australian Accounting Standards) adjusted for non-recurrent grants used to fund capital expenditure, non-monetary asset contributions, and contributions to fund capital expenditure other than grants and non-monetary asset contributions. It is an indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. Improvement in financial performance is expected over the period. The negative result in 2022-23 was largely driven by the net loss on the disposal of property, infrastructure, plant and equipment, in particular the transfer of the Knox Regional Sports Park assets to the State Government.

5b.10 Unrestricted cash

Unrestricted cash means all cash and cash equivalents other than restricted cash, including cash that will be used to fund capital expenditure from the previous financial year. Restricted cash means cash and cash equivalents, within the meaning of Accounting Standard *AASB 107 Statement of Cash Flows*, that are not available for use other than for a purpose for which it is restricted. The decline from the current year forecast demonstrates a reduction of cash and cash equivalents together with the utilisation of Interest-bearing loans and borrowings to fund the Capital Works Program. Statutory reserve balances are forecast to decrease in 2024-25 and 2025-26.

5b.11 Debt compared to rates

Loans and borrowings means interest bearing loans and borrowings compared to rates and charges revenue. The balance of interest bearing loans and borrowings is shown as a percentage of rates revenue. Loans and borrowings also refers to interest and principal repayments compared to rate revenue. The ratio describes Council's cash flow debt repayment capacity through the inclusion of interest and principal repayments on interest bearing loans and borrowings as a percentage of rate revenue. The trend indicates a continued reliance on debt against annual rate revenue in 2024-25 due to borrowings to fund the Capital Works Program.

5b.12 Indebtedness

Indebtedness compares non-current liabilities to own source revenue. Own source revenue is defined as adjusted underlying revenue other than revenue that is not under the control of Council (including government grants). Interest-bearing borrowings will increase in 2024-25 to fund the Capital Works Program, with ratio remaining steady in the following three years.

5b.13 Rates effort

Rates effort, which is intended to examine the community's capacity to pay, presents rate revenue as a percentage of the capital improved value of rateable properties in the municipality. The trend is relatively steady for rates effort.

5b.14 Revenue level

Revenue level presents the residential rate revenue per residential property assessment. The trend shows a small annual increase.

5c.15 Loan borrowing eligibility through the Government loans framework

The Victorian Government has approved the Treasury Corporation of Victoria (TCV) to become a direct lender to local councils. Victoria's strong credit rating means that the State can borrow and lend money at cheaper rates than are commercially available to councils. This new policy initiative enables Victorian councils to achieve interest cost savings by being able to access low-interest loans financed through TCV.

The following financial ratio criteria need to be satisfied to be eligible to borrow through TCV:

- Interest bearing loans and borrowings cannot exceed 60 percent of own source revenue
- The interest cover ratio cannot be less than 2:1

6. Financial Strategies

Long Term Financial Plan

The budget has been prepared for the four-year period ending 30 June 2028. The Budget is in turn set within the Long Term Financial Plan to assist Council to adopt a budget within a longer term financial framework. The Financial Plan provides a 10 year financially sustainable projection regarding how the actions of the Council Plan may be funded to achieve the Community Vision. The Financial Plan is to be adopted in June 2024 in line with the 2024-25 Budget. The Budget is supported by the following series of Financial Strategy Principles that guide the development of both the Annual Budget and the Financial Plan.

Financial Strategy Principles

Principles relating primarily to the operating budget:

Sustainable Budgeting Principle

Council will implement a sustainable budget and financial strategy that caters for short and long-term planning responsibilities.

Community expectations are a key driver of the strategy, as reflected in the Council Plan, and Council strives to adequately resource current and future need across the City. Council has limited financial and non-financial resources and faces wide-ranging and complex community needs.

Council is committed to delivering an annual operating surplus to provide funds for capital projects and infrastructure renewal, for both current and future generations. When identifying sources of revenue and determining expenditure needs, Council will ensure that these community needs can be adequately addressed in the future.

Rating Revenue Principle

Council comply with the Victorian Government's rate capping legislation which limits rate increased to an amount set by the relevant Minister.

A rating strategy included in the Revenue and Rating Plan that determines the allocation of rate contributions across the municipality will be considered by Council each term.

Council will comply with the rate capping legislation and will consider applying for a short term increase to the rate cap if deemed necessary during any budget or long term financial planning process.

Waste Management Principle

To not impact other services and capital renewal spending Council will fully recover the cost of waste services through a waste services charge.

Waste income is at full cost recovery and is not subject to the rate capping framework.

Intergovernmental Funding Principle

Council supports other levels of government to fully fund services delivered on their behalf. Council will maximise the level of grants and subsidies received from Commonwealth and State Governments to achieve a better share of government taxes for the Knox Community.

Funds received from other levels of government will normally be expected to meet the full direct and indirect costs of providing those services. Council opposes cost shifting from other levels of government and may not contribute funding or assets to services that are the responsibility of other levels of government. In circumstances where Council provides a subsidy to a service, a determination will be made ensuring the contribution does not outweigh the community benefit.

Where cost shifting from other levels of government is apparent, Council will communicate to its community the impacts of these cost impositions.

Operating Projects Expenditure Principle

Council will separately fund projects of a non-recurring operating nature in line with considering availability of revenue to fund existing services and infrastructure renewal.

Priority projects that are not started or completed within the budget year are subject to future budget and planning considerations. These projects will be reassessed against any revised Council priorities.

Amended Budget Principle

Council will amend the Budget for internal management reporting purposes to ensure prudent and transparent budgeting and financial planning.

Council will ensure a rigorous approach to budget management. The budget will be amended where necessary following finalisation of the annual accounts.

Amended budgets enable Council to review and approve variances to revenue and expenditure resulting primarily from external factors, ensuring accountability and optimal budget control for management reporting purposes. Amendments to the adopted budget will be considered under the following circumstances:

- Additional income has been received
- Reduction in income due to identified reasons
- Transactions required subsequent to finalisation of end of year accounts
- Expenditure increase matching additional income
- Additional non discretionary expenses
- Deferred expenditure
- Sound accounting processes to meet audit requirements.

In the circumstance where additional cash surplus is identified (after taking into account cash requirements in future years), 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.

Principles relating primarily to management of Council assets:

Asset Management Principle

This measures the renewal and upgrade expenditure that Council incurs on its existing asset base compared to depreciation expense. This assesses whether Council's assets are being renewed or upgraded as planned and compares the rate of spending on existing assets through renewing, restoring, replacing or upgrading existing assets with depreciation expense.

Council will provide well-maintained community assets that are fit for their purpose and provide best possible community benefit. Council's budget and long-term strategy will commit, with specific budget provision, an appropriate level of expenditure to ensure ongoing asset maintenance and renewal.

Council will plan and appropriately resource the necessary work on infrastructure to ensure that all assets are maintained fit for purpose. Accurate asset date and condition assessments will be drawn upon to inform the annual budgeting and works programs. Asset management involves anticipating and managing risk and asset failures. Council is committed to increasing expenditure on asset renewal in order to sustainably manage its community infrastructure. Appropriate expenditure is allocated to ensure that compliance and safety regulations are addressed for all assets.

The separate asset renewal component of total capital works expenditure will be based on needs identified in that will include amounts sufficient to fund renewal of our assets to agreed standards as established in the asset management plans, based on the replacement cost and remaining useful life of the asset in order to meet minimum community standards.

Council will maintain a capital sustainability index of greater than one-to-one until assets have reached standards defined in the asset management plans. The sustainability index is defined as the ratio of renewal expenditure on infrastructure assets compared to the annual depreciation expense incurred by these assets.

Council will seek the most effective community outcome from the application of asset renewal funds, which may not necessarily result in the replication of existing facilities but could involve the adaptive re-use of an asset. In such circumstances, asset renewal funds will complement new and upgrade funding as appropriate.

Capital Projects Budgeting Principle

Budgets to be phased according to actual build cycle leading to more appropriate accountability for expenditure and more accurate performance measures

Council will prioritise capital works expenditure based on the capital investment hierarchy as adopted by Council.

Council will budget capital expenditure in the financial year it is estimated to occur based on the methodology of scope, design, delivery.

Council Reserves Principle

Council will maintain, cash backed reserves for statutory (restricted) reserves only, allowing maximum cash availability to reduce borrowing requirements.

Council will endeavor to maintain a minimum cash balance equivalent to the identified cash backed reserves plus sufficient cash to achieve a working capital ratio of above 1.

Due to the nature of these funds, and potential for immediate use, the cash will not be considered as parts of Council's internal budgeting and management reporting processes. They will be treated as a source of funds only available for stated purpose.

Until these funds are used for the stated purpose the cash contained within these reserves will be managed in line with Council's Investment Policy.

These reserves will be held as assets in Council's balance sheet and the cash within the fund will be available for the predefined purposes for all statutory (restricted) reserves.

Property Holding Principle

Council will manage, acquire and dispose of property in the best interest of the Knox community. Council recognises the importance of property holdings over the long term to community wellbeing.

Assets will only be considered for disposal where there is no clear Council or community need for that asset in the foreseeable future. All property considered for disposal will undergo a thorough evaluation based on Council's Sale of Land and Buildings Policy Principles, which consider both financial and community benefit factors. Open space will not be sold unless it results in a net community benefit and addresses Council's Policy requirements, which includes consideration of the open space network, impact to habitat, flora and fauna, and proposed future infrastructure. Any proceeds derived from property realisation will be directed towards new/upgrade capital works or debt reduction and will not be used to fund operating expenditure. Council will not necessarily hold property that has no current or future identified purpose, or if that purpose can be met more effectively in other ways.

Existing holdings or strategic acquisitions must meet existing needs, newly identified needs or adopted strategies. To enhance community benefit opportunities for the alternative use of property (including asset realisation) will be investigated. Regular reviews of asset holdings will be conducted to identify opportunities for asset realisation. Asset management plans, asset usage, land use planning documents, strategic asset investment framework and community benefit will be consideration in such reviews.

Regular reviews of asset holdings will be conducted to identify opportunities for asset realisation. Asset management plans, asset usage, land use planning documents, strategic asset investment framework and community benefit will be consideration in such reviews.

Principles relating primarily to management of Council financial position:

Financial Principle

Council will fund all operating and capital expenditure in a prudent, ethical and responsible manner. Council will seek and accept external funding contributions to a project where the acceptance of the funding will not compromise Council's principles or objectives.

Council will seek to maximise all external funding opportunities and seek alternative revenue sources to reduce reliance upon rates, including transfers from other levels of government and other financing opportunities where appropriate, and having regard to the financial impacts and outcomes for the community. Following the decision to proceed with a project, external funding commitments will be formalised.

While an external funding opportunity should be part of the overall project, its consideration should remain only one factor in the decision-making process. Accordingly, care should be taken to not inappropriately commit Council to the acceptance of funding opportunities before the project is determined as suitable and of immediate priority. This is necessary to avoid the unreasonable distortion of Council's priorities due to the availability of external funding.

Cash Management Principle

Working capital ratio is used to assess financial performance. Low working capital ratio values, near one or lower, can indicate serious financial problems. The working capital ratio indicates Councils short-term assets to pay off its short-term debt.

Council will monitor its Working Capital Ratio (current assets/current liabilities) to ensure the maintenance of the required level of cash to meet operational requirements.

The target ratio should remain at or above 1 (see Council Reserves Principle).

Council will maximise the return on cash funds invested and ensure investment placements remain within ethical and legislative constraints. Outstanding debtors will be converted to cash by adopting commercial practices and benchmarks.

Loan Borrowing Principle

Councils ability to fund services and capital renewal expenditure from own source revenue is a key measure of sustainability.

Council will consider the use of loan funding as a viable and equitable mechanism of funding new/significantly upgraded major assets that provide a broad community benefit or funding capital projects that provide a financial return above annual loan funding costs.

Prior to undertaking any future borrowings, Council will model the implications of the proposed loan program on council's long-term financial position and determine the funding mechanism to meet annual debt servicing and redemption requirements, in line with the approved Loan Borrowing Policy.

To be eligible to access funds through the TCV loan framework, Council will remain within the stated financial ratios for the time period defined within the framework.

One of the key considerations for Council in the application of future loan borrowings is the annual operational and asset renewal needs can be met from annual funding sources. That is, Council will strive to not access funding from non-renewable sources such as loans, asset sales or reserves to meet its annual operational and renewal expenditure needs. With the exception of one off expenditure requirements such as a defined benefits call-up.

7. Schedule of Fees and Charges

This appendix presents the fees and charges which will be charged in respect to various goods and services during the financial year 2024-25. Note that this schedule only includes fees set by Council. There are other fees that are set by statute and charged by Council in addition to this listing. These are statutory fees and are made in accordance with legislative requirements. These fees are updated as of 1 July 2024 and will be reflected on Council's website.

Knox City Council

2024-25 Fees & Charges



Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
CEO - Chief Financial Office					
REVENUE & PROPERTY SERVICES					
<i>Land Information Certificates are a standard charge fixed by State Government (Statutory) legislation. Summons Costs recovered are fully recoverable from the outstanding rate debtors.</i>					
Summons Costs Recovered (Legal Costs)	Scale of Costs	Scale of Costs	Scale of Costs	\$0.00	0.00%
Land Information Certificates - Urgent Requests Additional Fee	Per Certificate	\$43.00	\$45.00	\$2.00	4.65%
Reproduction of a Valuation and Rate Notice - Current rating year	Per Notice	\$15.00	\$16.00	\$1.00	6.67%
Reproduction of a Valuation and Rate Notice - Up to 7 prior rating years	Per Notice	\$20.00	\$21.00	\$1.00	5.00%
Reproduction of a Valuation and Rate Notice - Older than 7 prior rating years	Per Hour	\$92.00	\$96.00	\$4.00	4.35%
Recovery of cost incurred to undertake a Field Call	Per Field Call	\$92.00	\$96.00	\$4.00	4.35%
Recovery of Council's Agency's Professional Costs to prepare Field Call documentation.	Per Field Call	\$80.00	\$84.00	\$4.00	5.00%
Supplementary Valuation Fee (Water Authorities)	Per Property	\$35.00	\$37.00	\$2.00	5.71%
PROPERTY RENTALS					
<i>This is a nominal fee paid annually by community groups subject to a licence agreement for the use of the facility. Occupancy arrangements are undertaken in accordance with the 'Leasing and Licensing' Policy.</i>					
Community Group Agreement Fee (Lease/Licence) - for current executed agreement	Per Annum	\$239.00	\$249.00	\$10.00	4.18%
Community Group Agreement Fee (Lease/Licence) - for new agreement entered from 1st July 2024	Per Annum	New Fee	\$450.00	New Fee	New Fee
Essential Safety Measures (for commercial properties)	Per Annum	\$425.00	Based on property size	\$0.00	0.00%

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Administration Fees for New Tenancy Application:					
Telecommunication - Rooftop and Building site	Per Application	New Fee	\$2,000.00	New Fee	New Fee
Telecommunication - Macro base station sites (New application)	Per Application	New Fee	\$4,000.00	New Fee	New Fee
Telecommunication - Macro base station sites (Upgrade application)	Per Application	New Fee	\$2,000.00	New Fee	New Fee
Other Administration Fees:					
Commercial - Specific property request	Per Request	New Fee	\$1,000.00	New Fee	New Fee
Adjoining Owner - Examples include use of road reserves, or land historically encroached on, now to be managed under agreement	Per Request	New Fee	\$500.00	New Fee	New Fee

Knox City Council

2024-25 Fees & Charges



Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
City Liveability - City Planning and Building					
PLANNING SERVICES					
<i>The Planning and Subdivision fees indicated below are for the processing and administration of development applications. Most of these fees are prescribed by State Regulations. Only those that are at the discretion on Council are indicated below.</i>					
Secondary Consent & Extension of Time Requests					
Secondary Consent Requests	Per Request	\$440.00	\$460.00	\$20.00	4.55%
Extension of Time Request - For all permits other than Multi Dwelling Permits for more than two dwellings or tree removal on single dwelling sites	Per Request	\$300.00	\$315.00	\$15.00	5.00%
Extension of Time Request - For Tree Removal or Pruning (single dwelling sites only).	Per Request	\$95.00	\$100.00	\$5.00	5.26%
Extension of Time Request - For Multi Dwelling Permits of more than two dwellings	Per Request	\$770.00	\$800.00	\$30.00	3.90%
Bonds (Refundable)					

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Works Bond	Per Request	150% of the estimated cost of works. Minimum bond amount - \$7,000 for incomplete works bond and \$3,000 for maintenance bond	150% of the estimated cost of works. Minimum bond amount - \$7,500 for incomplete works bond and \$3,500 for maintenance bond		
Landscaping Bond	Per Request	\$7,300.00	\$7,600.00	\$300.00	4.11%
Fee to process Bonds for uncompleted works bonds, landscaping bonds and maintenance bonds	Per Request	\$440.00	\$460.00	\$20.00	4.55%
Fee to provide a quote for a Bond for uncompleted works bonds, landscaping bonds and maintenance bonds	Per Request	\$135.00	\$140.00	\$5.00	3.70%
Application Advertising					
- Public Notice sign for displaying on site	Per Site	\$70.00	\$73.00	\$3.00	4.29%
- Erection and Management of Public Notices	Per Site	\$250.00	\$260.00	\$10.00	4.00%
- Mail notices up to 10 inclusively	Flat Rate	\$220.00	\$230.00	\$10.00	4.55%
- Each additional mail notices between 11 and 50 for mail notices up to 10 is to be added on plus each additional mail notice charge)	Per Additional Notice	\$17.00	\$18.00	\$1.00	5.88%
- Mail notices between 51 and 100 inclusively	Flat Rate	\$1,130.00	\$1,175.00	\$45.00	3.98%
- Mail notices between 101 and 200 inclusively	Flat Rate	\$2,460.00	\$2,560.00	\$100.00	4.07%
- Mail notices greater than 200	Flat Rate	\$3,100.00	\$3,225.00	\$125.00	4.03%
- Standard letter request for planning information	Flat Rate	\$100.00	\$105.00	\$5.00	5.00%
Planning (Miscellaneous)					

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Planning Application - tree removal (Single dwelling sites only - Development sites fee is as specified in Clause 21 of the Planning and Environment (Fees) Regulations 2016)	Per Application	\$190.00	\$200.00	\$10.00	5.26%
Planning Application - tree pruning (Single dwelling sites only - Development sites fee is as specified in Clause 21 of the Planning and Environment (Fees) Regulations 2016)	Per Application	\$95.00	\$100.00	\$5.00	5.26%
Planning File Recall (Residential). Fee covers copies of permits and endorsed plans for a maximum of two permits	Per Request	\$220.00	\$230.00	\$10.00	4.55%
Planning File Recall (Industrial / Commercial). Fee covers copies of permits and endorsed plans for a maximum of two permits	Per Request	\$440.00	\$460.00	\$20.00	4.55%
Planning File Recall (Residential/Industrial & Commercial) Additional Permits or Plans not included in initial request (i.e. more than two permits and endorsed plans)	Per document	New Fee	\$20.00	New Fee	New Fee
Refund Request	Per Request	Cost of Service	Cost of Service		
Planning Historical Searches Residential (Provision of Permit Details where there are 5 or more planning permits that apply to the site)	Per Request	\$90.00	\$95.00	\$5.00	5.56%
Planning Historical Searches Commercial (Provision of Permit Details where there are 5 or more planning permits that apply to the site)	Per Request	\$280.00	\$300.00	\$20.00	7.14%
Net Gain Fee	Per Plant	\$45.00	\$47.00	\$2.00	4.44%
Pre-Application Request	Per Request	\$310.00	\$325.00	\$15.00	4.84%
Dishonoured Cheque Fee	Per Cheque	\$42.00	\$44.00	\$2.00	
BUILDING SERVICES					
<i>The Building Services fees provide for the assessment, administration and inspection works necessary for the issue of Building Permits and other miscellaneous site inspections. Most Building Surveying and Permit services are open to market competition (hence GST applies to these), and the fees should be varied on a commercial basis.</i>					
Domestic Permits					
Single Dwellings #	Per Permit	Value/90 or minimum fee of \$2,750.00	Value/90 or minimum fee of \$2,800.00		

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Multi Dwelling applications (Class 1) #	Per Permit	Value/90 or minimum fee of \$4,050.00	Value/90 or minimum fee of \$4,100.00		
Dwellings Additions (including Dependant Relative Units) #	Per Permit	Value/95 or minimum fee of \$1,450.00	Value/95 or minimum fee of \$1,500.00		
Variation Permits / Renewals #	Per Permit	\$345.00	\$360.00	\$15.00	4.35%
Signs, Aerials, Retaining Walls etc. #	Per Permit	\$860.00	\$900.00	\$40.00	4.65%
Sheds, Carports, Garages, Verandas, decks, etc. #	Per Permit	\$860.00	\$900.00	\$40.00	4.65%
Swimming Pools and Spas #	Per Permit	\$1,250.00	\$1,300.00	\$50.00	4.00%
Demolitions #	Per Permit	\$940.00	\$980.00	\$40.00	4.26%
Minor Variation to Report & Consent decisions #	Per Request	\$110.00	\$115.00	\$5.00	4.55%

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Industrial / Commercial Permits					
Minor works up to \$15,000 #	Per Permit	\$980.00	\$1,020.00	\$40.00	4.08%
Minor works \$15,000 to \$50,000 #	Per Permit	\$2,700.00	\$2,800.00	\$100.00	3.70%
Fit out Permits	Per Permit	\$2,700.00	\$2,800.00	\$100.00	3.70%
Classes 2 - 9 (up to \$15,000) #	Per Permit	\$980.00	\$1,020.00	\$40.00	4.08%
Classes 2 - 9 (\$15,000 - \$50,000) #	Per Permit	\$2,700.00	\$2,800.00	\$100.00	3.70%
Classes 2 - 9 (above \$50,000) #	Per Permit	(Cost/2,000 + square root of cost) * 8 or minimum fee of \$3,600	(Cost/2,000 + square root of cost) * 8 or minimum fee of \$3,650		
<i># Fees may be varied by up to 20% by either the Manager City Planning or Co-ordinator Building Services.</i>					
Building (Miscellaneous)					
Building over easements. Building over public space (other than where the public space will be occupied for 6 months or more and the cost of the project exceeds \$5m), and other Council approvals. *	Per Request	\$340.00	\$355.00	\$15.00	4.41%
Building Over public space - where public land is occupied for 6 months or more or the cost of the project is \$5m or more	Per Week Occupied	\$2 per square metre per day (minimum fee of \$200 per week & maximum fee of \$520 per week)	\$2 per square metre per day (minimum fee of \$200 per week & maximum fee of \$520 per week)		
Building Over public space (cost under \$5 million) - where public land is occupied for 2-4 months	Per Week Occupied	\$2 per square metre per day (minimum fee of \$100 per week & maximum fee of \$200 per week)	\$2 per square metre per day (minimum fee of \$100 per week & maximum fee of \$200 per week)		

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Building Over public space (cost under \$5 million) - where public land is occupied for 4-6 months	Per Week Occupied	\$2 per square metre per day (minimum fee of \$120 per week & maximum fee of \$400 per week)	\$2 per square metre per day (minimum fee of \$120 per week & maximum fee of \$400 per week)		
Council notification of Report and Consent applications	Per Request	\$325.00	\$340.00	\$15.00	4.62%
Extension of Time Request for existing Building Permit - 12 Months *	Per Request	\$210.00	\$220.00	\$10.00	4.76%
Sundry Additional Inspection (In Area) *	Per Inspection	\$235.00	\$245.00	\$10.00	4.26%
Afterhours Building Inspection (excluding emergency inspections)	Per Inspection	\$500.00	\$520.00	\$20.00	4.00%
Building File Recall Residential	Per Permit	\$220.00	\$230.00	\$10.00	4.55%
Building File Recall Industrial/Commercial	Per Permit	\$440.00	\$460.00	\$20.00	4.55%
Occupancy Permit - Public Entertainment (less than 5,000 patrons) *	Per Permit	\$750.00	\$780.00	\$30.00	4.00%
Occupancy Permit - Public Entertainment (5,000 patrons or more) *	Per Permit	\$1,500.00	\$1,560.00	\$60.00	4.00%
Occupancy Permit - Public Entertainment - 5 Year Permit (less than 5,000 patrons) *	Per Permit	\$1,500.00	\$1,560.00	\$60.00	4.00%
Occupancy Permit - Public Entertainment - 5 Year Permit (5,000 patrons or more) *	Per Permit	\$3,000.00	\$3,120.00	\$120.00	4.00%
Occupancy Permit - Public Entertainment - late lodgement (lodged within 2 weeks of event) less than 5,000 patrons	Per Permit	\$1,000.00	\$1,040.00	\$40.00	4.00%
Occupancy Permit - Public Entertainment - late lodgement (lodged within 2 weeks of event) 5,000 patrons or more	Per Permit	\$1,250.00	\$1,300.00	\$50.00	4.00%
Occupancy Permit - Public Entertainment - Amendment to 5 Year Permit - less than 5,000 patrons	Per Amendment	\$550.00	\$575.00	\$25.00	4.55%
Occupancy Permit - Public Entertainment - Amendment to 5 Year Permit - 5,000 patrons or more	Per Amendment	\$1,100.00	\$1,145.00	\$45.00	4.09%

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Building Historical Searches Residential (Provision of Permit Details where there are 5 or more building permits that apply to the site)	Per Information	\$90.00	\$95.00	\$5.00	5.56%
Building Historical Searches Commercial (Provision of Permit Details where there are 5 or more building permits that apply to the site)	Per Information	\$280.00	\$300.00	\$20.00	7.14%
Essential Safety Measures determination - Type C Construction	Per Determination	\$860.00	\$895.00	\$35.00	4.07%
Essential Safety Measures determination - Type A or Type B Construction	Per Determination	\$1,720.00	\$1,790.00	\$70.00	4.07%
Performance Solution - Domestic	Per Solution	\$450.00	\$470.00	\$20.00	4.44%
Performance Solution - Commercial / Industrial	Per Solution	\$900.00	\$940.00	\$40.00	4.44%
Pre-Application Request (Building works on Council land) less than \$100,000	Per Request	\$450.00	\$470.00	\$20.00	4.44%
Pre-Application Request (Building works on Council land) \$100,000 or more	Per Request	\$860.00	\$900.00	\$40.00	4.65%
Swimming Pool or Spa Barrier Certificate of Compliance	Per Certificate	\$260.00	\$270.00	\$10.00	3.85%
Refund Request	Per Request	Variable	Variable		
Dishonoured Cheque Fee	Flat Rate	\$42.00	\$44.00	\$2.00	4.76%
* Non Statutory Fees may be varied by up to 20% by either the Manager City Planning or Co-ordinator Building Services.					

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
City Liveability - City Futures					
Custom and/or Printed Maps					
<i>Quoted prices available upon request</i>					
Electronic Files and/or Printed Copies	Per Request	Variable	Variable		
Electric Vehicle Charging					
Electric Vehicle Charging Station	per kWh	New Fee	20c	New Fee	New Fee
City Liveability - City Safety and Health					
TRAFFIC ENFORCEMENT, ANIMAL CONTROL & LOCAL LAWS					
<i>Fees relate to Council's Amenity Local Law, Domestic Animals Act and Road Rules Victoria.</i>					
<i>Infringement fines are set in legislation. Permit application, Annual Renewal & Registration fees are at Council's discretion and have been calculated based on cost recovery.</i>					
<i>For ease of use, administration fees have been rounded.</i>					
Permit Application Fees					
Application Fee (to be applied unless a separate application fee is specified below)	On Application	\$173.00	\$180.00	\$7.00	4.05%
Permit Fees					
Additional Animal Permit/ Renewal Fee	Annual	\$98.00	\$102.00	\$4.00	4.08%
Permit to keep a long or heavy vehicle on private land (in a residential area)	Annual	\$237.00	\$247.00	\$10.00	4.22%
Temporary Accommodation/Camping (on public or private land) Permit/ Renewal)	Per Permit	\$98.00	\$102.00	\$4.00	4.08%
Place a commercial waste bin on Council Land (Permit/ Renewal)	Annual	\$50.00	\$52.00	\$2.00	4.00%
Fireworks Council Land and Roads	Per Permit	\$98.00	\$102.00	\$4.00	4.08%
Permit (other) - i.e. any other permit triggered by the Local Law (Permit/ Renewal)	Annual	\$98.00	\$102.00	\$4.00	4.08%
Permit to display or sell goods or services on public land					
Permit fee for single day use	Charge	\$98.00	\$102.00	\$4.00	4.08%
Initial Permit/ Renewal fee for period up to 12 months	Per Permit	\$489.00	\$509.00	\$20.00	4.09%
Fitness Permit - Community Group / Not for profit (up to 10 sessions per week) - on public land not managed by Council's Leisure Services	6 Monthly	\$0.00	\$0.00	\$0.00	0.00%

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Fitness Permit - Commercial (up to 10 sessions per week) - on public land not managed by Council's Leisure Services	6 Monthly	\$1,667.00	\$1,734.00	\$67.00	4.02%
Permit to place tables and chairs on footpath (street furniture)					
Initial Permit/ Renewal Fee - Per seated person	Per Person	\$43.00	\$45.00	\$2.00	4.65%
Initial Permit/ Renewal Fee - Each Table	Per Table	\$35.00	\$37.00	\$2.00	5.71%
Roadside Trading Permit					
Permit for one day only	Per Location Application	\$241.00	\$251.00	\$10.00	4.15%
Permit for 2-7 days	Per Location Application	\$475.00	\$494.00	\$19.00	4.00%
Permit for up to one month	Per Location Application	\$1,330.00	\$1,384.00	\$54.00	4.06%
<i>Roadside trading fees do not apply to community groups undertaking special event fundraising such as the sale of Christmas trees just prior to Christmas.</i>					
Municipal-Wide Trading Permit (including shared bicycle/scooter operators or other business models)					
Application Fee	On Application	\$644.00	\$670.00	\$26.00	4.04%
Permit for up to one month	Per Application	\$1,815.00	\$1,888.00	\$73.00	4.02%
Permit to place a clothing recycling bin on public land					
Initial Permit/ Renewal Fee - directly operated by fundraising organisation under the Fundraising Act 1998	Per Bin	\$153.00	\$160.00	\$7.00	4.58%
Initial Permit/ Renewal Fee - Other	Per Bin	\$640.00	\$666.00	\$26.00	4.06%
Place a Rubbish Skip bin on public land					
Accredited provider Permit/ Renewal Fee (application fee does not apply)	Annual	\$500.00	\$520.00	\$20.00	4.00%
Accredited provider - bin placement (application fee does not apply)	Per Bin	\$50.00	\$52.00	\$2.00	4.00%
Non Accredited provider - one off bin placement (fee includes application cost)	Per Bin	\$173.00	\$180.00	\$7.00	4.05%

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Fundraising Permit					
Application Fee	On Application	Not Applicable	Not Applicable	\$0.00	0.00%
Permit Fee	Per Permit	\$0.00	\$0.00	\$0.00	0.00%
Permit to place a sign on a road or Council Land					
Small "A" frame or other similar sign less than 600mm by 900mm in size (Permit/ Renewal Fee)	Annual	\$95.00	\$99.00	\$4.00	4.21%
Sign up to 1800mm by 900mm in size (Permit/ Renewal Fee)	Annual	\$159.00	\$166.00	\$7.00	4.40%
Initial Permit/ Renewal Fee	Annual	\$228.00	\$238.00	\$10.00	4.39%
Temporary sign (i.e. community event board) - up to 6 weeks	Per Permit sign	\$95.00	\$102.00	\$7.00	7.37%
Real Estate Open for Inspection/ Auction (i.e. a-frame) - Single Placement	Per Permit	\$98.00	\$102.00	\$4.00	4.08%
Real Estate Open for Inspection/ Auction (i.e. a-frame) - Annual Permit/ Renewal	Per Office Location	\$708.00	\$737.00	\$29.00	4.10%
Real Estate - Lease/ Sale Advertising Board (outside property) - up to 3 months	Per Permit	\$98.00	\$102.00	\$4.00	4.08%
Burning Off Permits					
Application Fee	On Application	Not Applicable	Not Applicable	\$0.00	0.00%
Permit issued outside the bushfire management overlay area	Per Permit	\$76.00	\$80.00	\$4.00	5.26%
Permit issued within the bushfire management overlay area	Per Permit	\$0.00	\$0.00	\$0.00	0.00%
Parking Permits (Domestic/Residential)					
Application Fee	On Application	Not Applicable	Not Applicable	\$0.00	0.00%
Initial permit/renewal (up to 2 permits)	Per Permit	\$0.00	\$0.00	\$0.00	0.00%
Third and subsequent permit/renewal	Per Permit	\$60.00	\$63.00	\$3.00	5.00%
Replacement (lost, stolen or changeover vehicle)	Per Permit	\$32.00	\$34.00	\$2.00	6.25%

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Parking Permits (Commercial)					
Application Fee	On Application	Not Applicable	Not Applicable	\$0.00	0.00%
Service provided by Council on behalf of private business (Sec 90D Road Safety Act) permit/renewal - optional service provided at request by private business	Per Permit	\$32.00	\$34.00	\$2.00	6.25%
Operated by Council initial permit/renewal (up to 4 permits)(Council land)	Per Permit	\$32.00	\$34.00	\$2.00	6.25%
Operated by Council (Fifth and subsequent permits/renewal)	Per Permit	\$60.00	\$63.00	\$3.00	5.00%
Replacement (lost, stolen or changeover vehicle)	Per Permit	\$30.00	\$32.00	\$2.00	6.67%
Private Parking Area Agreements (Sec 90D Road Safety Act)					
Application Fee	Per Permit	\$961.00	\$1,000.00	\$39.00	4.06%
Permit/ Renewal Fee	Per Permit	\$373.00	\$388.00	\$15.00	4.02%
Animal Registration and Fees					
<p><i>The fee structure for animal registration renewals includes Government fees associated with dog and cat animal registrations Domestic Animal Business. Fees in this section have been rounded up or down consistent with Councils strategic approach to animal registrations within the Domestic Animal Management Plan. All Animal Registration Fees below, unless otherwise noted, are effective from 10 April in accordance with the Domestic Animal Act. Prior to 10 April, previous year fees apply.</i></p>					
Category 1D - Dog that meets any one of the following: * Desexed; * over 10 years old; * registered and owner current member of an approved association; * kept for breeding at licensed premises; * kept for working stock. * undergone obedience training which complies with the regulations.	Annual	\$58.00	\$60.00	\$2.00	3.45%
Category 1DP - Pensioner Concession Rebate for Category 1D (Dog Desexed - also over 10 years old, current member of an approved association, kept for breeding at licensed premises, kept for working stock)	Annual	\$29.00	\$30.00	\$1.00	3.45%
Category 2DH - Dog Unsterilized and Microchipped - Only applies to current registrations and not new registrations.	Annual	\$100.00	\$104.00	\$4.00	4.00%

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Category DLP - Pensioner Concession Rebate for Category 2DH (Dog Unsterilized and Microchipped) - Only applies to current registrations and not new registrations.	Annual	\$37.00	\$39.00	\$2.00	5.41%
Category 1J - Dog or Cat meets 3 categories (i.e. desexed, microchipped, obedience trained, breeder etc.) (registered pre 10 April 2016)	Annual	\$40.00	\$42.00	\$2.00	5.00%
Category 1JP - Pensioner Concession Rebate for Dog or Cat meets 3 categories (i.e. desexed, microchipped, obedience trained, breeder etc.) (registered pre 10 April 2016)	Annual	\$20.00	\$21.00	\$1.00	5.00%
Category 2D - Dog Unsterilized	Annual	\$222.00	\$232.00	\$10.00	4.50%
Category 2DP - Pensioner Concession Rebate for Dog Unsterilized	Annual	\$111.00	\$116.00	\$5.00	4.50%
Category 2R Declared Menacing Dog, Restricted Breed Dog, Declared Dangerous Dog (no Pensioner Concession Rebate applies)	Annual	\$377.00	\$393.00	\$16.00	4.24%
Category 1DF - Dog that is kept in foster care by a registered foster carer	Annual	\$8.30	\$8.50	\$0.20	2.41%
Cat 1C - Cat that meets any one of the following: * desexed; * over 10 years old; * current member of an approved association; * kept for breeding at licensed premises.	Annual	\$52.00	\$54.00	\$2.00	3.85%
Category 1CP - Pensioner Concession Rebate for Cat 1C - Cat Desexed (also over 10 years old, current member of an approved association)	Annual	\$26.00	\$27.00	\$1.00	3.85%
Category 2C - Cat Unsterilized (exempt under the Domestic Animal Act from requirement to be desexed)	Annual	\$222.00	\$232.00	\$10.00	4.50%
Category 2CP - Pensioner Concession Rebate for Cat 2C - Cat unsterilized (exempt under the Domestic Animal Act from requirement to be desexed)	Annual	\$111.00	\$116.00	\$5.00	4.50%
Category 1CF - Cat that is kept in foster care by a registered foster carer	Annual	\$8.30	\$8.50	\$0.20	2.41%
Registration incentive (dog) - first year of registration is free with evidence that the dog is purchased from a registered animal shelter (i.e.. Vic Animal Aid, RSPCA, Lost Dogs Home) - within 30 days of purchase.	First Registration Per Animal	\$0.00	\$0.00	\$0.00	0.00%

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Registration incentive (cat) - first year of registration is free with evidence that the cat is purchased from a registered animal shelter (i.e.. Vic Animal Aid, RSPCA, Lost Dogs Home) - within 30 days of purchase.	First Registration Per Animal	\$0.00	\$0.00	\$0.00	0.00%
Unsterilized Puppy registration - discounted initial registration at the desexed registration rate for unsterilized puppies under 6 months of age.	First Registration Per Animal	\$58.00	\$60.00	\$2.00	3.45%
Accessing of Pet register information	Per Entry Inspected	\$14.00	\$15.00	\$1.00	7.14%
Desexing refunds will only be provided for dogs desexed prior to 30th June and were registered as an 'Unsterilized Puppy' in the previous registration year (a copy of the desexing certificate must be supplied).		Refund amount is the difference between the full fee and the discounted fee	Refund amount is the difference between the full fee and the discounted fee		
Refund of Animal Registration: Eligible if animal dies within 1 month of new registration, or 1 month from 10 April for registration renewals.		Refund of the applicable registration fee	Refund of the applicable registration fee		
50% pro-rata of Animal Registration fees apply on 10 October. (Does not apply for animals registered at the Pound (upon release after being impounded)).		50% of the applicable registration fee	50% of the applicable registration fee		
Domestic Animal Business Registration					
Animal Business Registration	Annual	\$300.00	\$312.00	\$12.00	4.00%
Foster Carer Registration					
Foster Carer Registration	Annual	\$63.00	\$66.00	\$3.00	4.76%
Pound Release Fees					
Release of domestic dog from pound (reclaim within 1-2 days) - unregistered	Per Animal	\$300.00	\$315.00	\$15.00	5.00%

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Release of domestic dog from pound (reclaim within 3-5 days) - unregistered	Per Animal	\$330.00	\$345.00	\$15.00	4.55%
Release of domestic dog from pound (reclaim within 6-8 days) - unregistered	Per Animal	\$370.00	\$385.00	\$15.00	4.05%
Release of domestic dog from pound (reclaim within 1-2 days) - registered	Per Animal	\$220.00	\$230.00	\$10.00	4.55%
Release of domestic dog from pound (reclaim within 3-5 days) - registered	Per Animal	\$250.00	\$260.00	\$10.00	4.00%
Release of domestic dog from pound (reclaim within 6-8 days) - registered	Per Animal	\$290.00	\$300.00	\$10.00	3.45%
Release of domestic cat from pound (reclaim within 1-2 days) - unregistered	Per Animal	\$170.00	\$180.00	\$10.00	5.88%
Release of domestic cat from pound (reclaim within 3-5 days) - unregistered	Per Animal	\$190.00	\$200.00	\$10.00	5.26%
Release of domestic cat from pound (reclaim within 6-8 days) - unregistered	Per Animal	\$210.00	\$220.00	\$10.00	4.76%
Release of domestic cat from pound (reclaim within 1-2 days) - registered	Per Animal	\$125.00	\$135.00	\$10.00	8.00%
Release of domestic cat from pound (reclaim within 3-5 days) - registered	Per Animal	\$145.00	\$155.00	\$10.00	6.90%
Release of domestic cat from pound (reclaim within 6-8 days) - registered	Per Animal	\$165.00	\$175.00	\$10.00	6.06%
Per day sustenance fee (if held beyond the 8 days impounding fee period)	Per Animal Per Day	\$41.00	\$43.00	\$2.00	4.88%
Livestock					
Impounding fees for large animal - horse, cow or similar	Per Animal	\$422.00	\$439.00	\$17.00	4.03%
Impounding fees for sheep, goat, pig or similar sized animal	Per Animal	\$282.00	\$294.00	\$12.00	4.26%
Posting formal notice	Per Notice	\$25.00	\$26.00	\$1.00	4.00%
Advertisement in newspaper (animal to be sold at auction after statutory 14 day impound period)	Per Advert	\$355.00	\$370.00	\$15.00	4.23%
Offences under the Amenity Local Laws					
<i>Fines and penalties applied under legislation are not reported in this document.</i>					
Other Fees					
Works undertaken on private property					

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Land management fee for works undertaken on private property (i.e. unsightly properties/fire hazard clearances or similar)	Charge	\$220.00 + Actual cost of works	\$229.00 + Actual cost of works		

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Release of Impounded goods					
Large Sign (greater than 1800mm x 900mm) i.e. real estate board	Per Sign	\$294.00	\$306.00	\$12.00	4.08%
Medium sign (greater than 900mm or 600mm or less than 1800mm x 900mm) i.e. A-frame sign	Per Sign	\$198.00	\$206.00	\$8.00	4.04%
Small sign (less than 900mm in height or 600mm in width) i.e. pointer board	Per Sign	\$90.00	\$94.00	\$4.00	4.44%
Shopping trolley	Per Trolley	\$142.00	\$148.00	\$6.00	4.23%
Skip bin / Bulk waste container / Shipping container / Clothing recycling bin / or other large item	Per Item	\$719 + any additional cost to Council for impound and storage	\$748 + any additional cost to Council for impound and storage		
Other Items not mentioned above	Per Item	\$216.00	\$225.00	\$9.00	4.17%
Impounded Vehicle Release					
Impounded Vehicle Administration fee	Per Vehicle	\$330.00	\$344.00	\$14.00	4.24%
Towing fee for Car	Per Vehicle	\$344.00	\$358.00	\$14.00	4.07%
Difficult recovery of vehicle	Per Vehicle	\$204.00 + the actual cost	\$204.00 + the actual cost	\$0.00	0.00%
Towing fee for Oversized Vehicle (including Truck, Bus, large trailer, etc.)	Per Vehicle	\$204.00 + the actual cost	\$204.00 + the actual cost	\$0.00	0.00%
Vehicle storage	Per Vehicle	Actual costs	Actual costs	\$0.00	0.00%
Archived records retrieval fee	Per Request	\$35.00	\$37.00	\$2.00	5.71%
HEALTH SERVICES					
Public Health & Wellbeing Act Registration Fee					
Skin Penetrators / Beauty Therapies - single operation	Per Annum	\$187.00	\$293.00	\$106.00	56.68%
Hairdressers / Skin Penetrators / Beauty Therapies - multiple operation	Per Annum	\$253.00	\$366.00	\$113.00	44.66%

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
One-off registration for Hairdressing business/ premise (unchanged proprietor) - single operation	One-off registration	\$305.00	\$320.00	\$15.00	4.92%
Aquatic Facilities Category 1 (high usage e.g. Leisure Works/Learn to Swim programmes)	Per Annum	\$344.00	\$360.00	\$16.00	4.65%
Aquatic Facilities Category 1 (low usage)	Per Annum	\$234.00	\$245.00	\$11.00	4.70%
Health Act Accommodation Registration Fees					
Up to 20 residents	Per Annum	\$419.00	\$850.00	\$431.00	102.86%
More than 12 residents	Per Annum	\$645.00	\$1,400.00	\$755.00	117.05%
Food Act Registration Fees -Includes Food Act Legislative amendments. Registration Fees include registration and first follow up inspection.					
Class 1A Hospitals	Per Annum	\$713.00	\$940.00	\$227.00	31.84%
Class 1A Additional Inspection Fee	Per Inspection	\$252.00	\$315.00	\$63.00	25.00%
Class 1B Aged Care Facilities, Child Care Centres, Meals on Wheels	Per Annum	\$548.00	\$730.00	\$182.00	33.21%
Class 1B Additional Inspection Fee	Per Inspection	\$168.00	\$240.00	\$72.00	42.86%
Class 2A Large Supermarkets - 3 plus departments	Per Annum	\$2,313.00	\$2,410.00	\$97.00	4.19%
Class 2A Additional Inspection Fee	Per Inspection	\$335.00	\$350.00	\$15.00	4.48%
Class 2B Minimarts, Bakery, Food Manufacturer small, Restaurant, Take Away Food Premises, Caterers, mobile and temporary premises. (50% discount for mobile food vans and temporary premises linked to a fixed premises located in the municipality of Knox).	Per Annum	\$713.00	\$745.00	\$32.00	4.49%
Class 2B Additional Inspection Fee	Per Inspection	\$254.00	\$265.00	\$11.00	4.33%
Class 2CG Class 2 Community Group registration	Per Annum	\$180.00	\$190.00	\$10.00	5.56%
Class 2CG Class 2 Community Group registration - single event registration	Per Application	\$100.00	\$105.00	\$5.00	5.00%
Class 2 Commercial business - single event registration	Per Application	\$168.00	\$175.00	\$7.00	4.17%
Class 2 Food vending machines	Per Vending Machine	\$97.00	\$100.00	\$3.00	3.09%
Class 2HB Home Businesses	Per Annum	\$509.00	\$530.00	\$21.00	4.13%

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Class 2HB Additional Inspection Fee	Per Inspection	\$151.00	\$158.00	\$7.00	4.64%
Class 2ES Supermarkets - 3 plus departments. That hold non standard FSP	Per Annum	\$2,434.00	\$2,550.00	\$116.00	4.77%
Class 2ES Additional Inspection Fee	Per Inspection	\$335.00	\$350.00	\$15.00	4.48%
Class 3FVS Mobile Food Vans - for the first 10 vans	Per Annum	New Fee	\$489.00	New Fee	New Fee
Class 2FVS Mobile Food Vans - for 11th van onwards (50% Class 2FV fee)	Per Annum	New Fee	\$244.50	New Fee	New Fee
Class 2E Premises that hold non standard FSP's and are subject to independent audit	Per Annum	\$580.00	\$745.00	\$165.00	28.45%
Class 2E Additional Inspection Fee	Per Inspection	\$253.00	\$265.00	\$12.00	4.74%
Class 3S Large Supermarkets that sell potentially hazardous pre-packed foods. e.g. ALDI	Per Annum	\$1,826.00	\$1,500.00	(\$326.00)	(17.85%)
Class 3S Additional Inspection Fee	Per Inspection	\$241.00	\$252.00	\$11.00	4.56%
Class 3 Home based businesses selling low risk foods, Bakery (handling bread, muffins, shelf stable cakes and cheese and bacon rolls) Bar, Convenience stores and kiosks (handling pre-packaged potentially hazardous foods), Fruit and Vegetable Premises, ice cream (retailing only), honey packaging, cafes handling coffee and low risk foods only, Low risk manufacturers and warehouses with less than 15 employees (Confectionary Packaging), Distributor, Importer, Warehouse, Winery Food Vehicles, Pre-Packaged Food Premises (High Risk).	Per Annum	\$401.00	\$420.00	\$19.00	4.74%
Class 3 Additional Inspection Fee	Per Inspection	\$151.00	\$160.00	\$9.00	5.96%
Class 3A Home based food business requiring an FFS. Accommodation Getaways handling simple foods (cook and serve bacon and eggs, continental breakfasts)Home based food businesses making chutneys, jams and relishes	Per Annum	New Fee	\$489.00	New Fee	New Fee
Class 3FV Mobile Food Vans - up to 10 vans (fee per van)	Per Annum	New Fee	\$385.00	New Fee	New Fee
Class 3FVS Mobile Food Vans - for the first 10 vans	Per Annum	New Fee	\$385.00	New Fee	New Fee
Class 3FVS Mobile Food Vans - for 11th van onwards (50% Class 3FV fee)	Per Annum	New Fee	\$192.50	New Fee	New Fee

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Class 3M Large low risk manufacturing with 15 or more employees - Low risk beverage processing, alcohol processing, low risk bakery product processing, low risk condiments, confectionary where no allergen claims are made	Per Annum	New Fee	\$1,316.00	New Fee	New Fee
Class 3M Additional inspection fee	Per Annum	New Fee	\$350.00	New Fee	New Fee
Class 3CG Class 3 Community Group - single event registration	Per Application	\$100.00	\$105.00	\$5.00	5.00%
Class 3CG Class 3 Community Group events - annual registration	Per Annum	\$180.00	\$190.00	\$10.00	5.56%
Class 3 Commercial business - single event registration	Per Application	\$168.00	\$175.00	\$7.00	4.17%
Class 3 Food vending machines	Per Vending Machine	\$97.00	\$100.00	\$3.00	3.09%
Class 3 Club - Seasonal Sporting Club	Per Annum	\$203.00	\$210.00	\$7.00	3.45%
Class 3 Club Additional Inspection Fee	Per Inspection	\$151.00	\$155.00	\$4.00	2.65%
Late Payment Fee for Food Registration Renewals	Per Annum	25% of Registration fee	25% of Registration fee	\$0.00	0.00%

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Other Fees					
Transfer of Health or Food Act registrations	Per Request	50% of Current Year registration fees	50% of Current Year registration fees	\$0.00	0.00%
Property inquiry/ inspection of business on request (10 Working Day Turnaround)	Per Request	\$275.00	\$290.00	\$15.00	5.45%
Property inquiry/ inspection of business on request (4 Working Day turnaround)	Per Request	\$378.00	\$395.00	\$17.00	4.50%
Second and subsequent property inquiry/ inspection of business on request	Per Request	\$125.00	\$130.00	\$5.00	4.00%
Pro Rata Refund of Registration Fees	Per Request	\$54.00	\$56.00	\$2.00	3.70%
Establishment Fee - Food Act Premises	Per Request	\$381.00	\$395.00	\$14.00	3.67%
Establishment Fee - Businesses Registrable under Public Health and Wellbeing Act	Per Request	\$175.00	\$185.00	\$10.00	5.71%
Establishment Fee - Food Act Home Based Businesses and Mobile businesses	Per Request	\$175.00	\$185.00	\$10.00	5.71%
Food laboratory sampling of second sample (failed)	Per Sample	Actual costs + \$190 reinspection fee	Actual costs + \$190 reinspection fee	\$0.00	0.00%
Lodgement fee for new registration application	Per Request	New Fee	\$80.00	New Fee	New Fee
Archived records retrieval fee	Per Request	\$36.00	\$38.00	\$2.00	5.56%
Vaccines Provided at Public Sessions					
Boostrix (Adult Diphtheria, Tetanus & Pertussis)	Per Injection	\$61.00	\$55.00	(\$6.00)	(9.84%)
Chicken Pox	Per Injection	\$85.00	\$73.00	(\$12.00)	(14.12%)
Flu - Quad Valent	Per Injection	\$33.00	\$35.00	\$2.00	6.06%
Hepatitis A (Adult)	Per Injection	\$71.00	\$74.00	\$3.00	4.23%
Hepatitis B (Adult)	Per Injection	\$43.00	\$45.00	\$2.00	4.65%
Twinrix (Hepatitis A & B) Adult	Per Injection	\$118.00	\$118.00	\$0.00	0.00%

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Nimerix (Meningococcal ACWY)	Per Injection	\$97.00	\$96.00	(\$1.00)	(1.03%)
Administration of Unsubsidised Vaccine Supplied by Government Health Departments	Per Injection	\$22.00	\$23.00	\$1.00	4.55%
MMR	Per Injection	\$67.00	\$70.00	\$3.00	4.48%
BEXSERO (Meningococcal B)	Per Injection	\$147.00	\$130.00	(\$17.00)	(11.56%)
Service Provided at Clients Business					
Corporate Businesses Service - Two Nurses minimum charge	Per First Hour for 2 Nurses	\$428.00	\$446.00	\$18.00	4.21%
Corporate Businesses Service - Additional Hours	Per Nurse Per Hour	\$159.00	\$166.00	\$7.00	4.40%
Boostrix (Adult Diphtheria, Tetanus & Pertussis)	Per Injection	\$61.00	\$64.00	\$3.00	4.92%
Hepatitis A (Adult)	Per Injection	\$71.00	\$74.00	\$3.00	4.23%
Hepatitis B (Adult)	Per Injection	\$43.00	\$45.00	\$2.00	4.65%
Twinrix (Hepatitis A & B) Adult	Per Injection	\$118.00	\$118.00	\$0.00	0.00%
Flu - Quad Valent	Per Injection	\$33.00	\$35.00	\$2.00	6.06%
MMR	Per Injection	\$67.00	\$70.00	\$3.00	4.48%
Service provided to Clients					
Immunisation record charge	Per Client	\$6.00	\$7.00	\$1.00	16.67%
Overseas immunisation catch up schedule charge	Per Client	\$21.00	\$22.00	\$1.00	4.76%

Knox City Council

2024-25 Fees & Charges



Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Connected Communities - Family and Children's Services					
KINDERGARTEN SERVICES					
Kindergarten Fee 3 Year Old (for Calendar Year 2024)	Per Child	\$594.00	\$603.00	\$9.00	1.52%
Kindergarten Fee 4 Year Old (for Calendar Year 2024)	Per Child	\$1,782.00	\$1,809.00	\$27.00	1.52%
Kindergarten Fee Sibling 10% discount (for Calendar Year 2024)	Per Child	\$178.20	\$180.90	\$2.70	1.52%
Kindergarten Fee (for Calendar Year 2025)	Per Child	New Fee	\$1,882.00	New Fee	New Fee
Kindergarten Fee Sibling 10% discount (for Calendar Year 2025)	Per Child	New Fee	\$188.20	New Fee	New Fee
Confirmation Bond (all centres) - based on number of days requested per week	Per Day Per Child	New Fee	\$75.00	New Fee	New Fee
CHILD CARE					
Long Day Care					
Per Day (all centres)	Per Day	\$157.50	\$165.35	\$7.85	4.98%
INTEGRATED EARLY YEARS OPERATIONS					
License / Contribution Fee for Early Years users, using Council owned facilities	Per Annum	\$520.00	\$541.00	\$21.00	4.04%

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Connected Communities - Community Access and Support					
HOME & COMMUNITY CARE SERVICES					
<p><i>Commonwealth Home Support Programme (CHSP) client fees are based on Community Health Income Ranges/Centrelink Income Test for pensioners. Clients are not disadvantaged by inability to pay, fee waiving is approved as assessed as appropriate by Service Provider Coordinator. The income ranges per annum, effective July 2019 are as follows:</i></p> <p><i>Individual Low fee < \$39,089 Medium fee \$39,089 - \$86,208 High fee > \$ 86,208</i></p> <p><i>Couple Low fee < \$59,802 Medium fee \$59,802 - \$115,245 High fee > \$115,245</i></p> <p><i>*Family (1 Child) Low fee < \$66,009 Medium fee \$66,009 - \$118,546 High fee > \$118,546</i></p> <p><i>*plus \$6,206 per additional child</i></p>					
HOME MAINTENANCE/MODIFICATIONS					
<i>Clients pay for the cost of materials plus the hourly rate.</i>					
Low:					
S - Single (Income Range less than \$39,089 pa) C - Couple (Income Range less than \$59,802 pa)	Per Hour	\$18.30	\$19.00	\$0.70	3.83%
Medium:					
S - Single (Income range \$39,089 - \$86,208 pa) C - Couple (Income range \$59,802 - \$115,245 pa)	Per Hour	\$23.50	\$24.40	\$0.90	3.83%
High:					
S - Single (Income range more than \$86,208 pa) C - Couple (Income range more than \$115,245 pa)	Per Hour	\$72.00	\$75.00	\$3.00	4.17%
Undisclosed income or compensation	Per Hour (& as per receipt for materials)	\$109.00	\$113.50	\$4.50	4.13%
Service Cancellation - less than 24 hours notice prior to service provision	Per Booking	100% of service booking	100% of service booking		

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
FOOD SERVICES					
Centre based & home delivered meals					
Three (3) Course Meal Vulnerable Person as assessed by Short Term Support Team (STST)	Per Meal	\$5.00	\$5.00	\$0.00	0.00%
Three (3) Course Meal Low Income/ Medium Income	Per Meal	\$11.60	\$12.00	\$0.40	3.45%
Three (3) Course Meal High Income	Per Meal	\$19.60	\$20.20	\$0.60	3.06%
Two (2) Course Meal Vulnerable Person as assessed by Short Term Support Team (STST)	Per Meal	\$4.00	\$4.00	\$0.00	0.00%
Two (2) Course Meal (Entrée and Main, or Main and Dessert) Low Income/Medium Income	Per Meal	\$9.20	\$9.60	\$0.40	4.35%
Two (2) Course Meal Entree and Main, or Main and Dessert) High Income	Per Meal	\$15.60	\$16.20	\$0.60	3.85%
Service Cancellation - less than 24 hours notice prior to service provision	Per Booking	100% of service booking	100% of service booking		
ALLIED HEALTH - OCCUPATIONAL THERAPY					
Low Income	Per Consultation	\$13.00	\$13.50	\$0.50	3.85%
Medium Income	Per Consultation	\$19.50	\$20.25	\$0.75	3.85%
High Income	Per Hour	\$128.00	\$133.00	\$5.00	3.91%
COMMUNITY TRANSPORT					

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Regular bus route passenger	Return Trip	\$7.00	\$7.50	\$0.50	7.14%
Regular bus route passenger	One Way Trip	\$3.50	\$3.75	\$0.25	7.14%
Community Outing	Per Day or Part Day	\$10.00	\$10.50	\$0.50	5.00%
Outing Service Cancellation - less than 24 hours notice prior to service provision	Per Booking	100% of service booking	100% of service booking		
Casual Senior Community Group Usage, Emergency Services and Internal Charges					
Weekday (business hours) per use - maximum 8 hours - Small Bus (12-16 seats)	Per Use	\$141.00	\$150.00	\$9.00	6.38%
Weekday (business hours) per use - maximum 8 hours - Medium Bus (22-25 seats)	Per Use	\$180.00	\$190.00	\$10.00	5.56%
Weekday (business hours) per use - maximum 8 hours - Large Bus (33-37 seats)	Per Use	\$350.00	\$365.00	\$15.00	4.29%
Outside business hours and weekend per use - Small Bus (12-16 seats)	Per Hour	\$77.00	\$85.00	\$8.00	10.39%
Outside business hours and weekend per use - Medium Bus (22-25 seats)	Per Hour	New Fee	\$90.00	New Fee	New Fee
Outside business hours and weekend per use - Large Bus (33-37 seats)	Per Hour	New Fee	\$100.00	New Fee	New Fee
Outside business hours booking fee	Per Booking	\$77.00	\$85.00	\$8.00	10.39%
Weekday business hours - Large Bus (33-37 seats) - internal use	Per Booking	New Fee	\$365.00	New Fee	New Fee
Outside business hours and weekend use - Large Bus (33-37 seats) - internal use per booking	Per hour	New Fee	\$100.00	New Fee	New Fee
SENIOR'S EVENTS					
Events / Workshops - Seniors Festival Events etc.	Per Event	\$8.00	Up to \$15		
YOUTH EVENTS					
Events / Workshops	Per Ticket	New Fee	Up to \$15	New Fee	New Fee
Connected Communities - Active and Creative Communities					
RECREATIONAL RESERVES					
<i>Recreation and Sporting Grounds / Tennis and Netball Courts / Turf Wickets / Parks and Reserves</i>					

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Tennis Courts					
Court Fees	Per Court Per Annum	\$142.00	\$148.00	\$6.00	4.23%
Tennis Pavilions					
Batterham Park	Per Annum	\$1,097.00	\$1,141.00	\$44.00	4.01%
Reta Matthews Reserve (Boronia)	Per Annum	\$1,055.00	\$1,098.00	\$43.00	4.08%
Eildon Park	Per Annum	\$1,167.00	\$1,214.00	\$47.00	4.03%
Glenfern Park (Ferntree Gully)	Per Annum	\$1,038.00	\$1,080.00	\$42.00	4.05%
Guy Turner Reserve (Guy Turner)	Per Annum	\$743.00	\$773.00	\$30.00	4.04%
Coleman Road Reserve (Knox City)	Per Annum	\$2,154.00	\$2,241.00	\$87.00	4.04%
Knox Gardens Reserve (Knox Gardens)	Per Annum	\$1,419.00	\$1,476.00	\$57.00	4.02%
Carrington Park (Knoxfield)	Per Annum	\$865.00	\$900.00	\$35.00	4.05%
Miller Park	Per Annum	\$1,097.00	\$1,141.00	\$44.00	4.01%
Seebeck Reserve (Rowville)	Per Annum	\$1,102.00	\$1,147.00	\$45.00	4.08%
Exner Reserve (Scoresby)	Per Annum	\$1,265.00	\$1,316.00	\$51.00	4.03%
Templeton Reserve (Templeton)	Per Annum	\$1,820.00	\$1,893.00	\$73.00	4.01%
Wantirna Reserve (Wantirna)	Per Annum	\$1,151.00	\$1,198.00	\$47.00	4.08%
Windermere Reserve	Per Annum	\$1,182.00	\$1,230.00	\$48.00	4.06%
Cricket					
Junior / Vets / Women's / All Abilities Teams	Per Team Per Season	\$97.00	\$101.00	\$4.00	4.12%
Senior Teams	Per Team Per Season	\$615.00	\$640.00	\$25.00	4.07%
Winter Senior Teams	Per Team Per Season	\$411.00	\$428.00	\$17.00	4.14%
Football					

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Junior / Vets / Women's / All Abilities Teams	Per Team Per Season	\$379.00	\$395.00	\$16.00	4.22%
Senior Teams (includes U 19 and Reserves)	Per Team Per Season	\$2,726.00	\$2,836.00	\$110.00	4.04%

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Soccer					
Junior / Vets / Women's / All Abilities Teams	Per Team Per Season	\$241.00	\$251.00	\$10.00	4.15%
Senior Teams	Per Team Per Season	\$1,647.00	\$1,713.00	\$66.00	4.01%
Baseball					
Junior / Vets / Women's / All Abilities Teams	Per Team Per Season	\$66.00	\$69.00	\$3.00	4.55%
Senior Teams	Per Team Per Season	\$471.00	\$490.00	\$19.00	4.03%
Netball / Court					
Training	Per Court Per Annum	\$100.00	\$104.00	\$4.00	4.00%
Facility Lease and License Agreements					
Fitness Permit - Community Group / Not for profit (up to 10 sessions per week)	6 months	\$0.00	\$0.00	\$0.00	0.00%
Fitness Permit - Commercial (up to 10 sessions per week)	6 months	\$1,667.00	\$1,734.00	\$67.00	4.02%
Eastern Football Netball League - use of Tormore Reserve for the Senior Football Finals series	Per Annum	\$3,707.00	\$3,856.00	\$149.00	4.02%
Eastern Football Netball League - use of Marie Wallace Bayswater Oval for the Senior Football Finals series	Per Annum	\$3,707.00	\$3,856.00	\$149.00	4.02%
Preparation of Turf Wickets					
Tormore Reserve (1 oval)	Per Season	\$9,767.00	\$10,158.00	\$391.00	4.00%
Marie Wallace - Bayswater Oval & Bayswater Park (2 ovals)	Per Season	\$13,018.00	\$13,539.00	\$521.00	4.00%

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Reserves / Ovals	Per Point Per Oval Per Season	\$256.00	\$267.00	\$11.00	4.30%
<i>Charges are seasonal and are based on Council's rating of 1 to 18 points per oval, at a fixed rate per point.</i>					
Casual Users - Sporting Reserves					
Knox Schools and School Sports Associations	No Charge	\$0.00	\$0.00	\$0.00	0.00%
Knox Community / Non Profit Usage	No Charge	\$0.00	\$0.00	\$0.00	0.00%
Non Knox Schools / Non Knox Community Usage	Per Day	\$113.00	\$118.00	\$5.00	4.42%
Commercial Usage (Corporate and Business Activities / Purposes)	Per Day	\$440.00	\$458.00	\$18.00	4.09%
Pavilions – Rental					
Batterham Reserve No. 1	Per Annum	\$1,300.00	\$1,352.00	\$52.00	4.00%
Batterham Reserve No. 2	Per annum	\$653.00	\$680.00	\$27.00	4.13%
Bayswater Oval	Per Annum	\$1,300.00	\$1,352.00	\$52.00	4.00%
Bayswater Park	Per Annum	\$1,300.00	\$1,352.00	\$52.00	4.00%
Benedikt Park	Per Annum	\$653.00	\$680.00	\$27.00	4.13%
Carrington Park	Per Annum	\$1,300.00	\$1,352.00	\$52.00	4.00%
Chandler Park	Per Annum	\$653.00	\$680.00	\$27.00	4.13%
Colchester Park	Per Annum	\$1,300.00	\$1,352.00	\$52.00	4.00%
Dobson Park	Per Annum	\$653.00	\$680.00	\$27.00	4.13%
Egan Lee Reserve	Per Annum	\$1,300.00	\$1,352.00	\$52.00	4.00%
Eildon Park	Per Annum	\$1,300.00	\$1,352.00	\$52.00	4.00%
Exner Reserve (Scoresby)	Per annum	\$1,300.00	\$1,352.00	\$52.00	4.00%
Fairpark Reserve	Per Annum	\$1,300.00	\$1,352.00	\$52.00	4.00%
Gilbert Park	Per Annum	\$1,300.00	\$1,352.00	\$52.00	4.00%
Guy Turner	Per Annum	\$1,300.00	\$1,352.00	\$52.00	4.00%
HV Jones Reserve	Per Annum	\$653.00	\$680.00	\$27.00	4.13%

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Kings Park Athletics	Per Annum	\$653.00	\$680.00	\$27.00	4.13%
Kings Park No. 1	Per Annum	\$1,300.00	\$1,352.00	\$52.00	4.00%
Kings Park B / Ball No. 1	Per Annum	\$1,300.00	\$1,352.00	\$52.00	4.00%
Knox Gardens Reserve No. 1	Per Annum	\$1,300.00	\$1,352.00	\$52.00	4.00%
Knox Gardens Reserve No. 2	Per Annum	\$653.00	\$680.00	\$27.00	4.13%
Knox Park Soccer	Per Annum	\$653.00	\$680.00	\$27.00	4.13%
Lakesfield Reserve	Per Annum	\$1,300.00	\$1,352.00	\$52.00	4.00%
Lewis Park	Per Annum	\$653.00	\$680.00	\$27.00	4.13%
Liberty Avenue Reserve	Per Annum	\$1,300.00	\$1,352.00	\$52.00	4.00%
Miller Park	Per Annum	\$653.00	\$680.00	\$27.00	4.13%
Milpera Reserve	Per Annum	\$653.00	\$680.00	\$27.00	4.13%
Park Ridge Reserve	Per Annum	\$653.00	\$680.00	\$27.00	4.13%
Pickett Reserve	Per Annum	\$653.00	\$680.00	\$27.00	4.13%
Rowville Recreation Reserve No. 1	Per Annum	\$1,300.00	\$1,352.00	\$52.00	4.00%
Rowville Recreation Reserve No. 2	Per Annum	\$653.00	\$680.00	\$27.00	4.13%
Sasses Avenue Reserve	Per Annum	\$653.00	\$680.00	\$27.00	4.13%
Schultz Reserve	Per Annum	\$653.00	\$680.00	\$27.00	4.13%
Stud Park	Per Annum	\$653.00	\$680.00	\$27.00	4.13%
Talaskia Reserve	Per Annum	\$653.00	\$680.00	\$27.00	4.13%
Templeton Reserve	Per Annum	\$653.00	\$680.00	\$27.00	4.13%
Tormore Reserve	Per Annum	\$1,300.00	\$1,352.00	\$52.00	4.00%
Walker Wantirna South Reserve	Per Annum	\$1,300.00	\$1,352.00	\$52.00	4.00%
Wally Tew Reserve No. 1 (Ferntree Gully)	Per Annum	\$1,300.00	\$1,352.00	\$52.00	4.00%
Wally Tew Reserve No. 2	Per Annum	\$653.00	\$680.00	\$27.00	4.13%

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Wantirna Reserve	Per Annum	\$653.00	\$680.00	\$27.00	4.13%
Windermere Reserve	Per Annum	\$653.00	\$680.00	\$27.00	4.13%
Netball Pavilions					
HV Jones Reserve Netball Pavilion	Per Annum	\$186.00	\$194.00	\$8.00	4.30%
Fair Park Netball (part of the multipurpose Centre)	Per Annum	New Fee	\$194.00	New Fee	New Fee
Walker Reserve Netball Pavilion	Per Annum	\$653.00	\$194.00	(\$459.00)	(70.29%)
FESTIVALS & EVENTS					
<i>All Council run events</i>					
Stall Holders (Commercial and Other)					
Makers Market Site	Per Day	\$92.00	\$100.00	\$8.00	8.70%
Commercial Food - Large	Per Day	\$492.00	\$530.00	\$38.00	7.72%
Commercial Food - Medium	Per Day	\$370.00	\$400.00	\$30.00	8.11%
Commercial Food - Small	Per Day	\$254.00	\$275.00	\$21.00	8.27%
Market Site - Large	Per Day	\$327.00	\$345.00	\$18.00	5.50%
Market Site - Medium	Per Day	\$246.00	\$260.00	\$14.00	5.69%
Market Site - Small	Per Day	\$166.00	\$175.00	\$9.00	5.42%
Additional - Chairs	Per Item Per Day	\$8.00	\$9.00	\$1.00	12.50%
- Tables	Per Item Per Day	\$28.00	\$30.00	\$2.00	7.14%
- Marquees (3x3)	Per Item Per Day	\$267.00	\$280.00	\$13.00	4.87%
- Marquees (6x3)	Per Item Per Day	\$712.00	\$745.00	\$33.00	4.63%

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Electricity - 10 amps	Per Site Per Day	\$24.00	\$25.00	\$1.00	4.17%
- 15 amps	Per Site Per Day	\$38.00	\$40.00	\$2.00	5.26%
- 30 amps	Per Site Per Day	\$62.00	\$65.00	\$3.00	4.84%
Weights (marquee) Change from per leg to per site	Per Site Per Day	\$13.00	\$50.00	\$37.00	284.62%
Stall Holders (Community)					
Community - Site only BYO Equipment (New Option)	Per Day	New Fee	\$0.00	New Fee	New Fee
Community Food Vendor Package - Small 3x3m (includes marquee 1x table, 2x chairs)	Per Day	\$0.00	\$100.00	\$100.00	0.00%
Community Food Vendor Package - Medium 3x6m (includes marquee 1x table, 2x chairs)	Per Day	\$226.00	\$240.00	\$14.00	6.19%
Community Food Vendor Package - Large 3x9m (includes marquee 1x table, 2x chairs)	Per Day	\$327.00	\$345.00	\$18.00	5.50%
Market Site Package - Site only BYO Equipment (New Option)	Per Day	New Fee	\$0.00	New Fee	New Fee
Market Site Package - Small 3x3m (includes marquee 1x table, 2x chairs)	Per Day	\$0.00	\$100.00	\$100.00	0.00%
Market Site Package - Medium 3x6m (includes marquee 1x table, 2x chairs)	Per Day	\$148.00	\$160.00	\$12.00	8.11%
Market Site Package - Large 3x9m (includes marquee 1x table, 2x chairs)	Per Day	\$219.00	\$230.00	\$11.00	5.02%

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Community Stallholder Public Liability Insurance Cover	Per Day	\$37.00	\$39.00	\$2.00	5.41%
Commercial Filming					
Filming Permit - Commercial/High Impact	Per Permit	\$260.00	\$270.00	\$10.00	3.85%
Community Event Kit (Trailer)					
Small Community Event Kit and Trailer - Hire fee includes \$100 refundable bond. (Giant outdoor games, basic event items & safety gear)	Per event	\$200.00	\$350.00	\$150.00	75.00%
Large Community Event Kit - Hire Fee, includes \$200 refundable bond. (Any selection of event infrastructure items - marquees, staging, tables, chairs, umbrellas, fencing & safety gear, etc.)	Per event	\$500.00	\$550.00	\$50.00	10.00%
FERNTREE GULLY COMMUNITY ARTS CENTRE					
Not for Profit / Community Group Hire Rates:					
Regular Hire Groups (minimum 3 per term)	Per Hour	\$40.00	\$42.00	\$2.00	5.00%
Casual Hire / Room (includes art room and kitchen)	Per Hour	\$46.00	\$48.00	\$2.00	4.35%
Whole of venue (includes kitchen, excludes pottery room)	Per Hour	\$80.00	\$84.00	\$4.00	5.00%
Function Clean Up Fee (applied to bookings 3 hours or more, involving food/drink/arts.	Per Hour or Part Thereof	\$220.00	\$229.00	\$9.00	4.09%
Commercial Hire Rates					
Regular Hire / Room - minimum 3 per term (includes kitchen)	Per Hour	\$57.00	\$60.00	\$3.00	5.26%
Casual Hire / Room (includes kitchen)	Per Hour	\$65.00	\$68.00	\$3.00	4.62%
Whole of venue (includes kitchen, excludes Pottery Room)	Per Hour	\$130.00	\$136.00	\$6.00	4.62%
Function clean Up Fee	Per Hour or Part There of	\$220.00	\$229.00	\$9.00	4.09%
<i>Bonds (refundable) - Refer to the end of the Community Services Facilities section.</i>					

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Activities					
Pottery Classes Fees - Adult	Per 3 Hour Class	\$28.00	\$30.00	\$2.00	7.14%
Arts/Cultural Class Fees - Adult	Per 2 Hour Class	\$22.00	\$23.00	\$1.00	4.55%
Art Equipment Sales (Clay Blocks - Students only)	Per 10 Kg block	\$15.00	\$16.00	\$1.00	6.67%
Pottery Firing Fees (Students Only)	Per Firing	\$7.00	\$8.00	\$1.00	14.29%
Pottery Firing Fees (Non-Students)	Per Firing	\$10.00	\$11.00	\$1.00	10.00%
Pottery Classes Fees - Children	Per 1.5 Hour Class	\$19.00	\$20.00	\$1.00	5.26%
Arts/Cultural Class Fees - Children	Per 1.5 Hour Class	\$19.00	\$20.00	\$1.00	5.26%
Pottery Birthday Party - 1.5 hours (for 10 children, includes tutor & materials)	Per 1.5 hour party	\$198.00	\$206.00	\$8.00	4.04%
PLACEMAKERS					
Regular Hire / Room, minimum 3 per term (includes art OR meeting room & kitchenette)	Per Hour	\$40.00	\$42.00	\$2.00	5.00%
Casual Hire / Room (includes art OR meeting room & kitchenette)	Per Hour	\$46.00	\$48.00	\$2.00	4.35%
Whole of venue (includes art room, meeting room and kitchenette)	Per Hour	\$80.00	\$84.00	\$4.00	5.00%
Function Clean Up Fee	Per Hour or Part Thereof	\$220.00	\$229.00	\$9.00	4.09%
ROWVILLE COMMUNITY CENTRE					
Hire Type					
Multi - purpose Hall - Outside Staffed Hours (min 3 Hours)	Per Hour	\$153.00	\$160.00	\$7.00	4.58%
Multi - purpose Hall - Outside Staffed Hours (6 Hours)	Per 6 Hours	\$745.00	\$775.00	\$30.00	4.03%
Multi - purpose Hall* - Sports/Community rate	Per Hour	\$46.00	\$48.00	\$2.00	4.35%

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Multi - purpose Hall - Activity	Per Hour	\$57.50	\$60.00	\$2.50	4.35%
Meetings / Regular Hire MR 1 and 2 (One Room)	Per Hour	\$32.00	\$33.50	\$1.50	4.69%
Meetings / Regular Hire MR 1 and 2 (Both)	Per Hour	\$51.50	\$54.00	\$2.50	4.85%
Meetings / Regular Hire MR 3 and 4 (One Room)	Per Hour	\$21.50	\$22.50	\$1.00	4.65%
Meetings / Regular Hire MR 3 and 4 (Both)	Per Hour	\$34.50	\$36.00	\$1.50	4.35%
Meetings / Regular Hire - Interview Room 1	Per Hour	\$15.00	\$16.00	\$1.00	6.67%
Meetings / Regular Hire - Interview Room 2	Per Hour	\$25.00	\$26.00	\$1.00	4.00%
Tennis Pavilion - Function	Per Hour	\$69.00	\$72.00	\$3.00	4.35%
Tennis Pavilion - Function (4 Hours)	Per 4 Hours	\$216.00	\$225.00	\$9.00	4.17%
Tennis Pavilion - Meeting/Activity	Per Hour	\$35.00	\$37.00	\$2.00	5.71%
RCC Community Kitchen	Per Hour	\$39.00	\$35.00	(\$4.00)	(10.26%)
RCC Community Kitchen - Community rate	Per Hour	\$31.50	\$25.00	(\$6.50)	(20.63%)
Badminton/ Pickleball Court Hire *	Per Hour	\$26.00	\$22.00	(\$4.00)	(15.38%)
Outdoor Court Hire *	Per Hour	\$25.00	\$20.00	(\$5.00)	(20.00%)
Outdoor Court Hire (including lighting)	Per Hour	\$36.00	\$38.00	\$2.00	5.56%
<i>* Senior groups are eligible to received a 40% discount on hire charges specified above. * include 20% discount for Not for Profit and Charity groups. This should be applied to all sites.</i>					
KNOX REGIONAL NETBALL CENTRE (KRNC)					
Stadium Charges - For Competition					
Court Hire Peak (All other times outside of Off Peak Hrs)	Per Court Per Hour	New Fee	\$56.00	New Fee	New Fee
Court Hire Off Peak (9am to 5pm Mon - Friday)	Per Court Per Hour	New Fee	\$40.00	New Fee	New Fee
Door Entry - Night Senior / Players and Spectators	Per Admission	\$2.00	\$0.00	(\$2.00)	(100.00%)
Stadium Charges - For Training					

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Court Hire Peak (All other times outside of Off Peak Hrs)	Per Court Per Hour	New Fee	\$56.00	New Fee	New Fee
Court Hire Off Peak (6am to 5pm Mon - Friday)	Per Court Per Hour	New Fee	\$40.00	New Fee	New Fee
Weekday - Outside staffed hours (min 3hours)	Per 2 Court Per Hour	\$110.00	\$115.00	\$5.00	4.55%
Weekend - Outside staffed hours (min 3hours)	Per 2 Court Per Hour	\$133.50	\$139.00	\$5.50	4.12%
Room Hire					
Meeting Rooms - Association	Per Hour	\$35.00	\$37.00	\$2.00	5.71%
Meeting Room - Casual hire	Per Hour	\$40.00	\$42.00	\$2.00	5.00%
Saturday Association Room	Per Saturday	\$148.00	\$154.00	\$6.00	4.05%
MDNA Administration Office	Per Annum	\$1,419.00	\$1,476.00	\$57.00	4.02%
Multi - Purpose Room	Per Hour	\$40.00	\$42.00	\$2.00	5.00%

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Outdoor Courts					
Casual Hire	Per Court Per Game	\$25.00	\$26.00	\$1.00	4.00%
Casual Hire - Day (Tournaments)	Per Day	\$571.00	\$594.00	\$23.00	4.03%
Association - Saturday	Per Court Per Annum	\$421.00	\$438.00	\$17.00	4.04%
Night Use (lights) Per Court per hour	Per Court Per Hour	\$36.00	\$38.00	\$2.00	5.56%
KRNC Competitions					
Competitions (KRNC)	Per Team Per Game	\$70.00	\$80.00	\$10.00	14.29%
Team Registration KCC Competition	Per Team Per Season	\$63.00	\$80.00	\$17.00	26.98%
Functions					
Casual Hire - Stadium Netball Usage (for 2 courts)	Min 8 Hours	\$710.00	\$739.00	\$29.00	4.08%
Casual Hire - Functions (court 1 & 2) or (court 3 & 4)	Min 8 Hours	\$1,064.00	\$1,107.00	\$43.00	4.04%
Casual Hire - Functions (court 1, 2, 3 & 4)	Min 8 Hours	\$2,067.00	\$2,150.00	\$83.00	4.02%
Casual Hire - Function (min 3 hours)	Per 2 Court Per Hour	\$133.50	\$139.00	\$5.50	4.12%
* Senior groups are eligible to received a 40% discount on hire charges specified above. * 20% discount for Not for Profit and Charity groups. This should be applied to RCC & KRNC. Already built in to CPLC & CPMPF					
CARRINGTON PARK LEISURE AND MULTIPURPOSE FACILITY					
LEISURE CENTRE					
Activity Room	Per Hour	\$24.00	\$25.00	\$1.00	4.17%
Art	Per Hour	\$13.50	\$14.00	\$0.50	3.70%

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Gym - Sport/Community	Per Hour	\$23.00	\$24.00	\$1.00	4.35%
Gym - Activity	Per Hour	\$24.00	\$25.00	\$1.00	4.17%
Meeting Room 1	Per Hour	\$13.50	\$14.00	\$0.50	3.70%
Meeting Room 2	Per Hour	\$16.00	\$17.00	\$1.00	6.25%
Office	Per Hour	\$13.00	\$14.00	\$1.00	7.69%
MULTIPURPOSE CENTRE					
Activity space 1- Main Hall	Per Hour	\$52.00	\$53.00	\$1.00	1.92%
Activity space 1- Seniors and non-for-profits	Per Hour	\$31.50	\$33.00	\$1.50	4.76%
Activity space 1- Main Hall (Function)	Per Hour	\$92.00	\$96.00	\$4.00	4.35%
Activity space 2A	Per Hour	\$21.00	\$22.00	\$1.00	4.76%
Activity space 2B	Per Hour	\$17.00	\$18.00	\$1.00	5.88%
Activity space 2A&B	Per Hour	\$34.00	\$36.00	\$2.00	5.88%
Activity space 3	Per Hour	\$21.00	\$22.00	\$1.00	4.76%
Squash Courts	Per Hour	\$17.00	\$18.00	\$1.00	5.88%
AIMEE SEEBECK HALL					
Hall - Day rate (before 5pm)	Per Hour	\$36.00	\$38.00	\$2.00	5.56%
Hall - Evening rate (after 5pm)	Per Hour	\$36.00	\$38.00	\$2.00	5.56%
Function Hire - Friday night (5pm - 12am)	Per 7 Hours	\$271.00	\$282.00	\$11.00	4.06%
Function Hire - Saturday night (5pm - 12am)	Per 7 Hours	\$328.00	\$342.00	\$14.00	4.27%
Hall - Day rate (before 5pm) - Community	Per Hour	\$29.00	\$31.00	\$2.00	6.90%
Hall - Evening rate (after 5pm) - Community	Per Hour	\$29.00	\$31.00	\$2.00	6.90%
Function Hire - Friday night (5pm - 12am) - Community	Per 7 Hours	\$208.00	\$217.00	\$9.00	4.33%
Function Hire - Saturday night (5pm - 12am) - Community	Per 7 Hours	\$260.00	\$271.00	\$11.00	4.23%

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Indoor Leisure Centres - Activities					
<i>The Indoor Leisure Centre co-ordinates a range of leisure activities across all Centres. The determination of fees associated with these programs considers direct and indirect costs and fees charged by competitors.</i>					
Basketball/Netball Court Hire - Single Casual Entry "Drop In"	Per Person	\$4.50	\$5.00	\$0.50	11.11%
Community Round Robins (Pickle Ball, Table Tennis, Badminton etc.)	Per Person	New Fee	\$15.00	New Fee	New Fee
Yoga/Pilates	Per Session	\$16.00	\$17.00	\$1.00	6.25%
Term Fee Yoga/Pilates (Ten week Term)	Per Term	New Fee	\$153.00	New Fee	New Fee
Group Fitness Class	Per Session	\$12.00	\$13.00	\$1.00	8.33%
Term Fee Group Fitness Class (Ten week term)	Per Term	New Fee	\$117.00	New Fee	New Fee
Senior Exercise Class	Per Session	\$8.00	\$9.00	\$1.00	12.50%
Term Fee Senior Exercise Class (Ten week term)	Per Term	New Fee	\$81.00	New Fee	New Fee
Senior Sports - Session (per 2 hours)	Per Session	\$6.00	\$7.00	\$1.00	16.67%
Under 55yrs Sports - Session (per 2 hours)	Per Session	\$8.50	\$9.00	\$0.50	5.88%
Administration / Cancellation Fee (Activity Group Program)	Per Term	\$69.00	\$72.00	\$3.00	4.35%
Indoor Leisure Centres - Venue Hire					
Clean Up Fee	Per Hour or Part Thereof	\$223.00	\$232.00	\$9.00	4.04%
Delay Exit Fee	Per Hour or Part Thereof	\$223.00	\$232.00	\$9.00	4.04%
Holding fee (regular hirers) for cancellation of booking within 48hours	Per Regular Booking	50% total daily booking fee	50% total daily booking fee		
Knox City Council Staff (min 3 hours)	Per Hour	\$83.00	\$87.00	\$4.00	4.82%
Knox City Council Umpires	Per Game	\$40.00	\$42.00	\$2.00	5.00%
Speakers Hire only	Per Item Per Day	\$30.00	\$32.00	\$2.00	6.67%

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Speakers/Microphone set Hire	Per Item Per Day	\$50.00	\$52.00	\$2.00	4.00%
Projector/Screen set Hire	Per Item Per Day	\$30.00	\$32.00	\$2.00	6.67%
KNOX COMMUNITY ARTS CENTRE					
Not for Profit / Community Group Rates:					
Supper / Meeting Room (up to 6 hours)	Per Hour	\$44.00	\$46.00	\$2.00	4.55%
Supper / Meeting Room (6 hours plus)	Per Hour	\$40.00	\$42.00	\$2.00	5.00%
Theatre - No Biobox (house lights only). E.g. . rehearsals, meetings, seminars etc.	Per Hour	\$44.00	\$46.00	\$2.00	4.55%
Theatre - Bump in/rehearsal - minimum 4 hour booking. (Includes biobox , compulsory venue technician, kitchen, green room. Excludes Supper/Meeting Room)	Per Hour	\$118.00	\$121.00	\$3.00	2.54%
Entire Facility - Bump In/rehearsal - minimum 4 hour booking (Includes Theatre bump in/rehearsal plus use of supper/meeting room)	Per Hour	\$156.00	\$160.00	\$4.00	2.56%
Theatre - Production - Minimum 4 hour booking (Includes a bio box and compulsory venue technician, kitchen, green room and audience access to foyer. Excludes Supper/Meeting Room)	Per Hour	\$142.00	\$145.00	\$3.00	2.11%
Entire Facility - Production - Min 4 hour booking (Exclusive access to all areas. Includes bio box and one compulsory technician.)	Per Hour	\$176.00	\$180.00	\$4.00	2.27%
Commercial Hire Rates					
Supper / Meeting Room (up to 6 hours)	Per Hour	\$68.00	\$71.00	\$3.00	4.41%
Supper / Meeting Room (6 hours plus or regular hirers)	Per Hour	\$60.00	\$63.00	\$3.00	5.00%
Theatre - No Biobox (house lights only). E.g. . rehearsals, meetings, seminars etc.	Per Hour	\$73.00	\$76.00	\$3.00	4.11%

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Theatre - Bump in/rehearsal - minimum 4 hour booking (Includes biobox, compulsory venue technician, kitchen, green room. Excludes Supper/Meeting Room)	Per Hour	\$149.00	\$152.00	\$3.00	2.01%
Entire Facility - Bump In/rehearsal -minimum 4 hour booking (Includes Theatre bump in/rehearsal plus use of supper/meeting room)	Per Hour	\$214.00	\$219.00	\$5.00	2.34%
Theatre - Production - Minimum 4 hour booking (Includes biobox, compulsory venue technician, kitchen, green room and audience access to foyer. Excludes Supper/Meeting Room)	Per Hour	\$230.00	\$235.00	\$5.00	2.17%
Entire Facility - Production - Min 4 hour booking (Exclusive access to all areas. Includes bio box and one compulsory technician.)	Per Hour	\$285.00	\$291.00	\$6.00	2.11%
COMMUNITY SERVICES FACILITIES					
Internal Hire Charge (all Centres if available)	Per Hour	50% of community hire rates	50% of community hire rates		
Community Services Facilities - Bonds (Refundable) This is a fee paid to managers of Council Community Facilities by casual hirers as security against damage and/or cleaning as a result of use of the facility. For more information about the applicable level of bond, please refer to Council's Casual Hire of Community Facilities Policy.					
Level 3 Security Bond	Per Function	\$1,271.00	\$1,322.00	\$51.00	4.01%
Level 2 Security Bond	Per Function	\$758.00	\$789.00	\$31.00	4.09%
Level 1 Security Bond	Per Function	\$390.00	\$406.00	\$16.00	4.10%

Knox City Council

2024-25 Fees & Charges



Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
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Customer and Performance - Governance and Risk

OFFICE ACCOMMODATION

The Civic Centre meeting rooms are available for business and community functions at a competitive fee. The fee includes hall keeper and building costs to ensure cost recovery is achieved. Discounts and concessions apply under the policy for community and charitable organisations. Amounts have been rounded up to the nearest dollar as a practical fee for quoting and administering room bookings.

Non Profit / Charitable

Meeting Rooms 1 or 2

Monday to Friday 8.00am to 5.00pm	Per Hour	\$73.00	\$76.00	\$3.00	4.11%
Monday to Friday After 5.00pm for a minimum 3 Hours	Per Hour	\$122.00	\$127.00	\$5.00	4.10%
Saturday or Sunday for a minimum 3 Hours	Per Hour	\$159.00	\$166.00	\$7.00	4.40%

Commercial

Meeting Rooms 1 or 2

Monday to Friday 8.00am to 5.00pm	Per Day	\$749.00	\$779.00	\$30.00	4.01%
- Half Day Rate - 3 Hours or Less	Half Day	\$381.00	\$397.00	\$16.00	4.20%
Monday to Friday After 5.00pm	Per Day	\$1,331.00	\$1,385.00	\$54.00	4.06%
- Half Day Rate - 3 Hours or Less	Half Day	\$666.00	\$693.00	\$27.00	4.05%
Saturday or Sunday	Per Day	\$1,773.00	\$1,844.00	\$71.00	4.00%
- Half Day Rate - 3 Hours or Less	Half Day	\$892.00	\$928.00	\$36.00	4.04%

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Non Profit / Charitable					
<u>Meeting Rooms 3 or 4</u>					
Monday to Friday 8.00am to 5.00pm	Per Hour	\$106.00	\$111.00	\$5.00	4.72%
Monday to Friday After 5.00pm for a minimum 3 Hours	Per Hour	\$159.00	\$166.00	\$7.00	4.40%
Saturday or Sunday for a minimum 3 Hours	Per Hour	\$216.00	\$225.00	\$9.00	4.17%
Commercial					
<u>Meeting Rooms 3 or 4</u>					
Monday to Friday 8.00am to 5.00pm	Per Day	\$1,178.00	\$1,226.00	\$48.00	4.07%
- Half Day Rate - 3 Hours or Less	Half Day	\$593.00	\$617.00	\$24.00	4.05%
Monday to Friday After 5.00pm	Per Day	\$1,773.00	\$1,844.00	\$71.00	4.00%
- Half Day Rate - 3 Hours or Less	Half Day	\$887.00	\$923.00	\$36.00	4.06%
Saturday or Sunday	Per Day	\$2,349.00	\$2,443.00	\$94.00	4.00%
- Half Day Rate - 3 Hours or Less	Half Day	\$1,179.00	\$1,227.00	\$48.00	4.07%
Non Profit / Charitable					
<u>Meeting Rooms - Full Function Area</u>					
Monday to Friday 8.00am to 5.00pm	Per Hour	\$211.00	\$220.00	\$9.00	4.27%
Monday to Friday After 5.00pm for a minimum 3 Hours	Per Hour	\$310.00	\$323.00	\$13.00	4.19%
Saturday or Sunday for a minimum 3 Hours	Per Hour	\$371.00	\$386.00	\$15.00	4.04%

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Commercial					
<u>Meeting Rooms – Full Function Area</u>					
Monday to Friday 8.00am to 5.00pm	Per Day	\$2,348.00	\$2,442.00	\$94.00	4.00%
- Half Day Rate - 3 Hours or Less	Half Day	\$1,178.00	\$1,226.00	\$48.00	4.07%
Monday to Friday After 5.00pm	Per Day	\$3,557.00	\$3,700.00	\$143.00	4.02%
- Half Day Rate - 3 Hours or Less	Half Day	\$1,779.00	\$1,851.00	\$72.00	4.05%
Saturday or Sunday	Per Day	\$4,133.00	\$4,299.00	\$166.00	4.02%
- Half Day Rate - 3 Hours or Less	Half Day	\$2,068.00	\$2,151.00	\$83.00	4.01%
FREEDOM OF INFORMATION (FOI)					
<i>The Freedom of Information Act 1982 sets an application fee at two fee units under the Monetary Units Act 2004. For detailed and complex requests additional charges can be made based on a fee for service basis.</i>					
F.O.I. Request Charges	Per Application Per Request	Charge based on Service	Charge based on Service		

Knox City Council

2024-25 Fees & Charges



Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Infrastructure - Engineering Services and Operations					
CHARGEABLE WORKS					
<i>Chargeable works are levied to provide reinstatement of damage to Council's assets, i.e. Road, nature strip openings and special works requests from residents. This work is charged on a total cost recovery plus a 50% administration charge.</i>					
Chargeable Works (Total direct costs + 50%)	Per Job	1.5 x (total direct cost)	1.5 x (total direct cost)		
Road Opening Inspections:					
Nature strip opening	Per Opening	\$260.00	\$300.00	\$40.00	15.38%
Connection to Council Drain or Kerbing	Per Opening	\$260.00	\$300.00	\$40.00	15.38%
Road Opening	Per Opening	\$260.00	\$300.00	\$40.00	15.38%
Concrete Crossing	Per Opening	\$260.00	\$300.00	\$40.00	15.38%
General Concrete Works	Per Opening	\$260.00	\$300.00	\$40.00	15.38%
Weekend Supervision up to 3 hours	Per Hour	\$188.00	\$195.00	\$7.00	3.72%
Weekend Supervision greater than 3 hours	Per Hour	\$212.00	\$220.00	\$8.00	3.77%
Asset Protection Fees	Per Permit	\$270.00	\$325.00	\$55.00	20.37%
Information Request	Per Request	\$39.00	\$41.00	\$2.00	5.13%

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
COUNCIL RESERVES					
<i>Chargeable works are levied to provide reinstatement of damage to Council's assets, i. e. Road, nature strip openings and special works requests from residents. This work is charged on a total cost recovery plus a 50% administration charge.</i>					
Bonds (refundable)					
All access permits	Per Application	\$1,677.00	\$1,745.00	\$68.00	4.05%
Temporary on - site storage material bonds	Per Application	\$839.00	\$873.00	\$34.00	4.05%
Infrastructure - Green Spaces and Environment					
REFUSE DISPOSAL					
GARBAGE, WASTE & RECYCLE COLLECTION					
Residential:					
Residential Waste Charge - Standard Services (80L waste, 240L Recycle, 240L FOGO, Hard Waste, Bundled Green Waste)	Per Service	\$434.90	\$428.20	(\$6.70)	(1.54%)
Residential Waste Charge - Reduced Services (80L waste, 240L Recycle, Hard Waste, Bundled Green Waste)	Per Service	\$296.86	\$285.90	(\$10.96)	(3.69%)
Residential Waste Charge - Additional bin exempt (80L+120L waste, 240L Recycle, 240L FOGO, Hard Waste, Bundled Green Waste)	Per Service	\$434.90	\$428.20	(\$6.70)	(1.54%)
Additional Food and Organics Bin 240 litre (previously green waste only)	Per Bin	\$138.04	\$142.30	\$4.26	3.09%
Garbage Bin upgrade surcharge 120 litre	Per Bin	\$61.70	\$53.10	(\$8.60)	(13.94%)
Additional Recycle Bin 240 litre	Per Bin	\$91.03	\$72.65	(\$18.38)	(20.19%)
Additional Garbage Bin 120 litre	Per Bin	\$166.50	\$137.50	(\$29.00)	(17.42%)

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Industrial / Commercial 240 litre bin:					
Garbage weekly service, includes recycle weekly	Per Service	\$735.81	\$669.15	(\$66.66)	(9.06%)
Garbage 5 weekday service, includes recycle weekly	Per Service	\$2,433.76	\$2,457.55	\$23.79	0.98%
Garbage weekly service, waste only	Per Service	\$538.02	\$465.25	(\$72.77)	(13.53%)
Garbage 5 weekday service, waste only	Per Service	\$2,217.98	\$2,253.65	\$35.67	1.61%
Additional 240 litre Recycle Bin	Per Bin	\$276.11	\$203.90	(\$72.21)	(26.15%)
Dorset Square Service:					
Office based premises	Annual	\$520.80	\$522.40	\$1.60	0.31%
Retail based premises	Annual	\$1,340.50	\$1,348.60	\$8.10	0.60%
Food based premises less than 200 square metres floor area	Annual	\$3,806.59	\$3,834.15	\$27.56	0.72%
Food based premises greater than 200 square metres floor area	Annual	\$8,735.27	\$8,801.70	\$66.43	0.76%
Non- Rateable Properties 240 litre bin with 240 litre recycle:					
Garbage weekly service, includes recycle fortnightly	Per Service	\$498.36	\$495.05	(\$3.31)	(0.66%)
Garbage 5 weekday service, includes recycle fortnightly	Per Service	\$2,109.34	\$2,325.80	\$216.46	10.26%
Additional 240 litre Recycle Bin	Per Bin	\$91.03	\$72.65	(\$18.38)	(20.19%)
Non- Rateable Properties 120 litre bin waste with 240 litre bin recycle:					
Garbage weekly service, includes recycle fortnightly	Per Service	\$331.86	\$389.00	\$57.14	17.22%
Additional 240 litre Recycle Bin	Per Bin	\$91.03	\$72.65	(\$18.38)	(20.19%)
MISCELLANEOUS WASTE CHARGES					
Hard Waste services					
Additional Hard Waste Service	Per Booked Service	\$120.00	\$125.00	\$5.00	4.17%
OPEN SPACE MANAGEMENT					
Tree Removal					

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Removal of tree due to installation of new crossover	Per Request	Amenity value + Removal costs + Tree planting costs + 2 years maintenance	Amenity value + Removal costs + Tree planting costs + 2 years maintenance		

8.2 Minor Grants Program 2023-24 Monthly Report and Individual Excellence Grants Update (Quarter 3)

Final Report Destination:	Council
Paper Type:	For Decision
Author	Community Partnerships Officer, Jade Mainwaring and Personal Assistant to Mayor and Councillors
Manager:	Manager Community Wellbeing, Kerry Jansons and Manager Governance and Risk, Andrew Dowling
Executive:	Director Connected Communities, Judy Chalkley and Director Customer and Performance, Greg Curcio

SUMMARY

This report summarises the grant applications recommended for approval in April 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.

This report also summarises the Excellence Grants for Individuals awarded in the third quarter of the 2023-24 financial year. Under the Excellence Grants for Individuals Policy, applicants who are selected to represent either Victoria or Australia in a competitive endeavour or an elite performance may receive funding assistance of \$150.00 for events within Victoria, \$250.00 for interstate events and \$400.00 for international events.

RECOMMENDATION

That Council resolve to:

- Approve six applications for a total of \$12,037.19 (excluding GST) as detailed below:**

Applicant Name	Project Title	Amount Requested	Amount Recommended (excl. GST)
EACH	Self-Discovery through Recovery	\$3,000.00	\$2,012.73
Murrindal Playgroup Inc.	Replacement of worn-out toys and games	\$1,998.55	\$1,998.55
Victorian Skateboard Association (VSA) Inc.	Knox Secondary Schools Skateboarding Incursions	\$3,000.00	\$2,727.27
IC Robotics	Developing STEM skills for Knox students	\$2,595.00	\$2,595.00
Feed One Feed All Inc.	iPads for use to access recipes when in the kitchen preparing meals	\$2,424.00	\$2,203.64
Rowville Lions Club Inc.	Free skin cancer screening	\$775.00	\$500.00
Total		\$13,792.55	\$12,037.19

2. Defer two applications requesting a total of \$3,717.00 as detailed below:

Applicant Name	Project Title	Amount Requested
Lewis Park Reserve Parkrun	Outdoor Speaker & Headset	\$499.00
Jaffaria Association of Victoria	Youth Capacity Building –Public Speaking	\$3,218.00
Total		\$3,717.00

3. Refuse three applications requesting a total of \$7,448.58 as detailed below:

Applicant Name	Project Title	Amount Requested	Reason for Ineligibility
Left Write Hook Ltd.	Creative writing and trauma informed boxing	\$2,448.58	This project is ineligible under Clause 6.14 of the Minor Grant Procedure due to limited benefit to Knox residents.
Indian Senior Citizens Association of Victoria Inc.	Celebration of Baisakhi Festival	\$2,000.00	This project is ineligible under Clause 6.27 of the Minor Grants Procedure due to the event being held before the next Council meeting.
Australian Search & Rescue K9 Inc.	Australian Search and Rescue K9 Operational Certification	\$3,000.00	This project is ineligible due to Clauses 6.14 and 6.22 of the Minor Grant Procedure due to limited benefit to Knox residents, and the program considered to be the responsibility of other levels of Government.
Total		\$7,448.58	

4. Note that should the recommended grants be approved by Council, the remaining Minor Grants Program budget for 2023-24 will be \$24,567.99, excluding GST.
5. Note the Excellence Grants for Individuals awarded in Quarter 3 of the 2023-24 financial year as set out in Attachment 2, with a total value of \$4,100.

1. DISCUSSION**1.1 Minor Grants Background**

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.

This report presents to Council the recommendations for recent Minor Grant applications in accordance with the Minor Grants Procedure.

1.2 Minor Grants Applications Recommended for Approval

Eleven applications have been assessed this month, requesting grants totaling \$24,958.13.

Of the 11 applications, six are recommended for approval. A summary of the projects recommended is as follows:

- EACH are seeking a grant to assist with supplies for "Celebrating Recovery through Self Discovery", a program aimed at assisting women with maintaining abstinence from substance abuse. It is recommended partial funding be provided to the items eligible for funding under the Minor Grant Program Procedure.
- Victorian Skateboard Association Inc. require a grant to assist in delivering their Knox Secondary Schools Skateboarding Incursions, a program aimed at encouraging students to try Skateboarding as a sport.
- IC Robotics are seeking funds to contribute to the purchase of a Pedestal Drill, to ensure that Knox Robotics students have the equipment needed to continue to expand their skills and translate their CAD designs into accurately constructed robots.
- Feed Once Feed All Inc. require a grant to purchase two iPads for use in their kitchen to access recipes and replace the use of paper recipes.
- Rowville Lions Club Inc. are seeking a contribution towards a free Skin Cancer Check in Rowville. It is recommended partial funding as a co-contribution towards the project.
- Murrindal Playgroup Inc. are seeking a grant to assist with the replenishment of old, worn-out toys no longer suitable for use.

Application details are provided in Attachment 1.

1.3 Minor Grants Applications Recommended for Deferral

Two applications received this month are recommended for deferral to the May 2024 Ordinary Meeting of Council as we await further information regarding their applications:

- Jaffaria Association of Victoria are seeking a grant to contribute to their youth public speaking program in Knox.
- Lewis Park Reserve Parkrun are seeking a grant for the purchase of an outdoor speaker/headset for use at their parkrun events.

Groups with deferred applications will be encouraged to provide the requested additional information prior to the deadline for the May 2024 Ordinary Meeting of Council.

1.4 Minor Grants Applications Recommended for Refusal

Three applications are recommended for refusal:

- Left Write Hook Ltd. are seeking a grant to contribute to their “Creative Writing and Trauma Informed Boxing” program, aimed at assisting victim-survivors of abuse and trauma to take back their power through creative writing and non-contact trauma informed boxing. This program is recommended for refusal due to limited benefit to Knox residents demonstrated in this application.
- Indian Senior Citizens Association of Victoria Inc. are seeking a grant for the Celebration of Baisakhi Festival, however, the application is considered ineligible as per Clause 6.27 of the Minor Grants Procedure which does not allow for retrospective payments or expenses for an event or activity undertaken prior to receiving Council approval.
- Australian Search and Rescue K9 . are seeking a grant to contribute to the certification of more search and rescue teams, however are considered ineligible as per Clause 6.22 of the Minor Grant Procedure as is considered to be the funding responsibility of other levels of government.

1.5 Excellence Grants for Individuals

This report also presents to Council for noting, expenditure under the Excellence Grants for Individuals Policy for Quarter 3 of 2023-24.

For Quarter 3, 2023-2024, there have been 11 successful applications for a total value of \$4,100. Excellence grants were awarded for two interstate events and 11 international events. A summary of the grants is included at Attachment 2.

2. ENGAGEMENT

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.

Similarly, engagement will occur with Excellence Grant applicants if necessary, to clarify details regarding their applications prior to the delegate's decision.

3. 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.

The Excellence Grants for Individuals Program provides financial support intended to support individuals to participate in elite competition or performance and can assist inclusion and representation of under-represented individuals. The Program assists in developing skills and fostering pride for the great achievements of individuals in the Knox community.

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL IMPLICATIONS

There are no environmental issues associated with this report.

6. FINANCIAL AND RESOURCE 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 and Paid after GST Adjustments
July 2023	\$18,204.40
August 2023	\$23,892.21
September 2023	\$12,450.86
October 2023	\$21,647.00
November 2023	\$9,381.91
December 2023	\$11,581.36
January 2024	\$4,981.82
February 2024	\$8,181.82
March 2024	\$6,690.44
Total	\$117,011.82

Recommended applications for the April period total \$12,037.19 (exc. GST).

If approved as recommended, the remaining Minor Grants budget for 2023-24 will total \$24,567.99, after GST adjustments.

The Excellence Grants are managed within Council's adopted budget which provides \$10,000.00 for grants annually.

Excellence Grants totalling \$9,250.00 have been awarded in the three Quarters to 30 March 2024 and while this exceeds the year-to-date budget (\$7,500.00); this reflects a timing difference between the date of application and the date of event for which the grant is sought. (The Policy requires funds to be distributed equally across the 12 months of the financial year, and such distribution is done by event date, to ensure greater equity of access to the grant funds).

7. RISKS

Any risks associated with administering the Minor Grant and Excellence Grants for Individuals Programs are managed through the implementation of Council's Grant Framework Policy and the Minor Grants and Excellence Grants for Individuals Program Procedures. All Minor Grants and Excellence Grants for Individuals must be acquitted, and evidence of expenditure must be provided by the organisation or the individual.

The Procedures 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 Procedures, applications for funding have been assessed by the Chief Executive Officer, or delegate, for Council's approval.

8. KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Opportunity & Innovation

Strategy 1.2 - Encourage and support opportunities for skills development and lifelong learning for all people in Knox.

Strategy 1.3 - Support organisations in Knox to navigate recovery and new ways of working.

Neighbourhoods, Housing & Infrastructure

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

Natural Environment & Sustainability

Strategy 3.3 - 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.

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

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

10. STATEMENT OF COMPATIBILITY

This report is compatible with the Charter of Human Rights and Responsibilities, as it does not raise any human rights issues.

11. CONFIDENTIALITY

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

Attachments

1. Attachment 1 - Minor Grant Applications REDACTED - APRIL - 2024 [**8.2.1** - 80 pages]
2. Attachment 2 - Excellence Grants for Individuals - 2024-04-22 [**8.2.2** - 1 page]

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-102 From IC Robotics
 Form Submitted 31 Mar 2024, 9:06AM 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

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

5 January 2024 22 January 2024

9 February 2024 26 February 2024

8 March 2024 25 March 2024

5 April 2024 22 April 2024

10 May 2024 27 May 2024

7 June 2024 24 June 2024

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.

Minor Grants Program - 2023-2024
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Application Category

Application Amount *

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

* indicates a required field

Applicant Details

Organisation Name *

IC Robotics

Organisation Address *

7 York Ct
Wantirna South VIC 3152 Australia
Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Contact Name

[Redacted]

Contact Address *

[Redacted]

State/Province, Postcode, and Country are required.

Contact Number *

[Redacted]

Australian phone number.

Phone Number

Must be an Australian phone number.

[Redacted]

Committee Secretary (Second Contact Person) *

[Redacted]

Mobile Phone Number *

[Redacted]

Must be an Australian phone number.

[Redacted] s.

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Please provide your ABN
 47 887 719 439

Information from the Australian Business Register	
ABN	47 887 719 439
Entity name	I C ROBOTICS
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3152 VIC
<i>Information retrieved at 2:30am yesterday</i>	

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

Committee/Governance Structure

Complete the details of your full committee below:

Committee Member Full Name	Position	Email Address	Phone Number
			Must be a number.

Incorporation Details

Please provide your Incorporated number

A0092119H

This can be found on the Consumer Affairs Victoria website

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Child Safety

Knox City Council has a zero tolerance for child abuse. Organisations that provide services or facilities for children are required by law to comply with the Victorian Child Safe Standards to safeguard children.

Obligations are detailed on the Commission for Children and Young People (CCYP) website [CCYP | Child Safe Standards](#)

Organisations providing services, facilities or activities for children under 18 must:

1. Ensure a representative from your organisation has completed relevant Child Safe Training, and
2. Complete a Statutory Declaration regarding compliance with the Victorian Child Safe Standards: [Click here to download Knox City Council Statutory Declaration Template](#)

Please confirm that your organisation is aware of its obligations as detailed on the Commission for Children and Young People (CCYP) website *

Yes, we are aware of our obligations regarding the new Child Safe Standards that came into effect 1 July 2022 and can meet the requirements relevant to our organisation. We will attach a Statutory Declaration detailing our commitment to ensuring our organisation and all Council funded programs, services, events and/or activities are compliant with the Child Safe standards.

Our organisation does not provide any services, facilities or activities for children under 18.

If you have answered yes to the above, please attach your signed Statutory Declaration here

Filename: Update_russellaj_2024-03-26-15-45-39.pdf
 File size: 105.0 kB

Pre-application contact with Knox City Council

Have you discussed your application with any Knox Council Officer? If so, please provide details below:

Yes. Email & chat phone call with Belinda Boord to clarify budget and project dates for equipment purchases.

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

Minor Grants Program - 2023-2024

Minor Grant Program Application Form 2023-2024 (Version 2 of 2)

Application No. 2324-MGP-102 From IC Robotics

Form Submitted 31 Mar 2024, 9:06AM AEDT

Project Title *

Developing STEM skills for Knox students

Project Start Date *

01/05/2024

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 *

01/07/2024

Must be a date.

(a) Briefly describe details of the request: *

Originating as a small 'inventions club' (IC) at Yarawarra Primary School in Boronia in 2012, IC Robotics has evolved into an incorporated not-for-profit organization boasting 50 local graduates. It has now secured its position as a premier FRC robotics club in Australia. This growth and achievement has unfolded within the confines of a small warehouse in Bayswater. IC Robotics, entirely run by volunteers, dedicates itself to nurturing local youth's engagement in STEM activities and cultivating a diverse set of engineering skills.

These skills are demonstrated in the construction of large robots, which the students then compete in the global FIRST robotics program. Annually, the students aim to design and build a competitive robot for the Southern Cross Regional FIRST competition in NSW in March, with the ultimate aspiration of qualifying for the international finals in Houston each April. Proudly, our students have returned from this competition as the #2 youth robotics program in Australia and secured an invitation to compete at the FIRST Robotics World Championships in Texas in April 2024 – a prestigious accomplishment and demonstration of the immense impact the program provides for local students. As a small community club competing against big budget private school robotics programs and a large cohort of teams from Asia – this accomplishment is truly outstanding. As FIRST clubs gradually grow across Australia, the quality of competitor robots continue to rise as student skills develop. Following competition and for the balance of the year, the students strive to improve their robot and practice skills they learned from other teams whilst at competition. IC believe, and have proven, that small supported community clubs can provide STEM learning, and success, to students from all backgrounds.

To ensure that Knox students can maintain their competitiveness and have the equipment needed to continue to expand their skills, the acquisition of additional and more advanced engineering equipment is now necessary. In the realm of mechanical engineering, a Pedestal Drill serves as a crucial tool for students to develop their skills in a safe way. This machinery facilitates precise and repetitive cutting, enabling students to translate their CAD designs into accurately constructed robot parts. Most importantly, however, Pedestal Drills offer a higher degree of safety due to their ability to secure materials and operate in a more hands-off manner.

Recently, Aquinas College generously allowed IC Robotics to borrow their Pedestal Drill for a short term as they prepare for the 2024 FIRST competitions, showcasing the tools impact on the quality of work, enhanced learning opportunities and increased safety for IC students. Given this recent pilot, we believe it's important that a pedestal drill becomes a permanent addition to IC Robotics' resources.

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

IC Robotics is proud to call the City of Knox home, offering Knox youth a unique opportunity to be involved in a secure, inclusive, and social space for STEM learning outside of school. Whilst the majority of students are from Knox and local municipalities, the club's success

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has attracted participants and mentors from across Melbourne, fostering an important exchange of knowledge with local Knox students. Additionally, IC Robotics plays a pivotal role in supporting robotics clubs in local Knox schools. IC has played a key role in launching Melbourne's only off-season FIRST robotics competition. Proudly, IC is also responsible for supporting the establishment and ongoing mentoring of other robotics clubs in Knox. A highlight is Rowville, which, as a consequence of all of IC's support, had the opportunity to compete at Southern Cross Regional this year.

IC students are encouraged to, and enjoy, promoting STEM learning with the community of Knox. With the support of Westfield Knox, the students have set up 'pop up' school holiday activities to encourage increased participation in STEM activities. The students also run workshops with local groups including Scouts and Guides to generate interest in STEM learning and provide all students an opportunity to experience the wonders of engineering first hand. This past year the IC students also adapted their workshop session program to deliver to a special needs Scouts group - an initiative that results in a huge impact on both the IC students and the local scouts.

With a current student cohort of 20, I.C reaches well beyond it's own size, providing mentoring and support to teams across Melbourne, but particularly clubs in Wantirna and Rowville, and engaging with local students through our community initiatives.

To ensure IC continues to draw local students to STEM learning they must be able to attract passionate qualified volunteer mentors. Having adequate equipment and experience at the club is paramount to achieving ongoing skill development for Knox youth.

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

22

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? *

50

Must be a number

BUDGET

*** indicates a required field**

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

\$2,805.00

Must be a dollar amount.

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

(d) What amount is being requested? *

\$2,595.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

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Budget

Income = grant/s requested, contribution from your organisation, ticket sales etc

NOTE: total income must match total expenditure

Income	Income Amount	Expenditure	Expenditure Amount
Please describe income item (ie: council grant, your organisations cash contribution, ticket sales etc	\$AUD	Please describe expenditure item ie: venue hire	\$ AUD
Minor Grant	\$2,595.00	Equipment	\$2,595.00
Contribution from Waughs industrial	\$210.00	Equipment	\$210.00
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Budget Totals

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$2,805.00	\$2,805.00	\$0.00
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.
		Must total \$0.00

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 - \$210.00
 This number/amount is calculated.

Budget - What will you use your Minor Grant request for?

Quotes/evidence of calculations are required to be attached for each item of expenditure.

Quotes may be attached next to each line of expenditure, or alternatively, a quote for all items may be attached in the section below.

Quotes may be a formal quotation or a screenshot of items from retailers websites.

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Expenditure	Amount	Quotes
Please describe expenditure item	\$ AUD	You can attach quotes here for individual items, or you can attach in bulk below
Pedastall Drill	\$2,595.00	Filename: Drill website quote.PNG File size: 222.5 kB
	\$	No files have been uploaded
	\$	No files have been uploaded
	\$	No files have been uploaded
	\$	No files have been uploaded
	\$	No files have been uploaded
	\$	No files have been uploaded
	\$	No files have been uploaded

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Drill website quote.PNG
 File size: 222.5 kB
 A minimum of 1 file must be attached.
 Quotes must support all expenditure items listed in table above

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 - PPL.pdf
 File size: 52.6 kB
 A minimum of 1 file must be attached.

Public Liability Expiry Date *

04/05/2024
 If the expiry date is prior to project completion date, you may be requested to supply an updated

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certificate upon renewal

Please attach any other relevant supporting documentation. This can include:

- **A project plan**
- **Letters of support**
- **Any other relevant information you feel is necessary to support your application**

Attach relevant documentation:

Filename: Robotics.pdf
File size: 601.9 kB

DECLARATION

*** indicates a required field**

Conflict of Interest

Do you or member of your organisation have a relationship with a Council staff member or Councillor? *

Yes No

A relationship can include a direct relative, member or the household, neighbour, or friend. If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

Does your organisation have any members who are Council staff members or Councillor? *

Yes
 No

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 *

IC Robotics

Position (eg: President, Treasurer) *

[REDACTED]

Declaration Date *

31/03/2024

Must be a date.

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Form Submitted 31 Mar 2024, 9:06AM AEDT

Privacy Statement

The personal information requested in this application form is for the purposes of administering the Minor Grants Program and will only be used by Council for that primary purpose or directly related purposes. Whilst information relating to groups and the specific request/project details will be published, personal information in regards to individuals will not be disclosed except as required by law.

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 3 of 3)
Application No. 2324-MGP-108 From EACH
 Form Submitted 25 Mar 2024, 3:39PM 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

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

5 January 2024 22 January 2024

9 February 2024 26 February 2024

8 March 2024 25 March 2024

5 April 2024 22 April 2024

10 May 2024 27 May 2024

7 June 2024 24 June 2024

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.

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 Form Submitted 25 Mar 2024, 3:39PM AEDT

Application Category

Application Amount *

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

* indicates a required field

Applicant Details

Organisation Name *

EACH

Organisation Address *

1063 Burwood Hwy
 Ferntree Gully VIC 3156 Australia

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

Contact Name

[Redacted]

Address *

[Redacted]

Province, Postcode, and Country are required.

Phone Number *

[Redacted]

Australian phone number.

Phone Number

Must be an Australian phone number.

[Redacted]

Committee Secretary (Second Contact Person) *

[Redacted]

Mobile Phone Number *

[Redacted]

Must be an Australian phone number.

[Redacted]

Must be an email address.

Minor Grants Program - 2023-2024
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Please provide your ABN
 46 197 549 317

Information from the Australian Business Register	
ABN	46 197 549 317
Entity name	EACH
ABN status	Active
Entity type	Australian Public Company
Goods & Services Tax (GST)	Yes
DGR Endorsed	Yes (Item 1)
ATO Charity Type	Public Benevolent Institution More information
ACNC Registration	Registered
Tax Concessions	FBT Exemption, GST Concession, Income Tax Exemption
Main business location	3134 VIC
<i>Information retrieved at 8:20am yesterday</i>	

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

Committee/Governance Structure

Complete the details of your full committee below:

Committee Member Full Name	Position	Email Address	Phone Number
			Must be a number.
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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),

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you will require an auspice who is one or both of these things.

Child Safety

Knox City Council has a zero tolerance for child abuse. Organisations that provide services or facilities for children are required by law to comply with the Victorian Child Safe Standards to safeguard children.

Obligations are detailed on the Commission for Children and Young People (CCYP) website [CCYP | Child Safe Standards](#)

Organisations providing services, facilities or activities for children under 18 must:

1. Ensure a representative from your organisation has completed relevant Child Safe Training, and
2. Complete a Statutory Declaration regarding compliance with the Victorian Child Safe Standards: [Click here to download Knox City Council Statutory Declaration Template](#)

Please confirm that your organisation is aware of its obligations as detailed on the Commission for Children and Young People (CCYP) website *

- Yes, we are aware of our obligations regarding the new Child Safe Standards that came into effect 1 July 2022 and can meet the requirements relevant to our organisation. We will attach a Statutory Declaration detailing our commitment to ensuring our organisation and all Council funded programs, services, events and/or activities are compliant with the Child Safe standards.
- Our organisation does not provide any services, facilities or activities for children under 18.

If you have answered yes to the above, please attach your signed Statutory Declaration here

Filename: Stat_Dec.jpg
File size: 724.2 kB

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**

Minor Grants Program - 2023-2024
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Request Details

Project Title *

Self Discovery through Recovery

Project Start Date *

01/05/2024

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 *

20/12/2024

Must be a date.

(a) Briefly describe details of the request: *

We are seeking support for supplies for participant activities, whilst attempting to build a women's only peer support group.

Our current mixed Peer Support has been operating successfully for years, providing activities, education and support and we have seen great success in maintaining abstinence from substance use.

We would like to invest in the wellbeing of a women's group by improving their mental and physical health, working through their experiences of addiction, domestic/ family violence or past traumas in a supportive environment.

To encourage their self-discovery by providing opportunities of self-care, reflective practice, forgiveness and resilience, using the items purchased from the grant funds to explore gentle care for themselves, recognising possible physical or emotional triggers and build resilience.

Opportunities for health promotion, enjoying a cuppa or even sharing a meal within the group can be a welcomed activity, that some participants may not have experienced in a safe and supported environment.

Supporting these women on their journey of abstinence and improving outcomes for their families.

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

The community will experience healthier and more functional community members. Participants from the community are likely to benefit from being part of this project by:

Improved mental health by regular attendance at a triad of support within the Project Hope & Thrive program – counselling, whole of health and peer support sessions.

Creating opportunity for participants to increase their social connection.

Pathway to recovery from addiction with peers, utilising activities, psycho-education, mediation and art.

Participation in trauma sensitive yoga offering, addressing barriers to a healthy mind and healthy body

Allied health offerings from our services and workshops on healthy eating and food.

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

7

Must be a number

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

50
 Must be a number

How many of the above are Knox residents? *

45
 Must be a number

BUDGET

*** indicates a required field**

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

\$9,930.00
 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?

Budget

Income = grant/s requested, contribution from your organisation, ticket sales etc
NOTE: total income must match total expenditure

Income	Income Amount	Expenditure	Expenditure Amount
Please describe income item (ie: council grant, your organisations cash contribution, ticket sales etc)	\$AUD	Please describe expenditure item ie: venue hire	\$ AUD
Council Grant	\$3,000.00	Venue (33 weeks)	\$2,640.00
Organisation contribution	\$6,930.00	Peer Worker (33 weeks)	\$4,290.00
	\$	Goods for program activities	\$3,000.00
	\$		
	\$		\$
	\$		\$
	\$		\$
	\$		\$

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Budget Totals

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$9,930.00	\$9,930.00	\$0.00
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated. Must total \$0.00

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 -\$6,930.00
 This number/amount is calculated.

Budget - What will you use your Minor Grant request for?

Quotes/evidence of calculations are required to be attached for each item of expenditure.

Quotes may be attached next to each line of expenditure, or alternatively, a quote for all items may be attached in the section below.

Quotes may be a formal quotation or a screenshot of items from retailers websites.

Expenditure	Amount	Quotes
Please describe expenditure item	\$ AUD	You can attach quotes here for individual items, or you can attach in bulk below
Yoga/ Meditation/ Stretching	\$1,636.90	Filename: StretchNow_Equipment.png File size: 102.5 kB
Art Supplies	\$355.10	Filename: ArtShed.png File size: 87.8 kB
Marquee for outdoor activity & reusable buckets	\$329.00	Filename: Bunnings_Quote.pdf File size: 384.0 kB
Relaxation therapy equipment	\$222.00	Filename: The Good Guys_Messagers.pdf File size: 2.1 MB
Kitchen equipment & pampering	\$317.00	Filename: Target_Quote.pdf File size: 755.2 kB

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Application No. 2324-MGP-108 From EACH
 Form Submitted 25 Mar 2024, 3:39PM AEDT

Range of products: nail polishes, hand creams, foot care, dental	\$140.00	Filename: Chemist_Warehouse_Nail_Polish.pdf File size: 1.5 MB
	\$	No files have been uploaded
	\$	No files have been uploaded

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Quotes.pdf
 File size: 937.8 kB
 A minimum of 1 file must be attached.
 Quotes must support all expenditure items listed in table above

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_Public_and_Products_Liability_Professional_Indemnity.pdf
 File size: 160.5 kB
 A minimum of 1 file must be attached.

Public Liability Expiry Date *

03/06/2024
 If the expiry date is prior to project completion date, you may be requested to supply an updated certificate upon renewal

Please attach any other relevant supporting documentation. This can include:

- A project plan
- Letters of support
- Any other relevant information you feel is necessary to support your application

Attach relevant documentation:

Filename: Project Management Plan.pdf
 File size: 193.7 kB

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 3 of 3)
Application No. 2324-MGP-108 From EACH
Form Submitted 25 Mar 2024, 3:39PM AEDT

DECLARATION

*** indicates a required field**

Conflict of Interest

Do you or member of your organisation have a relationship with a Council staff member or Councillor? *

Yes No

A relationship can include a direct relative, member of the household, neighbour, or friend. If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

Does your organisation have any members who are Council staff members or Councillor? *

Yes
 No

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 *

EACH

[REDACTED] : President, Treasurer) *

[REDACTED]

Declaration Date *

07/02/2024

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-111 From Victorian Skateboard Association (VSA)
 Form Submitted 5 Apr 2024, 12:25PM 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

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

5 January 2024 22 January 2024

9 February 2024 26 February 2024

8 March 2024 25 March 2024

5 April 2024 22 April 2024

10 May 2024 27 May 2024

7 June 2024 24 June 2024

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.

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-111 From Victorian Skateboard Association (VSA)
 Form Submitted 5 Apr 2024, 12:25PM AEDT

Application Category

Application Amount *

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

* indicates a required field

Applicant Details

Organisation Name *

Victorian Skateboard Association (VSA)

Organisation Address *

Riverslide Skatepark, Alexandra Avenue
Boathouse Drive
Melbourne Victoria 3000 Australia
Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Contact Name

[Redacted]

Contact Address *

[Redacted]

Province, Postcode, and Country are required.

Phone Number *

[Redacted]

Australian phone number.

Mobile Number

[Redacted]

Australian phone number.

[Redacted]

Committee Secretary (Second Contact Person) *

[Redacted]

Mobile Phone Number *

[Redacted]

Must be an Australian phone number.

[Redacted]

Must be an email address.

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-111 From Victorian Skateboard Association (VSA)
 Form Submitted 5 Apr 2024, 12:25PM AEDT

Please provide your ABN
 58 068 420 645

Information from the Australian Business Register	
ABN	58 068 420 645
Entity name	Victorian Skateboard Association Inc.
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3000 VIC

Information retrieved at 5:14am 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

Committee/Governance Structure

Complete the details of your full committee below:

Committee Member Full Name	Position	Email Address	Phone Number
			Must be a number.
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Incorporation Details

Please provide your Incorporated number

A0043188V

This can be found on the Consumer Affairs Victoria website

Minor Grants Program - 2023-2024

Minor Grant Program Application Form 2023-2024 (Version 2 of 2)

Application No. 2324-MGP-111 From Victorian Skateboard Association (VSA)

Form Submitted 5 Apr 2024, 12:25PM AEDT

Child Safety

Knox City Council has a zero tolerance for child abuse. Organisations that provide services or facilities for children are required by law to comply with the Victorian Child Safe Standards to safeguard children.

Obligations are detailed on the Commission for Children and Young People (CCYP) website [CCYP | Child Safe Standards](#)

Organisations providing services, facilities or activities for children under 18 must:

1. Ensure a representative from your organisation has completed relevant Child Safe Training, and
2. Complete a Statutory Declaration regarding compliance with the Victorian Child Safe Standards: [Click here to download Knox City Council Statutory Declaration Template](#)

Please confirm that your organisation is aware of its obligations as detailed on the Commission for Children and Young People (CCYP) website *

Yes, we are aware of our obligations regarding the new Child Safe Standards that came into effect 1 July 2022 and can meet the requirements relevant to our organisation. We will attach a Statutory Declaration detailing our commitment to ensuring our organisation and all Council funded programs, services, events and/or activities are compliant with the Child Safe standards.

Our organisation does not provide any services, facilities or activities for children under 18.

If you have answered yes to the above, please attach your signed Statutory Declaration here

Filename: Knox X VSA, Stat Dec, re Child Safe 1.jpg
File size: 3.0 MB

Filename: Knox X VSA, Stat Dec, re Child Safe 2.jpg
File size: 3.0 MB

Pre-application contact with Knox City Council

Have you discussed your application with any Knox Council Officer? If so, please provide details below:

Jade Mainwaring

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**

Minor Grants Program - 2023-2024**Minor Grant Program Application Form 2023-2024 (Version 2 of 2)****Application No. 2324-MGP-111 From Victorian Skateboard Association (VSA)**

Form Submitted 5 Apr 2024, 12:25PM AEDT

Request Details**Project Title ***

Knox Secondary Schools Skateboarding Incursions

Project Start Date *

06/05/2024

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 *

20/09/2024

Must be a date.

(a) Briefly describe details of the request: *

The Knox Secondary Schools Skateboarding Incursions will introduce a new generation of Knox Secondary School students to skateboarding through a series of learn to skateboard incursions with partner schools such as Bororia K-12, Fairhills, and Rowville High. Qualified male and female VSA coaches will bring full equipment kits and expertise to participating schools for up to five classes of students per day for each of four separate sessions. The sessions will promote external programing at Knox Skate Park, aiming for greater ongoing independent use of Knox facilities beyond the program.

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

From past programs that have been conducted over the pandemic period in Knox municipality, our reporting has illustrated have a high degree of primary school aged youth are engaging with skate park programing at the Knox Skate Park. Secondary school students who do not currently participate in skateboarding are less likely to try a skate park sport due to environmental and social factors that prohibit independent initiative to try a new sport. This program aims to go to the harder-to-engage secondary students in Knox in order to lower the physiological barrier of skateboarding. Once a student has tried skateboarding, they are more likely to pursue it independently.

The benefits of this program to the Knox community include the following:

1. Increased participation in recreational activities and increased use of the Knox Skate Park,
2. Increased physical activity that will improve physical health through the establishment of active lifestyles for thousands of community members across the municipality,
3. More young people in alternative sport and recreational activities, increasing opportunities for connectedness through common interests and physical activity,
4. Engagement of community members through volunteering opportunities,
5. More use of skateboards as a social, no-emissions form of transport that can utilise Knox's new and upgraded pathways, simultaneously decongesting road traffic,
6. Happy healthier communities and positive skate park culture with better mental health and feeling of safety for users.

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

15

Must be a number

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-111 From Victorian Skateboard Association (VSA)
 Form Submitted 5 Apr 2024, 12:25PM AEDT

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

408

Must be a number

How many of the above are Knox residents? *

366

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?

(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	Income Amount	Expenditure	Expenditure Amount
Please describe income item (ie: council grant, your organisations cash contribution, ticket sales etc)	\$AUD	Please describe expenditure item ie: venue hire	\$ AUD
Knox Grant	\$3,000.00	Event Contractor, 1 Coach, 7 hours (\$90 per hour), 4 hours program time \$630 X 4	\$2,520.00
VSA In-kind contribution	\$630.00	Event Transportation \$70 X 4	\$280.00
	\$	Marketing and Promotion \$30 X 4	\$120.00
	\$	Equipment, Insurance, Booking System \$20 X 4	\$80.00

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-111 From Victorian Skateboard Association (VSA)
 Form Submitted 5 Apr 2024, 12:25PM AEDT

	\$	18 hours of volunteer time toward the organisation and administration X \$35	\$630.00
	\$		\$
	\$		\$
	\$		\$

Budget Totals

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$3,630.00 This number/amount is calculated.	\$3,630.00 This number/amount is calculated.	\$0.00 This number/amount is calculated. Must total \$0.00

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 - \$630.00
 This number/amount is calculated.

Budget - What will you use your Minor Grant request for?

Quotes/evidence of calculations are required to be attached for each item of expenditure.

Quotes may be attached next to each line of expenditure, or alternatively, a quote for all items may be attached in the section below.

Quotes may be a formal quotation or a screenshot of items from retailers websites.

Expenditure	Amount	Quotes
Please describe expenditure item	\$ AUD	You can attach quotes here for individual items, or you can attach in bulk below
4 X All ABOARD SCHOOL SESSIONS, standard quote	\$3,000.00	Filename: Knox -2024 Budgeted Quote for All Aboard Skateboarding Sessions Full Day School Sessions X 4.pdf File size: 42.9 kB

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-111 From Victorian Skateboard Association (VSA)
 Form Submitted 5 Apr 2024, 12:25PM AEDT

		Filename: Rachel Delphin coaching quote- Knox 2014 sessions.pdf File size: 69.8 kB
	\$	<i>No files have been uploaded</i>
	\$	Filename: Richard Flude coaching quote, Knox 2024 sessions.pdf File size: 62.7 kB
	\$	<i>No files have been uploaded</i>
	\$	<i>No files have been uploaded</i>
	\$	<i>No files have been uploaded</i>
	\$	<i>No files have been uploaded</i>

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Rachel Delphin coaching quote- Melton 2014 sessions.pdf
File size: 69.0 kB

Filename: Richard Flude coaching quote, Melton 2024 sessions.pdf
File size: 61.7 kB

A minimum of 1 file must be attached.
Quotes must support all expenditure items listed in table above

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: Cert of Currency - Liability.pdf
File size: 271.4 kB

A minimum of 1 file must be attached.

Public Liability Expiry Date *

22/02/2024

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 (Version 2 of 2)

Application No. 2324-MGP-111 From Victorian Skateboard Association (VSA)

Form Submitted 5 Apr 2024, 12:25PM AEDT

Please attach any other relevant supporting documentation. This can include:

- **A project plan**
- **Letters of support**
- **Any other relevant information you feel is necessary to support your application**

Attach relevant documentation:

Filename: Fairhills High - Richard and Boy with Mental Disability.mp4

File size: 20.8 MB

Filename: Knox X All Aboard Showcase.jpg

File size: 758.0 kB

Filename: Project Plan MAY START - VSA X Knox Secondary Schools Skateboarding Incursions.pdf

File size: 78.7 kB

Filename: Rowville High - Mateship.png

File size: 829.8 kB

DECLARATION

*** indicates a required field**

Conflict of Interest

Do you or member of your organisation have a relationship with a Council staff member or Councillor? *

Yes No

A relationship can include a direct relative, member of the household, neighbour, or friend. If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

Does your organisation have any members who are Council staff members or Councillor? *

Yes

No

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 *

Victorian Skateboard Association

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-111 From Victorian Skateboard Association (VSA)
Form Submitted 5 Apr 2024, 12:25PM AEDT

Position (eg: President, Treasurer) *

[REDACTED]

Declaration Date *

09/02/2024

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-132 From Rowville Lions Club
 Form Submitted 3 Apr 2024, 5:50PM 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

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

5 January 2024 22 January 2024

9 February 2024 26 February 2024

8 March 2024 25 March 2024

5 April 2024 22 April 2024

10 May 2024 27 May 2024

7 June 2024 24 June 2024

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.

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-132 From Rowville Lions Club
 Form Submitted 3 Apr 2024, 5:50PM AEDT

Application Category

Application Amount *

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

*** indicates a required field**

Applicant Details

Organisation Name *

Rowville Lions Club

Organisation Address *

3 Legend Clos
Rowville VIC 3178 Australia

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

Contact Name

[Redacted]

Contact Address *

[Redacted]

State/Province, Postcode, and Country are required.

Contact Number *

[Redacted]

Australian phone number.

Phone Number

Must be an Australian phone number.

[Redacted]

Committee Secretary (Second Contact Person) *

[Redacted]

Mobile Phone Number *

[Redacted]

Must be an Australian phone number.

[Redacted]

Must be an email address.

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-132 From Rowville Lions Club
 Form Submitted 3 Apr 2024, 5:50PM AEDT

Please provide your ABN
 70 977 340 038

Information from the Australian Business Register	
ABN	70 977 340 038
Entity name	Lions Club of Rowville Inc
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3178 VIC
<i>Information retrieved at 2:27am yesterday</i>	

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

Committee/Governance Structure

Complete the details of your full committee below:

Committee Member Full Name	Position	Email Address	Phone Number
			Must be a number.

Incorporation Details

Please provide your Incorporated number

A0027176U

This can be found on the Consumer Affairs Victoria website

Child Safety

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-132 From Rowville Lions Club
 Form Submitted 3 Apr 2024, 5:50PM AEDT

Knox City Council has a zero tolerance for child abuse. Organisations that provide services or facilities for children are required by law to comply with the Victorian Child Safe Standards to safeguard children.

Obligations are detailed on the Commission for Children and Young People (CCYP) website [CCYP | Child Safe Standards](#)

Organisations providing services, facilities or activities for children under 18 must:

1. Ensure a representative from your organisation has completed relevant Child Safe Training, and
2. Complete a Statutory Declaration regarding compliance with the Victorian Child Safe Standards: [Click here to download Knox City Council Statutory Declaration Template](#)

Please confirm that your organisation is aware of its obligations as detailed on the Commission for Children and Young People (CCYP) website *

Yes, we are aware of our obligations regarding the new Child Safe Standards that came into effect 1 July 2022 and can meet the requirements relevant to our organisation. We will attach a Statutory Declaration detailing our commitment to ensuring our organisation and all Council funded programs, services, events and/or activities are compliant with the Child Safe standards.

Our organisation does not provide any services, facilities or activities for children under 18.

If you have answered yes to the above, please attach your signed Statutory Declaration here

Filename: stat dec 1.pdf

File size: 1.4 MB

Filename: stat dec.pdf

File size: 1010.5 kB

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

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-132 From Rowville Lions Club
 Form Submitted 3 Apr 2024, 5:50PM AEDT

Project Title *

Free Skin Cancer Screening

Project Start Date *

04/05/2024

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 *

05/05/2024

Must be a date.

(a) Briefly describe details of the request: *

On behalf of the Rowville Lions club, proud to announce that the skin cancer unit will be visiting Rowville and able to provide a free skin cancer screening service to our local community on 4 th and 5 th May 2024 at Wellington Village shopping centre Rowville. There are 6 Volunteer will be working for 3 days. We have to provide accommodation and food for those volunteer conducting sckin screening. So we are requesting to grant \$775.00 to cover the accommodation .

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

Australia has one of the highest rates of skin cancer in the world and Lions Clubs in Victoria is doing something practical about reducing that level and its impact on families. There are many families are facing financial crisis at current so they are unable to visit dermatology clinic due to fees. So, this free service will beneficial to our community.

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

20

Must be a number

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

110

Must be a number

How many of the above are Knox residents? *

110

Must be a number

BUDGET

*** indicates a required field**

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

\$775.00

Must be a dollar amount.

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

(d) What amount is being requested? *

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-132 From Rowville Lions Club
 Form Submitted 3 Apr 2024, 5:50PM AEDT

\$775.00

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	Income Amount	Expenditure	Expenditure Amount
Please describe income item (ie: council grant, your organisations cash contribution, ticket sales etc)	\$AUD	Please describe expenditure item ie: venue hire	\$ AUD
Accommodation	\$465.00	accommodation hire	\$465.00
Accommodation	\$310.00	accommodation hire	\$310.00
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Budget Totals

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$775.00	\$775.00	\$0.00
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated. Must total \$0.00

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.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Accommodation fee.pdf

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-132 From Rowville Lions Club
 Form Submitted 3 Apr 2024, 5:50PM AEDT

File size: 1.2 MB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Certificate of Currency 2023 24.pdf

File size: 138.1 kB

A minimum of 1 file must be attached.

Public Liability Expiry Date *

01/09/2024

If the expiry date is prior to project completion date, you may be requested to supply an updated certificate upon renewal

Please attach any other relevant supporting documentation. This can include:

- **A project plan**
- **Letters of support**
- **Any other relevant information you feel is necessary to support your application**

Attach relevant documentation:

Filename: Free Skin Cancer Screening.docx

File size: 727.0 kB

Filename: Free skin Screening local newspaper.jpg

File size: 243.9 kB

DECLARATION

*** indicates a required field**

Conflict of Interest

Do you or member of your organisation have a relationship with a Council staff member or Councillor? *

Yes No

A relationship can include a direct relative, member or the household, neighbour, or friend. If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-132 From Rowville Lions Club
Form Submitted 3 Apr 2024, 5:50PM AEDT

Does your organisation have any members who are Council staff members or Councillor? *

- Yes
 No

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 *

Rowville Lions Club

Position (eg: President, Treasurer) *

[REDACTED]

Declaration Date *

23/03/2024

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-135 From Murrindal Playgroup inc.
 Form Submitted 3 Apr 2024, 10:05PM 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

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

5 January 2024 22 January 2024

9 February 2024 26 February 2024

8 March 2024 25 March 2024

5 April 2024 22 April 2024

10 May 2024 27 May 2024

7 June 2024 24 June 2024

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.

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-135 From Murrindal Playgroup inc.
 Form Submitted 3 Apr 2024, 10:05PM AEDT

Application Category

Application Amount *

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

* indicates a required field

Applicant Details

Organisation Name *

Murrindal Playgroup inc.

Organisation Address *

100 Murrindal Dr
Rowville VIC 3178 Australia

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

Contact Name

[Redacted]

Contact Address *

[Redacted]

State/Province, Postcode, and Country are required.

Phone Number *

[Redacted]

Australian phone number.

Phone Number

Must be an Australian phone number.

[Redacted]

Committee Secretary (Second Contact Person) *

[Redacted]

Mobile Phone Number *

[Redacted]

Must be an Australian phone number.

[Redacted]

Must be an email address.

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-135 From Murrindal Playgroup inc.
 Form Submitted 3 Apr 2024, 10:05PM AEDT

Please provide your ABN

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	
ACNC Registration	No
Tax Concessions	
Main business location	

Must be an ABN.
 provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

Is your organisation Incorporated? *

Yes No

If no, please confirm if you are a registered not-for-profit legal entity

Committee/Governance Structure

Complete the details of your full committee below:

Committee Member Full Name	Position	Email Address	Phone Number
			Must be a number.
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]

Incorporation Details

Please provide your Incorporated number

A0023418P

This can be found on the Consumer Affairs Victoria website

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-135 From Murrindal Playgroup inc.
Form Submitted 3 Apr 2024, 10:05PM AEDT

Child Safety

Knox City Council has a zero tolerance for child abuse. Organisations that provide services or facilities for children are required by law to comply with the Victorian Child Safe Standards to safeguard children.

Obligations are detailed on the Commission for Children and Young People (CCYP) website [CCYP | Child Safe Standards](#)

Organisations providing services, facilities or activities for children under 18 must:

1. Ensure a representative from your organisation has completed relevant Child Safe Training, and
2. Complete a Statutory Declaration regarding compliance with the Victorian Child Safe Standards: [Click here to download Knox City Council Statutory Declaration Template](#)

Please confirm that your organisation is aware of its obligations as detailed on the Commission for Children and Young People (CCYP) website *

Yes, we are aware of our obligations regarding the new Child Safe Standards that came into effect 1 July 2022 and can meet the requirements relevant to our organisation. We will attach a Statutory Declaration detailing our commitment to ensuring our organisation and all Council funded programs, services, events and/or activities are compliant with the Child Safe standards.

Our organisation does not provide any services, facilities or activities for children under 18.

If you have answered yes to the above, please attach your signed Statutory Declaration here

Filename: Stat Dec. .pdf
File size: 1.0 MB

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

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-135 From Murrindal Playgroup inc.
 Form Submitted 3 Apr 2024, 10:05PM AEDT

Project Title *

Toy and Resource Renewal and Replacement

Project Start Date *

24/04/2024

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 *

31/08/2024

Must be a date.

(a) Briefly describe details of the request: *

Murrindal playgroup are seeking a grant to support us in renewing our toys and children's resources with quality, lasting replacements.

Majority of the existing toys are aged and many are damaged or unsafe, potentially posing a safety risk to our members. We are systematically working through the toys that need to be removed and replacing them with new, quality toys that have longevity. Many of the toys have been selected for their open ended nature and having usability across multiple age groups, supporting value for money.

In addition to the safety concerns raised, we have received feedback from members of the local community that families are choosing to attend alternate playgroups due to our inferior toys and resources. We hope that at the conclusion of this process, the Murrindal Playgroup space is rejuvenated as a safe, appealing, welcoming space to our community.

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

Murrindal playgroup provides a safe, engaging and friendly space for children and families alike to play and interact with their community. It provides parents and carers an opportunity to connect with other parents and carers of similar aged children, supporting each other with the challenges and joys of parenting. Simultaneously, it provides children with mental and social stimulation. Providing a wide range of age and developmentally appropriate resources aids in engaging the youngest members of our society.

Unfortunately, the Covid lockdown period had a significant impact on our playgroup whose membership has been rebuilt from scratch. We are now in a position where the attendance and popularity of playgroup is improving. The toys and activities we are currently using are mostly from pre-lockdown and often much older. We are upgrading and replacing broken and damaged toys along with improving the spectrum of toys available to our members.

We have surveyed current members and sought feedback about what toys are popular with their children and asked what they would like to see added to the playgroup facility. From this feedback, we have sought quality, natural style, and lasting toys. We have accounted for the wide age range of our members from 1 month old to 4 years old; and proposed developmentally appropriate items for many age ranges. Since the beginning of the year, we have approached this task in stages, using our own funds from membership and fundraising to purchase a variety of toys and furniture that was immediately needed to support our members (currently in excess of \$1200 in items).

We are seeking Knox council's support in purchasing and replacing the remainder of the items. With the hope that this investment will serve Knox families for many years to come.

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

4

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-135 From Murrindal Playgroup inc.
 Form Submitted 3 Apr 2024, 10:05PM AEDT

Must be a number

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

143

Must be a number

How many of the above are Knox residents? *

141

Must be a number

BUDGET

*** indicates a required field**

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

\$1,998.55

Must be a dollar amount.

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

(d) What amount is being requested? *

\$1,998.55

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	Income Amount	Expenditure	Expenditure Amount
Please describe income item (ie: council grant, your organisations cash contribution, ticket sales etc	\$AUD	Please describe expenditure item ie: venue hire	\$ AUD
Council grant	\$1,998.55	Toys and resources	\$1,998.55
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-135 From Murrindal Playgroup inc.
 Form Submitted 3 Apr 2024, 10:05PM AEDT

Budget Totals

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$1,998.55	\$1,998.55	\$0.00
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated. Must total \$0.00

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.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Toy Grant application-2.docx
 File size: 1.9 MB
 A minimum of 1 file must be attached.
 Quotes must support all expenditure items listed in table above

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: Certificate-of-Currency-summary-of-Insurance-cover-for-Playgroups-2023-2024-1.pdf
 File size: 370.6 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 any other relevant supporting documentation. This can include:

- **A project plan**
- **Letters of support**
- **Any other relevant information you feel is necessary to support your application**

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-135 From Murrindal Playgroup inc.
 Form Submitted 3 Apr 2024, 10:05PM AEDT

Attach relevant documentation:

No files have been uploaded

DECLARATION

*** indicates a required field**

Conflict of Interest

Do you or member of your organisation have a relationship with a Council staff member or Councillor? *

Yes No

A relationship can include a direct relative, member or the household, neighbour, or friend. If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

Does your organisation have any members who are Council staff members or Councillor? *

Yes
 No

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 *

Murrindal Playgroup

Position (eg: President, Treasurer) *

[Redacted]

Declaration Date *

03/04/2024

Must be a date.

Privacy Statement

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Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-137 From FEED ONE FEED ALL INC.
 Form Submitted 3 Apr 2024, 4:43PM AEDT

MINOR GRANTS PROGRAM APPLICATION FORM

* indicates a required field

Minor Grants Information

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- 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

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

5 January 2024 22 January 2024

9 February 2024 26 February 2024

8 March 2024 25 March 2024

5 April 2024 22 April 2024

10 May 2024 27 May 2024

7 June 2024 24 June 2024

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.

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-137 From FEED ONE FEED ALL INC.
 Form Submitted 3 Apr 2024, 4:43PM AEDT

Application Category

Application Amount *

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

* indicates a required field

Applicant Details

Organisation Name *

FEED ONE FEED ALL INC.

Organisation Address *

3/27 Ashley St
Wantirna VIC 3152 Australia

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

Contact Name

[Redacted]

SS *

[Redacted]

State/Province, Postcode, and Country are required.

e Number *

[Redacted]

Australian phone number.

Phone Number

Must be an Australian phone number.

[Redacted]

Committee Secretary (Second Contact Person) *

[Redacted]

Mobile Phone Number *

[Redacted]

Must be an Australian phone number.

[Redacted]

Must be an email address.

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-137 From FEED ONE FEED ALL INC.
 Form Submitted 3 Apr 2024, 4:43PM AEDT

Please provide your ABN

36 370 746 750

Information from the Australian Business Register	
ABN	36 370 746 750
Entity name	FEED ONE FEED ALL INCORPORATED
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	Yes (Item 1)
ATO Charity Type	Public Benevolent Institution More information
ACNC Registration	Registered
Tax Concessions	GST Concession, Income Tax Exemption
Main business location	3152 VIC
<i>Information retrieved at 5:10am yesterday</i>	

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

Committee/Governance Structure

Complete the details of your full committee below:

Committee Member Full Name	Position	Email Address	Phone Number
			Must be a number.
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Incorporation Details

Please provide your Incorporated number

AO115523J

This can be found on the Consumer Affairs Victoria website

Child Safety

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-137 From FEED ONE FEED ALL INC.
 Form Submitted 3 Apr 2024, 4:43PM AEDT

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Obligations are detailed on the Commission for Children and Young People (CCYP) website [CCYP | Child Safe Standards](#)

Organisations providing services, facilities or activities for children under 18 must:

1. Ensure a representative from your organisation has completed relevant Child Safe Training, and
2. Complete a Statutory Declaration regarding compliance with the Victorian Child Safe Standards: [Click here to download Knox City Council Statutory Declaration Template](#)

Please confirm that your organisation is aware of its obligations as detailed on the Commission for Children and Young People (CCYP) website *

Yes, we are aware of our obligations regarding the new Child Safe Standards that came into effect 1 July 2022 and can meet the requirements relevant to our organisation. We will attach a Statutory Declaration detailing our commitment to ensuring our organisation and all Council funded programs, services, events and/or activities are compliant with the Child Safe standards.

Our organisation does not provide any services, facilities or activities for children under 18.

If you have answered yes to the above, please attach your signed Statutory Declaration here

No files have been uploaded

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 *

IPADS for FOFA

Project Start Date *

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-137 From FEED ONE FEED ALL INC.
 Form Submitted 3 Apr 2024, 4:43PM AEDT

01/05/2024

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 *

01/06/2024

Must be a date.

(a) Briefly describe details of the request: *

Feed One Feed All Inc. would like to buy three ipads for use in our kitchen for volunteers to access recipes instead of relying on printed ones which get damaged during food preparation time

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

FOFA Inc. cook two days per week with up to fifteen volunteers relying on recipes to produce up to 1200 well balanced meals per week which are then distributed to food relief charities in the City of Knox municipality and others in need. iPads will be a more effective tool to help us achieve our goals in a more hygienic manner than printed copies or volunteers needing to use their private phones to download recipes. This will benefit everyone from our food preparers to the people receiving them - and ultimately landfill (paper and inks etc.)

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

50

Must be a number

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

30

Must be a number

How many of the above are Knox residents? *

15

Must be a number

BUDGET

*** indicates a required field**

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

\$2,424.00

Must be a dollar amount.

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

(d) What amount is being requested? *

\$2,424.00

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
Application No. 2324-MGP-137 From FEED ONE FEED ALL INC.
 Form Submitted 3 Apr 2024, 4:43PM AEDT

Income = grant/s requested, contribution from your organisation, ticket sales etc
NOTE: total income must match total expenditure

Income	Income Amount	Expenditure	Expenditure Amount
Please describe income item (ie: council grant, your organisations cash contribution, ticket sales etc)	\$AUD	Please describe expenditure item ie: venue hire	\$ AUD
iPADS 10.9" x 3	\$2,247.00	iPADS	\$2,247.00
iPAD Covers x 3	\$177.00	Covers	\$177.00
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Budget Totals

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$2,424.00 This number/amount is calculated.	\$2,424.00 This number/amount is calculated.	\$0.00 This number/amount is calculated. Must total \$0.00

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.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: 2024 - QUOTE 1 - Officeworks incl Covers.jpeg
 File size: 337.0 kB

Filename: 2024 - QUOTE 2 - Apple Store.jpeg
 File size: 621.3 kB

A minimum of 1 file must be attached.
 Quotes must support all expenditure items listed in table above

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-137 From FEED ONE FEED ALL INC.
 Form Submitted 3 Apr 2024, 4:43PM AEDT

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: FOFA - Certificate of Currency.pdf
 File size: 106.1 kB
 A minimum of 1 file must be attached.

Public Liability Expiry Date *

24/04/2024

If the expiry date is prior to project completion date, you may be requested to supply an updated certificate upon renewal

Please attach any other relevant supporting documentation. This can include:

- **A project plan**
- **Letters of support**
- **Any other relevant information you feel is necessary to support your application**

Attach relevant documentation:

Filename: 2024 - 2nd April - Community Support Knox & Yarra Ranges - Letterof Support.docx
 File size: 24.6 kB

Filename: 2024 - 2nd April - OEF Letter of support.docx
 File size: 55.8 kB

Filename: 2024 - 2nd April - Open Door Community Care -Letter of Support.docx
 File size: 58.2 kB

DECLARATION

*** indicates a required field**

Conflict of Interest

Do you or member of your organisation have a relationship with a Council staff member or Councillor? *

Yes No

A relationship can include a direct relative, member or the household, neighbour, or friend. If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

Does your organisation have any members who are Council staff members or Councillor? *

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-137 From FEED ONE FEED ALL INC.
Form Submitted 3 Apr 2024, 4:43PM AEDT

- Yes
- No

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 *

Feed One Feed All Inc.

Position (eg: President, Treasurer) *

[REDACTED]

Declaration Date *

03/04/2024

Must be a date.

Privacy Statement

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Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-106 From Left Write Hook Ltd
 Form Submitted 26 Feb 2024, 6:16PM 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

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

5 January 2024 22 January 2024

9 February 2024 26 February 2024

8 March 2024 25 March 2024

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10 May 2024 27 May 2024

7 June 2024 24 June 2024

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.

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-106 From Left Write Hook Ltd
 Form Submitted 26 Feb 2024, 6:16PM AEDT

Application Category

Application Amount *

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

* indicates a required field

Applicant Details

Organisation Name *

Left Write Hook Ltd

Organisation Address *

470 St Kilda Rd
Melbourne VIC 3004 Australia

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

Contact Name

[Redacted]

Contact Address *

[Redacted]

State/Province, Postcode, and Country are required.

Contact Number *

[Redacted]

Australian phone number.

Mobile Number

[Redacted]

Australian phone number.

[Redacted]

Committee Secretary (Second Contact Person) *

[Redacted]

Mobile Phone Number *

[Redacted]

Must be an Australian phone number.

[Redacted]

Must be an email address.

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-106 From Left Write Hook Ltd
 Form Submitted 26 Feb 2024, 6:16PM AEDT

Please provide your ABN
 48 664 485 134

Information from the Australian Business Register	
ABN	48 664 485 134
Entity name	LEFT WRITE HOOK LTD
ABN status	Active
Entity type	Australian Public Company
Goods & Services Tax (GST)	No
DGR Endorsed	Yes (Item 1)
ATO Charity Type	Public Benevolent Institution More information
ACNC Registration	Registered
Tax Concessions	FBT Exemption, GST Concession, Income Tax Exemption
Main business location	3004 VIC
<i>Information retrieved at 4:22am yesterday</i>	

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

Committee/Governance Structure

Complete the details of your full committee below:

Committee Member Full Name	Position	Email Address	Phone Number
			Must be a number.
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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),

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
Application No. 2324-MGP-106 From Left Write Hook Ltd
Form Submitted 26 Feb 2024, 6:16PM AEDT

you will require an auspice who is one or both of these things.

Child Safety

Knox City Council has a zero tolerance for child abuse. Organisations that provide services or facilities for children are required by law to comply with the Victorian Child Safe Standards to safeguard children.

Obligations are detailed on the Commission for Children and Young People (CCYP) website [CCYP | Child Safe Standards](#)

Organisations providing services, facilities or activities for children under 18 must:

1. Ensure a representative from your organisation has completed relevant Child Safe Training, and
2. Complete a Statutory Declaration regarding compliance with the Victorian Child Safe Standards: [Click here to download Knox City Council Statutory Declaration Template](#)

Please confirm that your organisation is aware of its obligations as detailed on the Commission for Children and Young People (CCYP) website *

Yes, we are aware of our obligations regarding the new Child Safe Standards that came into effect 1 July 2022 and can meet the requirements relevant to our organisation. We will attach a Statutory Declaration detailing our commitment to ensuring our organisation and all Council funded programs, services, events and/or activities are compliant with the Child Safe standards.

Our organisation does not provide any services, facilities or activities for children under 18.

If you have answered yes to the above, please attach your signed Statutory Declaration here

No files have been uploaded

Pre-application contact with Knox City Council

Have you discussed your application with any Knox Council Officer? If so, please provide details below:

Yes

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

Minor Grants Program - 2023-2024

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Application No. 2324-MGP-106 From Left Write Hook Ltd

Form Submitted 26 Feb 2024, 6:16PM AEDT

Project Title *

Left Write Hook: creative writing and trauma informed boxing

Project Start Date *

05/04/2024

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 *

28/06/2024

Must be a date.

(a) Briefly describe details of the request: *

Left Write Hook is a newly established charity that services victim-survivors of abuse and trauma to take back their power through creative writing and non-contact trauma informed boxing. To date, we have run our existing programs in gym settings. We are now seeking to partner with EACH Community Health Service in Ferntree Gully to pilot an 8-week program for their clients in need.

This grant will assist our organisation to purchase a portable equipment pack (to include boxing gloves, pads, hand wraps, power packs, small dumbbells, drill sets and journals) which is required to support the development of writing and non-contact boxing skills over an 8-week program period for EACH clients. We usually run the Left Write Hook 8-week program at existing gym facilities. This is the first time we will be using a community owned space (provided by EACH). Clients will all receive boxing gloves, pads, hand wraps and journals to use during the workshop and keep for practice afterwards. Our intention is to establish a Left Write Hook program in the Knox area, using the EACH program as a pilot to test our model within the community. Our aim is to partner with EACH for a long term partnership where we can continue to run our programs within their service centres and the Knox community. Portability of gear will enable us to continue running programs out of EACH.

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

The community benefits from the Left Write Hook project are multifaceted, addressing both immediate and long-term needs of victim-survivors of abuse and trauma. The key benefits that the Knox community can gain from this initiative:

Enhanced Mental Health: The combination of writing and non-contact boxing offers a holistic approach to mental health. Writing can be a therapeutic process, allowing individuals to express themselves, process their experiences, and find a voice. Boxing, particularly non-contact and trauma-informed, can serve as a powerful outlet for stress and anxiety, improving overall mental health and resilience.

Increased Physical Well-being: Regular physical activity, such as boxing, improves cardiovascular health, strength, and flexibility. Participants can experience improvements in physical fitness and, importantly, a positive body image and relationship with physical activity, which is often compromised in survivors of abuse and trauma.

Empowerment and Self-confidence: The Left Write Hook program is designed to empower victim-survivors by providing them with skills and experiences that foster a sense of achievement, autonomy, and control over their own lives. Building competence in both writing and boxing can significantly boost self-esteem and confidence.

Community Building and Social Support: By running these programs within a community health service setting, participants can connect with others who have similar experiences, creating a supportive community network. This can reduce feelings of isolation and

Minor Grants Program - 2023-2024

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loneliness, fostering a sense of belonging and support.

Skill Development: Beyond the therapeutic benefits, participants acquire new skills in writing and boxing that can be sources of enjoyment, personal growth, and potentially open up new opportunities for engagement or employment.

Preventive Mental Health Care: Engaging in such programs can act as a preventive measure for long-term mental health issues by providing coping mechanisms and a supportive community before challenges become more severe.

Increased Awareness and Stigma Reduction: Integrating this program within a community health setting can also raise awareness about the issues of abuse and trauma, helping to reduce stigma and encourage more people to seek help.

Resource Efficiency: By providing portable equipment, the program ensures that these benefits can be delivered flexibly and efficiently, making it easier to reach more participants without the need for significant infrastructure.

Overall, Left Write Hook's partnership with EACH Community Health Service in Ferntree Gully not only directly supports victim-survivors but also contributes to a healthier, more resilient community. It's an investment in human potential and well-being, addressing both the physical scars and emotional wounds of trauma with innovative, compassionate care.

Left Write Hook is a research informed program, with early research produced and published at the University of Melbourne. Our research demonstrates the program reduces symptoms of PTSD, depression, stress and increases personal agency, resilience and belonging.

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? *

8

Must be a number

How many of the above are Knox residents? *

8

Must be a number

BUDGET

*** indicates a required field**

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

\$11,598.58

Must be a dollar amount.

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

(d) What amount is being requested? *

\$2,448.58

Must be a dollar amount.

What is the total financial support you are requesting in this application?

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 Form Submitted 26 Feb 2024, 6:16PM AEDT

Budget

Income = grant/s requested, contribution from your organisation, ticket sales etc

NOTE: total income must match total expenditure

Income	Income Amount	Expenditure	Expenditure Amount
Please describe income item (ie: council grant, your organisations cash contribution, ticket sales etc	\$AUD	Please describe expenditure item ie: venue hire	\$ AUD
Knox Council Grant	\$2,448.58	Boxing gloves, hand wraps, pads, dumbbell kit, power pack kit and journals	\$2,448.58
EACH Community Centre Grant	\$5,000.00	Trainer Fees	\$5,000.00
Left Write Hook in kind	\$4,150.00	Program Coordination, risk assessment and program materials	\$4,150.00
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Budget Totals

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$11,598.58	\$11,598.58	\$0.00
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated. Must total \$0.00

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 - \$9,150.00
 This number/amount is calculated.

Budget - What will you use your Minor Grant request for?

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Quotes/evidence of calculations are required to be attached for each item of expenditure.

Quotes may be attached next to each line of expenditure, or alternatively, a quote for all items may be attached in the section below.

Quotes may be a formal quotation or a screenshot of items from retailers websites.

Expenditure	Amount	Quotes
Please describe expenditure item	\$ AUD	You can attach quotes here for individual items, or you can attach in bulk below
Boxing Gloves (inc spare)	\$449.90	<i>No files have been uploaded</i>
Quick Hand Wraps x 10 (pack)	\$139.99	<i>No files have been uploaded</i>
Focus Pads (inc trainers)	\$349.90	<i>No files have been uploaded</i>
Jump rope (skipping) (inc spare)	\$79.90	<i>No files have been uploaded</i>
Journals x 8	\$40.00	<i>No files have been uploaded</i>
Dumbbell set 2kg x 5	\$35.00	<i>No files have been uploaded</i>
Dumbbell set 1kg x 5	\$21.00	<i>No files have been uploaded</i>
Ladder for drill set	\$39.95	<i>No files have been uploaded</i>
Cones for drill set	\$29.95	<i>No files have been uploaded</i>
Power Packs x 8	\$699.00	<i>No files have been uploaded</i>
Storage and moving trolley for portability and OHS	\$219.00	<i>No files have been uploaded</i>
Heavy duty storage box x 2	\$122.40	<i>No files have been uploaded</i>
Contingency @ 10 % pending price changes and additional expenses	\$222.59	<i>No files have been uploaded</i>

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: LWH Portable Program Equipment Budget (4).pdf

File size: 2.0 MB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

Expenditure Amount from requested grant

\$0.00

If this doesn't total \$0, please adjust your expenditure table to match the grant amount requested.

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ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: OracleAustralia 20240202 Certificate of Insurance - LEFTWRITEH - 415196.pdf
 File size: 285.1 kB
 A minimum of 1 file must be attached.

Public Liability Expiry Date *

09/02/2025

If the expiry date is prior to project completion date, you may be requested to supply an updated certificate upon renewal

Please attach any other relevant supporting documentation. This can include:

- **A project plan**
- **Letters of support**
- **Any other relevant information you feel is necessary to support your application**

Attach relevant documentation:

Filename: LWH-Each Partnership Plan.pdf
 File size: 1.1 MB

Filename: LWH-Program-Risk Assessment.pdf
 File size: 656.7 kB

Filename: LWH-Support Letter-EACH.pdf
 File size: 82.1 kB

DECLARATION

*** indicates a required field**

Conflict of Interest

Do you or member of your organisation have a relationship with a Council staff member or Councillor? *

Yes No

A relationship can include a direct relative, member or the household, neighbour, or friend. If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

Does your organisation have any members who are Council staff members or Councillor? *

Yes

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024 (Version 2 of 2)
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No

**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 *

Left Write Hook Ltd

Position (eg: President, Treasurer) *

[REDACTED]

Declaration Date *

05/02/2024

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-115 From Indian Senior Citizens Association of Victoria (ISCA)

Form Submitted 23 Mar 2024, 11:38AM 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

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

5 January 2024 22 January 2024

9 February 2024 26 February 2024

8 March 2024 25 March 2024

5 April 2024 22 April 2024

10 May 2024 27 May 2024

7 June 2024 24 June 2024

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.

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-115 From Indian Senior Citizens Association of Victoria (ISCA)
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Application Category

Application Amount *

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

* indicates a required field

Applicant Details

Organisation Name *

Indian Senior Citizens Association of Victoria (ISCA)

Organisation Address *

16-18 Kingsley Clos
Rowville VIC 3178 Australia

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

Contact Name

[Redacted]

Address *

[Redacted]

vince, Postcode, and Country are required.

e Number *

[Redacted]

tralian phone number.

er

[Redacted]

alian phone number.

[Redacted]

Committee Secretary (Second Contact Person) *

[Redacted]

obile Phone Number *

[Redacted]

Must be an Australian phone number.

[Redacted]

Must be an email address.

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-115 From Indian Senior Citizens Association of Victoria (ISCA)
 Form Submitted 23 Mar 2024, 11:38AM AEDT

Please provide your ABN
 18 976 538 536

Information from the Australian Business Register	
ABN	18 976 538 536
Entity name	INDIAN SENIOR CITIZENS ASSOCIATION OF VICTORIA INC
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3147 VIC
<i>Information retrieved at 9:19am yesterday</i>	

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

Committee/Governance Structure

Complete the details of your full committee below:

Committee Member Full Name	Position	Email Address	Phone Number
			Must be a number.
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Incorporation Details

Please provide your Incorporated number

A0035727J

This can be found on the Consumer Affairs Victoria website

Child Safety

Minor Grants Program - 2023-2024

Minor Grant Program Application Form 2023-2024

Application No. 2324-MGP-115 From Indian Senior Citizens Association of Victoria (ISCA)

Form Submitted 23 Mar 2024, 11:38AM AEDT

Knox City Council has a zero tolerance for child abuse. Organisations that provide services or facilities for children are required by law to comply with the Victorian Child Safe Standards to safeguard children.

Obligations are detailed on the Commission for Children and Young People (CCYP) website [CCYP | Child Safe Standards](#)

Organisations providing services, facilities or activities for children under 18 must:

1. Ensure a representative from your organisation has completed relevant Child Safe Training, and
2. Complete a Statutory Declaration regarding compliance with the Victorian Child Safe Standards: [Click here to download Knox City Council Statutory Declaration Template](#)

Please confirm that your organisation is aware of its obligations as detailed on the Commission for Children and Young People (CCYP) website *

Yes, we are aware of our obligations regarding the new Child Safe Standards that came into effect 1 July 2022 and can meet the requirements relevant to our organisation. We will attach a Statutory Declaration detailing our commitment to ensuring our organisation and all Council funded programs, services, events and/or activities are compliant with the Child Safe standards.

Our organisation does not provide any services, facilities or activities for children under 18.

If you have answered yes to the above, please attach your signed Statutory Declaration here

No files have been uploaded

Pre-application contact with Knox City Council

Have you discussed your application with any Knox Council Officer? If so, please provide details below:

Briefly with Cr Susan Laukens

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 Baisakhi Festival

Project Start Date *

Minor Grants Program - 2023-2024**Minor Grant Program Application Form 2023-2024****Application No. 2324-MGP-115 From Indian Senior Citizens Association of Victoria (ISCA)**

Form Submitted 23 Mar 2024, 11:38AM AEDT

13/04/2024

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 *

13/04/2024

Must be a date.

(a) Briefly describe details of the request: *

India Senior Citizens Association ISCA celebrating Baisakhi at Rowville Community Centre to bring Indian diaspora and Multicultural communities together. This Celebration has a tremendous cultural, religious and spiritual significance for Punjabi's/Sikhs and Indians across the globe. It is an opportunity for seniors to intermingle, meet and greet multicultural community members to celebrate and share cultural values

We request \$3000 contribution from the Knox City Council towards the Baisakhi function.

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

As we know that Sikh/ Indian community in Knox/Melbourne is vibrant emerging and very well respected Community and we share cultural/ religious values with the wider multicultural communities. This Baisakhi celebration will give Indian seniors, an opportunity to share not only there values with the wider Australian communities but bring communities together to create friendship and harmony amongst all Australian's.

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? *

50

Must be a number

BUDGET*** 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?

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-115 From Indian Senior Citizens Association of Victoria (ISCA)
 Form Submitted 23 Mar 2024, 11:38AM AEDT

Budget

Income = grant/s requested, contribution from your organisation, ticket sales etc

NOTE: total income must match total expenditure

Income	Income Amount	Expenditure	Expenditure Amount
Please describe income item (ie: council grant, your organisations cash contribution, ticket sales etc	\$AUD	Please describe expenditure item ie: venue hire	\$ AUD
Council Grant	\$2,000.00	Performers	\$250.00
		Sound System	\$500.00
		Decorations	\$100.00
		Venue Hire	\$850.00
	\$	Misalenious	\$300.00
	\$		
	\$		

Budget Totals

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$2,000.00 This number/amount is calculated.	\$2,000.00 This number/amount is calculated.	\$0.00 This number/amount is calculated. Must total \$0.00

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.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Karen Quote - Inderjit.pdf
 File size: 111.6 kB
 A minimum of 1 file must be attached.
 Quotes must support all expenditure items listed in table above

Minor Grants Program - 2023-2024

Minor Grant Program Application Form 2023-2024

Application No. 2324-MGP-115 From Indian Senior Citizens Association of Victoria (ISCA)

Form Submitted 23 Mar 2024, 11:38AM AEDT

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 *

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 any other relevant supporting documentation. This can include:

- A project plan
- Letters of support
- Any other relevant information you feel is necessary to support your application

Attach relevant documentation:

No files have been uploaded

DECLARATION

*** indicates a required field**

Conflict of Interest

Do you or member of your organisation have a relationship with a Council staff member or Councillor? *

Yes No

A relationship can include a direct relative, member or the household, neighbour, or friend. If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

Does your organisation have any members who are Council staff members or Councillor? *

Yes
 No

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.

Minor Grants Program - 2023-2024

Minor Grant Program Application Form 2023-2024

Application No. 2324-MGP-115 From Indian Senior Citizens Association of Victoria (ISCA)

Form Submitted 23 Mar 2024, 11:38AM AEDT

Name *

[REDACTED]

Organisation Name *

Indian Senior Citizens Association

(eg: President, Treasurer) *

[REDACTED]

Declaration Date *

22/03/2024

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-127 From Australian Search and Rescue K9 Inc
 Form Submitted 19 Mar 2024, 12:08PM 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

6 October 2023 23 October 2023

10 November 2023 27 November 2023

1 December 2023 18 December 2023

5 January 2024 22 January 2024

9 February 2024 26 February 2024

8 March 2024 25 March 2024

5 April 2024 22 April 2024

10 May 2024 27 May 2024

7 June 2024 24 June 2024

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.

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-127 From Australian Search and Rescue K9 Inc
 Form Submitted 19 Mar 2024, 12:08PM AEDT

Application Category

Application Amount *

< \$500 \$501 to \$1,000 \$1,001 to \$3,000

APPLICANT DETAILS

* indicates a required field

Applicant Details

Organisation Name *

Australian Search and Rescue K9 Inc

Organisation Address *

High Street Rd
Wantirna South VIC 3152 Australia
Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Contact Name

[Redacted]

Contact Address *

[Redacted]

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

Contact Phone Number *

[Redacted]

Australian phone number.

Phone Number

Must be an Australian phone number.

[Redacted]

Address.

Committee Secretary (Second Contact Person) *

[Redacted]

Mobile Phone Number *

[Redacted]

Must be an Australian phone number.

[Redacted]

Must be an email address.

Minor Grants Program - 2023-2024
Minor Grant Program Application Form 2023-2024
Application No. 2324-MGP-127 From Australian Search and Rescue K9 Inc
 Form Submitted 19 Mar 2024, 12:08PM AEDT

Please provide your ABN
 15 561 364 852

Information from the Australian Business Register	
ABN	15 561 364 852
Entity name	AUSTRALIAN SEARCH AND RESCUE K9 INCORPORATED
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	Yes (Item 1)
ATO Charity Type	Charity More information
ACNC Registration	Registered
Tax Concessions	FBT Rebate, GST Concession, Income Tax Exemption
Main business location	3152 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

Committee/Governance Structure

Complete the details of your full committee below:

Committee Member Full Name	Position	Email Address	Phone Number
			Must be a number.
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Incorporation Details

Please provide your Incorporated number

A0040051S

This can be found on the Consumer Affairs Victoria website

Child Safety

Minor Grants Program - 2023-2024

Minor Grant Program Application Form 2023-2024

Application No. 2324-MGP-127 From Australian Search and Rescue K9 Inc

Form Submitted 19 Mar 2024, 12:08PM AEDT

Knox City Council has a zero tolerance for child abuse. Organisations that provide services or facilities for children are required by law to comply with the Victorian Child Safe Standards to safeguard children.

Obligations are detailed on the Commission for Children and Young People (CCYP) website [CCYP | Child Safe Standards](#)

Organisations providing services, facilities or activities for children under 18 must:

1. Ensure a representative from your organisation has completed relevant Child Safe Training, and
2. Complete a Statutory Declaration regarding compliance with the Victorian Child Safe Standards: [Click here to download Knox City Council Statutory Declaration Template](#)

Please confirm that your organisation is aware of its obligations as detailed on the Commission for Children and Young People (CCYP) website *

Yes, we are aware of our obligations regarding the new Child Safe Standards that came into effect 1 July 2022 and can meet the requirements relevant to our organisation. We will attach a Statutory Declaration detailing our commitment to ensuring our organisation and all Council funded programs, services, events and/or activities are compliant with the Child Safe standards.

Our organisation does not provide any services, facilities or activities for children under 18.

If you have answered yes to the above, please attach your signed Statutory Declaration here

No files have been uploaded

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 *

Australian Search and Rescue K9 Operational Certification

Project Start Date *

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01/07/2024

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 *

31/07/2024

Must be a date.

(a) Briefly describe details of the request: *

Funding would allow us to train and certify more Search and Rescue K9 teams, increasing our ability to respond to missing persons cases in a timely and effective manner. Each team requires specialised training, equipment, and ongoing support to ensure they are prepared to handle the challenges of search and rescue missions.

By increasing the number of operational teams, we can improve our response times and coverage area, ultimately increasing the likelihood of locating missing individuals quickly and safely. Our teams play a vital role in supporting emergency services and law enforcement agencies during search and rescue operations, and your support will help us expand our capabilities and save more lives.

We are asking for your assistance to help us reach our goal of increasing the number of search and rescue k9 teams available for deployment. Your donation will help us cover the costs of operational assessments (provided by NZ LandSearch), training, equipment, and ongoing support for these teams, ultimately improving our ability to respond to missing persons cases in Victoria and beyond.

Thank you for considering our request for funding. Your support will make a difference in our ability to provide critical search and rescue services to the community.

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

Improved search and rescue capabilities: Having operational search and rescue K9 teams in City of Knox can significantly enhance the states capabilities in finding and rescuing missing persons in various terrains and conditions.

Faster response times: Trained search and rescue dogs can cover vast areas much more quickly than human searchers, leading to faster response times and potentially saving lives.

Increased chances of survival: With their keen sense of smell and tracking abilities, search and rescue dogs can increase the chances of finding missing persons alive, even in challenging conditions.

Greater efficiency in search efforts: Search and rescue dogs can help narrow down search areas and locate missing persons more efficiently, reducing the resources and time needed for search operations.

Enhanced coordination with other search and rescue teams: Having deployable operational search and rescue dogs can improve coordination and collaboration between different search and rescue teams, leading to more effective search efforts.

Community reassurance: Knowing that there are highly trained search and rescue dogs available to assist in finding missing persons can provide reassurance to the community and increase confidence in emergency response capabilities.

Professional expertise: Search and rescue dogs are trained and certified to perform specific tasks, ensuring a high level of professionalism and expertise in search operations.

Positive impact on morale: The presence of search and rescue dogs can boost morale among search teams, as well as among the families and loved ones of missing persons, by providing hope and assistance in difficult situations.

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

12
 Must be a number

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

500000
 Must be a number

How many of the above are Knox residents? *

150000
 Must be a number

BUDGET

*** indicates a required field**

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

\$5,000.00
 Must be a dollar amount.
 What is the total budgeted cost (dollars) of your project?

(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	Income Amount	Expenditure	Expenditure Amount
Please describe income item (ie: council grant, your organisations cash contribution, ticket sales etc)	\$AUD	Please describe expenditure item ie: venue hire	\$ AUD
Minor Grant	\$3,000.00	Flights for NZ assessors & assessment costs	\$3,000.00
	\$		\$
	\$		\$
	\$		\$

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	\$		\$
	\$		\$
	\$		\$
	\$		\$

Budget Totals

Total Income Amount	Total Expenditure Amount	Income - Expenditure
\$3,000.00	\$3,000.00	\$0.00
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated. Must total \$0.00

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.

Quotes For Planned Expenses

Attach quotes for expenses here. *

Filename: Quotes for flights and car hire for grants for NZ 2024.docx
 File size: 122.1 kB
 A minimum of 1 file must be attached.
 Quotes must support all expenditure items listed in table above

ADDITIONAL SUPPORTING INFORMATION

*** indicates a required field**

Evidence of Public Liability

Evidence of current Public Liability Insurance must be supplied *

Filename: ASARK9 Public Liability 2024.pdf
 File size: 472.6 kB
 A minimum of 1 file must be attached.

Public Liability Expiry Date *

21/12/2024
 If the expiry date is prior to project completion date, you may be requested to supply an updated certificate upon renewal

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Please attach any other relevant supporting documentation. This can include:

- **A project plan**
- **Letters of support**
- **Any other relevant information you feel is necessary to support your application**

Attach relevant documentation:

Filename: Emails of endorsement from VicPol.docx
File size: 21.1 kB

DECLARATION

*** indicates a required field**

Conflict of Interest

Do you or member of your organisation have a relationship with a Council staff member or Councillor? *

Yes No

A relationship can include a direct relative, member or the household, neighbour, or friend. If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

Does your organisation have any members who are Council staff members or Councillor? *

Yes
 No

**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 *

Australian Search and Rescue K9 Inc

Position (eg: President, Treasurer) *

Declaration Date *

19/03/2024

Must be a date.

Privacy Statement

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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.

ATTACHMENT 2

EXCELLENCE GRANTS FOR INDIVIDUALS

Date	Applicant	Request details	Grant
2024-01-09	Ferntree Gully resident	Son to participate in UK Football Development Tour with West Ham Utd Foundation and George Cowie Football in March and April 2024	\$400
2024-01-10	Ferntree Gully resident	To represent Australia and Endurance Elite at the 2024 ICU World Cheerleading Championships and 2024 USASF/IASF Dance Worlds held in Orlando, Florida, USA in April 2024	\$400
2024-02-24	Boronia resident	To represent Australia performing at North by North East (NXNE – an annual international live music event presenting the best emerging artists and musicians from around the world) in Toronto, Canada in June 2024	\$400
2024-02-27	Rowville resident	Daughter to represent Australia at the 2024 World Skate Oceania Speed Skating Championships in Timaru, New Zealand from March-April 2024	\$400
2024-02-29	Ferntree Gully resident	To compete at the Canberra Track Classic Invitational Meet held by World Athletics in March 2024	\$250
2024-03-01	Wantirna South resident	To compete at the Summit Cheerleading Championship being held in Orlando, USA in May 2024	\$400
2024-03-06	Bayswater resident	Daughter to represent Victoria at the 2024 Australian Track and Field Championships being held in Adelaide, SA in April 2024	\$250
2024-03-14	Knoxfield resident	To represent Australia at the 2024 World Dodgeball Championships being held in Austria in August 2024	\$400
2024-03-15	Rowville resident	Selected by the Australian Dodgeball Federation to represent Australia at the Dodgeball World Championships being held in Graz, Austria in 2024	\$400
2024-03-30	Ferntree Gully resident	To compete with "Gen 5" at the Cheerleading World Championships being held in Florida, USA in April 2024	\$400
2024-03-28	Rowville resident	Daughter selected to represent Australia at the European Girls' Olympiad in Informatics being held in the Netherlands in July 2024	\$400
	Total		\$4,100

8.3 Family Violence Statement of Commitment and Update on Initiatives

Final Report Destination:	Council Meeting
Paper Type:	For Decision
Author	Community Development Officer – Community Partnerships, Dayna Nicholas and Coordinator Community Partnerships, Kylie Wilmot
Manager:	Manager Community Wellbeing, Kerryn Jansons
Executive:	Director Connected Communities, Judy Chalkley

SUMMARY

Family violence is a serious and preventable issue. Knox has had the highest rate of reported incidents of family violence in Melbourne’s Outer East for over 20 years, with family violence rates steadily increasing in Knox over the last five years. Knox City Council has identified preventing and responding to family violence as a key priority through the Council Plan, and the Knox Connection, Access, Respect, Equality and Safety (Knox CARES) Strategy. Council has recently been awarded \$212,500 over three years from the Department of Families, Fairness and Housing to deliver the Free From Violence project.

Given the Free From Violence funding, it is timely to update and reaffirm Council’s position through a revised “Family Violence Statement of Commitment”, initially adopted in 2020. The new Statement uses simpler and more direct language to describe the impact and prevalence of family violence, as well as clear statements describing Council’s role.

RECOMMENDATION

That Council resolve to:

1. Receive and note an update on the work undertaken to date in family violence prevention and response; and
2. Approve the updated Family Violence Statement of Commitment, as provided in Attachment 2.

1. DISCUSSION

1.1 Understanding Family Violence and Council’s Role in Primary Prevention

Family violence is a major health and human rights issue that affects people of all ages, genders and backgrounds. Research does demonstrate that the majority of family violence is perpetrated by men against women.

The Knox Connection, Access, Respect, Equality and Safety (Knox CARES) Strategy states that: “Family violence can affect anyone in the community regardless of gender, age, location, socio-economic and health status, culture, sexual identity, ability, ethnicity, religion or family type. Family violence is most likely to be perpetrated by men against women and children. It includes harmful or violent behaviour that is used to control, threaten, force or dominate a family member through fear. This might include physical or sexual assault; emotional or psychological abuse; economic abuse; threatening or coercive behaviour.”

Across the sector, there is a growing emphasis on the primary prevention of family violence, with the goal of changing the culture to stop violence before it starts.

Ending family violence is the cornerstone of the Victorian Government's social reform to create a society where violence is no longer tolerated. Preventing all forms of violence is a key priority in the recently released Victorian Public Health and Wellbeing Plan 2023-27 and is prioritised at a national level through The National Plan to End Violence against Women and Children 2022-2032.

Following the Victorian Royal Commission into family violence, Council is now required to report on the measures taken to reduce family violence and respond to the needs of victims as part of the Municipal Public Health and Wellbeing Plan (MPHWP). The most recent progress update was provided to the Department of Families, Fairness and Housing in June 2023.

As the State's peak body for Local Government, the Municipal Association of Victoria (MAV) has recognised the important role Local Government can play. The MAV's Local Government Guide for Preventing Family Violence and All Forms of Violence Against Women (The Guide) is designed to assist Councils in developing and delivering primary prevention initiatives across four domains of influence.

The Guide focusses on how Council can deliver preventative measures across the four domains of influence including:

- Council as a workplace;
- Council as a service provider;
- Council as a connector; and
- Councillors as leaders and decision makers.

Council has recently been advised by the Department of Families, Fairness and Housing that its application for funding through the Free From Violence Local Government initiative has been successful. This funding (\$212,500 over three years provided by the Victorian Government) will enable the expansion of existing prevention work and allow Council to further embed a whole-of-Council approach to prevention initiatives using the principles outlined in The Guide.

There is evidence that knowledge and attitudes to family violence in Australia are improving, however, this has not yet translated into reduced reports of family violence. Family violence accounts for a substantial proportion of females' burden of disease in Australia, and increases victims' risk of financial hardship, poorer mental health outcomes, and homelessness.

1.2 Council's Work to Date

Council delivers a number of services where frontline officers may witness or hear disclosures of family violence. Examples include early childhood services, maternal and child health, immunisation or the Short-Term Support Team. Whilst responding to these incidents is an important part of Council's role, this report (and the Free From Violence project) is focused primarily on Council's role in preventing family violence.

Primary prevention of family violence aims to address the drivers of family violence, directly challenging the social conditions that lead to or condone violence. The family violence prevention work delivered by Council is driven by the understanding that everyone deserves to be safe,

secure and respected. It supports opportunities for equal participation in public and private life and encourages everyone to play their part in preventing family violence.

Council's commitment to preventing family violence (and all forms of violence against women) has been embedded into the Council Plan 2021-2025. Related actions are included in the Knox CARES Strategy.

Over the past 18 months, Council has delivered the following initiatives across the four domains of influence outlined in The Guide:

DOMAIN 1: Council as a Workplace	
Initiative	Outcome
Provision of Family Violence leave to all staff, which was expanded in the most recent Enterprise Agreement adopted in 2023.	Staff experiencing family violence are supported with 20 days' paid leave per annum, in addition to any other entitlements.
Sexual Harassment Policy updated.	Clear definitions, reporting guidelines and complaints handling processes established.
Gender Impact Assessment training.	Capacity for staff to conduct gender impact assessments, which aim to identify gender-based impacts of community facing policies, programs and services.
Gender Equity, Bystander Action and Anti-Ageism training sessions for staff.	Professional development and capacity building for Council staff to build a culture of inclusion and non-discrimination.
Internal Family Violence Reference Group	Identified gaps or opportunities for collective approaches to family violence response and prevention. Cross-Council commitment to delivering family violence prevention initiatives.
International Women's Day event (2023).	Focused on the structural financial challenges for women and promoting financial independence and equality.

DOMAIN 2: Council as a Service Provider	
Initiative	Outcome
Women's financial literacy programs.	At-risk community members gain greater knowledge about financial planning and budgeting to address structural financial inequality.
Early Years staff development (*links across Workplace domain too).	Capacity building around family violence from a Chinese cultural perspective to better support Culturally And Linguistically Diverse (CALD) families.
Intersectional Bystander training.	Builds the capacity of community members to identify and call out harmful behaviour.

DOMAIN 2: Council as a Service Provider	
Initiative	Outcome
3Rs of Family Violence training.	Builds the capacity of community members, volunteers and community groups to identify and respond to disclosures of family violence.
Consent, Cyberbullying, Sexting and the Law workshop.	Parents of young people gain an understanding of changes to consent laws as well as the risks of cyberbullying and sexting; helping them to support teens in developing respectful relationships.
“Dads Stuff” workshops.	Engagement of new fathers in a program that supports positive parenting and promotes healthy masculinities.
Dads and Father Figures Mental Health workshop.	Builds men’s mental health literacy and promotes healthy masculinities.
Prevention collateral and campaigns.	Promotes help seeking behaviours through “Better Than This” campaign (targeting men) and “Are You Safe at Home?” Day.
Early intervention messaging (family violence help posters and help cards).	Community awareness to identify what Family Violence is, and where to seek help. Messages and resources are displayed across Knox, in Maternal and Child Health Centres, children’s hubs, libraries, youth services programs, and other facilities and events.
Amendment to the Sporting Club Allocations Policy, introducing a new requirement for clubs to field a women’s’/girls’ team.	Increased opportunities for women and girls to participate in sport, creating gender equal clubs and communities.
Club Development programming for sporting clubs to promote and increase female participation.	Promotes gender equality within sporting clubs.
16 Days of Activism (Annual).	Annual public awareness event and messaging to highlight Council’s position on family violence; provide capacity building for community and to build awareness around local services and how community members can access support.
Respect Is campaign (16 Days of Activism 2022).	Young people engaged in creating a series of video messages targeting other young people and promoting healthy, respectful relationships.

DOMAIN 3: Council as a Connector	
Initiative	Outcome
Support for the PLEDGE (People Linking to Embrace and Develop Gender Equality) Network.	Facilitated partnerships between local community organisations and service providers to promote an understanding of gender equality in the community.

DOMAIN 3: Council as a Connector	
Initiative	Outcome
Ongoing relationships with local service providers including Orange Door, Women's Health East, Eastern Community Legal Centre, Aboriginal Community Controlled Organisations and FVREE.	Strengthening of referral pathways and collaboration on projects and programs for the Knox community.
Partnerships and engagement with local networks and Communities of Practice, including the Regional Family Violence Partnership, Together for Equality and Respect, Eastern Elder Abuse Network.	Representation of Knox in regional and state forums. Continued learning and collaboration.

DOMAIN 4: Councillors as Leaders and Decision-Makers	
Initiative	Outcome
Embedding family violence in the Council Plan.	Family violence prevention work remains a priority and is delivered across the community.
Adopting Knox CARES.	Outlines Council's role and activity, with annual progress reporting. Acknowledges the intersectional challenges associated with family violence, including alcohol harm, mental health and housing.
Update to the Statement of Commitment.	Reaffirms Council's position and commitment as community leaders to prevention of family violence.

1.3 Proposed Changes to the Statement of Commitment

Council's use of a public Statement of Commitment is an important measure to convey Council's intention, raise awareness of the issue of family violence and pledge support as leaders for the prevention of family violence in the Knox community.

Council's current Family Violence Statement of Commitment was adopted in 2020 and is provided as Attachment 1. Adopting a public statement aligns directly with one of the 'Domains of Influence' in the MAV Guide: Councillors as leaders and decision-makers. It is also an opportune time to renew the commitment, given that engagement has commenced on the next Council Plan and Municipal Public Health and Wellbeing Plan.

Officers have drafted an update to the Statement of Commitment (refer to Attachment 2) with a focus on ensuring it is more readily understood by our community. The following key changes have been made:

- Using simpler and more direct language;
- Having clear statements about what Council's role and actions will be;
- Including key messaging about the impacts and prevalence of family violence;
- Outlining the drivers of family violence; and
- Acknowledging family violence as a human rights issue.

1.4 Next Steps

A public announcement of Council's funding under the Free From Violence Local Government Program was made on 13 February 2024. The funding will support a range of programming and awareness campaigns, as well as the employment of a part-time staff member. The Program begins with a "health check" as outlined in the Guide. This will support future planning and identify priorities over the life of the project. Council's Executive Leadership Team and Councillors will be provided with updates and opportunities to support this work at key intervals throughout the project.

Community Wellbeing and other Council Departments will simultaneously continue to strengthen existing prevention activities in line with the Knox CARES Strategy and the Guide. This will include tailored initiatives to address the specific needs of different cohorts in our community, including young people, older people (elder abuse) and culturally diverse communities.

In working towards the primary prevention of family violence, Council will continue to partner with community-based organisations, including:

- Orange Door;
- EACH;
- Eastern Community Legal Centre;
- FVREE (formerly EDVOS – Eastern Domestic Violence Outreach Service);
- Community houses;
- Libraries;
- Sporting clubs; and
- Schools.

2. ENGAGEMENT

In delivering family violence prevention initiatives, Council continues to consult broadly with internal staff through the Family Violence Reference Group, as well as local agencies, neighbouring municipalities, the MAV and the Department of Families, Fairness and Housing. A project steering committee will be established to drive the Free From Violence project.

3. SOCIAL IMPLICATIONS

Family violence is a serious and complex social issue that requires a long-term commitment and investment in the prevention effort. Current research suggests a growing rate of reported family violence incidents in Knox, and a rate that is consistently the highest in our region. Family violence impacts individuals, families and our community as a whole. Adopting the revised Statement of Commitment reaffirms the role of Councillors as community leaders in addressing this important social issue.

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL IMPLICATIONS

There are no environmental issues associated with this report.

6. FINANCIAL AND RESOURCE IMPLICATIONS

Council's work in the prevention of family violence is delivered and funded through Council's operational budget. For the 2023-24 financial year, this equates to 0.8FTE in Officer time and a \$10,000 per annum budget commitment.

Additional funding of \$212,500 has been secured for the next three-years from the Department of Families, Fairness and Housing through the Free From Violence Local Government Program.

7. RISKS

There continues to be diverse perspectives about family violence within the community. As highlighted, Council already has well established and successful family violence prevention initiatives in place and has a legislative responsibility to report on what actions have been taken to address family violence. Council's existing Statement of Commitment was adopted in 2020.

8. KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Connection, Resilience & Wellbeing

Strategy 4.1 - Support our community to improve their physical, mental and social health and wellbeing.

Strategy 4.2 - Foster inclusivity, equality, belonging and safety within the community.

Strategy 4.4 - Support the community to identify and lead community strengthening initiatives.

9. CONFLICT OF INTEREST

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

10. STATEMENT OF COMPATIBILITY

The recommendation to adopt an updated Statement of Commitment is compatible with the Charter of Human Rights. The Statement acknowledges that family violence is a human rights issue. Family violence may relate to a number of sections of the Charter of Human Rights, including: the right to life (Section 9); right to protection from torture and cruel, inhuman or degrading treatment (Section 10); right to privacy and reputation (Section 13); right to freedom of expression (Section 15); and the right to protection of families and children (Section 17).

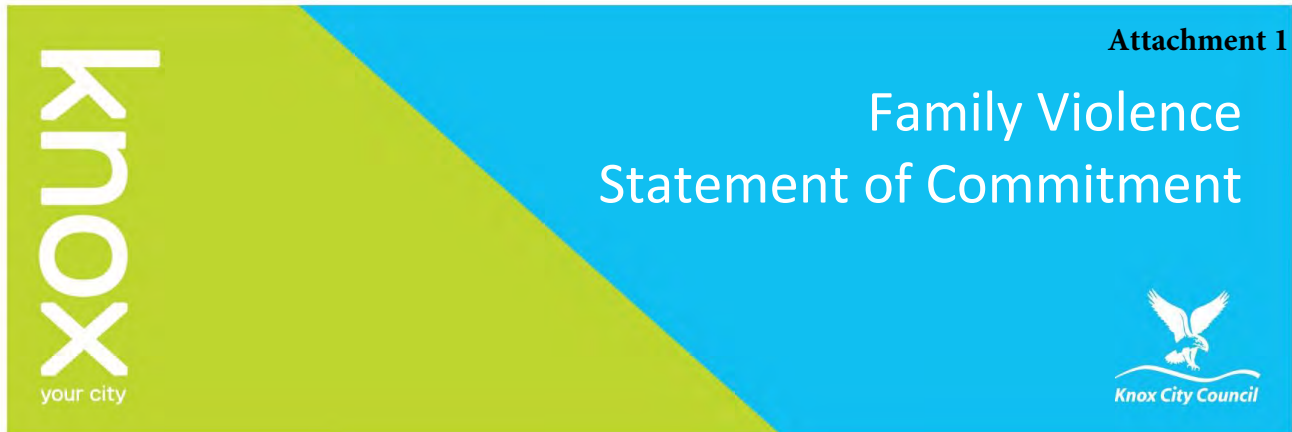
Prevention of family violence aligns closely with Council's commitments to child safety. The revised Statement specifically mentions the impact of family violence on children, whether as victims or witnesses. Council's Child Safety Advisor participates in the internal Family Violence Working Group and contributes specialist advice on prevention initiatives as relevant.

11. CONFIDENTIALITY

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

ATTACHMENTS

1. Attachment 1 - Family Violence Statement of Commitment - Current (adopted 2020) [8.3.1 - 4 pages]
2. Attachment 2 - Final Statement of Commitment - Prevention of Family Violence [8.3.2 - 2 pages]



Statement of Commitment for the prevention of Family Violence

Knox City Council says NO to family violence.

Knox City Council pledges its commitment to working toward a community free from violence. Family violence is a major health and welfare issue that affects people of all ages and all backgrounds. Men, women and children can be victims of family violence however the statistics show that approximately 74% of recorded victims are female.¹

The drivers of family violence are complex and can include cultural, social, situational and personal factors. There is evidence that whilst knowledge about family violence and attitudes towards women is improving, this has not translated into any consistent reduction in reports of family violence. Partner violence is among the top eight risk factors contributing to burden of disease among females aged 15 to 64² and also increases victims' risk of financial hardship and homelessness.

Council recognises the wide ranging and damaging impact family violence has on the lives of those affected and on the community as a whole. Knox City Council reaffirms its commitment to preventing and responding to family violence through Council's services, programs and advocacy.

Our role:

Local Government is in a critical position with enormous reach, influence and access to our local communities through the various services and functions that we provide. Our aim is to be leaders in the prevention of family violence and we will work towards addressing behaviours that contribute to, or condone violence.

Knox City Council has identified the prevention of family violence as a key priority. We will strive towards an integrated, whole of Council approach to the prevention of family violence in the Knox municipality. Council is mandated to have regard for the prevention of family violence and will report on family violence measures as legislated in the *Victorian Public Health and Wellbeing Act 2008*.

We support the following principles:

Every person in our community:

- Has the right to safe and respectful relationships and to live free from violence.
- Is responsible for taking action to prevent family violence and for developing a culture of respect and equality

¹ Crime Statistics Agency, 2019, Victorian Family Violence Data Portal.

² Australian Institute of Health and Welfare, 2019, Australian Burden of Disease Study: impact and causes of illness and death in Australia 2015, <https://www.aihw.gov.au/reports/burden-of-disease/burden-disease-study-illness-death-2015/contents/table-of-contents>



- Has an important role to play in preventing family violence.
- Has the right to opportunities for equal participation in public and private life.

We will prioritise the support and intervention for vulnerable and marginalized community members.

Our commitment:

Knox City Council prides itself on providing our community with a safe and inclusive environment in which to live, work and play. Knox City Council has had a long standing commitment to preventing family violence. Many of our strategic plans oversee the provision of a city that invites all members of our community to participate and enjoy their lifestyles freely and safely. Knox Community and Council Plan (2017-2021) states that we want Knox to be 'the preferred place to live, work and play today and for generations to come'. Relevant goals that sit under this vision include:

- We are safe and secure; and
- We are healthy, happy and well.

We will:

Develop a range of Council led initiatives and activities with a focus on:

- Advocacy, coordination and planning;
- Internal leadership and capacity building;
- Community partnership and a collective impact approach; and
- Direct service provision.

Advocacy, coordination and planning

Council will continue to stay informed of legislative and policy directions of other community and government organisations at a State and National level. Council will continue to be informed by evidence-based planning, service system data and community and stakeholder engagement to assist in identifying issues and target groups for future planning and prevention implementation. We are committed to advocate to other levels of government for changes to legislation and preventative services to address antisocial behaviour, family violence, and child and elder abuse that includes:

- Advocate to Victoria Police for increased reporting of the prevalence and impact of family violence (for example, contributing factors such as abuse of alcohol, gambling, mental health issues);
- Advocate to the state government for increased planning controls and social impact assessment criteria for liquor outlet density;
- As part of our commitment to preventing family violence we annually coordinate information and awareness raising activities, including the development and update of the family violence information card;
- Advocate for an increase in the provision of men's behavioral change programs and a comprehensive, state-wide evaluation of these interventions;
- Advocate for a stronger more coordinated service response for people affected by family violence;
- Advocate for appropriate resources to meet community needs as they arise; and
- Council will seek opportunities for external funding to progress family violence prevention and response and advocate for gender equity approaches in planning, decision-making and service delivery.



Internal leadership and capacity building

Council will focus on internal organisational development and capacity building through activities such as policy development and gender equity training. Council will:

- Continue to provide a range of sensitive support mechanisms to staff experiencing family violence;
- Provide training to support staff in a frontline information and referral response, this will be of direct benefit to community members who may be experiencing family violence; and
- Continue as a partner and pilot organisation in a consortium approach responsible for the development and implementation of gender equity accredited training, a first in Victoria.

Community partnership and a collective impact approach

Council plays a valuable and critical role in addressing and preventing family violence through its ongoing local leadership, particularly through the delivery of a broad range of primary prevention activities. It is vital that Council works with community and government organisations to progress family violence prevention and gender equity initiatives. Council will:

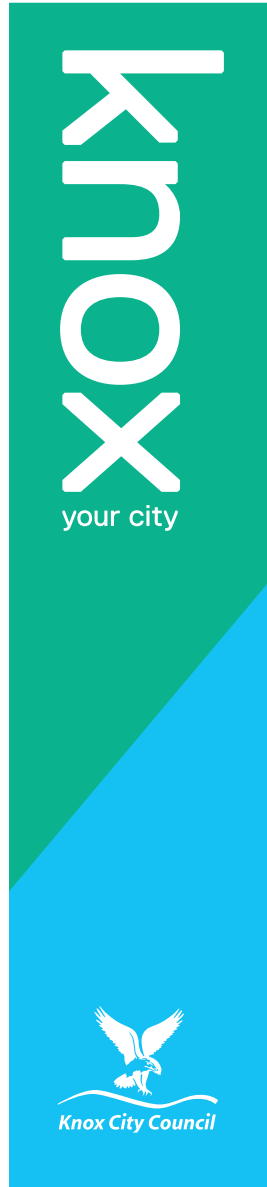
- Adopt and implement a range of legislative requirements associated with family violence;
- Provide support and education to enable Council and the community to respond to and recover from family violence and where appropriate, fund³ community-based family violence prevention initiatives; and
- Lead and partner with community groups, organisations and other levels of government to deliver initiatives that focus on family violence prevention with a focus on collective impact.

Direct service provision

Specialised services exist to provide an immediate and crucial response to people impacted by family violence. Council will work in partnership with these services as well as Victoria Police to stay informed of new and emerging cohorts and dimensions of family violence in our community. One area that Council does provide direct services is through Maternal and Child Health services. Maternal and Child Health staff are often the first point of contact for women, and their children, experiencing family violence. This program engages significantly with vulnerable and at-risk families in the form of early intervention and crisis response.

**Knox City Council says
NO
to family violence.**

³ Through an application process Council has a range of funding streams including the Community Development, Community Partnership Funds and Minor Grants.



Working towards a community free from violence.

Every person in our community:

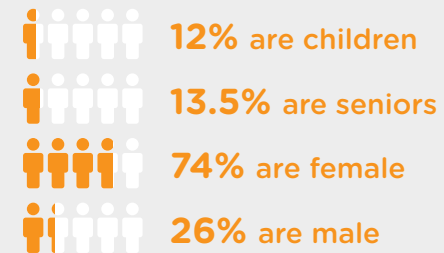
- has the right to safe and respectful relationships free from violence
- is responsible for taking action to prevent family violence and develop a culture of respect and equality
- has an important role to play in preventing family violence
- has the right to opportunities for equal participation in public and private life

Our commitment

Knox City Council recognises the wide ranging and damaging impact family violence has on the community and pledges its commitment to prioritise support and intervention for vulnerable and marginalised community members.



Reporting of family violence in Knox remains high. Of those impacted by family violence:



Partner violence is among the top eight risk factors contributing to illness among females aged 15 to 64 and increases victims' risk of financial hardship and homelessness.

Family violence is a major health and welfare issue that affects people of all ages, cultures and backgrounds

Statement of Commitment to the Prevention of Family Violence

Working towards a community free from violence.

Every person in our community:

- has the right to safe and respectful relationships free from violence
- is responsible for taking action to prevent family violence and develop a culture of respect and equality
- has the right to opportunities for equal participation in public and private life

Our commitment

Knox City Council pledges its commitment to working toward a community free from violence. Family violence is a major health and human rights issue and can affect anyone in the community regardless of gender, age, location, socio-economic and health status, culture, sexual identity, ability, ethnicity, religion or family type.

This commitment is embedded in our Council Plan, incorporating the Municipal Health and Wellbeing Plan and the Knox CARES strategy.



Knox Says
NO
to family
violence

Family violence is preventable

We will:

- Build awareness of, and deliver programs that address the drivers of family violence
- Coordinate and participate in family violence prevention and awareness raising activities
- Recognise the different forms of family violence including elder abuse, adolescent violence and intimate partner violence
- Connect community members experiencing family violence to local support services
- Collaborate with partners to deliver family violence prevention programs and projects in Knox
- Support staff in key services to identify and respond to family violence
- Deliver our Gender Equality Action Plan to promote gender equality in the workplace and progress our vision to be a fair, equitable and respectful organisation

knox



Family violence can happen to anyone in our community: it doesn't matter what their gender, age, income or culture is. Statistically the majority of family violence is committed by men against women.

- Family violence can take many forms, including:**
- Physical or sexual abuse
 - Controlling behaviour such as limiting access to family and friends
 - Limiting or restricting access to money
 - Psychological and emotional abuse
 - Using text message, email, social media or a tracking device to threaten or control
 - Travel visa abuse

- Women are more likely to experience violence in their home from someone they know

- Men are more likely to experience violence in a public place from a stranger

- Statistically the majority of family violence is committed by men

- Family violence is the leading preventable cause of death, disability and illness in women aged 25 to 44 in Australia

- Family violence incidents contribute to the need for other supports such as housing, mental health, medical care and the police or justice systems

- Where children are exposed to family violence, it may impact on their behaviour, development, learning outcomes and overall wellbeing

- Women are more likely to have caring responsibilities and less likely to have full-time employment, making it more difficult for them to leave a situation where they are experiencing family violence

<p>The drivers of family violence and violence towards women are complex. However, the evidence tells us that gender inequality creates the conditions for family violence and all forms of violence against women to occur (Source: Our Watch 2023).</p> <p>Gender inequality is where women and men do not have equal social status, power, resources or opportunities, and their voices, ideas and work are not valued equally by society.</p>	<p>The key drivers of family violence and all forms of violence against women include:</p> <ol style="list-style-type: none"> 1. Attitudes that accept or don't call out violence against women. 2. Decision making that is not equally shared between partners. 3. Traditional gender stereotypes of male and female roles. 4. Male peer relationships that promote aggression, dominance or control.
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Knox City Council recognises the wide ranging and damaging impact family violence has on the community and pledges its commitment to prioritise prevention programming, support and intervention for vulnerable and marginalised community members.

Help is available

If you are in immediate danger, call 000
www.knox.vic.gov.au/familyviolence



8.4 Knox Sport & Leisure Awards 2024 Recipients

Final Report Destination:	Council
Paper Type:	For Decision
Author	Club Development and Active Communities Project Officer, Cesar Ortiz
Manager:	Manager Active and Creative Communities, Nicole Columbine
Executive:	Director Connected Communities, Judy Chalkley

SUMMARY

This report outlines the nominations received and provides the recommendations of the Evaluation Panel for the winner(s) of each category in the Knox Sport and Leisure Awards 2024. The Knox Sport and Leisure Awards are designed to recognise the contribution of volunteers in community sporting clubs and leisure groups; recognise good governance structures and inclusive practices amongst community sporting clubs and leisure groups within Knox; and to acknowledge programs initiated by community sporting clubs and leisure groups that have a positive impact on the local municipality.

RECOMMENDATION

That Council resolve to:

1. Approve the Knox Sport and Leisure Awards Report 2024 and the recommendations as presented.
2. Approve the organisations and individuals set out in Confidential Attachment 1 as the 2024 Knox Sport and Leisure Award winners in the following categories:
 - a. Club of the Year;
 - b. Best Club Initiated Program;
 - c. Club Person of the Year (Adult);
 - d. Club Person of the Year (Junior); and
 - e. Women in Sport Leadership.
3. Note the individuals also set out in Confidential Attachment 1 for their Years of Service.
4. Note that the approved award winners will be announced and made public at the Knox Sport and Leisure Awards event that will occur on 19 June 2024.

1. DISCUSSION

The Knox Sport and Leisure Awards have been in place since July 2015, where Council endorsed the Knox Sport and Leisure Awards (KSLA) Guidelines. These guidelines outline the aim of the KSLA, which includes:

- Promotion of a culture of volunteer reward and recognition in sporting clubs and leisure groups;
- Encourage and reward attendance at Council's Club Development Program seminars and workshops, which focus on good governance structures for sporting clubs and leisure groups;
- Recognise sporting clubs and leisure groups that actively engage in best practice;
- Recognise the sporting clubs and leisure groups that have implemented skills learnt through Council's Club Development Program; and

- Recognise programs initiated by local sporting clubs and leisure groups that have a positive impact on the community and its residents.

The ranking criteria for these awards was reviewed in October 2022.

1.1 Nominations Received

Nominations opened on 19 January 2024 to all sporting clubs and leisure groups within Knox. The awards were promoted to the broader community via Council's website, via a series of social media posts, Knox News, Ferntree Gully News, the Leisure Services Newsletter, "A Note from Leisure", printed posters put on sporting pavilions and regular direct email correspondence with clubs and groups.

Nominations were made by completing an application, which prompted nominators to answer questions relating to the criteria of each specific award. Nominations closed on 4 March 2024.

One nomination was transferred from the Knox Community Awards nominations inbox to the KSLA because the nominator got it mixed up with the Knox Community Awards.

In total, 51 nominations were submitted (20 more than last year), which consisted of:

- Club of the Year – seven nominations;
- Best Club Initiated Program – four nominations;
- Club Person of the Year (Adult) – 17 nominations;
- Club Person of the Year (Junior) – five nominations;
- Women in Sport Leadership – 10 nominations; and
- Years of Service – eight nominations.

1.2 Evaluation Committee

The KSLA Evaluation Panel (Panel) consisted of two Councillors (Councillor Lisa Cooper and Deputy Mayor, Councillor Sorina Grasso) who are representatives of the Recreation and Leisure Committee (RLC), and two community members (Leanne Siwes of Eildon Park Tennis Club and Lyn Shepherd community member) who are also representatives of the RLC. The Panel discussed rankings of each nomination based on pre-determined criteria at a meeting held on Wednesday 13 March 2024.

Based on the Panel's rankings, the recommended candidates in each award category are provided in Confidential Attachment 1 and the Panel recommends the candidate winners for consideration by Council.

The Evaluation Committee has recommended to grant joint winners in three distinct categories: Club Person of the Year – Adult (three winners), Club Person of the Year – Junior (five winners), and Women in Sport Leadership (three winners). This choice reflects the exceptional calibre of nominees across these categories. The prize money will be equally divided among all winners in each category where there are multiple winners. Furthermore, it is important to note that one nominee has been recommended to be awarded in two categories: Club Person of the Year – Adult and Women in Sport Leadership.

The ranking criteria is attached as Confidential Attachment 2. The overall nominations received which includes all ranking, is attached as Confidential Attachment 3.

1.3 Award Ceremony

An Awards Ceremony is planned to be held on 19 June 2024 at the Knox Civic Centre to recognise and acknowledge all nominees from the Knox sporting and leisure community. Formal invitations will be distributed to all nominees and the nominators following endorsement by Council.

2. ENGAGEMENT

The KSLA are supported by Council's Recreation and Leisure Committee. Council officers from Leisure have reviewed the procedure and administration associated with the receipt of awards.

The ranking criteria, as provided in Confidential Attachment 2, was reviewed by officers within Leisure Services and the Recreation and Leisure Committee in 2022 and updated to Councillors in a memo dated 26 October 2022.

Advice was also sought from Governance regarding the assessment of the awards relating to multiple winners in a few of the categories.

3. SOCIAL IMPLICATIONS

The KSLA contribute to the development of the social environment and health and wellbeing within Knox by developing community connection and promoting active lifestyles. The KSLA also recognises the work undertaken by volunteers within local sport and leisure groups, to encourage retention of existing volunteers and attracting new volunteers. The KSLA evening is also seen as a great networking opportunity and one where all sport and leisure groups come together.

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 IMPLICATIONS

There are no environmental or amenity issues associated with this report.

6. FINANCIAL AND RESOURCE IMPLICATIONS

The KSLA ceremony will cost approximately \$15,000 to host (catering, award prizes, trophies, guest speaker, light entertainment, decoration and graphic design for the event). This is funded through Council's adopted operational budget.

The award prizes are distributed as follows:

- Club of the Year Award - \$1,000;
- Best Club Initiated Program - \$500;
- Club Person of the Year Award, Adult - \$600/three winners = \$200.00 each winner (joint winners)
- *Club Person of the Year Award, Junior - \$1,000/five winners = \$200.00 each winner (joint winners); and
- Women in Sport Leadership Award - \$600/three winners = \$200.00 each winner (joint winners)

7. RISKS

In instances of over-subscription to the KSLA, the Evaluation Panel faces a moderate operational performance risk in reviewing large numbers of nominations. This year, the KSLA received fifty-one nominations across five distinct categories, which is twenty more than last year. To address this issue a review of the nomination review process will be conducted to streamline the process before the 2025 event.

8. KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

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 5.3 - 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. STATEMENT OF COMPATIBILITY

This report is compatible with the Charter of Human Rights and Responsibilities, as it does not raise any human rights issues.

11. CONFIDENTIALITY

Confidential Attachments 1, 2, and 3 are included in the confidential agenda, as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to personal information, being the names and details of award winners which would be unreasonable to disclose publicly, or to disclosure before they are awarded.

ATTACHMENTS

Nil

8.5 Knox Cycling Action Plan

Final Report Destination:	Council
Paper Type:	For Discussion
Author	Sustainable Transport Planner, Winchelle Chuson
Manager:	Manager – Strategic Infrastructure, Matt Hanrahan
Executive:	Director – Infrastructure, Grant Thorne

SUMMARY

This report presents the Knox Cycling Action Plan to Council to seek endorsement of the final draft for community consultation.

RECOMMENDATION

That Council:

1. Endorses the Knox Cycling Action Plan (Attachment 1) as a final draft for public consultation.
2. Note that following completion of the public consultation process and receipt of feedback, the Knox Cycling Action Plan will be presented to Council in August 2024 for adoption.

1. DISCUSSION

The Knox Cycling Action Plan (KCAP) has been prepared to update the Knox Bicycle Plan, which was originally developed in 2008. Council subsequently adopted an Integrated Transport Plan in 2015, which sought to bring together planning for all modes of the transport network within Knox. It has become apparent, however that there exists a need for a clear and dedicated effort required to enhance levels of cycling across Knox. While initially commencing in 2019, the onset of COVID-19 and its associated restrictions resulted in a change to Knox's cycling community.

Through COVID, Knox saw more inexperienced/first time cyclists on the network and a stronger need for better cycling infrastructure to support access and connectivity to local facilities and services.

As a result, at the end of 2021, Council conducted a more intensive community consultation stage consisting of online surveys, randomised phone surveys and deep dive workshops with Knox's advisory committees. The final draft was then designed to support better engagement with the Knox community.

This report seeks to provide key highlights of the Action Plan and receive endorsement of the plan by Council as a draft for public consultation, which will be carried out in May 2024. Through the consultation process, feedback will be sought by:

- Engaging the general public through an online survey that will be promoted through social media and our online Have Your Say page.
- Allowing public groups and individuals to provide a submission to Council.
- Distributing the document to neighbouring Councils and the Department of Transport and Planning for comment.
- Re-engaging with key Knox advisory committees for discussion and confirm that the plan has responded to their previous feedback.

The consultation will then inform any final changes to the KCAP prior to the presentation to Council at the August Council meeting for final approval.

Over the past decade, cycling has been high on the State Government's transport agenda. The Knox Cycling Action Plan looks to align Knox's vision with regional and State objectives and coordinate the varying State, regional and local cycling route priorities into an integrated Knox cycling network.

Key documents informing the plan include:

- Plan Melbourne
- Victorian Cycling Strategy
- Towards Zero
- Melbourne East Regional Sport And Recreation Strategy
- Eastern Regional Trails Strategy
- Knox's Community Council Plan
- Knox Integrated Transport Plan
- Other strategic documents such as the Knox Green Areas and Rural Strategy, Climate Response Plan and Precinct Plans.

Overall, the plan is ambitious and sets out a vision for a future Knox cycling network that will likely span across multiple decades and is flexible and adaptive to the funding available. While aspirational, there exists a strong desire to ensure the primary routes in Knox are delivered over the coming decade.

The urban environment across Knox is continuously changing, with several new developments expected to be delivered over the next decade. In combination with new technological advancements rapidly occurring each year, the plan presented is restricted to a 10-year span to allow our network to adapt to the way we live and travel in future decades. Setting out our network and referencing the KCAP within the planning scheme will also provide Council a stronger position to guide future developments (e.g. residential and private commercial estates) about the cycling routes and facilities that are required to ensure our transport infrastructure is competitive enough to attract new and diverse skills to our businesses and a high quality of life for residents.

The Action Plan provides guidance on how the current cycling network can evolve to make it more usable for a broader cohort of cyclists, connecting our residents and visitors to key destinations, and provide social opportunities for groups, families and friends. The actions in the plan also aim to enhance the likelihood of securing external funding opportunities, by addressing key safety concerns and progressing strategic design elements of our network. The plan can also be used as a strategic position to influence future development in Knox by enhancing the outcomes otherwise possible under the Knox Planning Scheme.

The Knox Cycling Action Plan seeks to deliver a cycling network that:

- Provides a low stress cycling environment to encourage inexperienced or less confident cyclists to use their bicycles more regularly;
- Is well-connected both locally and to the wider regional cycling network across Victoria;
- Is extensive and links our homes to key destinations, services and facilities across Knox; and
- Can guide private and public development to include appropriate cycling connectivity through new estates and developments.

Knox's Future Cycling Network

The plan is focused on how people travel between their origin and destination and is underpinned by four key principals:

- Developing safer systems (roads, people, vehicles and speeds).
- Low stress environments where infrastructure design reduces the user's perception of danger.
- Movement and Place that considers the relationship between the surrounding land use and transport corridors.
- All abilities and all ages that supports the universal design principles.

Based on these principles, when a link or a crossing point is deemed unsafe, unmanageable or stressful for the cyclist to travel on, it will be less likely for the cyclists to use the route or, in some cases, it may even make cyclists reject cycling as a transport option.

The 2008 Knox Bicycle Plan focused on providing cycling paths along key arterial roads, but more localised cycling routes were not fully considered. As a result, residents were required to travel further from their home before they could link onto the cycling network.

To provide access to all estates, the KCAP's cycling network proposes an alternative north--south or east-west route every half a kilometre. Based on travel time calculations on a bicycle of 8 minutes for every 1km, once the entire network is completed, this will provide the community a 4 minute detour to an alternative route option making it faster to connect into the cycling network. This frequency allows the network to be more permeable with more opportunity for residents to easily access the cycling network in Knox from their home without much cycle stress on the road. The presence of cycling facilities on the road will also increase driver awareness of other vulnerable users on the road.

As permeability and accessing key destinations is a key function of the network, Knox's future cycling network was designed by identifying all possible destinations, giving calculated weighting to these destinations, and producing the higher connectivity and usage routes based on our existing road network. Secondly, the route maps were then altered, based on maximising existing safe crossing locations, previous accident sites, BikeSpot (a metropolitan Melbourne cycling safety survey), and Council survey locations identified as safe and unsafe, as these sites would be along routes cyclists commonly choose to travel.

Additionally, the routes were cross referenced against State, regional and local priorities identified in previous strategies or plans. A desktop review was then conducted of the proposed routes to determine existing site conditions and the safety and feasibility of installing a cycling facility on the street.

The KCAP presents a new network map that highlights four key route categories based on the Movement and Place categories set by the Department of Transport and Planning:

- Primary Routes - equivalent “road” function as an arterial road.
- Secondary Routes – equivalent “road” function as a collector road or connector between primary and secondary routes.
- Local Routes – low speed and low volume streets.
- Recreational Routes – off-road facilities that are continuous and uninterrupted linking key recreational facilities.

Comparing the future cycling network against the existing network, the KCAP identifies the key missing routes from the primary route and secondary route networks. These missing links will then be priorities within the next 10 years to complete the high traffic cycling routes. As a result, the proposed cycling network will alter our capital works program and reset our cycling priorities as currently stated in our New Bicycle/Shared Paths Capital Works Program (4006). As such, once the KCAP is fully endorsed, the priorities set in our Capital Works Program will need to be updated and our capital works ranking criteria adjusted. This review will be presented to Council for consideration prior to adoption and deferred to the Capital Works Program process.

The KCAP has been prepared to provide:

- An Action Plan to support strong community engagement, which briefly outlines the key strategic direction for cycling in Knox and the methodology by which the objectives will be achieved. It will also be used to support Council’s advocacy process and applications for external funding.
- A background document (Attachment 2) which provides greater detail on the basis for the development of the Action Plan and more technical data that discusses justification behind the proposed key actions.

The Action Plan will require endorsement by Council for public exhibition and consultation/feedback. The background document will be made available to the public when exhibiting the Action Plan for comment. It will also be made available on Council’s website when the Action Plan is adopted, for the benefit of those interested in the detail behind the plan. Subject to the final consultation phase findings, we expect the final document to be endorsed and adopted by Council in August 2024.

Supporting Knox’s climate change targets

As part of the Knox Climate Change Response, Council is targeting a 30% total tree canopy cover across the municipality. The KCAP supports Council’s objective to increase tree canopy along cycling corridors as this improves rider comfort and minimises the heat island effect that is created by installing more concrete/asphalt surfaces. However, the delivery of the KCAP cannot keep up with tree planting. As a result, many sites that initially had no street trees and were identified as opportunities to construct shared paths have been planted out, making it difficult to fit a shared path in the future.

As an alternative option, the KCAP proposes that trees are continued to be planted to reach Council’s climate change target. In general, completing a shared path facility on a street may not receive funding until 10 – 30 years’ time (and in some cases, potentially more). In turn, when funding for a path is received and the alignment cannot be designed in a way to avoid the planted

tree, the unavoidable tree could be removed with the view to offset and plant additional trees once the project is completed. Rather than not planting in the proposed alignment, the removal of trees in the future will still provide the community the environmental benefit of the planted trees while funding has not been allocated yet for the construction of a cycling facility. As part of this proposal, it is envisioned that only planted trees are considered for removal and remnant trees will be unharmed. Young trees will be relocated to appropriate locations or reinstated as part of the project completion phase. In addition, this practice is only to occur along cycling corridors and an arborist opinion will be sought as part of the project. Where the site is located in a site of biological significance, the path could be downgraded from a concrete or asphalt path to a granitic sand path. However, as this will be detrimental to those using a mobility aid, careful consideration will be made on a case-by-case basis to determine whether this is an appropriate approach.

Community awareness and cycling experience

Between February to April 2022 the following committees were engaged in a workshop:

- Early Years Advisory Committee
- Disability Advisory Committee
- Environmental Advisory Committee
- Active Aging Advisory Committee
- Recreation and Leisure Committee
- Multicultural Advisory Committee
- Youth Advisory Committee

The Community Safety, Health and Wellbeing Advisory Committee was also engaged but due to time commitments we were unable to run a full workshop with the committee members.

As part of the workshop feedback, promotional and behaviour change program initiatives were a reoccurring request. Historically, Knox's bike plans largely focused on the delivery of infrastructure projects. In response to the consultation feedback, the KCAP includes actions to create new themed experiences in our key trails, promote our wins more, so the public are aware of new path links, and deliver bicycle education courses to build cycling confidence in our community. It acknowledges that cycling is not simply about improving connections but also providing an experience.

To build confidence and familiarity, low cost and short-term trials can be used as a potential engagement tool to introduce new cycling facilities in Knox. The sites could be a useful way to evaluate an infrastructure treatment's performance in terms of improving safety and awareness of different users of the road without committing to more expensive and permanent structures immediately. Although trials are a longer and more expensive process overall, than making the cycling facility permanent, they allow for better community buy-in and minimise additional costs if the treatments need to be altered to address unexpected user behaviour. The trials are also suitable for contentious areas or when the proposed cycling treatments are new to Knox or if the community are not comfortable with the reduction of the road width. Appropriate evaluation processes will be carried out as part of the project.

Delivering the Knox Cycling Action Plan

Overall, there are a total of 32 actions that are identified under five categories:

- Evolving our network design – focused on improving how we design our cycling facilities.
- Investing in capital works – focused on delivering our cycling network using a primary, secondary, local and recreational hierarchy and addressing safety hotspots.
- Increasing our awareness – improving how we promote our paths and creating an engaging experience around our key trails.
- Managing our network – focused on investigating how our systems and processes could be improved to utilise resources more efficiently.
- Investing in the future – focused on exploring new emerging designs, programs and vehicles to ensure our network responds to advancements appropriate to our community.

As part of the final consultation, the KCAP will be available for public access in May 2024 with the view that the consultation will commence on 1 May 2024 and cease on 7 June 2024.

The final consultation will invite the community to either provide a submission or complete an online survey that will seek feedback on:

- The proposed actions.
- The proposed routes.

The proposed consultation will be conducted using an online survey and promoted through social media. Knox advisory committees that were part of the workshop previously, neighbouring Councils and the Department of Transport will be sent a copy of the draft for comment or will be engaged directly. The proposed consultation will be open for a total of six weeks.

If there are no major alterations required, it is expected that the final draft will be presented to Council at the August 2024 Council.

2. ENGAGEMENT

The KCAP utilised three key methods of engaging with the Community:

- Online surveys (October 2021)
- Workshops with Knox Advisory Committees (February – April 2022)
- Randomised household phone surveys (April - June 2022)*.

* Initial randomised household surveys were conducted in 2019, however COVID impacts changed some of the direction of the Action Plan. Therefore, the survey was repeated in 2022. Key feedback captured from the 2019 surveys (as well as the 2021/22 surveys) has been carried through to inform the development of the plan. The secondary consultation phase was more detailed with three main engagement methods as detailed in the table below.

Figure 1: Summary of second consultation methods and participation rates.

Online	Knox Advisory Committees	Phone Survey
592 contributions 184 unique contributors 1,659 individual visits	7 Committees 7 separate focus groups 86 participating individuals	430 households with completed interviews 1,038 household individuals captured
<ul style="list-style-type: none"> • Survey • Geomapping (identified 409 self-reported individual sites for network improvement)	<ul style="list-style-type: none"> • Recreation and Leisure Committee • Disability Advisory Committee • Active Ageing Advisory Committee • Multicultural Advisory Committee • Early Years Committee • Environment Advisory Committee • Youth Advisory Committee 	<ul style="list-style-type: none"> • National Walking and Cycling Participation Survey • Randomised household phone survey (a total of 3,467 households were dialled. This includes attempted, ineligible and completed surveys)

As detailed above, the final consultation stage will be used to ensure the actions, proposed routes and findings from the previous consultation are reflected in the Knox Cycling Action Plan. Overall, the KCAP aims to deliver an ‘involved’ engagement process as per the engagement and consultation matrix.

3. SOCIAL IMPLICATIONS

There are four key social implications that the KCAP impacts on:

3.1 Competitive access to public transport

As part of the community consultation, some users indicated that it is easier to use the shared path network in Knox than trying to catch public transport. Residents found that some bus routes were circuitous and took longer than cycling or when using a mobility device on the shared path to travel from destination to destination. An example of this is when travelling from Bayswater to Westfield Knox.

3.2 Car parking

To reduce cycling stress of users Council has previously implemented bike lanes along some local streets. To mitigate concerns by the local residents these bike lanes allow for on-street car parking requiring cyclists to manoeuvre around the parked car where necessary.

In streets where overall, there is a lower volume of traffic and demand for on-street car parking it is acceptable. However, when cycling volumes or car parking demand increase, it may be appropriate to remove car parking on bike lanes. Alternatively, to maintain car parking on both sides of the street whilst providing uninterrupted cycle lanes, through travel lanes could be reduced to allow a single vehicle to pass between two parked cars. This would be used in local

streets and would also assist in also reducing traffic speed, raising driver awareness and improve driver stopping time in an event of an accident.

3.3 Health and wellbeing

The plan has a strong focus on improving access for all ages and skills. The construction of shared paths and separated cycling facilities will provide flow on benefits to people with mobility constraints or those who do not have access to a private motorised vehicle.

Expanding our cycling network will also provide free recreational facilities for our residents and visitors who can utilise the routes for cycling, skateboarding, walking and scooting and further supporting key Council plans such as Active Knox.

3.4 Improving safety

The KCAP acknowledges our high-risk sites and where improvements are required and uses crash statistics to inform the development of the network and actions. Additionally, guiding principles of this Action Plan requires new infrastructure to consider improved designs to protect cyclists as they are the more vulnerable users on our roads.

Additionally, the KCAP is influenced by the 2016 Resilient Melbourne strategy that was endorsed by the Mayors and CEOs. In this strategy, cycling infrastructure was identified as a key flagship action that could assist in ensuring that Melbourne continues to function as a city when disaster struck. As such, providing an extensive easy to use cycling network would help make our community more resilient.

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. While the overall KCAP objectives will encourage active transport, there is an increased risk for heat island effect in highly urbanised areas where shared paths are constructed using concrete and asphalt materials. However, this could be offset by planting additional canopy trees along the proposed cycle route.

Implementation of the recommendations will positively impact on Council's Net zero 2030 target as the KCAP also supports the investigation of bike share schemes and promotes sustainable transport through behaviour change, promotional programs and trials.

5. ENVIRONMENTAL IMPLICATIONS

Three key aspects of the KCAP could have environmental and amenity considerations. These include:

- The installation of lighting along cycling routes for improved visibility when commuting during winter and darker hours. To fully understand the implications on local nocturnal fauna, it is proposed that an initial trial is conducted first and observed to determine impacts before rolling out new lighting infrastructure across the whole cycling network.
Alternative options such as glow in the dark line marking and types of solar lighting could also be trialled. These alternative methods could be compared and assessed against how effective the treatment is at improving safety whilst protecting the local environment.
- The relocation or removal of vegetation to allow for the construction of a shared path. Where this is the case, vegetation will be offset on the other side of the street or replanted once the new path is constructed.

- The construction of shared paths may reduce the amount of naturestrip available. Alternatively, the removal of car parking on the street and converting the road space into a shared path or naturestrip could be considered.

6. FINANCIAL AND RESOURCE IMPLICATIONS

The KCAP proposes that the primary routes are completed within the next 10 years. Based on current project costs today, it is estimated that if the;

- Primary routes were constructed all today it would cost Council approximately \$19,700,000 to complete a missing length of 29.7km of cycling facilities (including the construction of a bridge).
- Secondary routes were constructed using today's costing, Council would be required to spend approximately \$16,100,000 to construct 27km of cycling facilities.

The above costs are based on all the routes constructed as a shared path link. Instead, many of these links will most likely be constructed as on-road facilities due to the current road design and available space. As such, if constructed today, this proposed cost above is a conservative estimate. Although over time with the rise in construction costs, additional funds may be required.

The KCAP acknowledges this fluctuation and as part of the actions and proposed timeline, it is recommended that all projects are designed within the first five to eight years to understand the full investment required to deliver the network and commence delivery in year three of the Plan. Having shovel ready projects will also allow Council to apply for external funded opportunities which in the past we may have missed as our designs had not yet been full scoped or designed. At present, the current capital works budget allocates approximately \$1million each year towards the shared path program.

Acknowledging the capacity constraints of the existing budget over coming years, there exists a strong likelihood that delivery of the priority (primary and secondary) routes will phase out across longer periods than the aforementioned 10 year horizon. This should not prevent the plan from articulating a clear goal which can resonate with the community.

Council is already seeing a stronger appetite from the State to fund sustainable transport infrastructure and the Action Plan will only support Council as it seeks 3rd party funding for its infrastructure.

Additionally, funding savings could be gained by combining multiple disciplinary projects together as this would reduce traffic management costs whilst minimising disruption to the community. Renewal projects could also be used to upgrade the existing shared path network or on-road cycling lane rather than reinstating like for like and then delivering an upgrade project separately. Improved coordination with internal departments and flexibility with the capital works delivery program will be required to maximise these funding opportunities. By having the KCAP endorsed with all future routes identified, the delivery of the cycling network through different projects or new developments could be justified.

7. RISKS

As provided in the discussion above, the key risks identified with delivering the Knox Cycling Action Plan include:

- Potential reduction of car parking on the street to facilitate for on-road cycling facilities. Car parking demand will be appropriately assessed on a case-by-case basis for each site and will form part of the decision making guidelines when designing future on-road cycling facilities.
- The potential removal or impact on existing vegetation along the proposed routes. During the scoping and design phase, a qualified arborist will be required to assess the existing vegetation on site to determine potential impact and options to minimise the cycling facility's impact on the local environment.
- Additional investment towards improving Knox's cycling network. Although the KCAP recommends the completion of all Primary Routes during the next 10 years, the level of delivery can be expanded or reduced subject to available funding opportunities.

8. KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Opportunity & Innovation

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

Neighbourhoods, Housing & Infrastructure

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

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.

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. STATEMENT OF COMPATIBILITY

The report and proposed recommendations are in line with the Victorian Charter of Human Rights and Responsibilities Act 2006 (the Act) and Gender Equality Act 2020. Additionally, the report does not contravene any Victorian Child Safe Standards.

11. CONFIDENTIALITY

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

ATTACHMENTS

1. Attachment 1 - Knox Cycling Action Plan - Draft [**8.5.1** - 15 pages]
2. Attachment 2 - Knox Cycling Action Plan - background document [**8.5.2** - 66 pages]



Knox Cycling Action Plan 2024-2035

knox



Message from the Mayor

Council will work towards a low stress network while balancing priorities around enhancing the natural environment and funding availability. To achieve this approach, the table below highlights how the project's costs and the street amenity will determine the type of cycling facility that is most appropriate for each location.

As an example, a high stress situation would have large volumes of traffic, higher traffic speeds with less segregation from general traffic. Council will work towards a low stress network while balancing priorities around enhancing the natural environment and funding availability.

To achieve this approach, the table below highlights how the project's costs and the street amenity will determine the type of cycling facility that is most appropriate for each location. As an example, a high stress situation would have large volumes of traffic, higher traffic speeds with less segregation from general traffic.

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Council will work towards a low stress network while balancing priorities around enhancing the natural environment and funding availability. To achieve this approach, the table below highlights how the project's costs and the street amenity will determine the type of cycling facility that is most

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Cycling in Knox

The Knox Cycling Action Plan (KCAP) is a 10-year plan that identifies key operational and capital works priorities for Knox City Council to improve cycling uptake within the municipality. The plan responds to current needs and acknowledges the change in Knox's cycling community.

The KCAP supports Council's goals towards being well connected, improving social and physical wellbeing, increasing transport options and reducing negative impacts to our natural environment. It is underpinned by four principals of thought:

Safe systems

Transport safety is improved by making Safer Roads, Safer People, Safer Speeds and Safer Vehicles.

Low stress cycling

Each cyclist, depending on their experience and skill, has a different level of acceptance of danger. Each individual's perceived dangers influence their trip choices, bicycle choice and route selection.

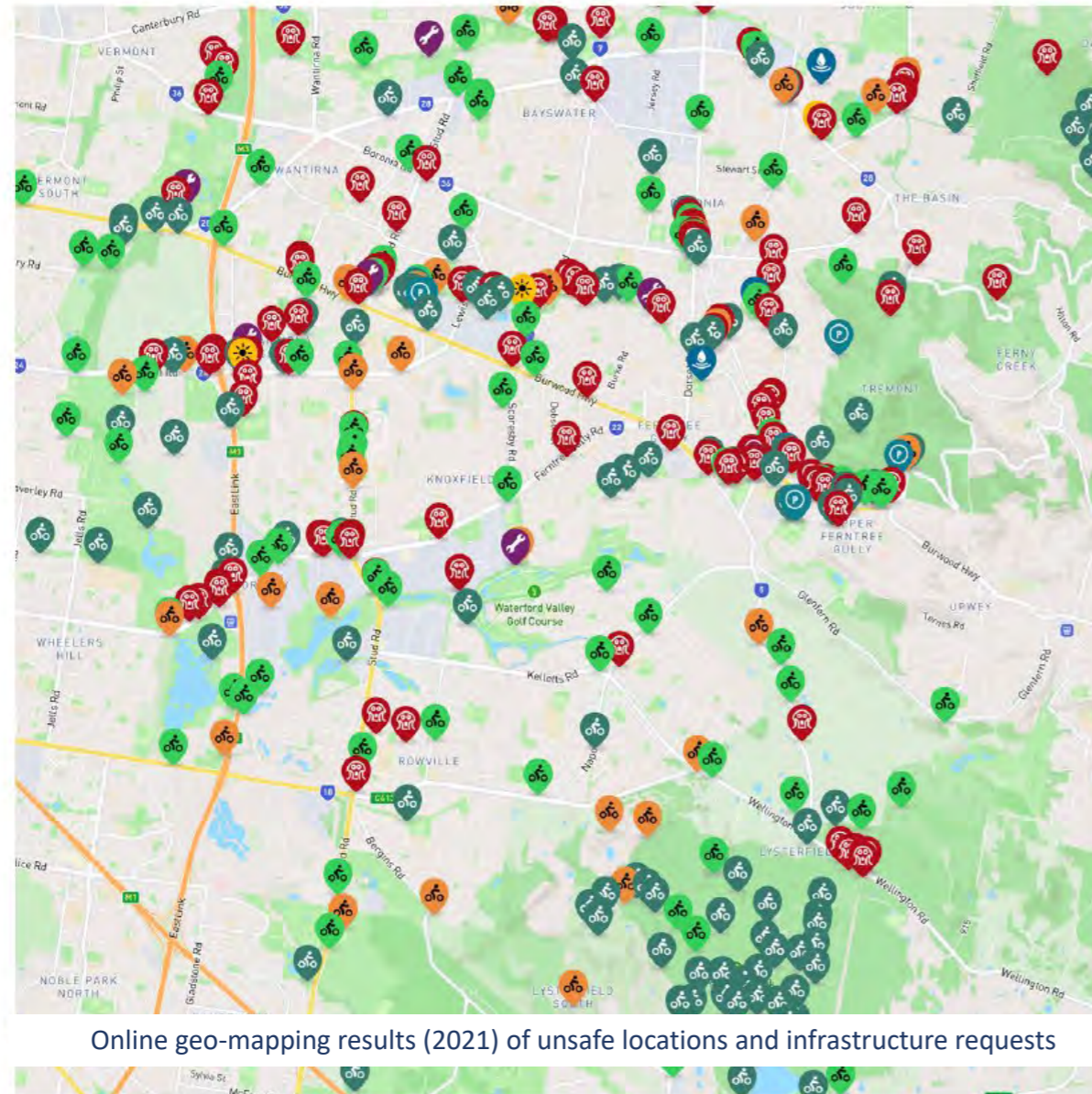
Movement and place

Place (land use) and movement (transport corridors and transport types) have an inter-relationship that impacts on how transport systems should be designed.

All abilities and all ages

Our cycling network should be accessible to skill levels and ages.





Engaging our community

The KCAP emanated from an extensive community consultation process pre and post COVID-19 restrictions to better understand our shifting community needs. Results were referenced against recorded crash statistics, historical cycling counts, land use assessment and the 2021 Census data.

Figure 1: Overview of community engagement processes and participation rates

Online	Knox Advisory Committees	Phone Survey
592 contributions 184 unique contributors 1,659 individual visits	7 Committees 7 separate focus groups 86 participating individuals	430 completed households interviews 1038 captured household individuals
<ul style="list-style-type: none"> • Survey • Geomapping (Image on left - identified 409 self-reported individual sites for network improvement)	<ul style="list-style-type: none"> • Recreation and Leisure Committee • Disability Advisory Committee • Active Ageing Advisory Committee • Multicultural Advisory Committee • Early Years Committee • Environment Advisory Committee • Youth Advisory Committee 	<ul style="list-style-type: none"> • National Walking and Cycling Participation Survey • Randomised household phone survey (total of 3,467 households were dialled including attempted, ineligible and completed surveys)



We Discovered...



On average, residents own 1.3 bikes per person per household which is higher than the average Australian and Victorian household.

Cycling uptake and frequency increased with the onset of COVID-19 restrictions.



Cyclists indicated that they:

- > prefer a sign system that combines on-ground and pole-mounted directional signage
- > feel least comfortable cycling along an arterial road and along industrial roads even if it is a low speed environment
- > prefer shared path facilities over on-road cycling facilities
- > think that sharrows do not provide any comfort as a cycling facility.



The general community has a poor understanding of etiquette and cycling road rules, and are unaware of Council's efforts to increase cycling uptake through programs or constructing new cycling facilities each year.

Our community is saying:

Installing drink fountains, seating and bike repair stations at key locations would greatly improve cycling experience and comfort.

Improve access and availability of mountain bike facilities

A bike lane with car parking permitted is preferred over using sharrows on the road.

"Good cycling accessibility and tracks in Knox" however, we "need better north-south links". The network "feels disjointed" and "doesn't have a purpose" because it doesn't "link to destinations". "Please ensure paths allow you to cycle from A and B anywhere in the municipality".

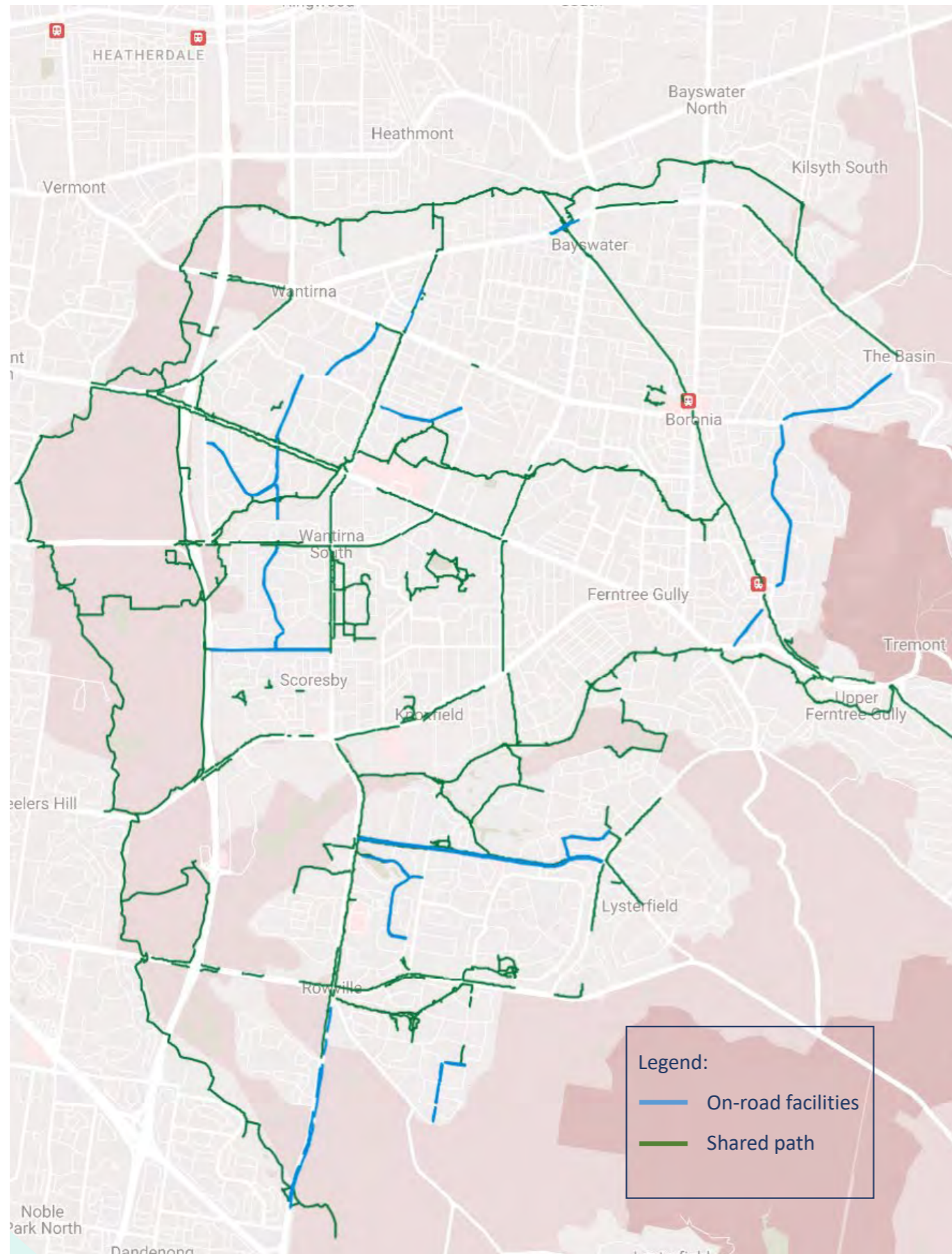
A high-quality wider shared path on one side is preferred to footpaths on either side with no off-road cycling facility.

Cycling is uncomfortable at night due to little to no lighting

Cyclists prefer to take a safer route even though it may not be the most direct.

We need safer spaces for children and families where younger children can safely learn to ride.

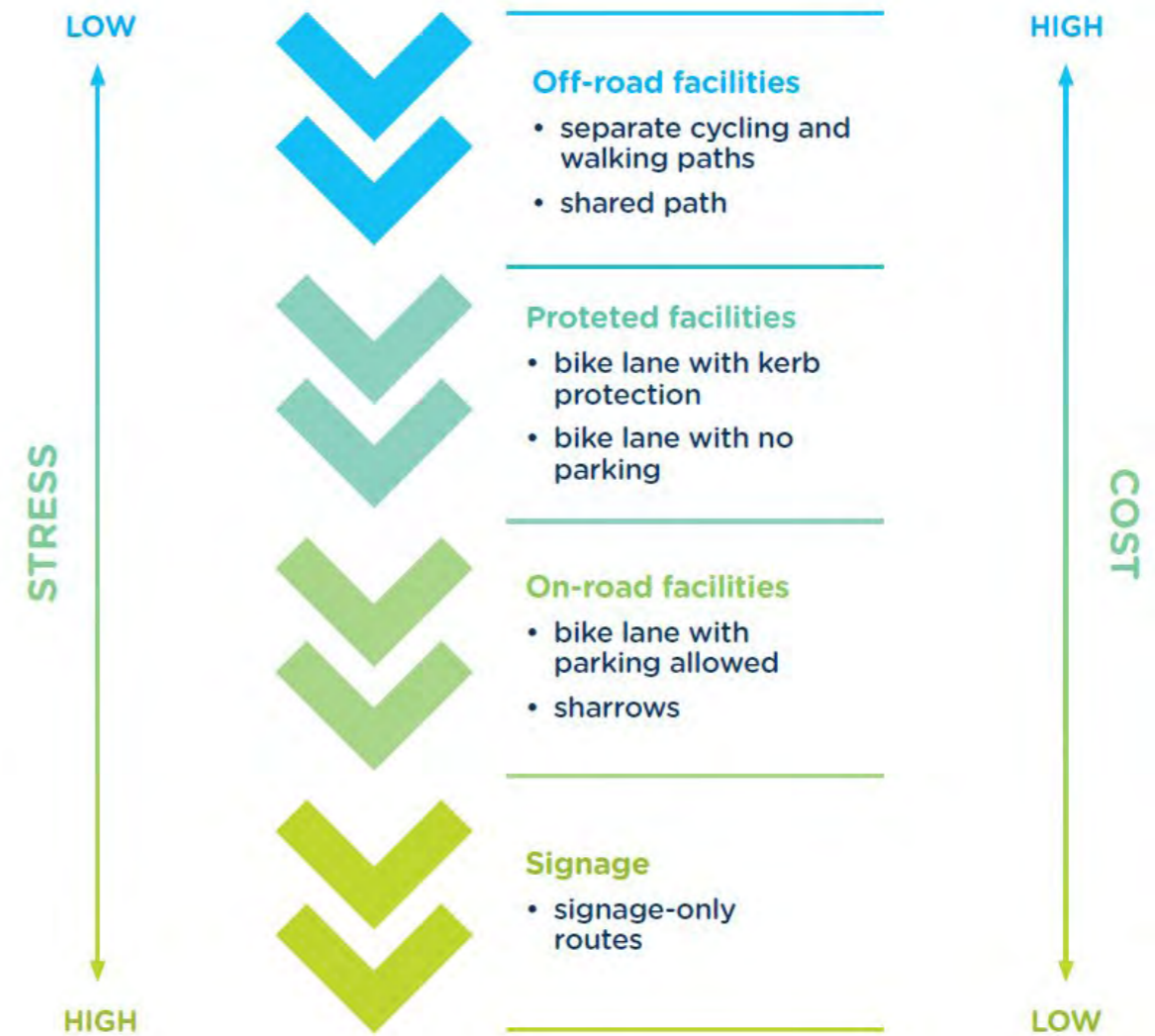
81% of respondents prefer a shared path facility with pedestrians rather than bike lanes on the street.



Knox's current cycling network

Delivering a safer network

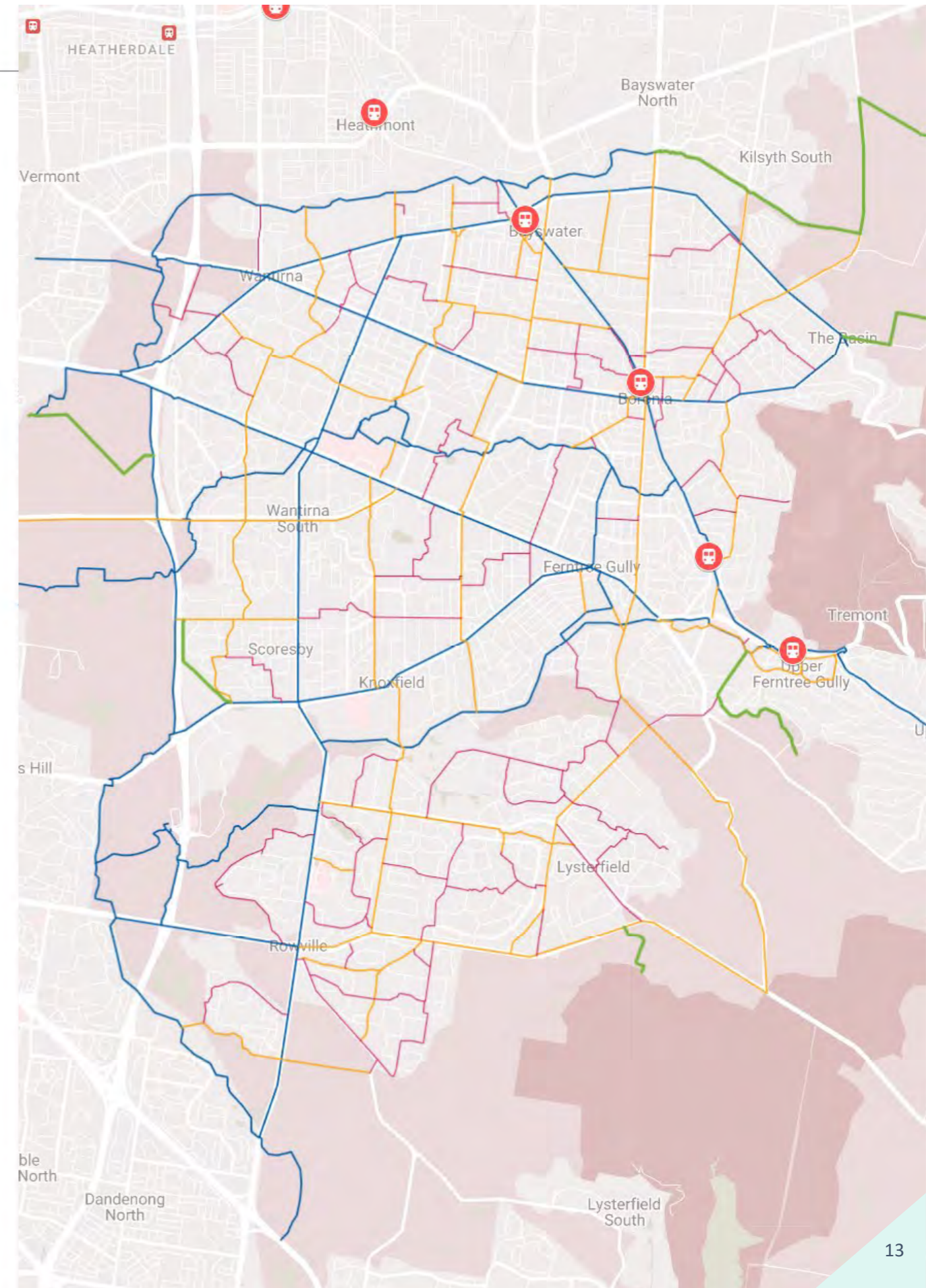
Council will work towards a low stress network while balancing priorities around enhancing the natural environment and funding availability. To achieve this approach, the table below highlights how the project's costs and the street amenity will determine the type of cycling facility that is most appropriate for each location. As an example, a high stress situation would have large volumes of traffic, higher traffic speeds with less segregation from general traffic.



Our future network

We developed a route hierarchy using the Movement and Place categories which were applied to both the existing and future cycling network in Knox. The route hierarchy is as follows:

Knox Cycling Network Hierarchy	Movement and Place category	Description	Example
Primary route (blue)	C1 and C2	Arterial routes that are direct and can facilitate higher volumes of cyclists at a time. These routes minimise interaction with general traffic to allow for continuous travel and provide regional connections to adjacent municipalities. This category also includes the State Government identified Strategic Cycling Corridors.	Eastlink Trail Burwood Hwy Ferry Creek Trail
Secondary route (orange)	C3	Link routes that provide a connection between primary routes and local streets. These routes have dedicated cycling facilities that may be either on-road or off-road that provide significant connections within the City of Knox.	George Street Kelletts Road Napoleon Road
Local routes (pink)	C4 and Cycling Non-Priority Routes (CPN)	Routes along streets with low traffic speeds and volumes. These routes are generally on-road facilities which provide a last mile connection.	Koomba Road
Recreational routes (green)	Cycling Recreation (CR)	Regional trails that are generally shared paths and largely separated from general traffic.	Proposed Ferry Creek extension to Glenfern Valley Bushland Reserve

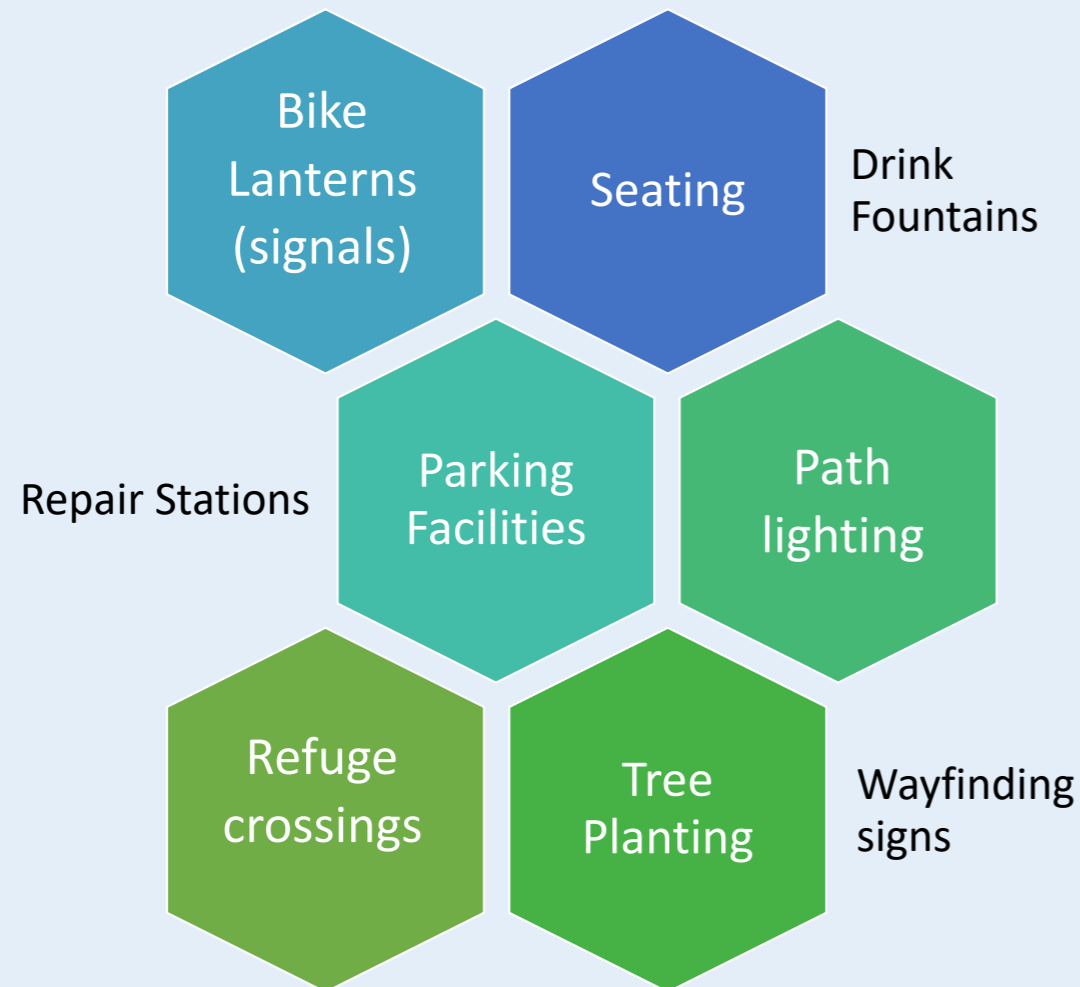


Knox Cycling Action Plan 2024-2035

Network Delivery

Council is dedicated to improving our cycling network and enhancing cyclists experiences. Providing a comfortable and attractive cycling network encourages new and less confident users to cycle more frequently for a range of trip types.

Based on the community's feedback, supporting cycling infrastructure that will be delivered in our network include:



Our network will...



Link our homes to key destinations, services and facilities across Knox.



Connect both locally and to the wider regional cycling network across Victoria



Be a low-stress cycling environment suitable for all skills and ages.



Guide private and public development to include appropriate cycling connectivity through new estates and developments.

Our actions

2024-2035



Evolving our network design

A well-planned cycling network will improve user experience, increase consistency, address safety concerns and ensure that projects within the same space can work together rather than compete for priority.

Routes should be designed for all ages from families with young children to retirees transitioning back on their bikes.

We will do this by:

- > creating a consistent standard for cycling facilities in Knox that considers the local urban and natural environments
- > advocating to State Government agencies for improved road crossings
- > including cycling facilities during road reconstruction projects
- > seeking additional external funding opportunities to fast track the construction timeline of our network
- > improving underpass safety in Knox.

We've succeeded when we've:



1.1 Utilised off-road or separated cycling facilities rather than bike lanes that allow for car parking.



1.2 Advocated to State Government to install bicycle lanterns at nominated locations.



1.3 Considered suitable sites for mountain bike trails and jumps for Council to invest in the future.



1.4 Established design standards for wayfinding, on-road, off-road and supporting infrastructure tailored for Knox's urban and natural environment.



1.5 Improved underpass safety for cyclists and pedestrians.



1.6 Sought external funding opportunities to fast track construction timelines.



1.7 Completed design phases of projects early to identify overall investment.

Investing in capital works

Since the COVID-19 pandemic and associated lockdowns, people have increased their use of active transport for commuting and for social gatherings.

The network needs to allow for local and regional trips that connect into adjacent municipalities. Our community is seeking well-connected, comfortable and continuous routes that are more than recreational trails.

We will do this by:

- > Prioritising the construction of primary routes to improve regional and municipal connections
- > improving wayfinding facilities across Knox's existing network
- > building meaningful cycling connections
- > planting more canopy trees along cycling routes, where possible, to improve cyclist comfort
- > reducing safety concerns and user conflict on the existing shared path network
- > increasing comfort by providing more frequent supporting cycling infrastructure.
- > Delivering key routes continuously until they are completed

We've succeeded when we've:



2.1

Installed cycling wayfinding for new and existing links.



2.2

Completed all primary routes by 2035.



2.3

Formalised 'quiet' and 'linking streets' by installing wayfinding and linemarking.



2.4

Delivered cycling links to key activity centres and employment clusters.



2.5

Increased project budgets to include tree planting post construction.



2.6

Maximised shared path widths where possible.



2.7

Increased cyclist comfort by installing drinking fountains, seating, repair stations and parking.



2.8

Trialled shared path lighting in Knox.



2.9

Extended our recreational routes to improve regional connections.

Increasing our awareness

Our cycling community has shifted from confident recreational cyclists to mixed-age families and inexperienced cyclists who wish to travel for commuting purposes.

These newer cyclists are looking for more information about our existing network. Through consultation sessions, community members indicated that users wanted more than recreational facilities but experiences on trails where they could learn about the local environment, indigenous and local history or discover interesting landmarks in Knox.

We will do this by:

- > raising awareness of general etiquette and road rules around shared path use, cycling, scootering and cycling facilities
- > increasing public awareness of Council-run programs and newly constructed cycling facilities
- > improving trail branding to make cycling routes easily identifiable.

We've succeeded when we've:

3.1

Developed trail branding and associated trail experiences to boost visitor and recreational cycling rates.



3.2

Utilised low cost trials for a month to test the effectiveness of new cycling facilities before committing funds.



3.3

Continued expanding Council's cycling courses to support inexperienced cyclists.



3.4

Actively promoted newly constructed cycling facilities each year.



3.5

Increased media presence to promote new rules, new routes, cycling etiquette and Council-run programs



Managing our network

To manage our network and use resources efficiently, we need to improve the way we govern and strategically deliver our infrastructure.

We will do this by:

- > improving auditing and maintenance process for on-road cycle lanes
- > determining maintenance procedures for non-standard lighting to support the trial of shared path lighting in Knox
- > re-evaluating the ranking criteria of cycling infrastructure and incorporate the support of cycling facilities in the Capital Works program
- > updating the Department of Transport and Planning's Movement and Place network with Knox's priorities
- > incorporating cycling facilities in Capital Works programs
- > improving project coordination with internal and external departments to ensure efficient management of projects and associated funds.

We've succeeded when we've:

4.1

Started delivering Capital Works programs that have multi-disciplinary objectives, creating functional and greener streets.



4.2

Adopted and updated the State Movement and Place network to reflect Knox's cycling priorities.



4.3

Developed a Council policy highlighting eligible lighting locations, lighting type, installation and maintenance procedures to support the trial for solar lighting along shared path and environmentally protected areas.



4.4

Established road safety and maintenance auditing procedures that capture the value of on-road facilities, and improve network safety.



4.5

Continued to utilise new technology to design, deliver and monitor our cycling network's performance, safety and delivery.



4.6

Updated Council's capital works ranking criteria to better reflect the plan's priorities.



Investing in the future

Personal mobility is a type of transport that is continuously evolving. Although not a key objectives of this plan, Knox will work towards investigating the following initiatives to ensure that our transport network responds to and reflects the growth of technological advances within the active transport field.



Bike Share



Bike rental scheme where users collect a bike for a selected dock or location and pay for the time used usually through an app.

Scooter Hire



E-scooter rental scheme where users collect a scooter from a selected location and pay for the time used through an app.

Parkiteer



Free service that provides a safe bike-parking facility at a station. Users are required to pay a refundable bond. Although located only at local train stations, Knox will aim to advocate for Parkiteer installations at major transport hubs.

Bike tower parking systems



Bike towers allow for high-capacity bike parking with minimal footprint. They can also serve as key landmarks to enhance the local urban environment.

All glow linemarking



Glow in the dark linemarking that could be used within environmentally sensitive areas to improve delineation at night as an alternative to street lighting. This product could reduce impact on local nocturnal animals. However, sufficient access to UV is required to be effective.



Have your say

Did we get it right?

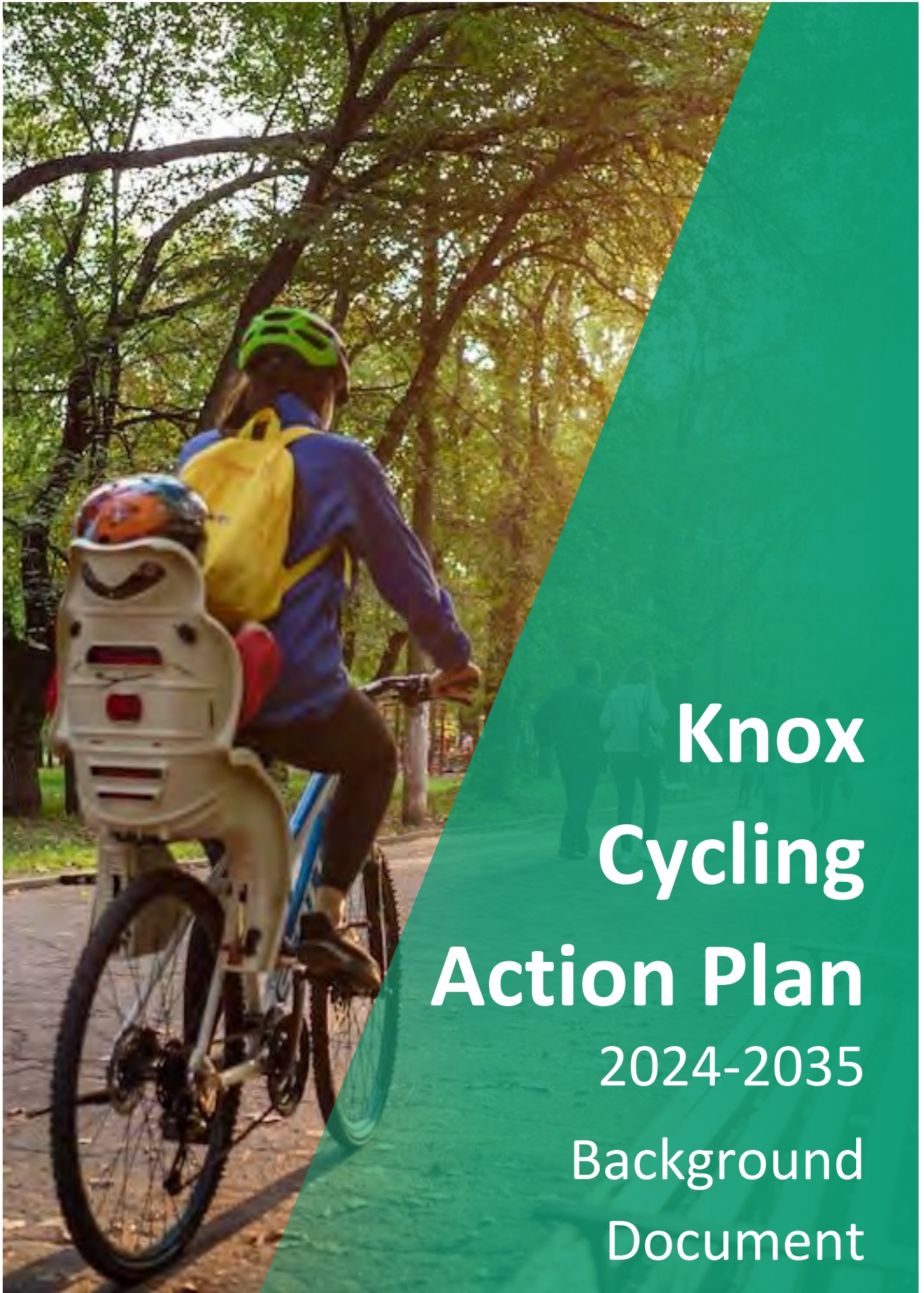
Before endorsing this plan, Council seeks community feedback on whether the KCAP responds to your needs.

Please contact us via:

- Phone:** 9298 8000
- Email:** knoxcc@knox.vic.gov.au
- Website:** knox.vic.gov.au
- Social media:** facebook.com/knoxcouncil
or via Twitter @knoxcc
- Visit Council in person:** Knox Civic Centre
511 Burwood Highway
Wantirna South 3152

More information

The full detailed report is available for access:
knox.vic.gov.au/cyclinginaction



Knox Cycling Action Plan 2024-2035 Background Document

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NOTE: All layouts and images in this document will be altered during the design phase.

Executive summary

Bicycle facilities are important community assets and provide:

- a free recreational facility
- an opportunity to increase health and wellbeing through incidental exercise while commuting
- a feasible alternative mode of transport, especially in times of natural disaster when public transport or the ability to use a motorised form of transport has failed
- an accessible facility for people with special mobility needs
- an all ages facility for the community.

As a highly car-dominant community, our cycling network needs to compete with the private motor vehicle as a feasible transport mode. As a low-cost and non-polluting transport option, cycling can be used in combination with other modes such as public transport or car share schemes and is a wonderful transport option that supports Council's response to the climate change emergency.

Traditionally designed to cater for recreational trips, our cycling network needs to evolve to allow cyclists to travel to work, socialise, and access retail, services and educational facilities.

In response, the Knox Cycling Action Plan (2024-2035) provides a blueprint of Knox's future cycling network and a lays out a 10-year roadmap of the actions that Council will deliver to achieve a cycling network that:

- aims to provide a low-stress cycling environment to encourage inexperienced or less confident cyclists to use their bicycles more regularly
- is well-connected locally and to the wider regional cycling network across Victoria
- is extensive and links our homes to key destinations, services and facilities across Knox.

This document is a background paper that highlights the findings, data sets and discussions that has informed the final version of the Knox Cycling Action Plan.

Background

Council's Knox Bicycle Plan was originally endorsed in 2008. The plan focused on:

- reducing reliance on car use for transport
- delivering a shared path and on-road cycling network
- reducing crash casualties
- increasing cycling uptake of students and workers.

Of the 9 high priority projects identified for delivery between 2008 – 2018 only four links were delivered. The projects that were delivered during this period include:

- Bayswater Railway Station – shared path separation from the car park
- Mountain Hwy between Koomba Park – 105 Mountain Hwy
- Burwood Hwy Milpera Crescent to Knox School
- Ferntree Gully Road – Stud Road to Henderson Road

Although the 9 key priority projects were not completed, Council has been able to continue constructing and building upon our cycling network with key projects such as:

- The completion of the Burwood Hwy shared path link between Morack Road and Eastlink to complete the Carrum to Warburton Trail
- Napoleon Road Shared path
- Wantirna cycling link connecting George Street to Boronia Road.

The 2008 Knox Bicycle Plan focuses on deliverables and objectives that still resonate with us today. The new Knox Cycling Action Plan builds upon the main principals but incorporates and adopts modern transport planning principles and aims to improve how main actions within this plan translate into Council's delivery processes.

Our strategy

The Knox Cycling Action Plan (KCAP) is a 10-year action plan that aims to enhance Knox's existing cycling network to better service the current needs and demands of our cycling community.

When cycling, users do not acknowledge municipal borders and so the plan aims to create a more seamless experience for riders that allows them to access routes that will take them further, connecting them to their desired destinations and offers routes that are more than simple recreational rides.

With cycling high on the State Government's agenda, the KCAP looks to align Knox's vision with regional and state objectives, corresponding network maps and strategies such as the:

- Eastern Regional Trails Strategy
- Towards Zero Strategy
- Victorian Cycling Strategy
- Strategic Cycling Corridors in Victoria
- Victorian Principal Bicycle Network.

The diagram below highlights the KCAP's relationship with state, regional and local strategic contexts.

A draft version of the KCAP was developed in 2019. However, with the onset of the COVID-19 pandemic and associated lockdowns, the way we live, work and spend our social time was disrupted and over the years, has changed. As a result, Council decided to re-engage the community to understand these shifting priorities and how it may impact on how we deliver Knox's future cycling network.

Figure 1: Strategic Relationships with the Knox Cycling Action Plan



The KCAP is underpinned by four key principals:

Safe systems

This principal consists of four pillars.

- Safer Roads by fixing unsafe roads
- Safer People by sharing the responsibility of safety while on the road
- Safer Speeds by making sure speed limits and road designs suit road conditions
- Safer Vehicles by using the safest vehicle in our price range.

Low stress cycling

Traffic stress refers to the perceived danger associated with riding in a road environment. Traffic stress is a perception; as such, for each cyclist the level of traffic stress and environment can differ, affecting their confidence and influencing their route choice, mode of travel and sometimes time of travel.

Movement and Place

This is a framework created by Transport for Victoria (TfV) that evolved out of the SmartRoads concept. The framework acknowledges the inter-relationship of place (land use) and movement (transport corridors and modes). The framework aims to categorise diverse types of place interactions with different levels of movement that occur at that place. Based on this, guidelines are created for each mode of transport to determine how it should be designed.

All abilities and all ages

Knox's cycling network is used by cyclists with different abilities and ages. Cycling provides an independent mode of transport for people who cannot travel using a motorised vehicle. As such, the cycling network should be designed to cater for all skill levels and age levels to make it as accessible as possible for everyone to use.

Our City

Knox is located at the base of the Dandenong Ranges in metropolitan Melbourne's outer east, approximately 25 kilometres east of Melbourne's Central Business District (CBD).

Our City has approximate land area of 114 square kilometres, hosting around 62,000 dwellings (2021 ABS Census) with more developments on the way.

Considered a gateway to key recreational activities with visitors passing through from across Victoria and beyond, a variety of cyclists travel through Knox to access:

- the 1000 steps
- the Basin to Sassafras 1 in 20 ride
- Lysterfield Lake Park and associated mountain bike circuits
- Gilbert Reserve BMX and Skate Park
- Doongalla Forest Reserve and Mountain Bike Trail
- Jells Park.

With a total of 120 kilometres of off-road shared paths, Knox's cycling network follows the railway line and key water bodies across the municipality, providing east-west cycling connections.

North-south links across the municipality are restricted to main arterial roads such as Eastlink Trail and the sporadic cycling facilities along Stud Road and Scoresby Road.

Over the last 10 years, Council has started to shift our focus by increasing cycling links along arterial roads and within Activity Centres to provide better cycling route coverage and integration with the public transport networks.

Enhancing our cycling network will address Knox's current challenges of:

- having a highly car-dependent community where on-street car parking is expected to always be readily available
- competing road space demands that include on-street car parking, vegetation planting, dedicated through-road lanes and cycling facilities in a limited urban space
- the balance required to maintain and enhance the local natural corridors versus providing safe and accessible paths for all users and complying with the *Disability Discrimination Act 1992*

- the need to support more vulnerable cyclists such as those with special needs, who are inexperienced or young versus confident and experienced cyclists travelling at faster speeds.

Understanding our people

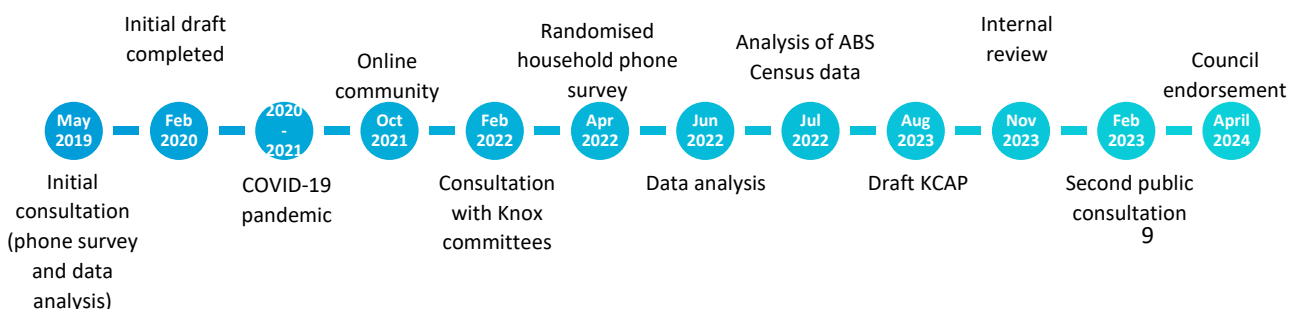
Consultation Methods

In 2019 Knox City Council undertook a randomised household phone survey to gauge public opinion and behaviours with regards to cycling facilities in Knox. This was cross-analysed with CrashStat data, BikeSpot data, existing network maps and strategic plans relevant at the time. However, with the occurrence of the COVID-19 pandemic and associated lockdown, an increase in cycling uptake was observed.

In response, Council decided to re-engage the community in a more comprehensive consultation process to determine whether Knox’s cycling network needed to be redesigned to better service our community in the future. The community was engaged using the following methods:

Online	Knox Advisory Committees	Phone Survey
592 contributions 184 unique contributors 1,659 individual visits	7 Committees 7 separate focus groups 86 participating individuals	430 households with completed interviews 1,038 captured individuals 3,467 households dialled
<ul style="list-style-type: none"> Survey Geomapping (identified 409 self-reported individual sites for network improvement) 	<ul style="list-style-type: none"> Recreation and Leisure Committee Disability Advisory Committee Active Ageing Advisory Committee Multicultural Advisory Committee Early Years Committee Environment Advisory Committee Youth Advisory Committee 	<ul style="list-style-type: none"> National Walking and Cycling Participation Survey Randomised household phone survey

Figure 2: Knox Cycling Action Plan – project development timeline

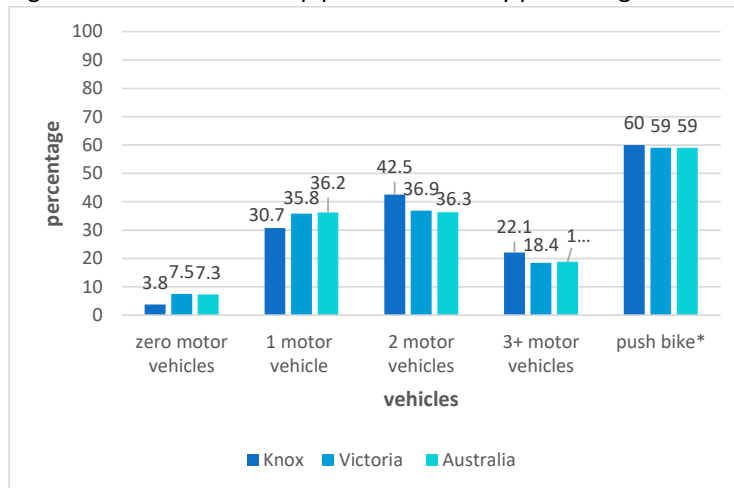


Cycling Uptake

There are more households in Knox that own larger quantities of private motor vehicles per household than the average Victorian or Australian household (2021 Australian Bureau of Statistics, ABS Census)..

Our households own more bicycles per person per household with a median ownership rate of 1.3 bikes per person per household. This ownership rate is validated by the results received through the National Walking and Cycling Participation Survey (a randomised household phone survey) as shown in the figure below.

Figure 3: Vehicle ownership per household by percentage.



* Note: Push bicycle percentage based on 2022 National Walking and Cycling Participation Survey conducted by phone. The 430 completed household surveys were weighted against the ABS population data to generate the percentages.

Ownership of electric bicycles and personal electric devices (PEDs) such as e-scooters and electric skateboards have increased based on 2019 and 2022 household surveys. PEDs allow for a more comfortable ride and longer distances can be achieved. With the onset of the Department of Transport and Planning altering road rules and trialling e-scooter programs in the City, Knox has seen an increased uptake of electric devices operating within our local community.

When asked, respondents indicated a gamut of users that benefit from Knox’s cycling facilities. These include but are not limited to:

- visitors, workers and local residents

- cyclists of differing confidence, age, needs and travel purposes
- pedestrians using the shared paths
- organised groups using the trails or on-road links for commuting, recreation, social catch-ups or education. Examples of these include local bicycle user groups, primary schools or alternative educational facilities and social groups catching up for exercise
- people with special needs using the shared path network as a more accessible and faster travel option around the municipality versus the infrequency and unreliability of public transport.

Our Community

During October and November 2021, Council conducted an online consultation survey to understand the impacts of COVID-19 restrictions on the rate of cycling in our community. When comparing the frequency of travel for different purposes, it was observed that:

- the participation and frequency of children, youths and 30 to 49-year-old cyclists significantly dropped. This suggests that families usually riding most days, or every week, became more casual cyclists
- cyclists were travelling less frequently for recreational and travel to work but were travelling for other purposes such as visiting friends and retail.

During the consultation workshops, Council advisory committees reported an increased number of shared path users during the pandemic which created more perceived dangerous situations on the shared path with:

- new shared path users unaware of basic shared path etiquette (for example, keep left, walking no more than two abreast, ringing bike bells)
- more users reducing the available space where young children could safely cycle freely on the shared paths.

Figure 3: An overview of the rate of change between pre Covid-19 (2019-2020) to post COVID-19 years (2021-2022).

		All travel purposes					
		Never	Once or twice a year	Every 3 months	Every month	Every week	Most days
Rate of Change	Under 9 yr old	10	5	2	11	-21	-7
	10-19 yrs old	10	4	-6	9	-10	1
	20-29 yrs old	10	6	-8	9	-12	-2
	30-39 yrs old	10	-3	9	0	-9	-3
	40-49 yrs old	10	5	2	14	-23	2
	50-59 yrs old	10	3	-4	4	2	-4
	60-69 yrs old	10	2	0	3	0	-3
	70-79 yrs old	10	0	0	-1	-2	1
	80+yrs old	10	0	0	0	0	0
	Undisclosed	10	6	5	5	-9	-5
	All ages combined	10	28	0	54	-84	-20

* Note: Green indicates an increased change and red highlights a decrease in cycling uptake.

As online survey respondents are more likely to be self-reported cyclists, it suggests that cyclists who were already cycling pre COVID-19 may have decreased their frequency of cycling, and post COVID-19 we observed an increase of new cyclists using Knox’s cycling network. This observation would then be in line with the randomised household phone surveys conducted in 2019 and 2022:

- residents cycling typically every week increased from 12.7% to 14.9%
- residents cycling at least once a year increased from 32.3% of the population to 39.4%.

These rates were weighted against ABS population data to provide a more realistic representation of our community.

All three data sets are relevant and tell us that more needs to be done to ensure cycling continues to be a feasible form of transport by creating a network that:

- is attractive and safe to use for new cyclists of all ages
- continues to meet the transport and recreational needs of our community.



Our cycling network

Knox's current cycling network comprises predominantly off-road shared paths which follow key water bodies or the railway line and mostly cater for recreational trails. Community needs are shifting with more inexperienced riders wanting to cycle as a form of transport, exercise and social interaction.

The community is looking for a more user-friendly cycling network for all ages that will safely take them from their homes to any location in, around and out of the municipality at any time of the day.

In response to Knox's most common road accident types involving cyclists, our network aims to improve cycling safety on the road by:

- Increasing awareness of cyclists and other road users
- Designing and delivering infrastructure that addresses the most common types of accidents in Knox.

Cycling in Knox can be an invigorating and an affordable mode of transport. On the road, however, cyclists are among our most vulnerable users. Based on five years of accident data, Council has received 70 reported severe or fatal crashes involving other road vehicles within the last five years.

Of these crashes, the most common accident types are:

Rank	Definitions for classifying accidents (DCA)	Description of accident type
1	DCA 148	Pedestrian/cyclists travelling from a path colliding with a through vehicle.
2	DCA 147	Vehicle from a driveway or lane colliding with a through vehicle
3	DCA 133	Vehicles in parallel lanes (lane sideswipe)
4	DCA 130	Vehicles colliding in the same lane (rear end)
5	DCA 174	Vehicle out of control on the carriage way

Crash statistics between 2018 and 2022 inclusive indicated that most recorded crashes occurred along our arterial roads. The top four roads (from most recorded accident to the least):

- Mountain Highway (13 accidents)
- Burwood Highway (seven accidents)
- High Street Road (seven accidents)

- Wellington Road (five accidents).

As part of the 2020 BikeSpot survey, users reported the following sites as the most unsafe locations in Knox:

- 1 in 20 bend – 1458 Mountain Highway, The Basin
 - conflict between cyclists and vehicles
- Railway Trail, Boronia junction missing link
 - no dedicated cycling facility through a junction
- Dandenong Creek Trail at the Railway overpass S-bend
 - blind corner with insufficient space.
- Blind Creek Trail under the Eastlink Overpass
 - confusing intersection with no signage
- Ferntree Gully Road and Stud Road intersection
 - no continuous off-road cycling facility
- Railway Trail through the Ferntree Gully junction
 - no continuous off-road cycling facility.

Over the last 10 years, we have started to shift our focus by installing key cycling links along arterial roads and improving local road connections into residential areas to address the missing ‘last mile’ links to Knox’s main trail network and respond to community needs.

Council has trialled new infrastructure treatments such as the green intersection treatments and sharrows along the Wantirna Cycling Link to address specific crash types most commonly involving cyclists. Public bike repair stations or underpass lighting installations were also delivered to improve convenience and rider confidence within Knox.

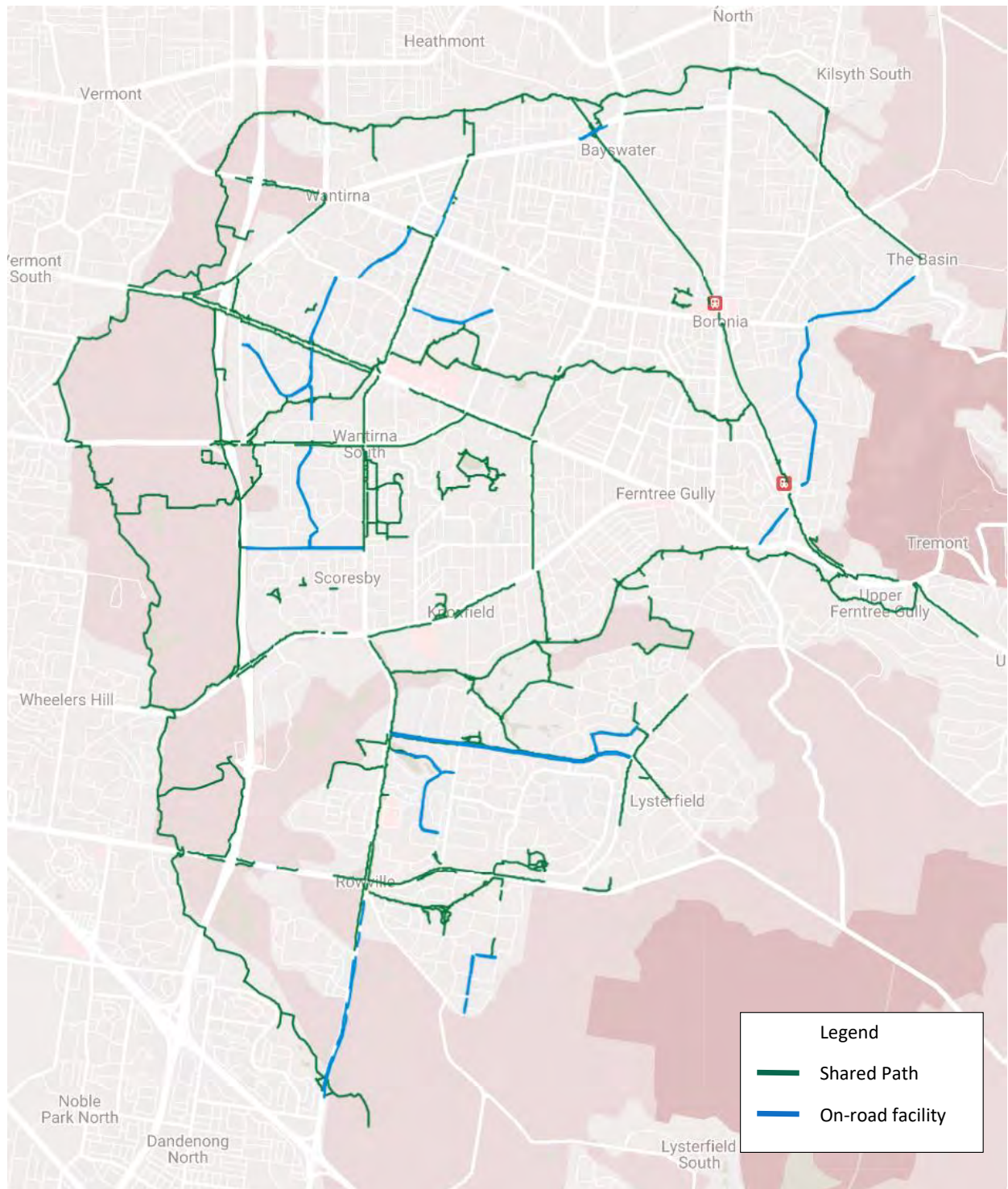


Figure 4: Knox's existing on-road and off-road cycling network.

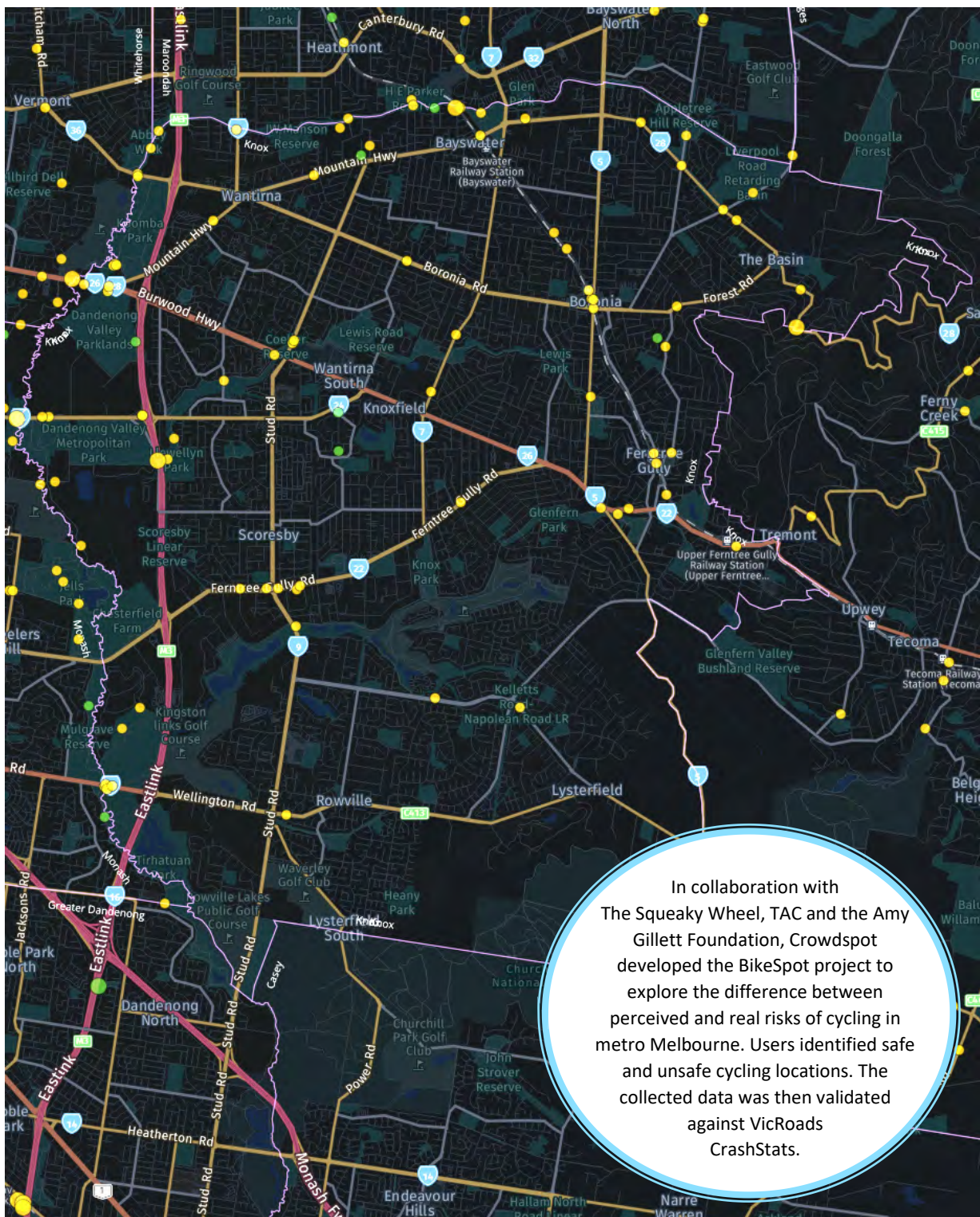


Figure 5: 2020 BikeSpot results highlighting self-reported sites with safety concerns.

Improving cycling experience

Providing a comfortable and attractive cycling network further encourages new and less confident users to cycle more frequently for a range of trip types.

Based on the community’s feedback, cycling experience plays a big part on how enjoyable and easy a trip can be. Recognising this and based on the public consultation results, the following infrastructure will be installed along our network over time using the following principals to assist in supporting cyclists.

Cycling facility	Description	Suitable locations	Considerations for installation
Seating	Resting areas for cyclists and for those with low mobility.	Every 300 m within an urbanised environment and 500 m within a trail.	<ul style="list-style-type: none"> • Is it on the Principal Pedestrian Network? • Is it located in a Primary Route? • Is there sufficient space for the concrete pad? • Is there adequate shading?
Bike repair stations	High-security public bike pump with retractable tools to assist with cyclists’ minor maintenance requirements.	Located with a seat, drinking fountain and/or public toilet within close vicinity of a major cycling route.	<ul style="list-style-type: none"> • Is it located near a point of interest such as a reserve, employment precinct or within a retail area? • Can the site be easily accessed from the cycling route? • Is there sufficient space that is clear from the path?

			<ul style="list-style-type: none"> • Is there sufficient surveillance during the day and night? • Is there lighting to support low-light hours of the day?
Bike parking	Secure parking facilities. The body of the bike can be lockable.	Located at key public or retail facilities requiring public access.	<ul style="list-style-type: none"> • Is it clear of the path or trading area? • Is it at least 1 m clear of other street furniture? • Is there surveillance during the day and darker hours? • Is there available lighting? • Is it supported by the private property if located in front of a private property?
Drink fountains	Public water fountains.	Located within reserve with access to a Primary or Secondary Route.	<ul style="list-style-type: none"> • Is there an available water outlet?
Wayfinding signs	Signage providing direction to suburb or local landmark providing distances.	Located on every route.	<ul style="list-style-type: none"> • Is this location a decision-making point? • Does this location need a repeater sign? Is the distance between the next and previous directional sign a

			<p>significant distance apart (the distance is dependent on whether it is on a trail or within an urban area).</p> <ul style="list-style-type: none"> • Is the location of the sign visible from all directions? • Are the signs catering for all directions of travel? • Does the sign require an update? • The signs should consider: <ul style="list-style-type: none"> ○ pointing to the next suburb ○ any shops or major public landmarks ○ the requirement of any G5-9 signs to identify useful facilities towards that direction.
Tree planting	Trees provide suitable shading from harsh weather conditions and supports the surrounding natural environment.	Along shared paths. Increasing tree canopy and health of existing tree stock will be considered during construction and renewal	<ul style="list-style-type: none"> • Is there a 1 m clearance from the path and the mature size of the tree? • Does the tree canopy allow for a 2.2 m vertical clearance of the path?

		of the shared path network.	<ul style="list-style-type: none"> • Is the proposed tree for planting suitable for the area? • Once mature, will the tree create a maintenance issue?
Bike lantern	Dedicated bike light to allow cyclists to cross a signalised intersection on a bike.	Located mid-block where there is a high volume of cyclists crossing the road or where a cycling route connects.	<ul style="list-style-type: none"> • Does the bike lantern location comply with the Department of Transport requirements ?
Path lighting	Lighting to improve surveillance and safety during darker hours.	Paths with sufficient sunlight to install solar lighting or access to hardwiring. This should comply with Australian Standard requirements of P3 level of service.	<ul style="list-style-type: none"> • Is there an available hardwire source or sufficient sunlight exposure? • Is the path within a site of biological significance? • Is the path prone to flooding?
Refuge crossing	Accessible crossing facilities located either at midblock or intersection. These provide safe crossing locations where each lane of traffic can be crossed at a time.	Located mid-block where there is a significant volume of two-way traffic but does not justify a dedicated signalised crossing point.	<ul style="list-style-type: none"> • Does the site experience a significant level of traffic or cycling use? • Are there any vulnerable cyclists using this path? • Does the location improve access to destinations with vulnerable cyclists (e.g.

			<p>schools, retirement village).</p> <ul style="list-style-type: none"> • Will the installation of a crossing facility improve access for pedestrians as well?
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Personal mobility transport modes and services are continuously evolving with the rise of bike share schemes, privatised bicycle parking facilities and provisions of bicycle supplies in public spaces. Council will also work towards investigating these initiatives to ensure that our transport network responds and reflects the growth of technological advances within this space.

Figure 9: Examples of personal mobility and infrastructure improvements that Council can investigate further.



Bike share

- Bike rental scheme where users collect a bicycle for a selected dock or location and pay for the time used, usually through an app.



Scooter hire

- E-scooter rental scheme where users collect a scooter from a selected location and pay for the time used through an app.



Parkiteer

- Free service that provides a safe bicycle-parking facility at a station. Users are required to pay a refundable bond. Although located only at local train stations, Knox will aim to advocate for Parkiteer installations at major transport hubs.



Bike tower parking systems

- Bike towers allow for high-capacity bike parking with minimal footprint. They can also be used as key landmarks to enhance the local urban environment.



All-glo linemarking

- Glow in the dark linemarking could be utilised within environmentally sensitive areas to improve delineation at night as an alternative to street lighting. This product would reduce impact on local nocturnal animals. However, sufficient access to UV is required to be effective

Cyclist experience

Although the KCAP focuses on the delivery of infrastructure, the community highlighted on multiple counts that trails are not only used for community. The community suggested that they wanted to be part of an experience when travelling along key cycling routes and trails. These experiences could include tourist destinations, cycling program promotion, education of environmental and historical sites, and artwork could be scattered along the route.

Respondents also indicated that formalised trail names for Primary Routes in Knox would be useful to better identify and promote specific routes. Common route or trail names would assist in wayfinding through the network.

Future projects could include:

- the formalisation and advertising of trail names and routes in Knox
- the development of tourist and recreational trail routes along the major routes and circuits by enhancing educational, historical, environmental and artistic experiences.

Moving forward, Council also needs to place emphasis around advertising new cycling links to the community to raise awareness that cycling within Knox's neighbourhoods are competitive, safer and an alternative mode of transport to the private motorised vehicle.

There are a varying promotional methods ranging from social media, newspaper and on-site pavement markers. Based on focus group feedback, the programs, facilities and infrastructure available to residents and visitors appear to be poorly advertised with most respondents unaware of current projects and programs aimed at improving and encouraging cycling within Knox.

Mountain biking

Although this KCAP only focuses on the commuting and recreational shared path and on-road cycling facilities, the need for dedicated mountain bike trails and jumps was a reoccurring theme throughout the committee, online and survey consultation processes.

The types of mountain bike facilities that the community were interested in included:

- mountain bike trails
- junior and advanced freestyle jump facilities.

Additionally, in response to the increase of ad hoc mountain bike trails and jumps that were created by the public, it is recommended that a 'sand box' facility is investigated where public members could construct their own jumps and routes in a safe space without the risk of degrading the natural environment.

Council is now working toward developing a strategy to identify future sites suitable for mountain biking. Findings and comments received through the KCAP consultation process were provided to support the future strategy.

Building our future network

To support the needs of our changing community, Knox's cycling network must evolve in the next coming decades into a recreationally focused network that can provide a viable and safe transport option for residents, visitors, workers and students. As such, a network analysis was undertaken to understand where the key destinations are located across our municipality.

As highlighted in the following maps, key land uses included:

- key employment hubs
- Activity Centres and major hubs
- early years and kindergarten facilities
- primary schools
- secondary schools
- tertiary schools
- health providers
- recreational facilities.

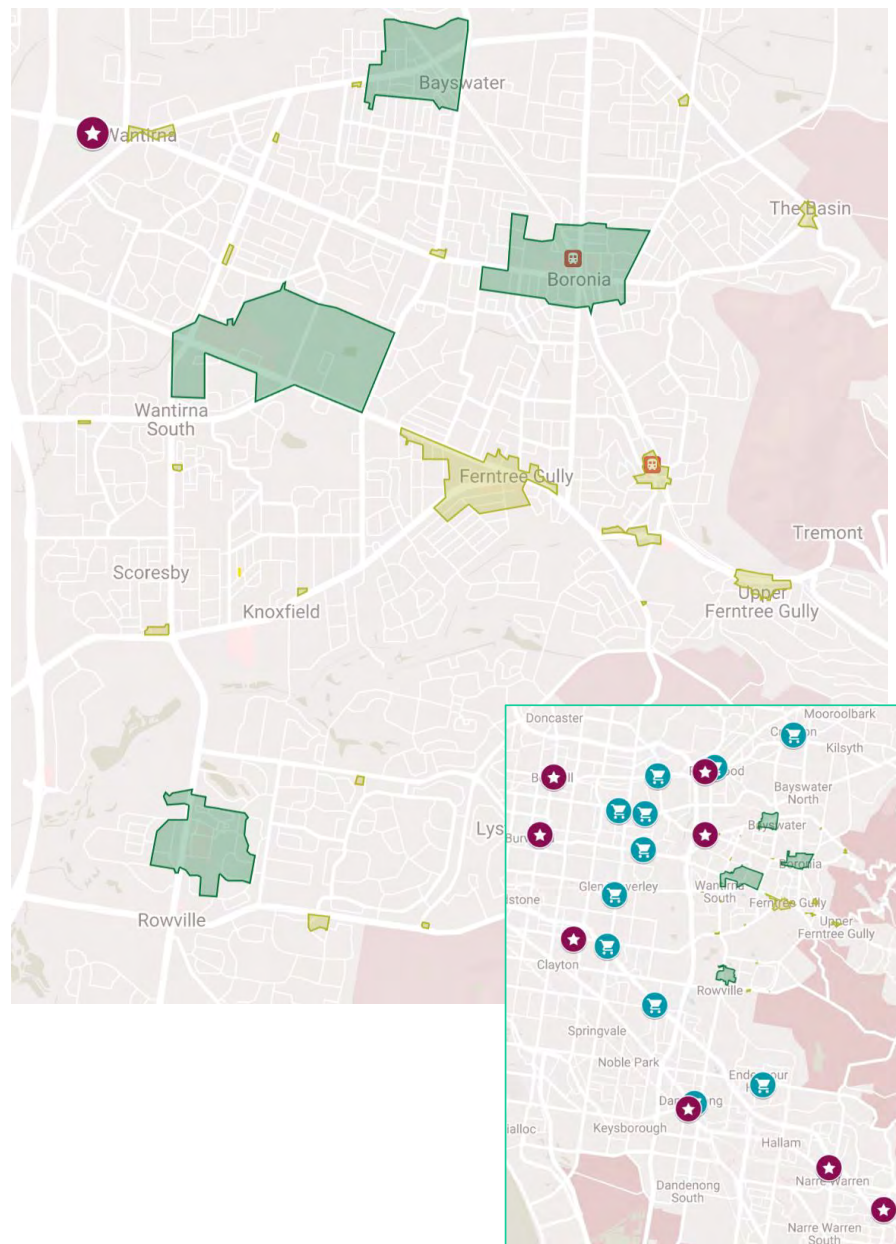
In support of the Movement and Place framework, land uses were referenced against key transport corridors and hubs. These included:

- train lines and stations
- the Victorian Strategic Cycling Corridors
- route priorities indicated in the Eastern Regional Trails Strategy
- major public transport hubs and interchanges located in Knox
- safe crossing locations.

Activity Centres

Under the Victorian Government’s strategic document, Plan Melbourne 2017-2050, the following suburbs are identified as providing Major Activity Centres:

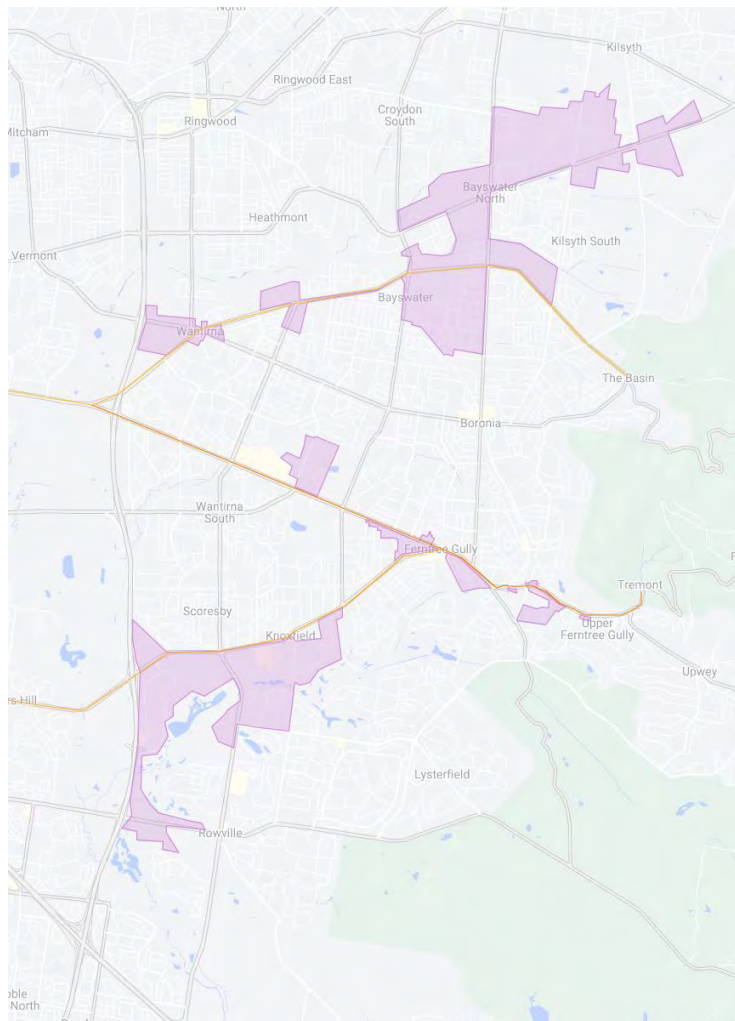
- Bayswater
- Boronia
- Rowville (Stud Park)
- Wantirna South (Knox Central)



Employment hubs

Five key employment hubs located in Knox:

- Bayswater Business Precinct and Activity Centre
- Scoresby – Rowville – Knoxfield Employment Cluster
- Knox Central
- Burwood Highway East Employment Precinct
- Wantirna Health Precinct

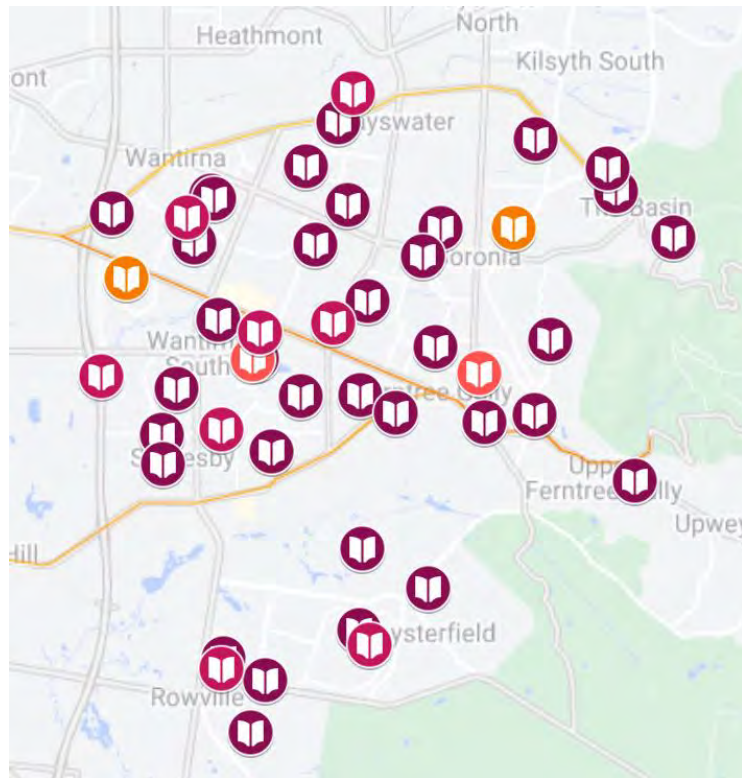


Primary and secondary schools





In the past, cycling to school was a key mode of transport for students. In recent decades, bike education was incorporated into many school programs to encourage safe cycling practices and to provide an understanding on how to ride a bike.

In Knox, our schools comprise of:

- 35 primary schools
- nine secondary schools
- two K-12 schools
- two special needs schools.

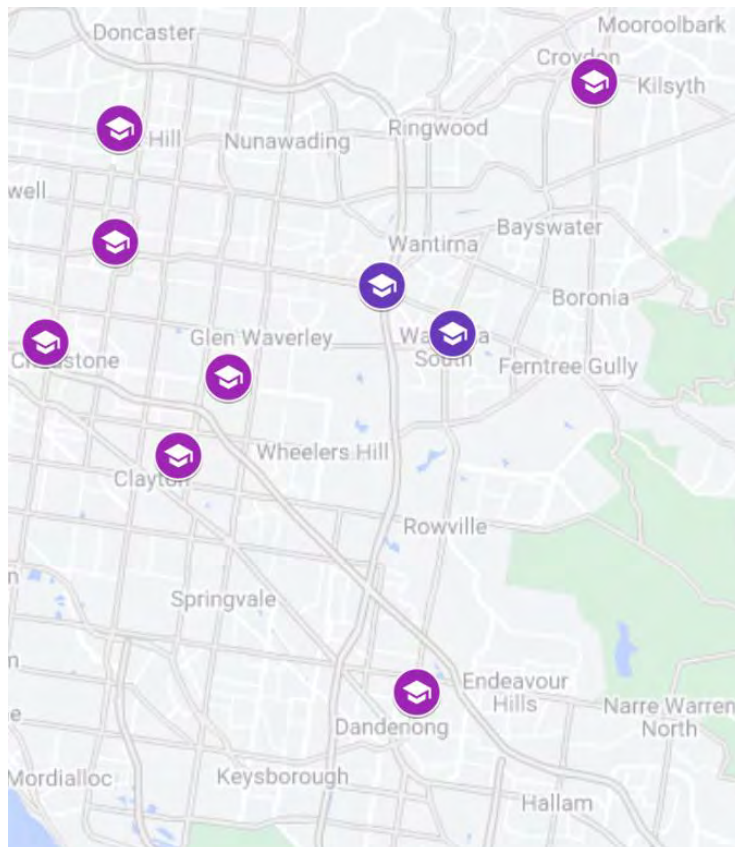


Legend



-  Primary School
-  Secondary School
-  K-12 School
-  Special Needs School

Tertiary schools

Swinburne University (Wantirna campus) and the Melbourne School of Theology are the only tertiary facilities located in Knox. For many tertiary students, cycling provides a cheap, reliable and independent form of transport. Combined with the train network, students are able to access tertiary facilities outside of the municipality.



Legend

-  Tertiary facility in Knox
-  Tertiary facility outside of Knox

Recreational facilities

Knox has a range of strategically significant open spaces and sports facilities that have local, municipal-wide, regional and state importance and draw audiences from varying distances.

Knox hosts the State Basketball Centre in Wantirna South while Gilbert Park, Knoxfield is identified as a regional centre for recreation and a sporting ground, mainly a hub for skaters, BMX riders and baseball teams.

Although both locations have poor access to public transport, each site could have improved connection to key cycling trails – The Blind Creek Trail and the Ferny Creek Trail, respectively.

Table three: Key municipal open space and sports facility sites

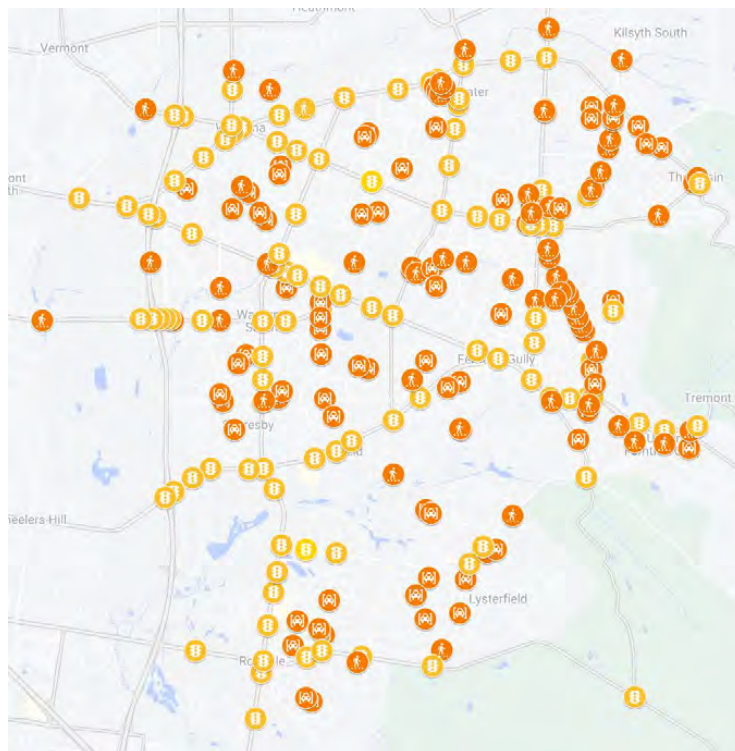
Open space	Sports facilities	
Marie Wallace (Bayswater Park)	Batterham Reserve	Walker Reserve
	Colchester Reserve	Carrington Park
Lewis Park	Egan Lee Reserve	Dobson Park
Tim Neville Arboretum	Fairpark Reserve	Eildon Park
Ferntree Gully Cemetery	H. V. Jones Reserve	Guy Turner Reserve
	Knox Gardens Reserve	Kings Park
Gilbert and Knox Park	Lakesfield Reserve	Lewis Park
	Liberty Avenue	Marie Wallace Bayswater Park
Wally Tew Reserve	Miller Park	Milpera Reserve
Boronia Park	Park Ridge Reserve	Pickett Reserve
Eastern Regional Sports Park	Rowville Recreational Reserve	Schultz Reserve
	Wantirna Reserve	Talaskia Reserve
Stamford House	Scoresby Recreation Reserve	Tormore Reserve
	Templeton Reserve	Wally Tew Reserve
Stud Park Reserve	Wantirna Recreation Reserve	Gilbert Park Reserve (Regional)
		Knox Regional Sports Park (State)

Safe crossing locations




Community consultation results indicated that people are willing to detour or cycle along a longer route if there is a safer space to cross or it is a better route option with dedicated facilities. As part of the network analysis, the following safe crossing locations were identified:

- signalised crossing locations
- school crossings
- refuge island crossing points
- underpasses
- zebra crossings.

To ensure the network encourages safe practices when cycling the road, the network analysis used existing crossing points to formalise safer cycling routes.



Legend

-  Signalised crossing (traffic lights/pedestrian-operated signals)
-  School crossing
-  Refuge island/underpass

Knox’s cycling priorities

Using the strategic values underpinning the KCAP, key destinations and safe crossing routes highlighted above, an aspirational cycling network was generated which consisted of the following route hierarchy:

Knox cycling network hierarchy	Movement and Place category	Description	Example
Primary Route	C1 and C2	Arterial routes that are direct and can facilitate higher volumes of cyclists at a time. These routes minimise interaction with general traffic to allow for continuous travel and provide regional connections to adjacent municipalities. This category also includes the State Government-identified Strategic Cycling Corridors.	Eastlink Trail Burwood Hwy Ferry Creek Trail
Secondary Route	C3	Link routes that provide a connection between primary routes and local streets. These routes have dedicated cycling facilities that may be either on-road or off-road that provide significant connections within the City of Knox.	George Street Kelletts Road Napoleon Road
Local Routes	C4 and Cycling Non-Priority Routes (CPN)	Routes along streets with low traffic speeds and volumes. These routes are generally on-road facilities which provide a last mile connection.	Koomba Road
Recreational Routes	Cycling Recreation (CR)	Regional trails that are, for the most part, shared paths and separated from general traffic.	Proposed Ferry Creek extension to Glenfern Valley Bushland Reserve

Note: Movement and Place categories are detailed in Appendix 2.

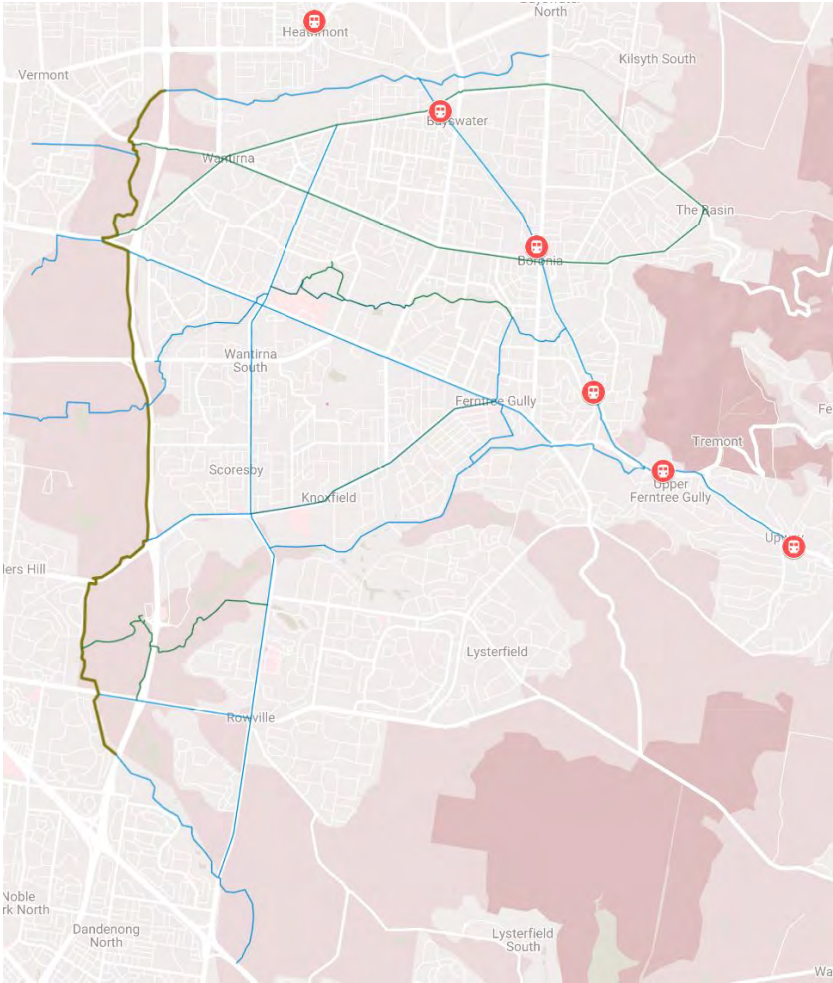


Figure 6: Knox's primary cycling network comprising the strategic cycling corridor.

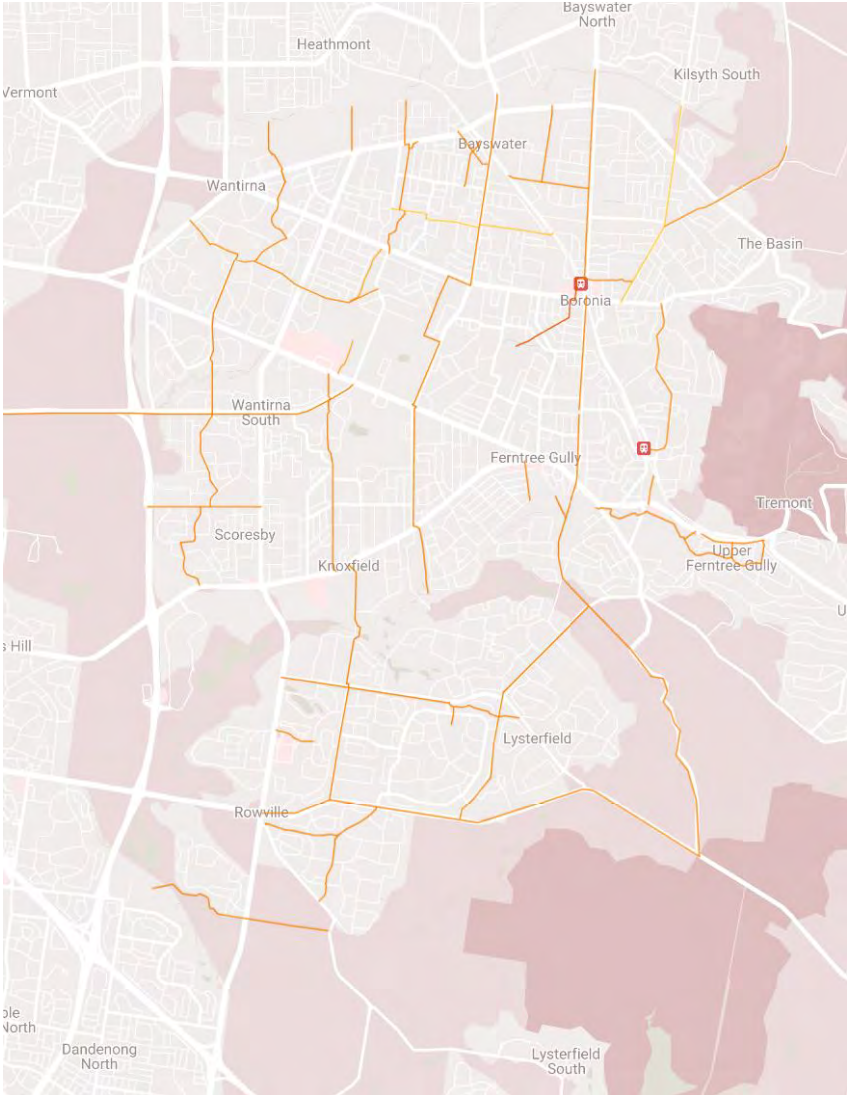


Figure 7: Knox’s secondary cycling routes (orange)

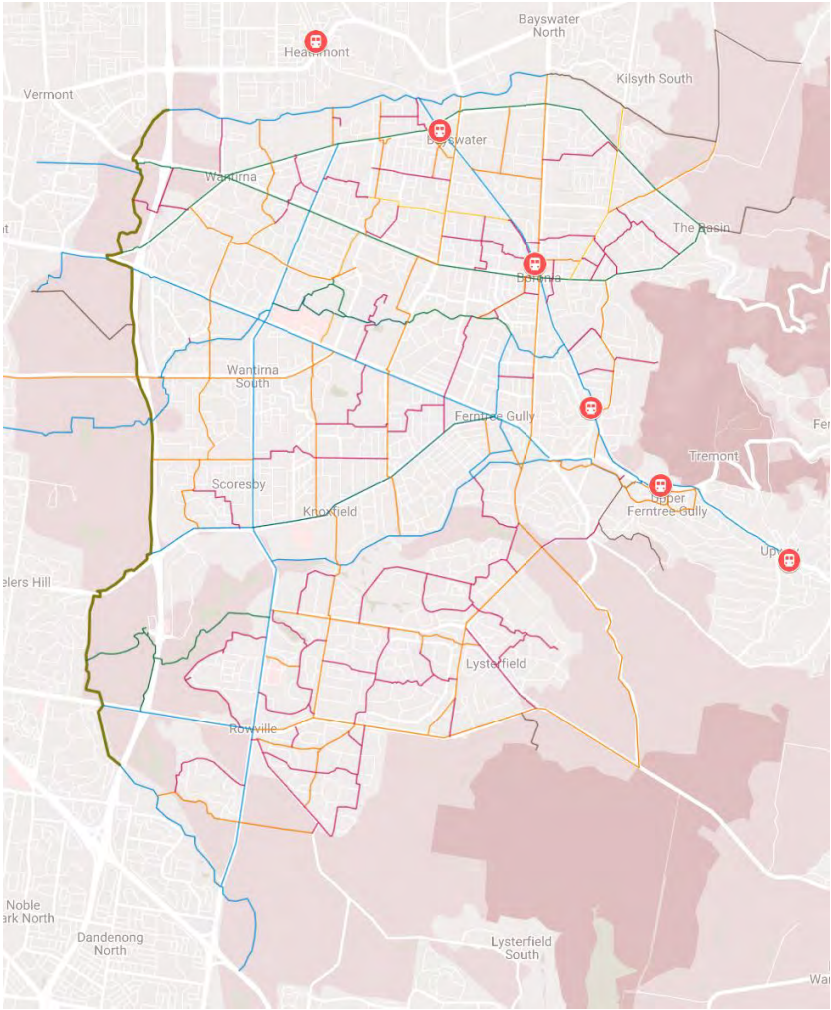
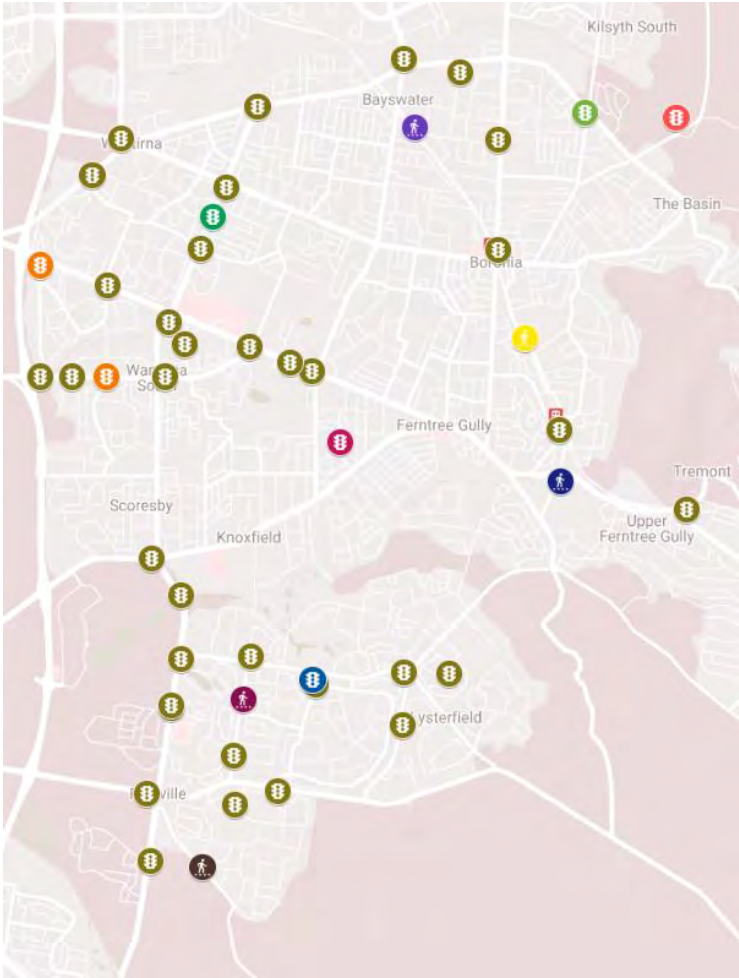


Figure 8: Knox’s cycling routes (primary, secondary, local routes and recreational routes)

As shown in the map below, locations for upgrades and new safe crossing facilities were identified. Works included for these sites varied, with some sites requiring full intersection upgrades, installation of bicycle lanterns (signals) or providing a refuge when in low-traffic speed areas.



Delivering our network

In furthering Knox's cycling network, Council is responsible for:

- maintaining the shared path and on-road network within Council-owned land and local roads
- maintaining cycling infrastructure on leased land which may be owned privately or by the State Government
- improving on-road cycling-only facilities along local roads within the City of Knox
- undertaking condition audits every four years to understand the quality of each section of Council-managed shared paths. This process informs Council's maintenance and renewal programs.

The KCAP's network focuses on delivering Primary, Secondary and Local Routes that provide regional and local connections aiming to provide safer cycling routes from the home to the desired destination.

As the proposed network spans over 200 kilometres of cycling facilities, construction will need to be completed over several decades during which the urban and natural landscapes would logically evolve.

However, funding the installation of cycling infrastructure is dependent on Council's annual budget process.

Cycling facilities are delivered in several ways:

- as part of a reserve's masterplan
- as part of a road design and upgrade process
- as part of private or state-built developments
- a separately funded bicycle facility.

As a result, a variety of teams are responsible for the delivery of cycling infrastructure. Projects submitted for funding and delivery are organised through the Capital Works program using a ranking criteria. Although these programs provide an opportunity to improve Knox's cycling network, the programs are usually delivered separately with their own criteria and objectives. This results in missing out on minimising costs to deliver Council cycling infrastructure or upgrade existing footpath networks into shared path facilities.

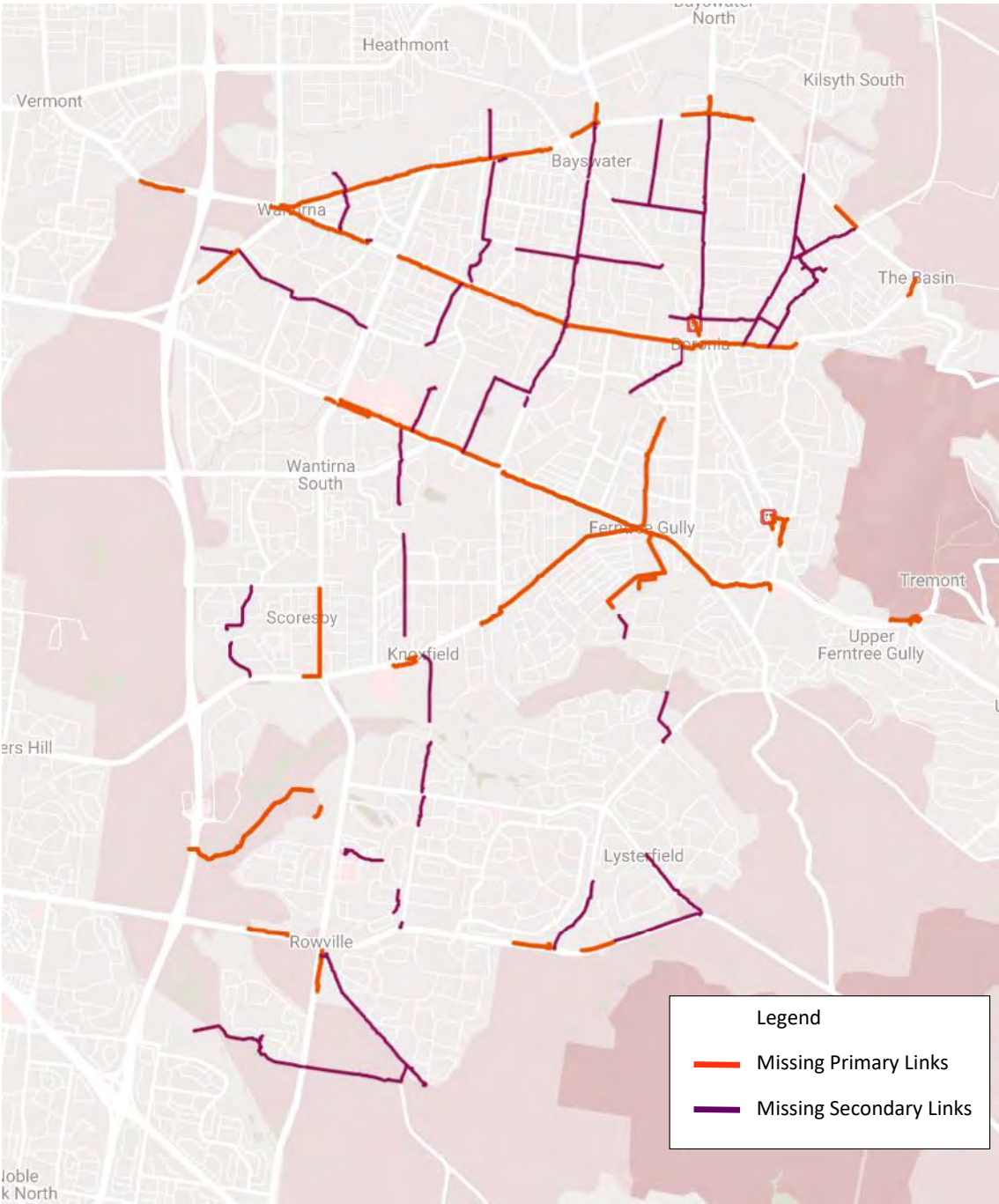


Figure 10: Missing Primary and Secondary cycling links for delivery

Establishing a Knox cycling network would identify new, renewal or upgrade projects requiring delivery. By delivering components of the cycling network as part of other projects, Council will be able to reduce disruption to the local neighbourhood and minimise project costs.

This will be further supported by the development of a dynamic, easy to use and access online interactive map that can be updated to allow daily alterations where needed. This will allow officers to appropriately respond to:

- new developments
- service locations
- geographical and topographical constraints
- improving connectivity
- plant growth.

Program	Affected infrastructure	Delivery team
Capital Works 4006 – New Shared Path program	New construction for shared paths, on-road cycling facilities and supporting cycling infrastructure	Transport and Traffic
	Upgrade and construction of new paths as part of an Open Space and Landscape Masterplan	Open Space and Landscape
	Shared path asset renewal program	Construction Group
Road Reconstruction project	Road reconstruction that looks at pulling out the existing kerb and channel	Project Delivery
Major Initiatives Unit projects	Projects may look at reconfiguring or developing larger Council sites	Major Initiatives Unit
Mobility Implementation Plan	Installation of seating across the pedestrian and shared path network across Knox	Transport and Traffic

Table 6: Capital works programs that assist in expanding Knox's cycling network.

Council's Capital Works program is restricted by the level of funding allocated to cycling infrastructure each year. As a result,

Knox's cycling network has been limited to expanding routes in small sections at a time.

Feedback from workshop and phone survey respondents indicated that they were not seeing many improvements made to increase Knox's cycling infrastructure. As a result, current projects are sometimes regarded as disconnected or unusable until such a time the whole link is completed.

Our future cycling network should deliver meaningful connections rather than using a piecemeal approach. As such, routes should be continuously constructed along one route until one link is completed. For example, in the last three years Council has focused on completing the cycling links along Napoleon Road, Mountain Highway and the on-road cycling facilities that make up the Wantirna Cycling Link. These routes were constructed over the course of three to four years and upon completion, cyclists can now connect:

- along Napoleon Road from Kelletts Road to Wellington Road
- along Mountain Highway from Scoresby Road to Dorset Road. This will eventually be part of the Mountain Highway link that will connect the Eastlink Trail to The Basin triangle along the northern side.

Additionally, Council could fast track the construction of the cycling network by:

- allowing renewal projects to upgrade existing footpaths to shared paths when the section of path is requiring reconstruction
- coordinating the delivery of missing cycling links in conjunction with other Council-delivered projects even if the route is considered lower in priority to minimise disruption to the community and reduce cost.

Knox has a strong sustainable transport advocacy portfolio with past projects supported by federal and state funding. Recent examples include:

- federal funding for the Burwood Highway shared path bridge overpass feasibility study
- state funding and delivery of the Burwood Highway shared path bridge and missing link to improve connection between the Eastlink Trail and the Dandenong Creek Trail.

Given the KCAP's proposed extensive network, Council will continue to advocate and work with State and Federal Governments to improve and expand our cycling facilities for residents and visitors alike.

Network design considerations

When delivering new cycling links, consideration needs to be given to the facility type, level of stress a user may encounter, available road space, topography, protection of native natural environments and materials required for use.

The following figure demonstrates the types of facilities that we will endeavour to deliver to reduce the level of stress and provide high-quality cycling facilities.

However, if site constraints cannot be mitigated as part of the project, we will gradually exhaust our build options and balance it with the available funding opportunities to ensure we can provide a cycling facility within our means and which is the best value for our community.

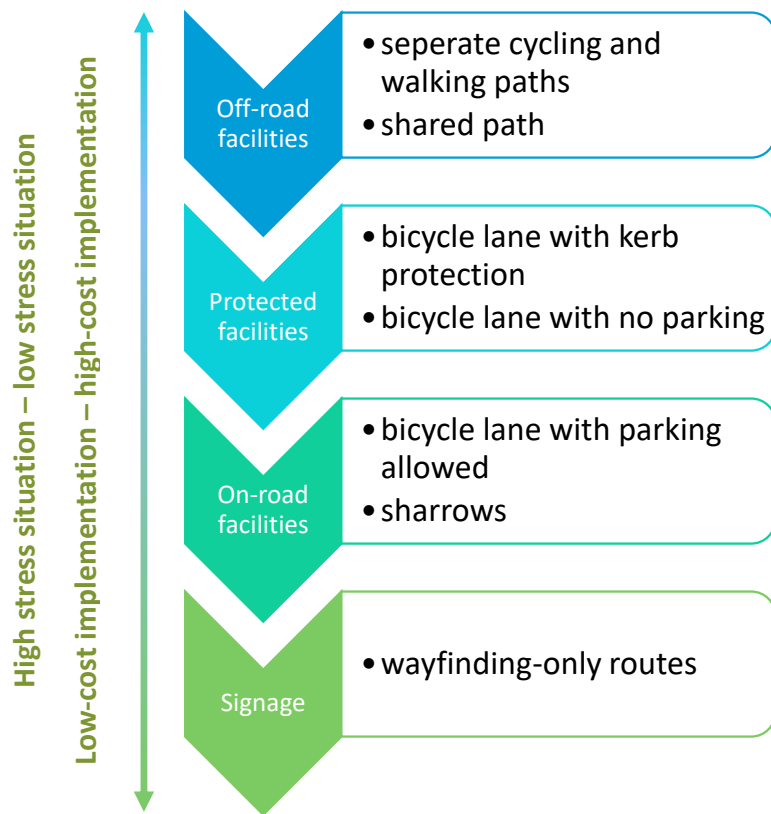


Figure 11: Hierarchy of preferred cycling facilities

Knox’s urban landscape is diverse with tightly urbanised areas shifting to rural mountainous landscapes towards the Dandenong Ranges. Our City aims to protect and reawaken our original environmental landscapes. As a result, we utilise different construction methods and materials to appropriately respond to a route’s site constraints. Following are examples of commonly used materials for our cycling network.

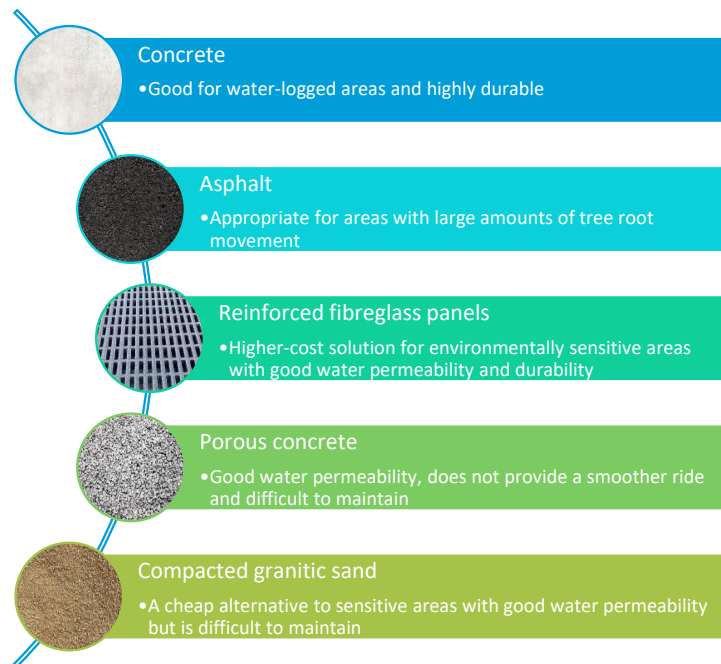


Figure 12: Preferred path construction materials.

Responding to climate change

Council recently adopted our Climate Change Response Plan which highlights a shift to enhance existing natural environments while making more sustainable improvements such as alternative modes to motorised private vehicles. As part of these key actions, the plan aims to:

- make sustainable transport options more accessible and appealing, including enhancing cycle and walking paths, providing better links between transport modes and advocating more efficient public transport to the region
- implement the Living Melbourne Metropolitan Urban Forest Strategy, which includes setting canopy tree targets.

When constructing new shared path links, internal teams work together closely to identify significant vegetation sites and to minimise any impact on natural environments including the reduction of vegetation or applying relevant vegetation off-sets as part of the path design and construction process to maintain the ecological corridor of the area. In other cases, once the path is constructed, the Parks team is notified of potential sites to increase canopy tree planting once the shared path is constructed.

Under the Metropolitan Urban Forest Strategy, Council is working towards a 30% canopy cover by 2050. As a result, we are increasing the amount of urban street planting to support this canopy target. Although canopy cover is an important aspect of enhancing cyclist and pedestrian comfort while travelling, the construction and expansion of the cycling network cannot keep up with the increased planting rates across the municipality. As a result, streets with wider nature strips identified as future shared path links are planted out with street trees before installation of a new path or upgrading of an existing footpath. Without the removal of these planted trees, future construction of a shared path becomes less viable once funding is obtained for the design and delivery of the shared path.

In response, Council will need to review existing processes and consider adoption of the following options:

- Option 1 – Prioritising shared path construction on selected routes
 - This initiative looks at placing a halt to street tree planting on identified cycling routes. Once constructed, tree planting will occur to maximise the amount of canopy cover along the street.

- This option would also delay the implementation of tree canopy planting across the municipality but would reduce the removal of planted trees in the future.
- Option 2 – Present Day Planting with Future Removal
 - This initiative allows immediate continued planting across the municipality's nature strips. Once funding is secured for the design and construction of a shared path, the design would aim to retain or relocate as many trees as possible along the route but the project team would be able to remove street tree vegetation to meet safety and accessibility standards required when constructing a shared path. Upon construction of the shared path, the project team will then replace removed trees where possible or further enhance the cycling link corridor with additional planting.
 - This option would mean the potential removal of healthy vegetation within the road reserve and increased project costs for removal and planting. However, vegetation would have five-20 years worth of enhancing the natural corridors within Knox and upon completion of the project, additional planting could occur.

The road reserve is high-value property where services, vegetation, accessibility and mobility corridors are located. It commonly encompasses the nature-strip, path, road and sometimes tree reserves with the intention that this space could one day be redesigned to widen the existing road space. With such a restricted amount of land and the need to adhere to stringent design requirements, the delivery of community assets needs to balance all different asset requirements and land-uses to ensure that the community is receiving the full benefit of Council's services.

The Action Plan

A separate document has been prepared for the Knox Cycling Action Plan. In summary, the findings and above discussion was used to inform the five categories for delivery:

- evolving our network design
- investing in capital works
- increasing our awareness
- managing our network
- investing in the future.

Although various actions require different teams to deliver the project, the Transport and Traffic team will monitor the overall progress of the KCAP.

The proposed KCAP is extensive and only focuses on delivering the primary routes in the next 10 years which already requires a significant investment from Council. As there are still the secondary and local routes identified to be completed, the KCAP could continue to inform the following decades and be extended into a 20 to 30 year plan if appropriate. Due to the fast changing nature of our urban environment which we expect will have additional developments over the next 10 years, the plan should still be reviewed after a decade to ensure relevancy.

Please refer to the Knox Cycling Action Plan for the full list of deliverables.

Appendix 1 – Route allocation

The following is a list of missing cycling links in Knox organised by their Movement and Place cycling categories. Only projects that are expected to be funded between 2025-2035 have been included. Therefore, local routes have not been included.

Note: Proposed alignments may be altered or diverted along a parallel route to improve safety and the ease and efficiency with which the route can be built. Trails are not rank in any order.

Primary Routes

Cycling category	Road/trail link	Link	Distance (metres)	Project notes
C2	Dandenong Creek Trail	Chandler Lane to Liverpool Road	577 m	
C2	Railway Trail	Chandler Road to Maryville Way	430 m	Requires VicTrack assistance
C2	Railway Trail	Underwood Road to Alpine Street via Ferntree Gully Train Station	900 m	Requires VicTrack assistance or level crossing removal
C2	Railway Trail	Burwood Hwy to Railway Avenue Upper Ferntree Gully Station entrance	80 m	Requires VicTrack approval. Project funded for 2023
C2	Railway Trail	Rear of Upper Ferntree Gully CFA to Dandenong Tourist Road intersection	580 m	Requires Parks Victoria and Yarra Ranges Council assistance
C2	Burwood Hwy	South side – Stud Road to Lynne Ave	400 m	Requires lease agreement and Department of Transport and Planning approval
C2	Burwood Hwy	North Side – Stud Road to Scoresby Road	2,100 m	Requires Westfield Knox and Department of Transport and Planning approval Supports the construction of Knox Central
C2	Stud Road	Blind Creek Trail to Burwood Hwy	200 m	Requires Westfield Knox and Department of Transport and Planning approval
C2	Burwood Hwy	South side – Scoresby Road to Clyde Street	940 m	Consult with business owners
C2	Burwood Hwy	South side – Clyde Street to Ferntree Gully Road	800 m	Consult with business owners
C2	Burwood Hwy	South side – Ferntree Gully Road to Dorset Road	700 m	Consult with Business Owners
C2	Burwood Hwy	South side – Dorset Road to Ferny Creek Trail/Glenfern Road	500 m	Consult with business owners
C2	Commercial Road	Burwood Hwy to Wattletree Road	500 m	Tree planting concerns

Cycling category	Road/trail link	Link	Distance (metres)	Project notes
C2	Wattletree Road	Commercial Road to Blind Creek Trail	950 m	Tree planting concerns
C2	Stud Road	West side – George Street to Scoresby Recreation Reserve	1,200 m	Partial construction on Service Road
C2	Stud Road	West side – Scoresby Recreation Reserve to Ferntree Gully Road	150 m	Requires redesign of road and approvals from Department of Transport and Planning. Current footpath is not DDA compliant due to bus stop
C2	Stud Road	West side – Timbertop Drive to Police Road	620 m	Partial construction on Service Road
C2	Fitzgerald Street	Burwood Hwy to Kevin Avenue	550 m	Requires lease agreement with businesses
C2	Kevin Avenue	Fitzgerald Linear Reserve to Lea Street shared zone	130 m	
C2	HV Jones Park	Lea Street to Ferny Creek Trail	350 m	
C2	Ferntree Gully Road	Lynton Place to Stud Road	230 m	Requires lease agreement with businesses. Tree constraints
C2/C3	Mountain Hwy	North side – Pedestrian-operated signals outside Wantirna Primary to Petalnina Drive	650 m	Significant vegetation concerns
C2/C3	Mountain Hwy	North side – Boronia Road to Dunbarton Drive Pedestrian-operated Signals	1,100 m	Partial construction on service road. Department of Transport and Planning approval required
C2/C3	Mountain Hwy	North side – Dunbarton Drive Pedestrian Operated Signals to Stud Road/Waldheim Road traffic lights	750 m	
C2/C3	Mountain Hwy	North side – Waldheim Road to Marlborough Road	550 m	Partial construction on service road
C2/C3	Mountain Hwy	North side – Marlborough Road to Valentine Street	900 m	
C2/C3	Mountain Hwy	North side – Bus stop near James Abernathy Memorial Drive to Scoresby Road	310 m	
C2/C3	Mountain Hwy	Withers Road to Dorset Road	350 m	Service road on-road connection
C2/C3	Mountain Hwy	North side – Dorset Road to Army Road	550 m	
C2/C3	Mountain Hwy	North side – Colchester Park Preschool connection to Liverpool Road	350 m	

Cycling category	Road/trail link	Link	Distance (meters)	Project notes
C2/C3	Boronia Road	South side – Wantirna Health Precinct to Ainsdale Avenue	350 m	
C2/C3	Boronia Road	South Side – Ainsdale Avenue to Amesbury Avenue	950 m	Partial construction on service road
C2/C3	Boronia Road	South side – Amesbury Avenue to Stud Road	350 m	Widen existing shared path
C2/C3	Boronia Road	South side – Stud Road to Lewis Road	950 m	Partial construction on service road
C2/C3	Boronia Road	South side – Lewis Road to Rathmullen Road	900 m	Service Road on-road connection
C2/C3	Boronia Road	South side – Rathmullen Road to Valerie Street	570 m	Requires Department of Transport and Planning approval
C2/C3	Boronia Road	South side – Valerie Street to Narcissus Avenue	750 m	
C2/C3	Boronia Road	Narcissus Avenue to Erica Avenue	450 m	
C2/C3	Boronia Park	Boronia Road to Park Crescent to Maryville Way via Boronia Park	400 m	Design and construct with the redevelopment of Boronia Park Reserve
C2/C3	Boronia Road	South side – Maryville Way to Hastings Avenue	180 m	Design and construct as part of the proposed Boronia Road narrowing project (Boronia Renewal Strategy)
C2/C3	Boronia Road	North side – Hastings Avenue to Alison Avenue	900 m	
C2/C3	Forest Road	Church Street to The Basin roundabout	250 m	On-road facilities
C2/C3	Ferntree Gully Road	South side – Rushdale Street to Bunjil Way	270 m	Lease agreement required and re-title of the Ferntree Gully Road Service Road
C2/C3	Ferntree Gully Road	North Side – Knox Park access road to Dobson Street	700m	Partial construction on service road
C2/C3	Ferntree Gully Road	North Side – Dobson Street to Burwood Hwy	1,300 m	Requires approval from Department of Transport and Planning
C2/C3	Corhanwarrabul Creek Trail	Eastlink Connection to Enterprise Drive	2000 m	Link will be partially constructed as part of the Waterlea/Stamford Wetlands
C2/C3	Corhanwarrabul Creek Bridge	Connection from Eastlink shared path to Bankside Estate		Construction subject to agreement with property owners
C2	Dandenong Creek Trail	Railway Overpass S-Bend to Railway Trail	70 m	Improve blind corner and reconstruct link with better sight distance

Secondary Routes

Cycling Category	Road/Trail Link	Link	Dist. (m)	Project Notes
C3	Borg Crescent	Ferntree Gully Road to Taunton Cres/Redcourt Reserve	500 m	On-road facilities
C3	Berrabri Drive	Redcourt Reserve to George Street	700 m	On-road facilities
C3	Stokes Road	Boronia Road refuge island to Amesbury Road	600 m	
C3	Gresford Road	Boronia Road refuge island to Mountain Hwy Pedestrian-operated signals	480 m	On-road facilities
C3	Rachelle Drive	Mountain Hwy to Mountain Hwy with connection to Selkirk Linear Reserve	970 m	
C3	Armstrong Road	East side – Dandenong Creek Trail to Mountain Hwy	600 m	Shared path
C3	Mountain Hwy	South side – Begonia Avenue (school entry) to Pedestrian Operated Signals via Lemon Grove	200 m	Shared path
C3	Begonia Avenue	Lemon Grove to Grieve Street	850 m	
C3	Katandra Court	Boronia Road Service Road to Mareeba Crescent	203 m	Shared path within reserve. On-road facilities and wayfinding
C3	Mareeba Crescent	Pindari to Terama Crescent	550 m	Optional route via Sasses Avenue Retarding Basin Reserve
C3	Grieve Street	Begonia Avenue to Terama Crescent	150 m	On-road facilities with shared path through the road closure
C3	Terama Crescent	Begonia Avenue to Mareeba Crescent	700 m	On-road facilities
C3	Lewis Road	Boronia Road to Blind Creek Trail	1,450 m	
C3	Lewis Road	Blind Creek Trail to Burwood Hwy	600 m	Shared path. Requires lease agreement with owners
C3	Tyner Road East	Burwood Hwy to High Street Road	350 m	Shared path on east side with narrowing at large trees
C3	Wallace Road Linear Reserve	High Street Road Pedestrian Signals to Wallace Road school crossing	150 m	Upgrade existing footpath to shared path
C3	Riddell Road	West side – Wallace Road school crossing to Riddell Road Preschool	450 m	Shared path

C3	Allister Avenue/Allister Close	Egan Lee Reserve to Carrington Park Reserve	1,250 m	
C3	Ferntree Gully Road Service Road	North side median – Carrington Park to Henderson Road traffic signals via rear of bus stop	150 m	Requires Department of Transport and Planning approval
C3	Henderson Road	Ferntree Gully Road to Ferny Creek Trail	900 m	Shared path or protected lanes due to industrial vehicle movements
C3	Taylors Lane	Ferny Creek Trail link to Kelletts Road via Taylors Lane Reserve	700 m	Shared path
C3	Taylors Lane	Kelletts Road to Bridgewater Way	370 m	
C3	Fowler Road	Bergins Road to Shearer Drive Reserve	270 m	
C3	Pickworth Crescent	Shearer Drive to Adrian Place shared path	500 m	Connect to Shearer Drive Reserve shared path and Crampton Court cut through
C3	Seebeck Road	Stud Road to Timbertop Drive	1,500 m	On-road facilities
C3	Illawarra Avenue	Ashbrooke Reserve to Dandenong Creek Trail	1,000 m	Requires Parks Victoria and City of Greater Dandenong approval
C3	Park Ridge Reserve	Dandelion Drive School Crossing to Burchall Crescent via Balmoral Court	500 m	Shared path
C3	Willow Avenue	Blaxland Drive Reserve to Napoleon Road via Redgum Court and Snowgum Close	700 m	
C3	Blaxland Drive Reserve	Kelletts Road to Dandelion Drive School Crossing via Willow Avenue (west side)	230 m	Shared path
C3	Quinn Court Reserve	Napoleon Road to Quinn Court	200 m	
C3	Napoleon Road	West Side – Kelletts Road – Napoleon Road Linear Reserve to Blackwood Park Road	900 m	Shared path
C3	Springfield Road	North side – Blind Creek Trail to Park Crescent	750 m	Shared path
C3	Park Crescent	Boronia Road to Dorset Road via Boronia Park	500 m	Requires masterplan for Boronia Park to be completed
C3	Erica Avenue	Boronia Road to Orchid Avenue	250 m	
C3	Dorset Road	East side – Mountain Hwy to Old Joes Creek Retarding Basin walkthrough	1,400 m	

C3	Dorset Road	West side – Mountain Hwy to Dandenong Creek Trail	500 m	
C3	Jersey Road	Barry Street to Mountain Hwy	1,100 m	Difficult construction and alignment. Will require lease agreement with individual property owners. Route needs to be shared path or protected lane due to industrial vehicular movements. Potentially requires full road redesign to reallocate road space
C3	Barry Street	Power Road to Dorset Road	1,200 m	Requires a shared path or protected lane due to industrial vehicular movements. Alternate route or road realignment may be explored due to limited road space
C3	Liverpool Road	Chandler Lane to Mountain Hwy	1,300 m	Shared path
C3	Miller Road	Albert Avenue to Liverpool Road	900 m	
C3	Albert Avenue	Chandler Road to Miller Road	900 m	Potentially east side alignment, however further exploration is required
C3	Devenish Road	Railway Trail to Scoresby Road Pedestrian Operated Signals	1,100 m	
C3	Victoria Road	Scoresby Road to Sasses Avenue	800 m	Dedicated facilities to assist in visually narrowing Victoria Road
C3	Bayswater Road	Mountain Hwy to Dandenong Creek Trail	260 m	
C3	Scoresby Road	Station Street to Boronia Road	1,700 m	Shared path with narrowing
C3	Rathmullen Road	Boronia Road to Scoresby Road via Community Gardens	1,200 m	
C3	High Street	Scoresby Road to Mountain Hwy	650 m	
C3	Forest Road	Underwood Road roundabout	350 m	Improve the intersection to provide a continuous bike facility connecting Forest Road to the train line crossing via the Underwood Road roundabout
C3	Forest Road	East side – Underwood Road roundabout to Alpine Road roundabout	200 m	Construction of on-road/off-road dedicated facility

Recreational Trails

Note: Proposed alignments may be altered or diverted along a parallel route to improve safety and the ease and efficiency with which the route can be built. Trails are not rank in any order.

Cycling Category	Road/Trail Link	Link	Dist. (m)	Project Notes
CR	Ferny Creek Trail extension	Acacia Road to Glenfern Valley Reserve		Shared path
CR	Cornish Road	Wellington Road to Quarry Track		Shared path identified as part of Knox Green Areas and Rural Strategy (GARS)
CR	Basin-Olinda Road	Forest Road to Wicks Road Reserve		
CR	Sheffield Road / Doongalla Road / Simposons Road	Basin-Olinda Road to Doongalla Road Ridge Track		Mountain Bike link to Doongalla Forest
CR	Chandlers Lane	Dandenong Creek Trail to Liverpool Road		Not in Knox but identified as a missing link for advocacy.
CR	Liverpool Road / Glasgow Road	Chandlers Lane to Sheffield Road		Not in Knox but identified as a missing link for advocacy and to replace proposed Pavitt Lane connection to Doongalla Forest.
CR	Axford Road and Pumps Road	Eastlink Trail (Pumps) to Highbury Road, Vermont South		Connection through Parks Victoria site identified under GARS

Appendix 2 – New crossing facilities

Note: Bicycle lanterns and intersection upgrades along arterial roads require the Department of Transport and Planning to fund and approve. The sites have not been ranked in any order.

Crossing facility type	Location	Intersecting street	Notes
Bicycle lantern	Mountain Hwy, Bayswater	Armstrong Road/Bona Vista Road	Existing POS within 250 m.
Bicycle lantern	Stud Road, Wantirna South	Harold Street/Coleman Road	Existing signalised intersection.
Bicycle lantern	Boronia Road, Boronia	Dorset Road	Existing signalised intersection. Require lantern for a continuous route along the Railway Trail.
Bicycle lantern	Alpine Street, Ferntree Gully	Station Street	Existing signalised intersection. Provides a continuous route along the Railway Trail.
Bicycle lantern	Burwood Hwy, Upper Ferntree Gully	Dandenong Tourist Road	Improve connection along the Railway Trail.
Bicycle lantern	Scoresby Road, Ferntree Gully	Burwood Hwy	Existing signalised intersection. Provide bike lantern on all legs.
Bicycle lantern	Burwood Hwy, Wantirna South	High Street Road	Existing signalised intersection. Provide bike lantern on all legs.
Bicycle lantern	Burwood Hwy, Wantirna South	Lakewood Drive	Existing signalised intersection.
Bicycle lantern	Burwood Hwy, Wantirna South	Stud Road	Existing signalised intersection.
Bicycle lantern	Burwood Hwy, Wantirna South	Renou Road/Templeton Street	Existing signalised intersection. Provide bike lantern on all legs.
Upgrade intersection	Burwood Hwy, Wantirna South	Cathies Lane	Intersection requires upgrade.
Bicycle lantern	Mountain Hwy, Wantirna	Harold Street	Existing signalised intersection. Provide bike lantern on all legs.
Bicycle lantern	Mountain Hwy, Wantirna	Boronia Road/Wantirna Road	Existing signalise intersection. Provide bike lantern on all legs.
Bicycle lantern	Stud Road, Bayswater	Waldheim Road/Mountain Hwy	Existing signalised intersection. Provide north-south bike lanterns.
Bicycle lantern	Stud Road, Bayswater	Boronia Road	Existing signalised intersection. Provide bike lantern on western

			north-south leg and southern east-west leg.
Bicycle lantern and Pedestrian-operated signals	Stud Road, Wantirna South	Moonah Road/Teddington Way	Requires a new signalised crossing to improve permeability between the two estates.
Bicycle lantern	Stud Road, Wantirna South	High Street Road	Existing signalised intersection. Provide bike lantern on all legs.
Bicycle lantern	Stud Road, Scoresby	Ferntree Gully Road	Existing signalised intersection. Provide bike lantern on all legs.
Bicycle lantern	High Street Road	Cathies Lane	Existing signalised intersection. Provide bike lantern on all legs.
Upgrade intersection	High Street Road	Mowbray Drive	Upgrade to a signalised intersection with bike lanterns on all legs.
Bicycle lantern	High Street Road	Tyner Road/Wallace Road linear reserve	Existing signalised intersection. Provide bike lantern on north-south link.
Bicycle lantern	Stud Road, Rowville	Centre Road	Existing signalised intersection. Provide bike lantern on eastern north-south leg and northern east-west leg.
Bicycle lantern	Kelletts Road, Rowville	Taylors Lane	Existing signalised intersection. Provide bike lantern on all legs.
Bicycle lantern	Kelletts Road, Rowville	St. Lawrence Way	Existing signalised intersection. Provide bike lantern on all legs.
Bicycle lantern	Napoleon Road, Rowville	Lakesfield Drive Linear Reserve	Provide bike lantern.
Bicycle lantern	Napoleon Road, Rowville	Kelletts Road	Existing signalised intersection. Provide bike lantern on eastern north-east leg.
Signalised pedestrian-operated signals and bike lantern	Napoleon Road, Rowville	Gill Court/Regency Terrace	Upgrade crossing due to high-speed vehicles, operational school crossing and bus stop access.
Bicycle lantern	Wellington Road, Rowville	Napoleon Road	Existing signalised intersection. Provide bike lantern on northern east-west leg.

Bicycle lantern	Wellington Road, Rowville	Braeburn Parade	Existing signalised intersection. Provide bike lantern on all legs.
Bicycle lantern	Wellington Road, Rowville	Taylors lane	Existing signalised intersection. Provide bike lanterns on all legs.
Bicycle lantern	Wellington Road, Rowville	Westminster Drive	Existing signalised pedestrian operated signalised. Provide bike lanterns.
Bicycle lantern	Wellington Road, Rowville	Stud Road	Existing signalised intersection. Provide all legs.
Bicycle lantern	Stud Road, Rowville	Lakeview Avenue/Fulham Road	Existing signalised intersection. Provide bicycle lanterns on eastern north-south leg.
Bicycle lantern	Stud Road, Rowville	Emmeline Row	Existing signalised intersection. Provide bicycle lanterns on northern east-west leg.
Bicycle lantern	Stud Road, Rowville	Kelletts Road	Existing signalised intersection.
Bicycle lantern	Stud Road, Rowville	Timbertop Road	Existing signalised intersection. Provide bike lantern on western north-south leg.
Bicycle lantern and intersection upgrade	Mountain Hwy, Boronia	Colchester Road	Existing roundabout intersection requires upgrade to improve cyclists and pedestrian movements across the intersection.
Roundabout upgrade	Mountain Hwy, The Basin	Liverpool Road	Existing roundabout intersection required upgrade to improve cyclists and pedestrian movements across the intersection.
Bicycle lantern	Mountain Hwy, Bayswater	Jersey Road	Existing signalised intersection. Provide bicycle lanterns on all north-south legs and the northern east-west leg.

Bicycle lantern	Dorset Road, Bayswater	Landscape Drive	Existing signalised intersection. Provide bicycle lantern on the northern east-west leg.
Refuge island/splitter island	Power Road, Bayswater	Barry Street	Improve connection into the railway trail.
Raise platform and priority crossing	Underwood Road, Ferntree Gully	St Elmo Avenue	Improve refuge island priority and design to prioritise pedestrians and cyclists connecting to the Railway Trail.
Raised platform and priority crossing	Dawson Street, Ferntree Gully	Ferny Creek Trail	Improve crossing visibility and priority for pedestrians and cyclists coming out of the Ferny Creek Trail.
Pedestrian-operated signals and bike lantern	Scoresby Road, Knoxfield	Cambden Park Parade/Beckenham Drive	New crossing facility required to increase permeability for active travel modes on Scoresby Road.
Refuge Island	Valleyview Drive, Rowville	Taylors Lane/Ferny Creek Trail	Provide a safe road crossing to connect Ferny Creek Trail and Taylors Lane.
Refuge island	Bergins Road, Rowville	Army Track/Providence Place	Provide a safe road crossing to provide access to Churchill National Park.
Bicycle lantern	High Street Road, Wantirna South	Tyner Road (west)	Existing pedestrian-operated signals. Provide new bicycle lantern.
Upgrade intersection	Boronia Road, Boronia	Albert Avenue	Existing roundabout to be upgraded into a signalised intersection to provide safer crossing points for pedestrians and cyclists.
Upgrade intersection	Boronia Road, Boronia	Forest Road	Existing roundabout to provide priority to pedestrians and cyclists.
Reconfigure roundabout	Forest Road, Ferntree Gully	Underwood Road	Improve roundabout to prioritise pedestrians and cyclists
Reconfigure roundabout	Forest Road, Ferntree Gully	Alpine Street	Improve roundabout to prioritise pedestrians and cyclists

Formalise railway crossing	Alfred Street, Boronia	Underwood Road	Formalise a railway crossing from Alfred Street to Underwood Road. Currently some people are using this as a crossing point – currently a vehicular maintenance access point.
Upgrade intersection	Police Road, Rowville	Stud Road	Upgrade full intersection with the intention to provide pedestrian, bus and cycling priority throughout the site.

Appendix 3: Movement and Place cycling classification

	C1	C2	C3	C4	C5	CT	CR
	Main Routes	Primary Routes	Designated Cycling Links	Municipal Links	All Other Cycling Links	Training Routes	Recreational Routes
Cycling (C) category definition	Link cities, NEICs and metropolitan Activity Centres	Link main routes to Major Activity Centres and stations	More direct alternatives for confident cyclists	Local trips including stations. Feeds to longer distance routes	All other links	Training and sports, longer distance and higher speeds	Quieter environment. E.g. Parks, waterways and rail lines
Networks	Strategic Cycling Corridors	Strategic Cycling Corridors		Municipal Cycling Network			Trail Network
User focus	Comfortable for most adults	Comfortable for all ages and abilities	Comfortable for confident cyclists	Comfortable for all ages and abilities	Varied	Comfortable for confident cyclists	Comfortable for all ages and abilities
Speed level of stress	25–30km/h	20km/h	25–30km/h	20km/h	25–30km/h	25–30km/h	20km/h
Mapping guidelines	60-minute connections CBD – Major Subregional Catchments Between Metropolitan Activity Centres.	10-minute connections Between Major Activity Centres Between transport interchanges Last mile connections to C1	High distribution of cyclists within built-up areas and expected to cater for low-medium volumes of cyclists	Last mile connections	Quiet streets on localised road network Short connections	Suitable sites for speed training, mountain bike riding	Targets key natural reserves or landmarks
Example routes in Knox	Eastlink Trail	Burwood Hwy	Chandler Road, Boronia Green Spine	Wantirna Cycling Link	Faith Street	Lysterfield Lake Reserve and 1 in 20 The Basin Ride	Dandenong Creek Trail

Appendix 4: Capital works investment

Council will work towards the above actions over the next 10 years, subject to the availability of funding. Actions that are business as usual or are part of the operational budget are not included in the table. The proposed estimated costs below would be additional funds required to deliver the actions in this plan.

Delivery year		1	2	3	4	5	6	7	8	9	10	Estimated Investment required
Year	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034	2034-2035	
Action plan endorsed												
Design C1 & C2 cycling routes: <ul style="list-style-type: none"> • Mountain Hwy • Burwood Hwy • Boronia Road • Ferntree Gully Road • Railway Trail • Wattletree Road – Ferny Creek Trail • Stud Road • Corhanwarrabul Creek Trail to Monash 												\$500,000

Delivery year		1	2	3	4	5	6	7	8	9	10	Estimated Investment required
Year	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034	2034-2035	
Design C3 cycling routes: <ul style="list-style-type: none"> • Wantirna Cycling Link • High Street Road • Kelletts Road • Boronia cycling links • Bayswater Business Park Precinct • Rowville to Dandenong Creek Trail • Scoresby Road • Dorset Road • Lysterfield to the Basin 												\$500,000
Delivery of C1 & C2 routes												TBC post route design
Delivery of C3 routes												TBC post route design
Formalise wayfinding standards												Officer hours
Deliver improved wayfinding												TBC post route design
Formalise 'quiet' and 'linking' streets												\$600,000

Delivery year		1	2	3	4	5	6	7	8	9	10	Estimated Investment required
Year	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034	2034-2035	
Non-standard lighting policy												Officer hours
Solar lighting trial												\$180,000
Safety Audits <ul style="list-style-type: none"> • underpasses • key trails 												\$600,000
Develop trail branding and experiences												\$250,000
Trail new cycling facilities												\$400,000
Installation of: <ul style="list-style-type: none"> • bicycle repair stations • seating • drink fountains 												\$380,000
Installation of bike parking at: <ul style="list-style-type: none"> • council reserves and facilities • Commercial streetscapes managed by Council 												\$550,000
Advocacy												\$15,000



8.6 Response to Notice of Motion No. 143 - Road Safety Audit - Wellington Road

Final Report Destination:	Council
Paper Type:	For Noting
Author	Traffic and Transport Engineer, David Chow
Manager:	Manager Strategic Infrastructure, Matthew Hanrahan
Executive:	Director, Infrastructure, Grant Thorne

SUMMARY

At its Ordinary Meeting of Council on 26 February, 2024, Council endorsed Notice of Motion 143 – Road Safety Audit of Wellington Road between Napoleon Road and Taylors Lane. The Notice of Motion requested that a report be presented in relation to the feasibility of a road safety audit of Wellington Road between Napoleon Road and Taylors Lane by the April 2024 Council meeting. This report responds to that Notice of Motion.

RECOMMENDATION

That Council:

1. Receives and notes this report in response to the 26 February 2024 Ordinary Meeting of Council Notice Motion in relation to conducting a Road Safety Audit on Wellington Road between Napoleon Road and Taylors Lane;
2. Supports the position to engage a qualified consultant to undertake a Road Safety Audit using funds available through the Traffic and Transport team’s operational budget for 2023-24.
3. Note that findings from the Road Safety Audit will be directly passed onto the Department of Transport and Planning to support Council’s advocacy for road improvements along Wellington Road.

1. DISCUSSION

At its Ordinary Meeting of Council on 26 February 2024, a motion was moved to request the following call up item:

That Council resolve:

- A. To receive a report by April 2024 (unless deferred to a later date in consultation with the Mayor) in relation to the feasibility of a road safety audit of Wellington Road between Napoleon Road and Taylors Lane, addressing:
 1. Capacity to thoroughly examine the current road conditions; assess potential hazards, and identify areas where safety enhancements are urgently required; and
 2. The necessary resources for such an audit, including availability of personnel with expertise in traffic engineering, safety assessments, and data analysis required to undertake the road safety audit.
- B. To note the road safety audit is proposed following a fatal accident on Wellington Road on 11 January 2024, with the intent of producing a well-researched, evidence-based case, that can be used to call on the Department of Transport and Planning, who are responsible for the management of the road, to take urgent action in light of recent events and long-standing safety concerns of Council and the community.

Background

On 11 January 2024, a fatal crash occurred at the signalised intersection at Wellington Road and Braeburn Parade. The driver of a vehicle turning right out from Braeburn Parade onto Wellington Road died at the scene following a collision with a truck travelling westbound along Wellington Road.

Wellington Road is classified as an arterial road under the management and responsibility of the Department of Transport and Planning (formally VicRoads). It has a divided carriageway and generally consists of 2 lanes in each direction. There are also on-road bicycle lanes on both sides of the road and a posted speed limit of 80km/h.

This section of Wellington Road between Braeburn Parade and Napoleon Road carries an annual average of around 23,000 vehicles per day (two-way) with 1,300 vehicles per day (two-way) being heavy vehicles (trucks).

A review of the State's accident crash database (for the most up to date 5 year period between 1 July 2018 and 30 June 2023) reveals that there has been one other reported casualty crash at the intersection involving a rear ending crash between 2 vehicles travelling westbound towards the Braeburn Parade and Wellington Road intersection.

Along the approximately 1.8km length of Wellington Road between Taylors Lane and Napoleon Road (inclusive of the end intersections), the latest 5 year period of crash history along the length reveals a total of 19 reported casualty crashes.

Outside of the latest 5 year data period, another fatal crash was also recorded at Braeburn Parade and Wellington Road in February 2018. That crash involved a driver of a westbound vehicle losing control on approach to the intersection and colliding with another vehicle that was stationary waiting to exit Braeburn Parade.

It is understood that the Department of Transport and Planning is currently reviewing the Wellington Road environment to determine if conditions contributed to the crash. Additionally, requests received from the community to consider the reduction of the speed limit on Wellington Road, implementation of Road Safety Cameras (speeding and red light) and consideration to alter the signal time phasing of the traffic signals have been referred to the Department for their investigation.

Purpose of Road Safety Audit (RSA)

In response to a number of concerns raised by the community regarding the safety of the Wellington Road and Braeburn Parade intersection, consideration is being given to the feasibility of engaging an independent Road Safety Auditor to conduct an existing road conditions audit of Wellington Road (between Taylors Lane and Napoleon Road) with an additional feature to consider treatments to improve traffic safety at the intersection. Potential treatments for consideration may include, but not be limited to:

- A reduced speed limit (60km/h) outside Wellington Village;
- Installation of speed cameras;
- Signage promoting speed cameras and their use;
- Active police enforcement;
- Vehicle management controls

Quotations were sought from three qualified Road Safety Auditors. Two quotations that were received demonstrated that an audit assessment could be performed within the Traffic and Transport Team's existing \$5,000 operational budget for Road Safety Audits.

2. ENGAGEMENT

Should support to engage a consultant to undertake a Road Safety Audit and associated treatment considerations be made. The findings and recommendations will be used to support a request to the Department of Transport and Planning for consideration and implementation of treatments to improve traffic safety at the intersection and other areas identified under the assessment. The responsibility for funding and delivery of any road safety improvements would sit solely with the Department of Transport and Planning.

3. SOCIAL IMPLICATIONS

Although the Road Management Act allocates responsibility for the function and safety of road users along Wellington Road on the Department of Transport and Planning, the investigation of possible traffic safety improvements complements the Victoria Road Safety Strategy to reduce road related trauma on Victorian roads.

Council takes the part of an interested party where through the undertaking of a Road Safety Audit could complement any investigation carried out by the Department to provide additional expert insight on ways to treat this location of community interest.

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.

While there may be little or no direct relevance to the plan, any improvement to traffic safety will lead to reduced use fossil fuels, particularly if speed reduction measures were to be implemented.

5. ENVIRONMENTAL IMPLICATIONS

There are no environmental or amenity considerations associated with this project.

6. FINANCIAL AND RESOURCE IMPLICATIONS

Ideally the funding responsibility of a road safety audit on Wellington Road would sit with the Department of Transport and Planning. Should Council support the use of operational budget to conduct a Road Safety Audit, it effectively serves as a form of advocacy which could be presented to the State Government for consideration and consideration of funding of treatment options. It is unknown whether the Department would conduct such an audit of its resources, noting that the extent of roads managed would likely result in such a project being deferred in favour of alternate proposals.

7. RISKS

The following risks have been identified in relation to this project.

Risk	Description	Risk Treatment
Financial/Reputational	Use of operational budget from the Traffic and Transport Team to fund this project on a VicRoads controlled road.	To ensure continued additional funding is not required, the engaged consultant will provide a list of expected deliverables. Delivery of solutions will be the sole responsibility of the State Government.
Operational Performance	Ensuring services are performed consistently and reliability	The engaged consultant will ensure Road Safety Audit is assessed in accordance with AustRoads guidelines and other technical requirements
People (Health and Safety)	Reduce future accidents along this stretch of road.	Delivery of a road safety audit could directly result in enhanced safety measures along being delivered along the road.

8. KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Neighbourhoods, Housing & Infrastructure

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

Connection, Resilience & Wellbeing

Strategy 4.1 - Support our community to improve their physical, mental and social health and wellbeing.

Strategy 4.2 - Foster inclusivity, equality, belonging and safety within the community.

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. STATEMENT OF COMPATIBILITY

There are no legislative obligations under the Human Rights Charter, Child Safe Standards or the Gender Equity Act that are incompatible with the recommendation in this report.

11. CONFIDENTIALITY

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

ATTACHMENTS

Nil

9 Supplementary Items

These items will be circulated separately prior to the meeting.

9.1 CEO Remuneration Policy and Terms of Reference

9.2 Australian Local Government Association (ALGA) Motions

10 Notices of Motion

10.1 Notice of Rescission Motion No. 144 - Waste Collection Frequency

Consideration of the item was deferred from the Council Meeting on 8 April 2024

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26 March 2024

Notice of Rescission Motion No.144

Waste Collection Frequency

We hereby give notice that it is our intention to move the following motion at the Council Meeting on 8 April 2024:

That Council resolve:

A. That the following resolutions of the Council Meeting on 25 March 2024 in relation to Item 8.3 Kerbside Reform Update be rescinded:

That Council resolve to:

1. *Note the Kerbside Reform Update report including broad implications of any potential change to the rubbish collection frequency.*
2. *Note Contract 3149: Kerbside Bin Based Collection Services is scheduled to commence on 1 July 2024 which was tendered and awarded based on the current collection frequencies:*
 - a) *General waste (yellow lid) fortnightly collection*
 - b) *Recycle waste (blue lid) fortnightly collection*
 - c) *Organic waste (green lid) weekly collection*
3. *Express its strategic intention to change the waste collection frequency to:*
 - a) *General waste (yellow lid) change to weekly collection*
 - b) *Recycle waste (blue lid) remains as fortnightly collection*
 - c) *Organic waste (green lid) remains as a weekly collection,**noting that a future report to Council will be required in order for Council to make a final decision on the matter.*
4. *Note officers will need to undertake work including but not limited to the following matters in order to inform a future report to Council regarding a waste collection frequency change:*
 - a. *Understand any probity issues associated with varying Contract 3149 to assess the integrity of the procurement process given the proposed frequency change. This includes ensuring transparency and fairness of the process.*
 - b. *Obtain legal advice to inform any variations to Contract 3149 in a manner which delivers best value to Council and complies with Council's procurement obligations under the Local Government Act 2020.*
 - c. *Having regard to points 4a and 4b, commence negotiations regarding a possible variation to Contract 3149 including understanding applicable contract variation costs, changes to bin lift rates, route planning, fleet composition and the timelines associated with the contractor implementing any change to the delivery frequency.*

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- d. Calculate the increase to the Residential Garbage Charges that would be required to fully recover the additional costs associated with varying Contract 3149 and consider the process for this being determined through a future Council Budget or Revised Budget.*
 - e. Consider the timeline and process for the implementation of any change to the collection frequency, including community engagement and a communications program prior to implementation.*
 - f. Further assess the environmental impact of the proposed change including changes in greenhouse gas emissions due to increased collection frequency, landfill emissions and landfill capacity.*
 - g. Assess the resources required to implement the proposed change to the frequency of collection, including within the waste, communications, customer services and rates teams, and the impact this will have on other planned actions including the planned change of bin lids in the 2024/25 financial year.*
5. *Note that implementing point 4 of this resolution will impact on existing priorities currently planned within the impacted teams, requiring other actions and projects to be delayed.*
6. *Given the level of work involved, note a subsequent report covering the matters in point 4 of this resolution, along with any other matters deemed relevant, will be presented to Council in the first six months of 2025, in order for Council to make a final decision on any rubbish collection frequency change.*

B. To note the Kerbside Reform Update report as presented to the Council Meeting on 25 March 2024.

C. Receive a further report to Council no later than April 2025 regarding the progress of the Kerbside reforms and service outcomes delivered to the community.

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Cr Susan Laukens

Date: 26/3/2024 | 16:06:24 AEDT

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Cr Marcia Timmers-Leitch

Date: 26/3/2024 | 16:36:50 AEDT

11 Urgent Business

12 Questions Without Notice

13 Confidential Items

13.1 Advanced Waste Project Update

A confidential report is circulated under separate cover as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to:

- Council business information, that will prejudice Council's position in commercial negotiations if prematurely released;
- private commercial information, that if released, would unreasonably expose the tenderer to disadvantage because it would release financial information about the business that is not generally available to their competitors.