

# MINUTES

Meeting of Council

Held at the  
Civic Centre  
511 Burwood Highway  
Wantirna South  
On  
Wednesday 26 April 2023



The Agenda for the Meeting of Council, Wednesday 26 April 2023, forms part of these Minutes and is attached in full at the end of the Minutes.

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

The meeting commenced at 7:05pm.

**PRESENT:**

<i>Cr S Laukens (Chairperson)</i>	<i>Friberg Ward</i>
<i>Cr Y Allred</i>	<i>Baird Ward</i>
<i>Cr S Grasso</i>	<i>Dinsdale Ward</i>
<i>Cr M Baker</i>	<i>Dobson Ward</i>
<i>Cr L Cooper</i>	<i>Scott Ward</i>
<i>Cr D Pearce</i>	<i>Taylor Ward</i>
<i>Cr N Seymour</i>	<i>Tirhatuan Ward</i>
<i>Mr B Dobson</i>	<i>Chief Executive Officer</i>
<i>Mr G Curcio</i>	<i>Director - Customer and Performance</i>
<i>Mr G Thorne</i>	<i>Director – Infrastructure</i>
<i>Mr M Kelleher</i>	<i>Director - City Liveability</i>
<i>Ms J Chalkley</i>	<i>Director – Connected Communities</i>
<i>Ms N Lorkin</i>	<i>Chief Financial Officer</i>
<i>Mr A Dowling</i>	<i>Manager, Governance and Risk</i>

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

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

**Order of Business**

1 Apologies And Requests For Leave Of Absence..... 5

2 Declarations Of Conflict Of Interest..... 5

3 Confirmation Of Minutes ..... 5

4 Presentations, Petitions And Memorials ..... 5

5 Reports By Councillors ..... 6

6 Planning Matters..... 9

    6.1 Report of Planning Applications Decided Under Delegation 1 March 2023 to 31 March 2023  
        ..... 9

7 Public Question Time ..... 10

8 Officer Reports ..... 15

    8.1 2023-24 Proposed Budget ..... 15

    8.2 Minor Grants Program 2022-23 Monthly Report ..... 17

    8.3 Council Grant Framework Policy Review ..... 20

    8.4 Draft Knox Social and Affordable Housing Strategy and Action Plan 2023-2027..... 21

    8.5 Contract 3022 - Civil Works Panel Contract..... 22

8.6 Audit and Risk Committee - Biannual Report ..... 25

9 Supplementary Items..... 26

10 Notices Of Motion..... 26

11 Urgent Business ..... 26

12 Questions Without Notice ..... 26

13 Confidential Items..... 26



## 1 Apologies and Requests for Leave of Absence

Apologies were received from Councillor Dwight and Councillor Timmers-Leitch who is on a leave of absence.

## 2 Declarations of Conflict of Interest

Nil.

## 3 Confirmation of Minutes

The Chairperson, Councillor Laukens invited Councillors to raise any opposition to the Minutes of the Meeting of Council held on Monday 27 March 2023. There being none, the Chairperson declared the Minutes be confirmed.

## 4 Presentations, Petitions and Memorials

Councillor Laukens noted 94 additional signatures have been gathered for the petition submitted at the Council Meeting on 27 March 2023 relating to the proposed telecommunication tower at Templeton Reserve, Wantirna. Councillor Laukens noted these will be considered as part of the continuing community consultation on the matter.

## 5 Reports by Councillors

### 5.1.1 Councillor Seymour

- Noted she has been away for the past few weeks for personal reasons and has missed some community events and ceremonies including ANZAC Day.
- Advised she was delighted to report that the Stamford Park Wetland Development works are running ahead of schedule with hopes for completion by November 2023.
- Recognised concerns regarding progress with the Rowville All Abilities Playground, which has been decommissioned since 2020 due to safety issues but noted that the contract for the works have been awarded to a local Knox-based company, Yellowstone Landscaping, with an estimated completion date of October 2023.
- Acknowledged concerns regarding low enrolments in some local kindergartens, noting that due to changing demands - children may not be enrolled in their parents' preferred kindergarten of choice but they will be eligible for a place somewhere in Knox and the Early Years Team were working with parents in this regard.
- Noted media coverage regarding the State Government's proposed changes to Council's planning powers and that she had repeatedly expressed concern over such proposals in the past. Cr Seymour indicated she does not believe better planning outcomes are achieved through a centralised model and that she considers that Councils play a vital role in ensuring best outcomes for the community in the planning process.

### 5.1.2 Councillor Pearce

- Attended the Eildon Park Tennis Club Presentation Night and noted the recognition of Michael Tomlinson, who has led the Club to become the largest tennis club in the municipality, praising his volunteer efforts and work.

### 5.1.3 Councillor Allred

Councillor Allred reported attending the following meetings:

- ANZAC Day Dawn Service at Boronia RSL
- Knox City Council Budget Workshop and Operational Budget Meeting
- Knox Community Safety, Health and Wellbeing Advisory Committee Meeting
- FOGO Launch
- Celebration walk around the completed art installations and works at Boronia Major Activity Centre and launch of the Boronia Revitalisation Minor Grants Program, with Jackson Taylor MP; Bruce Dobson, Knox City Council CEO; and Boronia Revitalisation Board and officers.

Councilor Allred also:

- Noted enquiries regarding road safety matters, congestion issues and vegetation compliance in new developments.
- Noted concerns regarding Council's 'FOGO' program with some residents specifically looking to not have their kitchen caddy delivered. Congratulated Council's Waste Education team for their support in informing residents of the program.

- Encouraged residents to attend online 'FOGO' information forums and in-person sessions at Ferntree Gully Library at 2pm on Thursday 27 April 2023 and at Boronia Library at 10am on Saturday 20 May 2023.

#### **5.1.4 Councillor Cooper**

- Encouraged people to attend an upcoming free webinar on Tuesday 9 May 2023 about young people and vaping, in association with Maroondah Council and Yarra Ranges Council, noting the importance for parents to understand this emerging issue. Residents can attend this free session by registering their interest under the 'What's Happening' page on Council's website.

#### **5.1.5 Councillor Grasso**

Councillor Grasso reported attending the following meetings:

- ANZAC Day Dawn Service at Bayswater RSL
- Meeting with State MP's in person to advocate for the municipality.

Councillor Grasso also:

- Responded to enquiries regarding street sweeping, bike paths, planning permits and political signage.
- Attended the 'Move Your Way' Appreciation Ceremony and was very impressed with local organisations and volunteers who were involved in providing different ways for Knox residents to become fit, including the Melbourne Disk Golf Club, Ferntree Gully Tennis Club, Gecko Sports and Boronia Bowls Club to name a few.
- Laid a wreath at the commemoration service for ANZAC Day, alongside war veterans and RSL members, on behalf of the citizens of Knox to recognise those who have served and continue to serve at war.

#### **5.1.6 Councillor Laukens**

Councillor Laukens reported attending the following meetings:

- Afternoon Tea at Miller's Homestead
- Knox City Council Budget Workshop
- Knox Community Gardens Ladies Lunch
- Eildon Park Tennis Club Social Celebration
- Eastern Regional Libraries Corporation/Your Library Board Meeting
- Meeting Liberal Party and Labor Party Representatives
- Gulmi Samaj Victoria – Nepali New Year Children's Disco at HV Jones Community Hall in Ferntree Gully
- ANZAC Day Commemorative Ceremony at Boronia RSL
- ANZAC Day Commemoration Service at Waterford Valley Lakes Retirement Village in Rowville
- ANZAC Day Commemoration Service at Waterford Park Village Community Centre in Knoxfield
- ANZAC Day Dawn Service at Boronia RSL

- Tour of HV Jones Community Hall in Ferntree Gully
- Eastern Transport Coalition Meeting
- Eastern Regional Libraries Corporation Budget Meeting
- Little League Minor State Baseball Championships at Gilbert Park
- Eastern Regional Group of Councils Meeting
- Community Panel Kindergarten Service Review

Councillor Laukens also:

- Noted that the Gilbert Park Baseball and Softball Precinct hosted the Baseball Little League Minor State Championships involving over 2000 participants. It was noted that this space was efficiently activated with Council's infrastructure investments paying off. It was also identified that Baseball Victoria could potentially select the venue to host the event for the next 5 years.
- Recounted a phone call from a resident expressing disappointment that the ANZAC Day Ceremony at the Tim Neville Arboretum was not held due to the volunteer members of the group committee of the event being unwell, but noting that they will aim to hold the event next year.
- Thanked Council's Infrastructure team for their kerb and channel works at the eastern end of the Mountain Gate Shopping Centre Car Park, noting there are further discussions to be held regarding line marking.
- Thanked Council's Asset Protection team for addressing footpath issues quickly.

#### **5.1.7 Councillor Baker**

Councillor Baker reported attending the following meetings:

- Knox Disability Advisory Committee Expo
- Knox Active Ageing Advisory Committee Meeting
- Knox City Council Budget Workshop
- Meeting with Daniela De Martino MP
- Opening of the 'Four Mediums' Exhibition at The Hut Gallery in Ferntree Gully
- Knox Disability Advisory Committee Meeting
- Meeting with Federal Minister The Hon Catherine King MP- Minister for Infrastructure, Transport, Regional Development and Local Government.
- Baseball Little League Event at Gilbert Park
- Ferntree Gully ANZAC Day Dawn Service

## 6 Planning Matters

### 6.1 Report of Planning Applications Decided Under Delegation 1 March 2023 to 31 March 2023

SUMMARY: Manager, City Planning & Building, Paul Dickie

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

#### RECOMMENDATION

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

#### **RESOLUTION**

**MOVED:** Councillor Cooper

**SECONDED:** Councillor Baker

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

#### **CARRIED**

## 7 Public Question Time

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

Question Time commenced at 7:29pm.

The following questions were raised with Council:

### 7.1.1 Question One - Darren Wallace

**Could Council please investigate and action where possible the presence of a large weed tree (*fraxinus angustifolia*), listed on Council's local laws weed list growing within a drainage reserve, and damaging the footpath at 57 Liberty Ave Rowville ?**

The Director Infrastructure, Grant Thorne responded that he would look into the submitter's issues regarding the 'Snap, Send, Solve' service with the Director Customer and Performance, with the relevant Council team to investigate and action the overall request of the submitter.

### 7.1.2 Question Two - Kim Worth

**I'm writing to find out more information as to how a decision was made to facilitate two workshops on supporting LGBTIQ+. Could you please refer to any community consultation and how much ratepayers money have been spent and how this fits in the Council budget?**

**What grounds did you make this decision on and why is Knox City Council spending ratepayers money on this?**

**I would like a copy of the amount of people who voted for this.**

The Director Connected Communities, Judy Chalkley responded:

- Council completed a needs analysis in 2020 with the Community, including the LGBTIQ+ community. The process included workshops and an online survey and the information obtained from this work informed and guided the Knox Connection, Access, Respect, Equality and Safety Strategy 2022-27 (Knox CARES) which is Knox's commitment to building a safer, healthier and more inclusive community.
- A commitment to Council's CARES Strategy saw an action to encourage and support bystander action to challenge racism and discrimination when it occurs. Council will be hosting a series of Bystander Training Workshops for the community at the end of May. These workshops aim to teach practical skills to call out harmful behaviour including sexism, racism and LGBTIQ+ discrimination, at a cost of \$5200 for one staff session and two community sessions.
- Providing bystander training is also an action in Council's Gender Equality Action Plan, which has been developed to meet Council's obligations under the Gender Equality Act 2020.

### 7.1.3 Question Three - Julie Russo

According to Industry Code C564:2020 Mobile Phone Base Station Deployment under New Site Selection 4.1 applies if a carrier proposes to select a new site for the deployment of mobile Phone Radiocommunications infrastructure the reasonable service objectives for the site selection require it to have regard to:

- minimisation of EME exposure to the public.
- the likelihood of an area being a community sensitive location -NOTE examples of sites which may be community sensitive; residential areas, childcare centres, schools, aged care centres and hospitals
- the objective of avoiding community sensitive locations

The proposed new site is surrounded by residential area, with the proposed site less than 45 metres from homes. These homes would have more than a 7,000 per cent increase in exposure limit than the current site of 3G. Also the proposed site is less than 200mts from the kindergarten located at the reserve, 260 metres from the childcare and children's playground. The increase in exposure at these sites would be from 6,000 percent to 10,000 percent. Plus the exposure across the playing field at the reserve would from 0.03 per cent to between 1.01 percent and 2.20 percent a massive increase of more than 7,000 percent. According to the environmental report issued by Downer group and provided by council.

With this reserve so heavily used by the entire community and the huge amount of ratepayers money paid to make the reserve attractive to community use and perhaps the jewel in the crown as far as Knox's reserves.

Surely this area is a very community sensitive location and not a suitable site for a 5G tower.

QUESTION: will Knox council declare that Templeton Reserve is a community sensitive area and therefore not suitable for a 5G site?

ARPANSA has not said these 5G towers do not any adverse health effects, they merely state that there is no SUBSTANTIATED evidence of adverse health effects from exposure to RF EME levels below their limits.

The implementation of new communication networks will result in exposure to a form of radiation that has not been previously experienced by the public. Without adequate information on health effects raises many questions such as:

- will it increases the risk of sunlight induced skin cancers? Will it increase the risk if testicular damage?
- And will it increase the risk of damage to the lens or cornea?

Answers to their questions are relevant to human health and should be provided before widespread exposure to 5G radiation occurs, not afterwards.

The Chief Financial Officer, Navec Lorkin took the question on notice and will provide a response.

### 7.1.4 Question Four - Deb Flanagan

What arrangements would Council put in place for people who live in units and do not have room to store another big bin?

The Director Infrastructure, Grant Thorne responded:

- Council is currently implementing the State Government's Recycling Reform New Economy Policy which obliges Council to provide a 'FOGO' service to every property and standardise the bin lid colours, with each individual property having their own issues.
- There are a number of options on Council's website, which includes having a smaller 120 litre bin or opt out of the FOGO service which requires the resident to demonstrate to Council how they can manage their organic material through elements such as composting.
- Encouraged the submitter to contact Council's Waste Management team via the customer service number (9298 8000) or the Council website.

### 7.1.5 Question Five – Sean Mulcahy

**Could Council please provide an update on the LGBTIQ+ needs analysis report and will that report be made publicly available?**

The Director Connected Communities, Judy Chalkley responded:

- Council completed a needs analysis in 2020. The process included workshops and an online survey and the information obtained from this work has informed and guided the Internal GLBTIQ+ working groups action plan and the Knox Connection, Access, Respect, Equality and Safety Strategy 2022-27 (Knox CARES) which is Knox's commitment to building a safer, healthier and more inclusive community.

### 7.1.6 Question Six - Pam Hutchinson

**First, what outcomes, if any, has Knox achieved from attending previous ALGA's National General Assemblies in Canberra?**

**Secondly, I would like to know what justifications the Councillors have for attending this year's ALGA. As most of us know and agree, it is important for Knox to be represented each year but in this current financial climate, and with Knox Council struggling financially, how can you possibly justify so many attending at the expense to ratepayers of more than \$13,000?**

**In the 2023/24 draft budget there are copious amounts of proposed new fees and the majority of current Council fees and charges are being increased in addition to the outside financial pressures everyone is under.**

**Having the CEO and Mayor attend would be adequate, at a push even the Deputy Mayor, but six (6) attendees is excessive at this time. We all have to tighten our belts and Councillors need to be mindful of whose money they are spending.**

The Chairperson, Councillor Susan Laukens responded:

- In relation to the first question, Council has developed key relationships with Federal members to advocate on matters of significance to Knox, and contributing to ALGA's advocacy through the motions passed at the Assembly. Resolutions and responses from 2022 MPs on outcomes can be found on the ALGA website.
- In relation to the second question, this year, Knox City Council will be represented in Canberra by four councillors and the CEO. This is an important opportunity to advocate on



federal issues impacting residents of Knox. The delegation will be seeking to make the most out of the opportunity by securing meetings with federal ministers on issues including \$750 million cuts to road and public transport funding in Knox, social and affordable housing, cost shifting to local government and cyber security.

### **7.1.7 Question Seven - Frank Parente**

**Question is relating to contract 3022-Civil Works Panel Contract:**

**The person preparing the report to councillors has failed to inform councillors that it has taken a staggering 259 days since the tender meeting on the 18th of August 2022 to get to this point where a decision has been made. We feel that the proper procedure has not been followed. The tender documents clearly state that the tendered submission must be kept valid for 60 days from the closing date (19th of September 2022). The tender documents also state (3.6) that any changes to the tender procedure outlined above must be put in writing to the tenderers, however we have not received any such information that the tender evaluation period is to be extended. My first question is how can any organisation be reasonably expected to keep a tender submission valid from the 19th of September 2022 to the 26th of April's 2023 council meeting. During this time a number of key factors can and have changed. This includes and does not limit:**

- **Price**
- **Changes to Key Personnel**
- **Increased Staff Levels**
- **Acquisition of Plant and Machinery**
- **A Better Method of Managing Environmental Issues**
- **The Use of Eco-Friendly Materials**
- **Better Social Inclusive Policy's**
- **Capacity Levels of Businesses**
- **Financial Capability of Businesses**
- **Methods of Work Practices**
- **New and Improved Technology**
- **Local Supply Chain Issues**

**All of the items listed above would effect the tender evaluation criteria.**

**As you can see the possible changes to a tender submission are endless during the period of submission to awarding the contract in this specific case. 259 days is not a fair and reasonable timeframe. We believed the process has been compromised and not fully transparent and that councillors should reject recommendations on this basis.**

**In conclusion, our final question to council is how and why proper procedure hasn't been followed? We believe that the points outlined in this comment should grant a new tender submission for tenderers.**

The Director Infrastructure, Grant Thorne responded:

Within the question there are two queries. That tenderers should have been notified if there are any changes to the tender procedure under clause 3.6 and that tenders submitted must be kept valid for 60 days:

- In answering the first point, the tender documentation requires Council to notify tenderers only if the closing time for tender changes, the tendering procedure changes or the scope of the contract changes. As none of these triggers occurred there was no requirement to Council to notify tenderers as suggested by Mr Parente under clause 3.6 of the contract.
- In answering the second point, the tender documentation does not include a 'tender validity period' in this instance, only that tenderers were unable to withdraw their tender within 60 days of submission.
- Council acknowledges it has taken some time to complete the evaluation of this tender. The detailed assessment of 30 submissions across multiple categories was undertaken with an internal Probity Advisor in attendance to monitor the process. Successful tenderers that progress to contract are required to maintain, at minimum, the level of capability and commitment they were assessed against within the tender submission and ultimately appointed to deliver.

Question Time Concluded at 7:55pm.

## 8 Officer Reports

### 8.1 2023-24 Proposed Budget

SUMMARY: Chief Financial Officer, Navec Lorkin

The Proposed 2023-24 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 2023-24 and the Fees and Charges Schedule.

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*. To assist Council and the community in analysing this Budget, the following commentary is provided:

- The Budget is prepared based on a 3.50% 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.
- 43% of Knox's rubbish has been identified as food or food scraps, which in landfill creates methane gas contributing to climate change. This Budget allows for the weekly collection of the Food Organics and Garden Organics (FOGO) bin. The food and garden waste collected by Council will be composted and then used to enrich the soil at farms, parks and gardens while improving the impact on the climate. The residential waste charge for 2023-24 will be \$435.97 which includes weekly pick-up of a 240L FOGO bin, fortnightly pick-up of an 80L rubbish bin, 240L recycling bin and green bundled waste, and two hard rubbish collections annually.
- The Budget invests \$131 million in a wide range of services to the community to ensure Knox is a place where people and businesses can thrive.
- The Budget includes an extensive capital works program of \$76 million of which \$43 million is allocated to maintaining and renewing community assets. \$33 million is to be invested in new, upgraded and expanded community assets.
- The Budget includes new borrowings in 2023-24 of \$15.480 million to fund capital works projects.

This Proposed Budget is pending final valuation data from the Valuer-General which will be received in May 2023. Any changes arising from the valuation data, along with other adjustments that may arise due to the timing of completion of capital works projects, and any subsequent impact on the timing of borrowings, will be reflected in the final 2023-24 Budget which will be recommend for adoption at the Council Meeting on 26 June 2023.

#### RECOMMENDATION

That Council:

1. Notes the Proposed 2023-24 Budget (including proposed fees and charges) included in Attachment 1 and make it available to the community; and
2. Notes that the final Budget 2023-24 will be presented to Council for consideration at its meeting on 26 June 2023.

**RESOLUTION**

**MOVED:** Councillor Cooper

**SECONDED:** Councillor Grasso

**That Council:**

- 1. Notes the Proposed 2023-24 Budget (including proposed fees and charges) included in Attachment 1 and make it available to the community; and**
- 2. Notes that the final Budget 2023-24 will be presented to Council for consideration at its meeting on 26 June 2023.**

**PROCEDURAL MOTION**

**MOVED:** Councillor Baker

**SECONDED:** Councillor Laukens

**That Councillor Seymour be permitted an extension of time to speak under Section 42 of the Governance Rules of Knox City Council.**

**CARRIED**

**PROCEDURAL MOTION**

**MOVED:** Councillor Seymour

**SECONDED:** Councillor Baker

**That Councillor Pearce be permitted an extension of time to speak under Section 42 of the Governance Rules of Knox City Council.**

**LOST**

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

## 8.2 Minor Grants Program 2022-23 Monthly Report

**SUMMARY:** Community Partnerships Officer Rachel Phillips

This report summarises the grant applications recommended for approval in April for the 2022--2023 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 Category 1 (General) are limited to a maximum of \$3,000.00 within the current financial year. Applications under the Minor Grants Procedure Category 2 (Food Relief Supplies) are limited to a maximum of \$5,000.00 within the current financial year.

### RECOMMENDATION

That Council:

1. Approve four applications for a total of \$8,829.00 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
<b>Category 1 (General)</b>			
Knox & District Softball Association Inc.	Fit out of new kitchen	\$2,929.00	\$2,929.00
Bayswater Uniting Church	Information and Entertainment Display Facility for Mission Participants	\$3,000.00	\$3,000.00
Wantirna Tennis Club Inc.	Leaf Rake Drag Mats - Tennis Court sweepers	\$900.00	\$900.00
Mountain District Learning Centre	MDLC Artisan Market	\$2,000.00	\$2,000.00
<b>TOTAL</b>		<b>\$8,829.00</b>	<b>\$8,829.00</b>

2. Refuse four applications requesting \$9,318.10 as detailed below:

Applicant Name	Project Title	Amount Requested	Reason for Ineligibility/Refusal
<b>Category 1 (General)</b>			
Wantirna Retirement Village	Wantirna Village Smoke Alarm fund.	\$3,000.00	The project is ineligible under Clause 6.21 of the Minor Grants Procedure as supply of smoke alarm batteries for apartments is considered to be part of a reasonable operating budget (e.g. maintenance).
Combined Probus Club of Knox	Recognising 25 years of community participation in the Club.	\$490.10	The project is ineligible under Clause 6.30 of the Minor Grants Procedure as the event will be held in a venue with Electronic Gaming Machines.

Applicant Name	Project Title	Amount Requested	Reason for Ineligibility/Refusal
<b>Category 1 (General)</b>			
Friends of Koolunga Native Reserve Inc.	Native Plant Showcase: Inspiring Community Action for Biodiversity.	\$828.00	This project is not recommended at present as Council's Koolunga Native Reserve Future Directions Plan project is still under development. Any future works/projects at Koolunga Reserve will need to align with the Future Directions Plan.
<b>Category 2 (Food Relief Supplies)</b>			
Accelerated Evolution - The Break Inc.	The Break 40 cafe food program	\$5,000.00	The organisation is ineligible under Clause 6.13 of the Minor Grants Procedure as the organisation has not been providing food relief in Knox prior to January 2022.

3. Note that inclusive of the above recommended grants totalling \$8,829.00, a total of \$160,823.48 has been awarded to date under the 2022-2023 Minor Grants Program.
4. Note that if approved as recommended, there will be \$5,099.14 available for Category 1 applicants and \$64,303.29 available for Category 2 applicants for the remainder of this financial year (including GST adjustments).
5. Agree to re-allocate \$30,000 from Category 2 funding to support further Category 1 applications to the Minor Grants Program for the remainder of the financial year.

## **RESOLUTION**

**MOVED:** Councillor Seymour

**SECONDED:** Councillor Cooper

**That Council:**

1. Approve four applications for a total of \$8,829.00 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
<b>Category 1 (General)</b>			
Knox & District Softball Association Inc.	Fit out of new kitchen	\$2,929.00	\$2,929.00
Bayswater Uniting Church	Information and Entertainment Display Facility for Mission Participants	\$3,000.00	\$3,000.00
Wantirna Tennis Club Inc.	Leaf Rake Drag Mats - Tennis Court sweepers	\$900.00	\$900.00
Mountain District Learning Centre	MDLC Artisan Market	\$2,000.00	\$2,000.00

<b>TOTAL</b>	<b>\$8,829.00</b>	<b>\$8,829.00</b>
--------------	-------------------	-------------------

**2. Refuse four applications requesting \$9,318.10 as detailed below:**

<b>Applicant Name</b>	<b>Project Title</b>	<b>Amount Requested</b>	<b>Reason for Ineligibility/Refusal</b>
<b>Category 1 (General)</b>			
<b>Wantirna Retirement Village</b>	<b>Wantirna Village Smoke Alarm fund.</b>	<b>\$3,000.00</b>	The project is ineligible under Clause 6.21 of the Minor Grants Procedure as supply of smoke alarm batteries for apartments is considered to be part of a reasonable operating budget (e.g. maintenance).
<b>Combined Probus Club of Knox</b>	<b>Recognising 25 years of community participation in the Club.</b>	<b>\$490.10</b>	The project is ineligible under Clause 6.30 of the Minor Grants Procedure as the event will be held in a venue with Electronic Gaming Machines.

<b>Applicant Name</b>	<b>Project Title</b>	<b>Amount Requested</b>	<b>Reason for Ineligibility/Refusal</b>
<b>Category 1 (General)</b>			
<b>Friends of Koolunga Native Reserve Inc.</b>	<b>Native Plant Showcase: Inspiring Community Action for Biodiversity.</b>	<b>\$828.00</b>	This project is not recommended at present as Council's Koolunga Native Reserve Future Directions Plan project is still under development. Any future works/projects at Koolunga Reserve will need to align with the Future Directions Plan.
<b>Category 2 (Food Relief Supplies)</b>			
<b>Accelerated Evolution - The Break Inc.</b>	<b>The Break 40 cafe food program</b>	<b>\$5,000.00</b>	The organisation is ineligible under Clause 6.13 of the Minor Grants Procedure as the organisation has not been providing food relief in Knox prior to January 2022.

- 3. Note that inclusive of the above recommended grants totalling \$8,829.00, a total of \$160,823.48 has been awarded to date under the 2022-2023 Minor Grants Program.**
- 4. Note that if approved as recommended, there will be \$5,099.14 available for Category 1 applicants and \$64,303.29 available for Category 2 applicants for the remainder of this financial year (including GST adjustments).**
- 5. Agree to re-allocate \$30,000 from Category 2 funding to support further Category 1 applications to the Minor Grants Program for the remainder of the financial year.**

**CARRIED**

### 8.3 Council Grant Framework Policy Review

**SUMMARY:** Coordinator Community Partnerships, Kylie Wilmot and Leisure Contracts and Projects Officer, Rhonda Snijders

Council approved the Knox Grants Framework Policy at the Ordinary Meeting of Council held on 27 June 2022. At this meeting, Council also resolved that officers were to review the implementation of the Grant Framework Policy in operation and present a report to Council no later than April 2023.

This report provides Councillors with the requested update and seeks further support to progress the implementation of the Grants Framework Policy. This includes a request to rescind three policies that have now been superseded by the Grants Framework, as well as approving new Terms of Reference for the Community Development Fund Assessment Panel and the Leisure Minor Capital Works Grant Scheme Assessment Panel. Minor changes are also proposed to the Grants Framework Policy to provide clear guidance to officers in the administration of grants programs.

#### **RECOMMENDATION**

That Council:

1. Note this report outlining the implementation of the Grants Framework Policy to date.
2. Rescind the Community Development Fund Program Policy, the Community Partnership Funding Program Policy, and the Leisure Minor Capital Works Grant Scheme Policy.
3. Approve the proposed Terms of Reference for the Community Development Fund Assessment Panel and the Leisure Minor Capital Works Grant Scheme Assessment Panel.
4. Approve the proposed amendments to the Council Grants Framework Policy.

#### **RESOLUTION**

**MOVED: Councillor Seymour**

**SECONDED: Councillor Allred**

**That Council:**

1. **Note this report outlining the implementation of the Grants Framework Policy to date.**
2. **Rescind the Community Development Fund Program Policy, the Community Partnership Funding Program Policy, and the Leisure Minor Capital Works Grant Scheme Policy.**
3. **Approve the proposed Terms of Reference for the Community Development Fund Assessment Panel and the Leisure Minor Capital Works Grant Scheme Assessment Panel.**
4. **Approve the proposed amendments to the Council Grants Framework Policy.**

#### **CARRIED**



## 8.4 Draft Knox Social and Affordable Housing Strategy and Action Plan 2023-2027

**SUMMARY:** Coordinator Community Partnerships, Kylie Wilmot

The development of a Knox Social and Affordable Housing Strategy and Action Plan (the Strategy) is identified as a key initiative under the Knox Council Plan 2021-2025. The draft Strategy (please refer to Attachment 1) provides a five-year Action Plan (2023-2027) and will replace the previous Knox Affordable Housing Action Plan 2015-2020.

Whilst social and affordable housing is a responsibility shared across the three levels of government, the growing challenges associated with housing affordability and homelessness both in Knox, require a strong local approach. Knox City Council has a long and proud history of supporting social and affordable housing. The draft Strategy continues to build on this work, strengthening Council's roles as partner, planner and advocate.

The draft Strategy has been developed based on an extensive needs analysis, as well as being informed by recent policy and financial commitments at both State and Federal levels to support the development of social and affordable housing.

### **RECOMMENDATION**

That Council approve the draft Knox Social and Affordable Housing Strategy 2023-2027 set out in Attachment 1 to the officer's report.

### **RESOLUTION**

**MOVED:** Councillor Grasso

**SECONDED:** Councillor Seymour

**That Council approve the draft Knox Social and Affordable Housing Strategy 2023-2027 set out in Attachment 1 to the officer's report.**

### **PROCEDURAL MOTION**

**MOVED:** Councillor Seymour

**SECONDED:**

That Councillor Grasso be permitted an extension of time to speak under Section 42 of the Governance Rules of Knox City Council.

The motion lapsed for want of a seconder.

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

## 8.5 Contract 3022 - Civil Works Panel Contract

SUMMARY: Project Delivery Engineer, Zander Beard

This report considers and recommends the appointment of a panel of contractors for Contract 3022 Civil Works Contract utilising their submitted schedule of rates.

### RECOMMENDATION

That Council:

1. Accepts the tenders shown in table 1 for Contract 3022: Civil Works, at their tendered schedule of rates for a period of 3 years from the date of awarding by Council to 30 June 2026, with the option of a 2-year extension at Council's discretion, allowing for a maximum contract term of 5 years.

Table 1: Recommended contractors and respective categories

Category	Contractor
<b>Category A</b> Civil Works (Total of 10)	<ul style="list-style-type: none"> <li>• APS Drainage</li> <li>• AWS Services VIC Pty Ltd</li> <li>• Blue Peak Holdings Pty Ltd</li> <li>• Entracon Civil Pty Ltd</li> <li>• Etheredge Mintern Pty Ltd</li> <li>• Fulton Hogan Industries Pty Ltd</li> <li>• J&amp;R Earthworks</li> <li>• Jaydo Construction Pty Ltd</li> <li>• Prestige Paving Pty Ltd</li> <li>• Uniscape Pty Ltd</li> </ul>
<b>Category B</b> Drainage – Restricted Access (Total of 9)	<ul style="list-style-type: none"> <li>• APS Drainage</li> <li>• Blue Peak Holdings Pty Ltd</li> <li>• J&amp;R Earthworks</li> <li>• Jaydo Construction Pty Ltd</li> <li>• JCAM Civil</li> <li>• Plumbtrax Pty Ltd</li> <li>• M Tucker &amp; Sons Pty Ltd</li> <li>• Prestige Paving Pty Ltd</li> <li>• Veolia Water Technologies</li> </ul>
<b>Category C</b> Trenchless Drainage (Total of 5)	<ul style="list-style-type: none"> <li>• Adept Civil Group</li> <li>• Environmental Services Group</li> <li>• M Tucker &amp; Sons Pty Ltd</li> <li>• Plumbtrax Pty Ltd</li> <li>• Veolia Water Technologies</li> </ul>
<b>Category D</b> Bridge & Culvert Maintenance (Total of 3)	<ul style="list-style-type: none"> <li>• AWS Services VIC Pty Ltd</li> <li>• CopeAg Pty Ltd</li> <li>• AXIS Infrastructure Pty Ltd</li> </ul>
<b>Category E</b> Concrete – Renewal and Upgrade (Total of 3)	<ul style="list-style-type: none"> <li>• D'atri Concrete Constructions Pty Ltd</li> <li>• Santilli Paving Co P/L</li> <li>• Uniscape Pty Ltd</li> </ul>

**Category F**  
*Plant & Labour Hire*  
*(Total of 20)*

All Successful Tenderers for Categories A-E were appointed to Category F to be utilised for validation of any variations from works undertaken outside the scope of the Schedule of Rates.

2. Note the annual contract cost could reach \$15 million therefore the initial 3 years has potential to be in the order of \$45 million including GST. If the extension options are executed, then the total cost of the contract has a potential value of \$75 million including GST.
3. Note expenditure under this contract in 2022/23 is in accordance with Council's adopted budget and expenditure in future years will be in accordance with the approved budget allocations.
4. Authorise the Chief Executive Officer (or such person as they nominate) to execute the contract agreements with the above contractors.
5. Authorise the Chief Executive Officer (or such person as they nominate) to negotiate and execute the contract extension to Contract 3022 with the above contractors to the maximum 5 years contract term.
6. Note all tenderers will be advised accordingly.

**RESOLUTION**

**MOVED:** Councillor Allred

**SECONDED:** Councillor Cooper

**That Council:**

1. **Accepts the tenders shown in table 1 for Contract 3022: Civil Works, at their tendered schedule of rates for a period of 3 years from the date of awarding by Council to 30 June 2026, with the option of a 2-year extension at Council's discretion, allowing for a maximum contract term of 5 years.**

*Table 1: Recommended contractors and respective categories*

Category	Contractor
<b>Category A</b> <i>Civil Works</i> <i>(Total of 10)</i>	APS Drainage AWS Services VIC Pty Ltd Blue Peak Holdings Pty Ltd Entracon Civil Pty Ltd Etheredge Mintern Pty Ltd Fulton Hogan Industries Pty Ltd J&R Earthworks Jaydo Construction Pty Ltd Prestige Paving Pty Ltd Uniscape Pty Ltd
<b>Category B</b> <i>Drainage – Restricted Access</i> <i>(Total of 9)</i>	APS Drainage Blue Peak Holdings Pty Ltd J&R Earthworks Jaydo Construction Pty Ltd JCAM Civil Plumbtrax Pty Ltd M Tucker & Sons Pty Ltd

	Prestige Paving Pty Ltd Veolia Water Technologies
<b>Category C</b> <i>Trenchless Drainage</i> (Total of 5)	Adept Civil Group Environmental Services Group M Tucker & Sons Pty Ltd Plumbtrax Pty Ltd Veolia Water Technologies
<b>Category D</b> <i>Bridge &amp; Culvert Maintenance</i> (Total of 3)	AWS Services VIC Pty Ltd CopeAg Pty Ltd AXIS Infrastructure Pty Ltd
<b>Category E</b> <i>Concrete – Renewal and Upgrade</i> (Total of 3)	D'atri Concrete Constructions Pty Ltd Santilli Paving Co P/L Uniscape Pty Ltd
<b>Category F</b> <i>Plant &amp; Labour Hire</i> (Total of 20)	All Successful Tenderers for Categories A-E were appointed to Category F to be utilised for validation of any variations from works undertaken outside the scope of the Schedule of Rates.

2. Note the annual contract cost could reach \$15 million therefore the initial 3 years has potential to be in the order of \$45 million including GST. If the extension options are executed, then the total cost of the contract has a potential value of \$75 million including GST.
3. Note expenditure under this contract in 2022/23 is in accordance with Council's adopted budget and expenditure in future years will be in accordance with the approved budget allocations.
4. Authorise the Chief Executive Officer (or such person as they nominate) to execute the contract agreements with the above contractors.
5. Authorise the Chief Executive Officer (or such person as they nominate) to negotiate and execute the contract extension to Contract 3022 with the above contractors to the maximum 5 years contract term; and
6. Note all tenderers will be advised accordingly.

**CARRIED**

## 8.6 Audit and Risk Committee - Biannual Report

**SUMMARY:** Governance Officer, Damian Watson

This report presents to Council the Audit and Risk Committee Biannual Report - March 2023, in accordance with the requirements of the Local Government Act 2020 (LGA 2020) and the Audit and Risk Committee Charter February 2023 (the Charter).

**RECOMMENDATION**

That Council receive and note the Audit and Risk Committee Biannual Report - March 2023, as set out in Attachment 1 to the report.

**RESOLUTION**

**MOVED:** Councillor Laukens

**SECONDED:** Councillor Baker

**That Council receive and note the Audit and Risk Committee Biannual Report - March 2023, as set out in Attachment 1 to the report.**

**CARRIED**

9 Supplementary Items

Nil.

10 Notices of Motion

Nil.

11 Urgent Business

Nil.

12 Questions Without Notice

Nil.

13 Confidential Items

Nil.

**MEETING CLOSED AT 8:53pm**

Minutes of Meeting confirmed at the  
Meeting of Council  
held on Monday, 22 May 2023

.....  
Chairperson

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

# AGENDA



Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Wednesday 26 April 2023 at 7:00 PM

This meeting will be conducted as a hybrid meeting

**Order of Business**

- 1 Apologies And Requests For Leave Of Absence .....4
  
- 2 Declarations Of Conflict Of Interest .....4
  
- 3 Confirmation Of Minutes .....4
  
- 4 Presentations, Petitions And Memorials .....4
  
- 5 Reports By Councillors .....4
  
- 6 Planning Matters.....5
  - 6.1 Report of Planning Applications Decided Under Delegation 1 March 2023 to 31 March 2023  
.....5
  
- 7 Public Question Time .....10
  
- 8 Officer Reports.....11
  - 8.1 2023-24 Proposed Budget .....11
  
  - 8.2 Minor Grants Program 2022-23 Monthly Report .....152
  
  - 8.3 Council Grant Framework Policy Review .....212
  
  - 8.4 Draft Knox Social and Affordable Housing Strategy and Action Plan 2023-2027 .....281
  
  - 8.5 Contract 3022 - Civil Works Panel Contract .....337
  
  - 8.6 Audit and Risk Committee - Biannual Report .....342



9 Supplementary Items.....352

10 Notices Of Motion.....352

11 Urgent Business .....352

12 Questions Without Notice .....352

13 Confidential Items.....352

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 27 March 2023

4 Presentations, Petitions and Memorials

5 Reports by Councillors

## 6 Planning Matters

### 6.1 Report of Planning Applications Decided Under Delegation 1 March 2023 to 31 March 2023

**SUMMARY: Manager, City Planning & Building, Paul Dickie**

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

#### RECOMMENDATION

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

#### 1. REPORT

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

<b>Application Type</b>	<b>No.</b>
Building & Works: Residential	5
Other	4
Subdivision	10
Units	15
Tree Removal / Pruning	10
Single Dwelling	4
Change of Use	1
Vary Restrictive Covenant	1
<b>TOTAL</b>	<b>50</b>

#### 2. CONFIDENTIALITY

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

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

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

#### Attachments

Nil

## Knox City Council

### Report of Planning Applications Decided Under Delegation

1 March 2023 and 31 March 2023

Ward	No/ Type	Address	Description	Decision
Baird	2023/6024	2/171 Boronia Road BORONIA VIC 3155	Buildings and works for a new entrance to front of building	6/03/2023 Approved
Baird	2023/9034	7 Stephen Road FERNTREE GULLY VIC 3156	Two Lot Subdivision (approved development site)	31/03/2023 Approved
Baird	2023/6003	29Q Norvel Road FERNTREE GULLY VIC 3156	Two lot Subdivision to create a reserve for Council	7/03/2023 Approved
Baird	2023/6010	5 Vivienne Avenue BORONIA VIC 3155	Three Lot Subdivision (approved development site)	14/03/2023 Approved
Baird	2023/6078	19 Donald Court BORONIA VIC 3155	Removal of one (1) Eucalyptus sideroxyylon (Red Ironbark)	29/03/2023 Approved
Baird	2022/6494	13 McMahons Road FERNTREE GULLY VIC 3156	The construction of two (2) double storey dwellings	24/03/2023 Notice of Decision
Baird	2022/6207	28 Lightwood Drive FERNTREE GULLY VIC 3156	Development of a double storey dwelling to the rear of the existing dwelling	22/03/2023 Approved
Chandler	2023/6020	1378 Mountain Highway THE BASIN VIC 3154	Removal of one (1) Eucalyptus macrorhyncha (Red Stringybark) and four (4) dead Eucalyptus sp.	2/03/2023 Approved
Chandler	2023/6041	5 Westmere Drive BORONIA VIC 3155	Habitat Pruning of one (1) Eucalyptus mannifera (Brittle Gum)	7/03/2023 Approved
Chandler	2022/6457	1286 Mountain Highway THE BASIN VIC 3154	Construction of a single storey dwelling	8/03/2023 Approved
Chandler	2022/6580	16 Parker Avenue BORONIA VIC 3155	Buildings and Works (construction of a front fence with a height of 1.5m)	8/03/2023 Approved
Chandler	2023/9000	1/29 Stewart Street BORONIA VIC 3155	Front fence	17/03/2023 Approved

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Chandler	2023/6091	11 Montana Avenue BORONIA VIC 3155	Pruning of one (1) Eucalyptus radiata (Narrow Leaved Peppermint)	31/03/2023 Approved
Chandler	2023/6081	61 Albert Avenue BORONIA VIC 3155	Removal of one (1) dead Eucalyptus sp and one (1) dead Liquidambar styraciflua (Sweetgum)	28/03/2023 Approved
Chandler	2023/6016	24 Basin-Olinda Road THE BASIN VIC 3154	Removal of two (2) Eucalyptus obliqua (T1 & T4), one (1) Eucalyptus goniocalyx (T5) and the pruning of one (1) Eucalyptus obliqua (T7)	9/03/2023 Approved
Collier	2022/6246	27A Havelock Road BAYSWATER VIC 3153	Change of Use for the purpose of Garden Supplies and Store, associated Buildings and Works and Vegetation Removal	3/03/2023 Notice of Decision
Dinsdale	2023/9002	5/655 Mountain Highway BAYSWATER VIC 3153	Buildings and works to the existing building for the installation of a door.	6/03/2023 Approved
Dinsdale	2022/6487	77 Coleman Road WANTIRNA SOUTH VIC 3152	Development of two (2) double storey dwellings on the land	3/03/2023 Approved
Dinsdale	2022/6356	537 Mountain Highway BAYSWATER VIC 3153	Development of the land for two (2) double storey and one (1) single storey dwellings and alter access to a road in a Transport Zone 2	6/03/2023 Refused
Dinsdale	2023/9033	3 Valma Street BAYSWATER VIC 3153	Two (2) lot subdivision (approved development site)	31/03/2023 Approved
Dinsdale	2023/9031	605 Burwood Highway KNOXFIELD VIC 3180	Removal of one (1) Eucalyptus bicostata (Southern Blue Gum)	28/03/2023 Approved
Dinsdale	2023/9026	15 Darwin Road BORONIA VIC 3155	Two (2) lot subdivision (approved development site)	17/03/2023 Approved
Dinsdale	2021/6296	44 Orange Grove BAYSWATER VIC 3153	The construction of two (2) double storey dwellings and one (1) single storey dwelling, and associated vegetation removal	24/03/2023 Notice of Decision
Dinsdale	2022/6669	Knox Ozone (MASTER) 509 Burwood Highway WANTIRNA SOUTH VIC 3152	Buildings and works (Knox Tavern) associated with the existing function space, playground and sports terrace areas	8/03/2023 Approved

Ward	No/ Type	Address	Description	Decision
Dinsdale	2022/6197	7-9 Terama Crescent BAYSWATER VIC 3153	Development of the land for five (5) double storey dwellings	17/03/2023 Refused
Dobson	2022/6450	13 Rollings Road UPPER FERNTREE GULLY VIC 3156	The construction of a double storey dwelling and removal of vegetation	8/03/2023 Notice of Decision
Dobson	2023/6030	62 Nathan Street FERNTREE GULLY VIC 3156	Removal of one (1) Chamaecyparis lawsoniana (Lawson's Cypress)	7/03/2023 Approved
Dobson	2022/6664	15 The Avenue FERNTREE GULLY VIC 3156	Pruning of two (2) Quercus palustris (Pin Oak), one (1) Eucalyptus goniocalyx (Long Leaved Box), four(4) Eucalyptus melliodora (Yellow Box) and one (1) Eucalyptus cephalocarpa (Silver Stringybark)	1/03/2023 Approved
Dobson	2022/6383	8 Alma Avenue FERNTREE GULLY VIC 3156	The construction of a single storey dwelling to the side of the existing dwelling and tree removal	8/03/2023 Approved
Dobson	2022/6556	3 McIver Street FERNTREE GULLY VIC 3156	The construction of a dwelling on the land	14/03/2023 Notice of Decision
Dobson	2022/6355	45 Blackwood Park Road FERNTREE GULLY VIC 3156	Buildings and Works (addition to the existing dwelling and associated earthworks)	29/03/2023 Approved
Dobson	2023/6061	40 Hunter Street FERNTREE GULLY VIC 3156	Removal of two (2) Eucalyptus obliqua (Messmate)	9/03/2023 Approved
Dobson	2023/6053	20 Hilltop Road UPPER FERNTREE GULLY VIC 3156	Buildings and works to extend an existing dwelling	29/03/2023 Approved
Friberg	2023/9022	6 Yarana Street FERNTREE GULLY VIC 3156	Two Lot Subdivision (approved development site)	8/03/2023 Approved
Friberg	2022/6413	20 Conn Street FERNTREE GULLY VIC 3156	Development of the land for three (3) double storey dwellings and one (1) single storey dwelling	7/03/2023 Approved
Friberg	2023/6084	45 Elton Road FERNTREE GULLY VIC 3156	Two Lot Subdivision (approved development site)	10/03/2023 Approved
Friberg	2023/9029	35 Latona Avenue KNOXFIELD VIC 3180	Two (2) lot subdivision (approved development site)	22/03/2023 Approved

<b>Ward</b>	<b>No/ Type</b>	<b>Address</b>	<b>Description</b>	<b>Decision</b>
Friberg	2022/6264	116 O'Connor Road KNOXFIELD VIC 3180	Development of a double storey dwelling to the rear of the existing	16/03/2023 Approved
Friberg	2022/6391	44 Frudal Crescent KNOXFIELD VIC 3180	Development of the land for two (2) double storey dwellings	9/03/2023 Approved
Friberg	2022/6603	34 Lloyd Street KNOXFIELD VIC 3180	Construction of two double storey dwellings on the land	22/03/2023 Approved
Scott	2021/6441	384 Scoresby Road FERNTREE GULLY VIC 3156	Development of the land for a double storey dwelling to the rear of the existing dwelling and alteration of access to a road in a Transport 2 Zone	3/03/2023 Approved
Scott	2022/6294	11 Henry Road WANTIRNA SOUTH VIC 3152	Construction of five (5) double storey dwellings	10/03/2023 Notice of Decision
Scott	2022/6437	4 Bunnett Road KNOXFIELD VIC 3180	Development of the land for two (2) double storey dwellings and one (1) single storey dwelling	2/03/2023 Approved
Scott	2022/6209	72 George Street SCORESBY VIC 3179	Variation of restrictive covenant contained in Instrument of Transfer No. L264613V applicable to Lot 622 on Plan of Subdivision No. 145197.	6/03/2023 Notice of Decision
Scott	2023/9030	1&2 /8 Helpmann Street WANTIRNA SOUTH VIC 3152	Two lot subdivision (approved development site)	30/03/2023 Approved
Taylor	2022/6534	2 Volks Court LYSTERFIELD VIC 3156	Development of the land for a double storey dwelling	21/03/2023 Notice of Decision
Taylor	2022/6539	23 Hindmarsh Street ROWVILLE VIC 3178	Development of two (2) double storey dwellings on the land	16/03/2023 Approved
Taylor	2023/6027	2/37 Glen Road LYSTERFIELD VIC 3156	Buildings and works for the construction of an entertaining pavilion	8/03/2023 Approved
Tirhatuan	2023/6102	39 Yvette Drive ROWVILLE VIC 3178	Two lot subdivision (approved unit development)	17/03/2023 Approved
Tirhatuan	2023/9024	1/2 Laser Drive ROWVILLE VIC 3178	Buildings and works (alterations) to existing building	15/03/2023 Approved

7 Public Question Time



## 8 Officer Reports

### 8.1 2023-24 Proposed Budget

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

The Proposed 2023-24 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 2023-24 and the Fees and Charges Schedule.

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*. To assist Council and the community in analysing this Budget, the following commentary is provided:

- The Budget is prepared based on a 3.50% 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.
- 43% of Knox's rubbish has been identified as food or food scraps, which in landfill creates methane gas contributing to climate change. This Budget allows for the weekly collection of the Food Organics and Garden Organics (FOGO) bin. The food and garden waste collected by Council will be composted and then used to enrich the soil at farms, parks and gardens while improving the impact on the climate. The residential waste charge for 2023-24 will be \$435.97 which includes weekly pick-up of a 240L FOGO bin, fortnightly pick-up of an 80L rubbish bin, 240L recycling bin and green bundled waste, and two hard rubbish collections annually.
- The Budget invests \$131 million in a wide range of services to the community to ensure Knox is a place where people and businesses can thrive.
- The Budget includes an extensive capital works program of \$76 million of which \$43 million is allocated to maintaining and renewing community assets. \$33 million is to be invested in new, upgraded and expanded community assets.
- The Budget includes new borrowings in 2023-24 of \$15.480 million to fund capital works projects.

This Proposed Budget is pending final valuation data from the Valuer-General which will be received in May 2023. Any changes arising from the valuation data, along with other adjustments that may arise due to the timing of completion of capital works projects, and any subsequent impact on the timing of borrowings, will be reflected in the final 2023-24 Budget which will be recommend for adoption at the Council Meeting on 26 June 2023.

#### RECOMMENDATION

That Council:

1. Notes the Proposed 2023-24 Budget (including proposed fees and charges) included in Attachment 1 and make it available to the community.

**2. Notes that the final Budget 2023-24 will be presented to Council for consideration at its meeting on 26 June 2023.**

**1. INTRODUCTION**

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

A four-year Budget has been developed in accordance with the requirements under the *Local Government Act 2020*. The key aim of the Budget is to support the medium-term goals of the Council Plan while ensuring the long-term financial sustainability of the organisation.

The Proposed 2023-24 Budget presented in this report has been developed through a rigorous process of consultation and review with Council and Council officers. The Budget is financially responsible and contributes to the achievement of the Council Plan objectives and strategic directions included in the 2021-25 Council Plan.

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 2023-24 Budget is included as Attachment 1 to this report.

**2. DISCUSSION**

The Proposed 2023-24 Annual Budget has been developed to address the things that the community told us were most important to them.

This year we brought consultation opportunities forward, so we knew what was important to the community before budget deliberations with Council commenced. This is different to previous years when we engaged with the community after the Budget was drafted. This shift means that the community's early feedback has better shaped our Budget.

The community told us that the most important things to them are:

- parks and reserves
- roads
- recreation and leisure facilities
- community facilities
- environment and sustainability

Our Proposed 2023-24 Annual Budget invests a significant allocation towards these areas, including:

- \$10.697 million on road surface renewal, road reconstruction and drainage asset renewal

- \$10.681 million of sporting facilities renewals, including renewal of Batterham Reserve and Egan Lee Sportsfield, Knox BMX track and Exner Reserve tennis courts
- \$4.439 million of structured sporting facility upgrades including the Park Ridge Reserve Pavilion upgrade
- \$4.713 million to improve footpaths and cycling paths
- \$3.837 million in flood mitigation works and integrated stormwater solutions, including Egan Lee Reserve and Gilbert Park Wetlands
- \$3.697 million in playground renewals and recreation landscape upgrades, including Major Crescent and Schultz Reserve
- \$1.400 million to continue with major roads' LED streetlight replacement

In addition, the Budget supports a number of key initiatives from the third year of our Council Plan 2021-25 including:

- Working towards net zero emissions by 2040
- Trialling new and recycled materials in the construction of shared paths
- Reducing food waste going to landfill
- Transforming how we deliver our services to place the customer at the centre of everything we do
- Supporting our local economy

The council has allocated \$131 million towards the ongoing delivery of services to the Knox community and \$76 million on an extensive capital works program.

The Budget proposes an overall rate increase of 3.50 per cent. This is in line with the Fair Go Rates System (FGRS), which has capped rates increases by Victorian Councils. The additional Council-funded eligible pensioner rebate of \$100 will be maintained in the 2023-24 financial year. Knox's average residential rates continue to be among the lowest in metropolitan Melbourne.

The Budget proposes a standard waste charge of \$435.97 (including an 80L rubbish bin, 240L recycle bin and 240L food and garden bin) or \$499 if you have opted for a larger 120L rubbish bin. Both options also include two hard waste collections and a fortnightly green bundled waste collection service. Increases to waste charges will range from \$5-\$38 if you already have a green waste bin and \$105-\$138 for those who don't. For most residents the waste charge will increase by \$5. This charge has been set at an amount to ensure only full cost recovery of waste-related costs inclusive of the State Government Landfill Levy.

This Proposed Budget is pending final valuation data from the Valuer-General which will be received in May 2023. Any changes arising from the valuation data, along with other adjustments that may arise due to the timing of completion of capital works projects, and any subsequent impact on the timing of borrowings, will be reflected in the final 2023-24 Budget which will be recommended for adoption at the Council Meeting on 26 June.

The financial plan 2023-2033 and the Revenue and Rating Plan 2021-2025 will also be presented to Council at the 26 June 2023 meeting.

### **3. CONSULTATION**

During 2020-21 Council undertook an extensive research and engagement project to shape the future of Knox and inform the development of its new plans. In late 2022, we asked our

community to share their thoughts on the services and assets they think Council should prioritise, as an input to development of the 2023-24 Budget. This information has helped Council make important decisions about finances and assets, balance current and future community needs, and ensure we achieve our Community Vision by delivering on our plans.

The release of the Proposed Budget, with an accompanying community engagement report, closes the loop on this process and shares how the Budget has been informed by the community's feedback. The Proposed Budget will be available on Council's website, and the community will be notified of its availability through a website news article, Knox news article, and an update to the existing Have Your Say page.

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

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

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

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

The Proposed 2023-24 Annual 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 & ECONOMIC IMPLICATIONS**

The Proposed 2023-24 Annual Budget closely accords with the financial framework established by Council in its Long-Term Financial Plan and Revenue and Rating Plan and continues to address the infrastructure renewal challenge faced by both this Council and the Local Government sector.

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

The Proposed 2023-24 Annual Budget contains financial resourcing for a wide range of programs that deliver important community services to the Knox community.

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

##### **Civic Engagement & Integrity**

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

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

#### **9. CONFLICT OF INTEREST**

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

#### **10. CONFIDENTIALITY**

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

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

**Report Authorised By: Chief Executive Officer, Bruce Dobson**

**Attachments**

1. 2023-24 Draft Budget [**8.1.1** - 136 pages]

**KNOX**  
your city



# Proposed Annual Budget 2023-24

## Contents

2

Mayor and CEO's Introduction

4

Executive Summary

8

Link to the Community and Council Plans

10

Services, Initiatives and Service Performance Indicators

33

Financial Statements

42

Notes on Financial Statements

79

Performance Indicators

85

Financial Strategies

91

Schedule of Fees and Charges

## Mayor & CEO's Introduction

This budget details how rates will be spent to deliver the services and maintain the facilities our community values and relies on, including:

- maintaining our parks and reserves
- cleaning public facilities
- providing safe local roads, footpaths and shared paths
- improving and maintaining our sporting facilities
- providing kerbside waste collection
- sweeping our streets
- supporting people living with a disability
- providing support to new parents and their babies
- ensuring our children are safe through school crossing supervision
- assisting older people to stay connected, active and engaged
- supporting the mental, physical and social wellbeing of young people

The draft Annual Budget 2023-24 has been informed by conversations with our community about what is most important to you.

We're investing \$206 million in services and facilities to ensure Knox is a place where people and businesses can thrive.

This year, we brought consultation opportunities forward so we knew what was important to you before setting our budget.

You told us that the most important things are:

- parks and reserves
- roads
- recreation and leisure facilities
- community facilities
- environment and sustainability

Our budget invests a significant amount towards these priorities. Highlights of the capital works program include:

- \$10.697 million on road surface renewal, road reconstruction and drainage asset renewal
- \$10.681 million of sporting facilities renewals, including renewal of Batterham Reserve and Egan Lee Sportsfield, Knox BMX track and Exner Reserve tennis courts
- \$4.439 million of structured sporting facility upgrades including the Park Ridge Reserve Pavilion upgrade
- \$4.713 million to improve footpaths and cycling paths
- \$3.837 million in flood mitigation works and integrated stormwater solutions, including Egan Lee Reserve and Gilbert Park Wetlands
- \$3.697 million in playground renewals and recreation landscape upgrades, including Major Crescent and Schultz Reserve
- \$1.400 million to continue with major roads' LED streetlight replacement



In addition, the budget supports a number of key initiatives from the third year of our Council Plan 2021-25 including:

- Working towards net zero emissions by 2040
- Trialling new and recycled materials in the construction of shared paths
- Reducing food waste going to landfill
- Transforming how we deliver our services to place the customer at the centre of everything we do
- Supporting our local economy

Rates make up more than 70% of Council's income and help fund vital community services and capital works projects delivered by Council. Overall rates revenue will increase by 3.5% to help pay for the things you said are important. This is in line with the Victorian Government's rates cap.

Council continues to balance meeting the needs of our community with managing our resources to ensure our financial sustainability. We face significant pressure meeting increasing demand for services and facilities. This is happening amid increases in costs associated with construction materials, fuel, utilities and many of Council's other expenses.

The rising costs of getting our work done and cumulative effects of rate capping are putting pressure on our budget. This year we are delivering \$1.4 million in operational savings and had to make difficult decisions to delay some projects in order to ensure we manage our budget in a financially responsible way.

The final budget is expected to be adopted at the Council Meeting on 26 June 2023 when final property valuations will be known.

Thank you for sharing what is important to you to help shape this budget.



**Cr Marcia Timmers-Leitch**  
Mayor



**Bruce Dobson**  
Chief Executive Officer

## Executive Summary

Council has prepared a Budget for 2023-24 which is aligned to the Council Plan 2021-2025. The budget seeks to maintain services, 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.

Over the coming years we will continue our work to ensure we remain financially sustainable in a rate capped environment.

### **The Rate Rise**

The Minister for Local Government has set the rate cap for the 2023-24 financial year at 3.50%. Council has elected not to apply to the Essential Services Commission (ESC) for a variation.

It is important to note, the actual rate increases experienced by individual ratepayers may differ from the 3.50% increase due to revaluations. Rate increases are impacted by the average rate increase (3.50%) 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 (4.02%), your rates will increase by more than 3.50%. If your property value increased by less than the 4.02% average, your rates will increase by less than 3.50% and may in fact reduce from the previous year. While total rates will increase in the 2023-24 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.

### **Introduction of Food Organics and Garden Organics (FOGO)**

Currently, 43% of Knox's rubbish that goes to landfill is food. When food scraps break down in landfill it creates methane gas which contributes to climate change. By composting food, we can reduce the amount of greenhouse gas emitted from landfill.

We are introducing food waste into the green waste bin because not everyone can compost at home and not all food waste can be composted. The food and garden waste collected by Council will be composted and then used to enrich the soil at farms, parks and gardens.

Council's Food Organics and Garden Organics (FOGO) service will go-live to residential properties by 1 July 2023, with multi-unit developments to go-live from November 2023. The FOGO bin (green bin lid) will be incorporated into the residential waste charge for 2023-24 rating year.

The standard residential waste charge is \$435.97 (including an 80L rubbish bin, 240L recycle bin and 240L food and garden bin) or \$499.34 if residents have opted for a larger 120L rubbish bin. Both options also include two hard waste collections and a fortnightly green bundled waste collection service. Increases to waste charges will range from \$5 to \$38 if you already have a green waste bin and \$105 to \$138 for those who don't. For most residents the waste charge will increase by \$5. This charge has been set at an amount to ensure only full cost recovery of waste-related costs inclusive of the State Government Landfill Levy. Further charges apply where residents have elected to have a larger general waste (rubbish) bin and/or additional bins.

**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 2023-24 year is a surplus of \$9.535 million, with the budgeted surplus to be in excess of \$10 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.

The adjusted underlying result, which is a measure of financial sustainability, shows improvement over the term of the Budget.

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

**Funding in 2023-24***Delivery of ongoing services:*

Council has allocated \$131.016 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 \$75.661 million (including \$19.496 million worth of projects carried forward from 2022-23). Of this, \$42.508 million is allocated for renewing community assets and \$33.153 for new, upgraded and expanded community assets.

**Key Financial Statistics**

	<b>Budget 2023-24 \$'000</b>	<b>Budget 2022-23 \$'000</b>
<b>Total revenue</b>	201,415	201,364
<b>Total expenditure</b>	191,880	202,188
<b>Account result - surplus/(deficit)</b> <i>(Refer Income Statement in Section 3.1)</i>	9,535	(824)
<b>Underlying operating result - surplus/(deficit)</b> <i>(Note: Underlying operating result is an important measure of financial sustainability as it excludes income which is to be used for capital, from being allocated to cover operating expenses.)</i>  <i>The 2022-23 deficit result has been impacted by the transfer of Knox Regional Sports Park assets valued at \$25.421 million to the State Government. This is a non-cash transaction and does not impact the financial sustainability of Council.</i>	5,116	(15,475)
<b>Total Capital Works Program funded from</b>	75,661	67,414
<i>Council operations (rates funded)</i>	48,716	11,174
<i>External grants and contributions</i>	4,478	14,121
<i>Borrowings</i>	15,480	29,312
<i>Asset sales</i>	6,987	12,807

## 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 2023-24 through to 2026-27. In preparing the 2023-24 budget, a number of these influences have been taken into consideration which are outlined below:

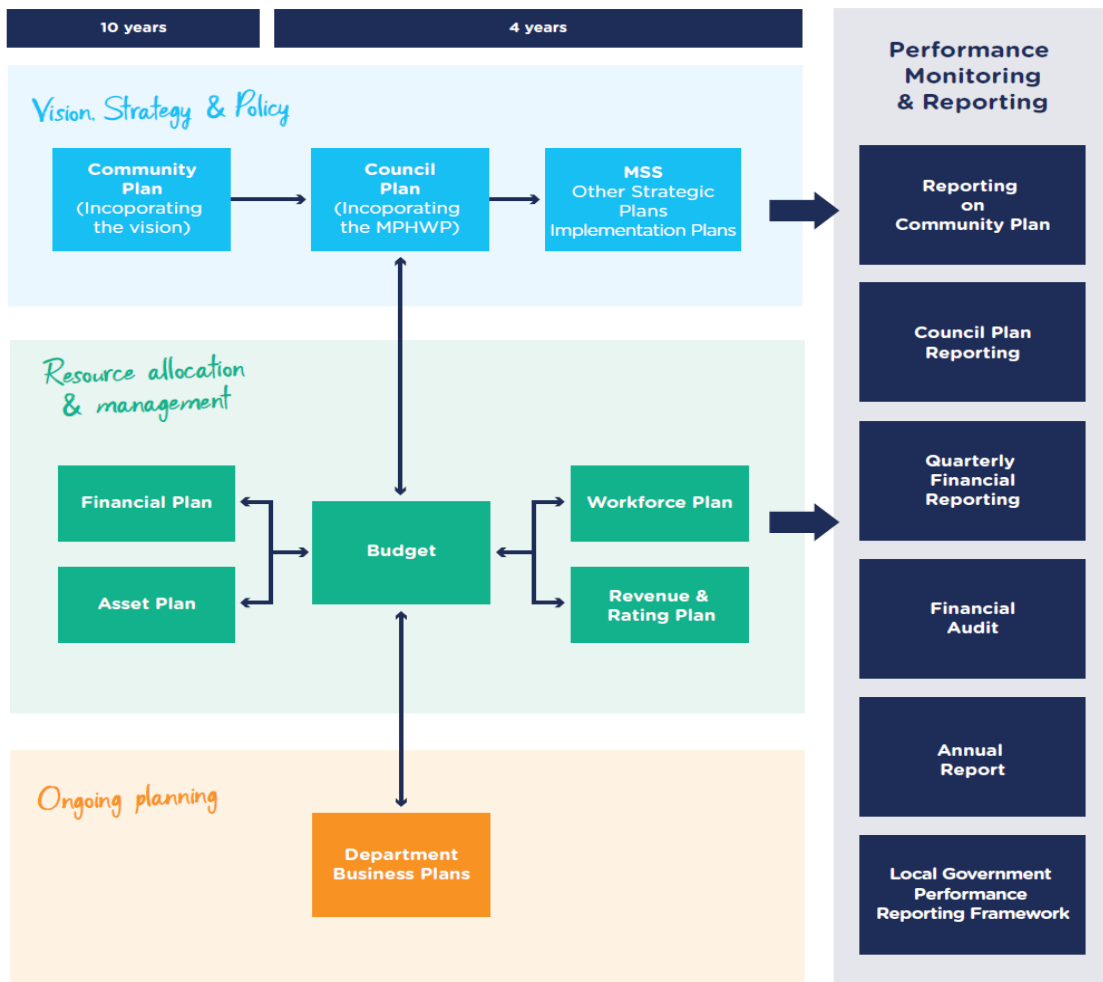
- Rate Capping – The Victorian State Government continues with a cap on rate increases. The cap for 2023-24 has been set at 3.50%, well below inflation. This follows the 2022-23 rate cap of 1.75% versus inflation of over 7%.
- Pensioner \$100 rate rebate – the State Government provides a pensioner rate 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 citizenship ceremonies, school crossing or library services, resulting in a further reliance on rate revenue to meet service delivery expectations.
- Employee costs are largely driven by Council's Enterprise Agreements. In 2023-24 the compulsory Superannuation Guarantee Scheme (SGC) will increase from 10.50% to 11.00% and up to 12.00% by 2025-26.
- Superannuation – Council has an ongoing obligation to fund any investment shortfalls in the Defined Benefits Scheme. The last call on Local Government was in the 2011-12 financial year where Council was required to pay \$11.6 million to top up its share of the Defined Benefits Scheme. The amount and timing of any liability is dependent on the global investment market. At present with the market volatility there is a potential the fund may consider a call within the next 12 to 24 months.
- Borrowing costs – the increase in interest rates has increased the budgeted interest payable for loans.
- Capital Grant Funding – capital grant opportunities are likely to continually arise, which may re-prioritise projects in order to maximise funding opportunities.
- Supplementary Rates – Supplementary rates are additional rates received after the budget is adopted each year, for the part of the year when a property value increases in value (e.g. due to improvements made or change in land class), or new residents become assessable. Supplementary rates income is based on historical and forecast data and is set at anticipated levels.
- Waste Disposal Costs – The Environment Protection Agency (EPA) regulation has a sustained impact on Council with regards to compliance with existing and past landfills sites. Waste disposal costs are also impacted by industry changes such as increasing EPA landfill levies and negotiation of contracts e.g. recycling, sorting and acceptance. Council's Food Organics and Garden Organics (FOGO) service will go-live to residential properties by 1 July 2023, with multi-unit developments to go-live in November 2023.
- 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.

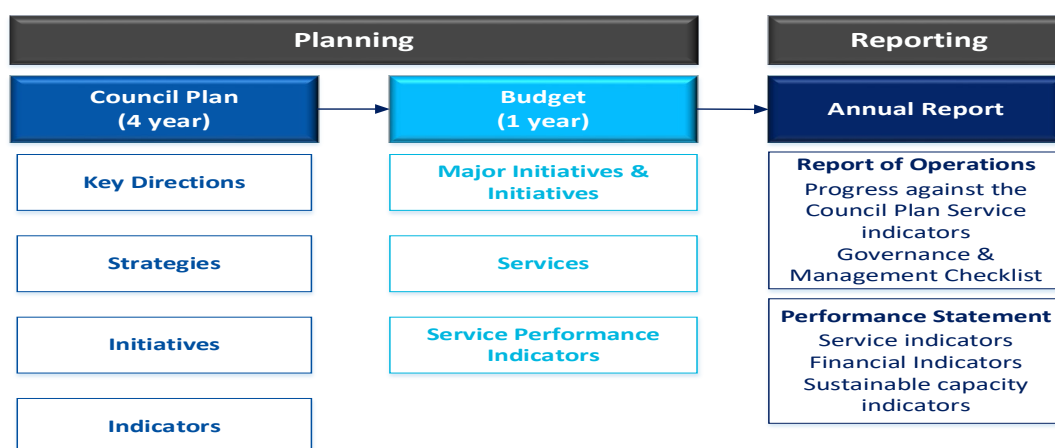
The Annual Budget includes the following information that will support the delivery of the Council Plan:

**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 2023-24 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 2023-24 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	2021-22	2022-23	2023-24
	Actual	Forecast	Budget
	\$'000	\$'000	\$'000

### Economic Development

The Economic Development service provides information, advice and action to support a prosperous and sustainable economy, help generate local employment opportunities and encourages and attracts new investment to position Knox as a vibrant and diverse place of business.	<b>Inc</b>	733	342	13
	<b>Exp</b>	2,028	1,937	1,420
	<b>Net</b>	1,295	1,595	1,407
	<b>Deficit</b>			

### Integrated Strategy and Partnerships for Children

The Integrated Strategy and Partnerships for Children service focuses on the current Kindergarten service review project, strategic workforce design and development, and strategic monitoring, evaluation and reporting. It also undertakes broader municipal partnership projects and builds relationships to strengthen the voice of the child across Council and our community.	<b>Inc</b>	356	0	0
	<b>Exp</b>	701	761	531
	<b>Net</b>	345	761	531
	<b>Deficit</b>			

Service		2021-22	2022-23	2023-24
		Actual	Forecast	Budget
		\$'000	\$'000	\$'000
<b>Investment &amp; Partnership</b>				
The Investment and Partnership service undertakes projects and provides implementation frameworks supporting Council to activate and create opportunities in our city. The service employs a venture planning and partnership building approach to create a sustainable and resilient community.	<b>Inc</b>	0	0	0
	<b>Exp</b>	780	844	780
	<b>Net Deficit</b>	780	844	780
	<b>TOTAL</b>			
	<b>Inc</b>	<b>1,089</b>	<b>342</b>	<b>13</b>
	<b>Exp</b>	<b>3,509</b>	<b>3,542</b>	<b>2,731</b>
	<b>Net Deficit</b>	<b>2,421</b>	<b>3,200</b>	<b>2,718</b>

## Initiatives

Initiatives from the Council Plan 2021-25 to be funded in 2023-24.

<b>Major Initiative</b>	<b>Implement Council's decision regarding kindergarten review.</b>
<b>Initiatives</b>	Work with Maroondah and Yarra Ranges Councils to deliver key initiatives of the Bayswater Business Precinct Transformation Strategy.
	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.
	Coordinate the implementation of Knox's Retail Activation Strategy.



## 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	2021-22 Actual \$'000	2022-23 Forecast \$'000	2023-24 Budget \$'000
<b>Asset Management</b>			
The Asset Management service develops processes and systems to maintain and regularly update Council's asset register, collect asset condition data and develop and implement strategic asset management plans. It aims to preserve and protect all assets in areas associated with subdivisions, private developments, Council infrastructure projects and works undertaken by service authorities, contractors and government agencies. This service also plans, coordinates, and monitors the delivery of Council's Capital Works Program.	<b>Inc</b>	0	0
	<b>Exp</b>	1,099	1,286
	<b>Net</b>	1,099	1,286
	<b>Deficit</b>		1,227
<b>Building</b>			
The Building service provides building assessment and regulatory services in accordance with the Building Act 1993 and other relevant legislation. It issues Building Permits, performs building inspections, responds to complaints with inspections, and performs swimming pool inspections.	<b>Inc</b>	916	922
	<b>Exp</b>	1,655	1,572
	<b>Net</b>	738	650
	<b>Deficit</b>		314

Service		2021-22	2022-23	2023-24
		Actual	Forecast	Budget
		\$'000	\$'000	\$'000
<b>Community Planning</b>				
The Community Planning service undertakes the community infrastructure needs analysis program for suburbs in Knox to support future planning. The service also supports planning and advocacy for social housing and manages tenancy agreements for Council owned facilities.	<b>Inc</b>	96	290	142
	<b>Exp</b>	490	864	595
	<b>Net</b>	395	575	453
	<b>Deficit</b>			
<b>Facilities</b>				
The Facilities service constructs, upgrades and maintains a majority of Council buildings infrastructure, and undertakes services such as graffiti management, cleaning and security. It also provides internal architectural advice and building management services on land where Council has an interest.	<b>Inc</b>	6	13	16
	<b>Exp</b>	3,758	3,826	3,671
	<b>Net</b>	3,752	3,813	3,655
	<b>Deficit</b>			
<b>Major Initiatives</b>				
The Major Initiatives service delivers major projects that supplement the full program of capital projects being delivered by Council. It provides architectural advice, quantity surveying, project and construction management, specialist engineering and site supervision services.	<b>Inc</b>	76	0	0
	<b>Exp</b>	405	484	362
	<b>Net</b>	329	484	362
	<b>Deficit</b>			
<b>Open Space &amp; Landscape Design</b>				
The Open Space & Landscape Design service plans, designs, and delivers a range of public passive open spaces areas including streetscapes and play spaces and develops strategic plans, masterplans and policies, and provides landscape architectural design expertise for other areas of Council.	<b>Inc</b>	353	299	308
	<b>Exp</b>	11,893	12,865	13,983
	<b>Net</b>	11,541	12,566	13,675
	<b>Deficit</b>			
<b>Operations</b>				
The Operations service is responsible for maintenance, renewal and upgrading of footpaths, roads, active and passive open space infrastructure assets, road signage, drainage pits and the delivery of street sweeping. The service provides well-maintained infrastructure assets that meet present day and future needs of our community.	<b>Inc</b>	397	582	488
	<b>Exp</b>	3,195	3,390	3,604
	<b>Net</b>	2,798	3,390	3,116
	<b>Deficit</b>			

Service		2021-22 Actual \$'000	2022-23 Forecast \$'000	2023-24 Budget \$'000
<b>Planning</b>				
The Planning service provides statutory planning assessments, enforcement and regulatory services under the Planning and Environment Act and related Acts and Regulations.	<b>Inc</b>	1,661	1,661	2,023
	<b>Exp</b>	3,665	3,708	4,215
	<b>Net Deficit</b>	2,004	2,046	2,192
<b>Social Policy and Projects</b>				
The Social Policy and Projects service develops evidence based policies and strategies that ensure Council's response to social issues reflect community priorities, contemporary best practice and directs activity and resources to where they are most needed. Key tasks include advocacy, research, strategic planning, analysis and community consultation.	<b>Inc</b>	0	0	0
	<b>Exp</b>	157	221	164
	<b>Net Deficit</b>	157	221	164
<b>Strategic Land Use Planning</b>				
The Strategic Land Use Planning service undertakes research to inform planning policies and decisions, prepares and assesses planning scheme amendments, internal referral responses to planning applications, and provides general strategic land use planning advice to internal and external customers.	<b>Inc</b>	126	126	139
	<b>Exp</b>	1,137	1,680	1,148
	<b>Net Deficit</b>	1,011	1,554	1,009
<b>Traffic and Transport</b>				
The Traffic and Transport service provides local traffic management advice for Knox's on roads, footpaths, and shared paths. It advocates for a broad range of transport choices for our community to enhance and promote the sustainable transport network and to improve the whole transport network within Knox.	<b>Inc</b>	39	39	30
	<b>Exp</b>	3,857	3,630	3,657
	<b>Net Deficit</b>	3,818	3,591	3,627
<b>Total</b>				
	<b>Inc</b>	3,671	3,932	4,453
	<b>Exp</b>	31,310	33,525	34,247
	<b>Net Deficit</b>	27,640	29,593	29,794

## Initiatives

Initiatives from the Council Plan 2021-25 to be funded in 2023-24.

<b>Major Initiative</b>	<b>Finalise and implement the Bayswater Renewal Strategy.</b>
	Implement the Social and Affordable Housing Strategy and Action Plan to increase the supply of social housing and address homelessness in Knox. ◆
	Commence review of the Knox Housing Strategy 2015. ◆
	Build on regional partnerships by contributing to the work of the Eastern Affordable Housing Alliance (EAHA). ◆
	Facilitate and support the implementation of the Boronia Renewal program.
	Progress implementation of the Knox Central program.
<b>Initiatives</b>	Understand community needs across the suburbs of Knox to plan for community infrastructure requirements for the next 5-20 years. ◆
	Commence review and upgrade of Council's strategic planning documents including the Open Space Plan, Play Space Plan and Liveable Streets 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	2021-22 Actual	2022-23 Forecast	2023-24 Budget
Statutory Planning	Service standard	70.73%	70.23%	60.00%
Roads	Condition	93.89%	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		2021-22 Actual \$'000	2022-23 Forecast \$'000	2023-24 Budget \$'000
<b>Biodiversity</b>				
The Biodiversity service works to conserve, enhance and celebrate our local biodiversity by providing bushland management to over 100 Council bushland reserves and over 120 sites of biological significance. This service develops strategic plans and policies and runs programs to increase the understanding and appreciation of the value of biodiversity, and encourage community participation to protect and enhance remnant vegetation on public and private land.	<b>Inc</b>	100	40	5
	<b>Exp</b>	1,512	1,458	1,450
	<b>Net Deficit</b>	1,413	1,419	1,445
<b>Integrated Water Management</b>				
The Integrated Water Management service provides technical and strategic advice to developers and residents. It works to sustainably manage stormwater both derived within Knox and that which flows through the Municipality from the surrounding region.	<b>Inc</b>	119	88	71
	<b>Exp</b>	2,292	2,506	2,441
	<b>Net Deficit</b>	2,173	2,418	2,370

Service		2021-22	2022-23	2023-24
		Actual	Forecast	Budget
		\$'000	\$'000	\$'000
<b>Sustainable Futures</b>				
The Sustainable Futures service undertakes environmental planning, community engagement, policy development, research into new approaches and project implementation focused on climate change mitigation and adaptation. It provides a range of capital works and behaviour change programs that focus on supporting Council and our community to move towards sustainability and achieve our net zero emissions targets.	<b>Inc</b>	0	0	0
	<b>Exp</b>	997	1,020	1,031
	<b>Net Deficit</b>	997	1,020	1,031
<b>Waste Management</b>				
The Waste Management service provides waste collection, disposal services and education and awareness of waste with the aim of minimising waste in our community.	<b>Inc</b>	8,515	10,984	5,311
	<b>Exp</b>	21,806	27,704	30,856
	<b>Net Deficit</b>	13,290	16,720	25,545
<b>TOTAL</b>				
	<b>Inc</b>	8,734	11,111	5,387
	<b>Exp</b>	26,607	32,688	35,778
	<b>Net Deficit</b>	17,873	21,577	30,391

## Initiatives

Initiatives from the Council Plan 2021-25 to be funded in 2023-24.

<b>Major Initiatives</b>	Implement the high priority actions from Years 2-4 of the Climate Response Plan. ◆
	Implement Knox's Biodiversity Resilience Plan. ◆
<b>Initiatives</b>	Develop a Domestic Wastewater Management Plan for Knox.
	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	2021-22 Actual	2022-23 Forecast	2023-24 Budget
Waste Management	Waste diversion	51.60%	53.46%	65.00%



## Connection, resilience and wellbeing

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

### Strategies

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

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

**Foster inclusivity, equality, belonging and safety within our community**

**Support the community to identify and lead community strengthening initiatives**

**Honour and integrate First Nations culture into actions and environments**

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

### Services

Service		2021-22 Actual \$'000	2022-23 Forecast \$'000	2023-24 Budget \$'000
<b>Arts &amp; Cultural Services</b>				
The Arts and Cultural service contributes to the health and wellbeing of the community through diverse programs, projects and initiatives in arts, events, place based initiatives and cultural services. The team facilitate social and community connections through positive participation in community life.	<b>Inc</b>	474	493	272
	<b>Exp</b>	2,496	2,976	2,788
	<b>Net</b>	2,022	2,484	2,516
	<b>Deficit</b>			
<b>Community Access and Support</b>				
The Community Access and Support service delivers activities, events, programs, projects and services to support youth, seniors, people with a disability, and vulnerable persons, within our community.	<b>Inc</b>	820	846	986
	<b>Exp</b>	1,915	1,744	2,025
	<b>Net</b>	1,095	898	1,039
	<b>Deficit</b>			
<b>Community Partnerships</b>				
The Community Partnerships service builds the capacity of community groups in Knox through the delivery of Council's community grants programs as well as community training. The service also leads partnership approaches to community development on areas of need, including family violence and food relief services.	<b>Inc</b>	54	9	0
	<b>Exp</b>	1,939	1,934	1,939
	<b>Net</b>	1,885	1,926	1,939
	<b>Deficit</b>			

Service		2021-22 Actual \$'000	2022-23 Forecast \$'000	2023-24 Budget \$'000
<b>Emergency Management</b>				
The Emergency Management service coordinates and delivers Council's legislative and community focused responsibilities for emergency and fire management, mitigation of risk to people and property and planning for response and recovery.	<b>Inc</b>	11	14	4
	<b>Exp</b>	554	756	520
	<b>Net Deficit</b>	543	742	517
<b>Health Planning and Livability</b>				
The Health Planning and Livability service leads the development, delivery and review of the Municipal Health and Wellbeing Plan and the roll out of Gender Impact Assessments across Council, in accordance with Council's responsibilities in the Gender Equality Act.	<b>Inc</b>	14	0	0
	<b>Exp</b>	359	256	238
	<b>Net Deficit</b>	346	256	238
<b>Healthy and Safe Communities</b>				
The Healthy and Safe Communities service provides advocacy, delivers projects and programs, and partners with others to address access, equity and community safety issues in our community. This service has a focus on culturally diverse and First Nations communities, as well as planning and responding to issues such as alcohol harms, gambling harms, rough sleeping, perceptions of community safety and conducting community safety audits.	<b>Inc</b>	1,093	1,722	1,177
	<b>Exp</b>	2,781	3,280	2,837
	<b>Net Deficit</b>	1,688	1,557	1,660
<b>Inclusive Communities</b>				
The Inclusive Communities service provides support, including advice, advocacy, referrals and assistance for public housing, for eligible Knox residents aged 55 years or older who are homeless or at risk of homelessness, as well as a range of accessible and inclusive support services for those living with a disability in Knox, as well as for their carers. The service also aims to connect those in need with other Council services and external service providers, to help access a range of support with issues such as isolation or loneliness, financial hardship, emotional or mental health support, practical needs, ageing, illness, family relationships, and other issues.	<b>Inc</b>	70	63	48
	<b>Exp</b>	803	786	854
	<b>Net Deficit</b>	732	723	806

Service		2021-22 Actual \$'000	2022-23 Forecast \$'000	2023-24 Budget \$'000
<b>Integrated Services and Practice</b>				
Integrated Services and Practice focuses on leadership and support of Council's Early Years Hubs, Kindergartens, Maternal & Child Health services, supported and community playgroups, Preschool Field Officers and parenting support.	<b>Inc</b>	14,678	15,149	15,658
	<b>Exp</b>	17,893	17,264	17,501
	<b>Net Deficit</b>	3,215	2,115	1,843
<b>Integrated Systems Quality and Operations</b>				
The Integrated Systems Quality and Operations service focuses on maximizing the design and delivery of systems, processes, policies and procedures. It also supports workforce and operational planning and reporting for Family and Children's Services.	<b>Inc</b>	500	110	4
	<b>Exp</b>	2,920	2,527	2,384
	<b>Net Deficit</b>	2,420	2,417	2,380
<b>Leisure Services</b>				
Leisure Services contributes to the health and wellbeing of the community by providing strategic advice to community organisations that offer opportunities for sport, leisure, recreation and wellbeing in our community. It also manages and operates Council's leisure centres and supports programs, projects and initiatives in sport, leisure.	<b>Inc</b>	1,734	2,470	2,415
	<b>Exp</b>	3,289	3,927	3,803
	<b>Net Deficit</b>	1,555	1,457	1,388
<b>Libraries</b>				
Knox Libraries provide resources, programs and a variety of media that supports life-long learning, builds social connections and improves access to technology. There are five library branches in Knox, as well as the reading room and other library services delivered from Miller's Homestead. The service is managed by the Eastern Regional Library Corporation, a formal partnership between Knox, Maroondah, and Yarra Ranges Councils.	<b>Inc</b>	0	0	0
	<b>Exp</b>	4,990	4,948	4,940
	<b>Net Deficit</b>	4,990	4,948	4,940
<b>Local Laws</b>				
The Local Laws service ensures compliance with Council's local laws, parking enforcement, school crossing supervision, and domestic animal management programs.	<b>Inc</b>	3,286	3,695	4,700
	<b>Exp</b>	4,357	5,608	5,622
	<b>Net Deficit</b>	1,071	1,912	922

Service		2021-22	2022-23	2023-24
		Actual	Forecast	Budget
		\$'000	\$'000	\$'000
<b>Regional Assessment Service</b>				
The Regional Assessment service provides a range of information and resources about aged care to individuals, community groups and organisations, and sector based organisations across Knox.	<b>Inc</b>	744	790	779
	<b>Exp</b>	744	625	655
	<b>Net Deficit</b>	0	(165)	(124)
<b>Social Connections</b>				
The Social Connections service provides the Knox Bright Ideas Network and Zest for Life program, facilitates the provision of community transport, delivers the Commonwealth Home Support Programme (CHSP) funded Food Services, oversees the management and operation of seniors citizen centres, and delivers a range of ageism and intergenerational related activities, events and programs, across the municipality. It also aims to raise awareness of and support research into community attitudes towards older persons, and deliver a range of intergenerational activities, events and programs.	<b>Inc</b>	761	686	715
	<b>Exp</b>	1,599	1,615	1,799
	<b>Net Deficit</b>	838	929	1,083
<b>Youth Services</b>				
Youth Services promotes, develops and encourages the mental, physical and social wellbeing of young people aged 10-25 years in Knox. It plans, advocates, funds and provides information, referral and support programs for young people, their families and their community. Youth Services includes counselling, leadership development, parenting programs, and partnerships with schools in Knox.	<b>Inc</b>	196	301	160
	<b>Exp</b>	1,112	1,312	1,161
	<b>Net Deficit</b>	916	1,011	1,000
<b>TOTAL</b>				
	<b>Inc</b>	<b>24,435</b>	<b>26,348</b>	<b>26,917</b>
	<b>Exp</b>	<b>47,750</b>	<b>49,559</b>	<b>49,065</b>
	<b>Net Deficit</b>	<b>23,315</b>	<b>23,211</b>	<b>22,148</b>

## Initiatives

Initiatives from the Council Plan 2021-25 to be funded in 2023-24.

<b>Major Initiatives</b>	<b>Work in partnership with local First Nations people, relevant services and key networks to progress Reconciliation. ♦</b>
	Prioritise mental health and wellbeing initiatives by focusing on community partnerships and collective impact. ♦
	Progress implementation of the Children, Youth and Seniors Plan. ♦
	Develop and implement an Active Participation Plan - Beyond Structured Sport. ♦
	Review the Sports Club Development Program and usage of Council resources to support club sustainability. ♦
	Support the creation of new physical activity based programs and community infrastructure across the municipality. ♦
	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. ♦
	<b>Initiatives</b>
	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.	
Develop and implement the Dementia Friendly Action Plan. ♦	
Work and partner with the multicultural community and key services to support our diverse communities. ♦	
Implement Council's adopted Gender Equality Action Plan. ♦	
Develop and implement education and advocacy programs to address ageism and increase community respect and inclusion for all ages across Knox. ♦	
Develop and deliver a range of evidence based community training initiatives to build volunteer capacity. ♦	
Develop and implement a Resilience Plan to support the community to cope with stresses, emergencies and disasters.	

## Service Performance Indicators

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

Service	Indicator	2021-22 Actual	2022-23 Forecast	2023-24 Budget
<b>Animal Management</b>	Health and safety	95.45%	100%	<b>100%</b>

<b>Aquatic Facilities</b>	Utilisation	1.11	2.00	<b>2.10</b>
<b>Food Safety</b>	Health and safety	96.71%	100%	<b>100%</b>
<b>Maternal and Child Health</b>	Participation	73.72%	73.00%	<b>73.00%</b>
	Participation by Aboriginal children	75.81%	75.00%	<b>75.00%</b>
<b>Libraries</b>	Participation	New for 2023-24	New for 2023-24	<b>23.43%</b>



## 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	2021-22 Actual \$'000	2022-23 Forecast \$'000	2023-24 Budget \$'000
<b>Communications</b>			
Communications is responsible for providing our community with information about the decisions Council makes and how we invest our resources in order to respond to the needs of the community.	<b>Inc</b>	0	0
	<b>Exp</b>	1,261	1,700
	<b>Net Deficit</b>	1,261	1,710
<b>Customer Service</b>			
Customer Service supports the delivery of a range of programs and front line service to our community via telephone, counter contact centres and online. The service provides guidance and support for all customer interactions to support a consistently excellent customer experience and exists to support information and connection between Council and our community.	<b>Inc</b>	0	0
	<b>Exp</b>	1,725	2,074
	<b>Net Deficit</b>	1,725	2,324
<b>Digital Experience</b>			
Digital Experience is responsible for helping the community easily access the information and services they need online.	<b>Inc</b>	0	0
	<b>Exp</b>	630	850
	<b>Net Deficit</b>	630	855



Service		2021-22	2022-23	2023-24
		Actual	Forecast	Budget
		\$'000	\$'000	\$'000
<b>Financial Services</b>				
Financial Services leads the processes for budgeting and forecasting, accounts payable and receivable, management accounting, investment management and provides regular financial reporting, and prepares the annual financial accounts. It also coordinates the rating services and provides oversight of Council's property management obligations and oversees procurement activities within the organisation.	<b>Inc</b>	804	647	598
	<b>Exp</b>	3,394	3,250	3,352
	<b>Net Deficit</b>	2,591	2,603	2,753
<b>Governance and Risk</b>				
The Governance and Risk service provide administrative and procedural support to Council and Councillors, coordinates business papers for meetings, as well as overseeing elections and Councillor inductions. It contributes to Council's legislative compliance and integrity framework through a range of governance, compliance and assurance activities including supporting the internal audit program and the Audit and Risk Committee, overseeing fraud and corruption prevention, privacy compliance and managing Freedom of Information. It promotes and supports proactive strategic and operational risk management across the business and manages Council's insurance portfolio. It also maintains and provides event support to Council's Civic Centre meeting and functions rooms, as well as overseeing the administration and operation of Ferntree Gully Cemetery.	<b>Inc</b>	134	61	42
	<b>Exp</b>	3,062	5,184	5,878
	<b>Net Deficit</b>	2,928	5,123	5,836
<b>Information Technology</b>				
The Information Technology service (IT) provides services and support for the organisation in all aspects of IT. It provides hardware and software support, as well as internal and external telecommunications, ensuring efficient service delivery for the organisation and our community.	<b>Inc</b>	0	1	0
	<b>Exp</b>	6,531	8,186	8,748
	<b>Net Deficit</b>	6,531	8,185	8,748
<b>People, Culture and Development</b>				
The People, Culture and Development service provides both operational and strategic support to the organisation including the development and implementation of strategies, services, and programs for all aspects of human resource	<b>Inc</b>	78	56	30
	<b>Exp</b>	7,131	7,120	5,710
	<b>Net Deficit</b>	7,054	7,064	5,680

Service	2021-22	2022-23	2023-24	
	Actual	Forecast	Budget	
	\$'000	\$'000	\$'000	
management, organisational development, safety & wellbeing and payroll. This includes industrial and employee relations, talent acquisition, diversity and inclusion, corporate learning and development, organisational culture, performance management, remuneration & benefits, and employee and contractor safety.				
<b>Research and Geospatial Analytics</b>				
The Research and Geospatial Analytics service helps to inform policy development and decision making through an evidence-based approach. This service undertakes specialist research, analyses data and provides advice to build organisational capacity. This service also develops and implements new tools and applications in the area of research and geospatial analysis, and is responsible for the maintenance of Council's Geographic Information System (GIS), spatial database and online data resources.	<b>Inc</b>	7	0	0
	<b>Exp</b>	90	155	151
	<b>Net Deficit</b>	84	155	151
<b>Strategy and Transformation</b>				
Strategy and Transformation leads the organisation's strategy, planning, business intelligence, service review, continuous improvement and change management functions. This includes the development and implementation of Council's Integrated Strategic Planning and Reporting Framework, including the Community and Council plans and aims to improve outcomes for the Knox community through developing and sharing crucial insights. It also ensures Council's services and processes are effective, financially sustainable, and delivered in the ways that best meet the community's needs.	<b>Inc</b>	0	0	0
	<b>Exp</b>	1,605	1,548	1,908
	<b>Net Deficit</b>	1,605	1,548	1,908
<b>TOTAL</b>				
	<b>Inc</b>	<b>1023</b>	<b>765</b>	<b>670</b>
	<b>Exp</b>	<b>25,431</b>	<b>30,066</b>	<b>30,635</b>
	<b>Net Deficit</b>	<b>24,409</b>	<b>29,301</b>	<b>29,965</b>

## Initiatives

Initiatives from the Council Plan 2021-25 to be funded in 2023-24.

<b>Major Initiative</b>	<b>Implement Our Customer Strategy and Action Plan.</b>
<b>Initiative</b>	Implement priority actions of the Community Engagement Framework and Action Plan.
	Refresh and implement Council's ICT Strategy.

## Service Performance Indicators

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

<b>Service</b>	<b>Indicator</b>	<b>2021-22 Actual</b>	<b>2022-23 Forecast</b>	<b>2023-24 Budget</b>
<b>Governance</b>	Consultation and engagement	58	58	<b>58</b>

## Service Performance Indicators

Service	Indicator	Performance Measure	Computation
<b>Animal Management</b>	Health and safety	<b>Animal management prosecutions</b> (percentage of animal management prosecutions which are successful)	[Number of successful animal management prosecutions / Total number of animal management prosecutions] x100
<b>Aquatic Facilities</b>	Utilisation	<b>Utilisation of aquatic facilities</b> (number of visits to aquatic facilities per head of population)	[Number of visits to aquatic facilities / Population] x100
<b>Food safety</b>	Health and safety	<b>Critical and major non-compliance outcome notifications</b> (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
<b>Governance</b>	Consultation and engagement	<b>Satisfaction with community consultation and engagement</b> (community satisfaction rating out of 100 with the consultation and engagement efforts of the council)	Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement
<b>Libraries</b>	Participation	<b>Library membership</b> (percentage of resident municipal population who are registered library members)	[Number of registered library members / Population] x100
<b>Maternal and Child Health</b>	Participation	<b>Participation in the MCH service</b> (percentage of children enrolled who participate in the MCH service)	[Number of children who attend the MCH service at least once (in the financial year) / Number of children enrolled in the MCH service] x100

Service	Indicator	Performance Measure	Computation
<b>Maternal and Child Health</b>	Participation	<b>Participation in the MCH service by Aboriginal children</b> (percentage of Aboriginal children enrolled who participate in the MCH service)	[Number of Aboriginal children who attend the MCH service at least once (in the financial year) / Number of Aboriginal children enrolled in the MCH service] x100
<b>Roads</b>	Condition	<b>Sealed local roads maintained to condition standards</b> (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
<b>Statutory planning</b>	Service standard	<b>Planning applications decided within required timeframes</b> (percentage of regular and VicSmart planning application decisions made within legislated timeframes)	[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
<b>Waste collection</b>	Waste diversion	<b>Kerbside collection waste diverted from landfill</b> (percentage of recyclables and green organics collected from kerbside bins that is diverted from landfill)	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100

## Reconciliation with Budgeted Operating Result

Key Directions	Income \$'000	Expenditure \$'000	Net Cost \$'000
Opportunity and innovation	13	2,731	2,718
Neighbourhoods, housing and infrastructure	4,453	34,247	29,794
Natural environment and sustainability	5,387	35,778	30,391
Connection, resilience and wellbeing	26,917	49,065	22,148
Civic engagement and integrity	670	30,635	29,965
<b>Total Net Cost of Activities and Initiatives</b>	<b>37,442</b>	<b>152,458</b>	<b>115,016</b>
<b>Non Attributable Expenditure</b>			
Effective corporate governance			3,844
Depreciation			23,206
Amortisation - intangible assets			893
Amortisation - right of use assets			1,171
Capital projects - operational expenses			8,568
Borrowing costs			3,058
Finance costs - leases			293
<b>Total Non Attributable Expenditure</b>			<b>41,033</b>
<b>Deficit before Funding Sources</b>			<b>156,049</b>
<b>Funding Sources</b>			
Rates and charges			117,428
Garbage charges			26,233
Victoria Grants Commission (VGC) - grants - operating - recurrent			6,783
Interest			550
Developers' contributions			6,500
Grants - capital			3,978
Contributions and donations - capital			500
Contributions - non monetary assets			2,000
Net gain on disposal of property, infrastructure, plant & equipment			1,612
<b>Total Funding Sources</b>			<b>165,584</b>
<b>Surplus / (Deficit) for the Year</b>			<b>9,535</b>

### 3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2023-24 has been supplemented with projections to 2026-27.

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 2027

	Notes	Forecast	Budget	Projections		
		2022-23 \$'000	2023-24 \$'000	2024-25 \$'000	2025-26 \$'000	2026-27 \$'000
<b>INCOME / REVENUE</b>						
Rates and charges	4.1.1	134,352	146,039	149,560	154,613	159,331
User fees	4.1.2	15,748	11,268	11,466	11,825	11,917
Statutory fees and fines	4.1.3	3,317	4,373	4,661	4,751	4,942
Grants - operating	4.1.4	22,361	23,637	23,162	23,587	24,030
Grants - capital	4.1.4	10,346	3,978	10,769	2,100	2,121
Contributions - monetary	4.1.5	11,599	8,806	7,940	7,958	8,003
Contributions - non-monetary	4.1.5	2,000	2,000	2,000	2,000	2,000
Other income	4.1.6	1,641	1,314	998	1,007	1,022
<b>TOTAL INCOME / REVENUE</b>		<b>201,364</b>	<b>201,415</b>	<b>210,556</b>	<b>207,841</b>	<b>213,366</b>
<b>EXPENSES</b>						
Employee costs	4.1.7	76,263	79,729	81,379	83,665	85,738
Materials and services	4.1.8	76,302	78,223	76,625	75,406	77,536
Contributions and donations	4.1.9	5,927	5,892	5,972	6,054	6,205
Depreciation	4.1.10	23,193	23,206	24,376	25,059	25,541
Amortisation - intangible assets	4.1.11	893	893	893	893	893
Amortisation - right of use assets	4.1.12	630	1,171	1,174	1,170	1,172
Borrowing costs		1,773	3,058	3,488	3,735	3,882
Finance costs - leases		30	293	262	288	265
Bad and doubtful debts - allowance for impairment losses		308	311	314	317	321
Net loss (gain) on disposal of property, infrastructure, plant and equipment		16,177	(1,612)	(417)	(2,117)	(417)
Other expense	4.1.13	692	716	713	717	736
<b>TOTAL EXPENSES</b>		<b>202,188</b>	<b>191,880</b>	<b>194,779</b>	<b>195,187</b>	<b>201,872</b>
<b>SURPLUS / (DEFICIT) FOR THE YEAR</b>		<b>(824)</b>	<b>9,535</b>	<b>15,777</b>	<b>12,654</b>	<b>11,494</b>
<b>TOTAL COMPREHENSIVE RESULT</b>		<b>(824)</b>	<b>9,535</b>	<b>15,777</b>	<b>12,654</b>	<b>11,494</b>
<b>LESS</b>						
Grants - capital - non recurrent		8,876	1,919	8,690	0	0
Contributions and donations - capital		3,775	500	0	0	0
Contributions - non-monetary		2,000	2,000	2,000	2,000	2,000
<b>UNDERLYING SURPLUS (DEFICIT) FOR THE YEAR</b>		<b>(15,475)</b>	<b>5,116</b>	<b>5,087</b>	<b>10,654</b>	<b>9,494</b>



## 3.2 Balance Sheet

For the four years ending 30 June 2027

	Notes	Forecast	Budget	Projections		
		2022-23 \$'000	2023-24 \$'000	2024-25 \$'000	2025-26 \$'000	2026-27 \$'000
<b>CURRENT ASSETS</b>						
Cash and cash equivalents		56,240	39,341	37,550	33,898	31,875
Other financial assets		5,000	0	0	0	0
Trade and other receivables		18,542	19,907	20,467	21,188	21,882
Inventories		14	14	14	14	14
Prepayments		850	880	902	924	947
Other assets		259	268	275	282	289
<b>TOTAL CURRENT ASSETS</b>	4.2.1	<b>80,905</b>	<b>60,410</b>	<b>59,208</b>	<b>56,306</b>	<b>55,007</b>
<b>NON CURRENT ASSETS</b>						
Investments in associates		3,469	3,469	3,469	3,469	3,469
Property, infrastructure, plant and equipment		2,171,219	2,210,838	2,241,465	2,257,218	2,278,172
Right-of-use assets	4.2.4	1,059	4,670	3,656	4,166	3,844
Intangible assets		2,152	2,152	2,152	2,152	2,152
<b>TOTAL NON CURRENT ASSETS</b>	4.2.1	<b>2,177,899</b>	<b>2,221,129</b>	<b>2,250,742</b>	<b>2,267,005</b>	<b>2,287,637</b>
<b>TOTAL ASSETS</b>		<b>2,258,804</b>	<b>2,281,539</b>	<b>2,309,950</b>	<b>2,323,311</b>	<b>2,342,644</b>
<b>CURRENT LIABILITIES</b>						
Trade and other payables		17,410	18,010	18,456	18,909	19,375
Trust funds and deposits		2,540	2,629	2,695	2,762	2,831
Provisions		18,428	19,136	19,683	20,247	20,745
Interest-bearing loans and borrowings	4.2.3	6,849	8,425	10,593	11,851	13,981
Lease liabilities	4.2.4	539	1,058	808	912	1,127
<b>TOTAL CURRENT LIABILITIES</b>	4.2.2	<b>45,766</b>	<b>49,258</b>	<b>52,235</b>	<b>54,681</b>	<b>58,059</b>
<b>NON CURRENT LIABILITIES</b>						
Provisions		2,991	3,037	3,072	3,108	3,140
Interest-bearing loans and borrowings	4.2.3	67,107	73,526	83,836	81,574	86,483
Lease liabilities	4.2.4	526	3,769	3,081	3,568	3,088
<b>TOTAL NON CURRENT LIABILITIES</b>	4.2.2	<b>70,624</b>	<b>80,332</b>	<b>89,989</b>	<b>88,250</b>	<b>92,711</b>
<b>TOTAL LIABILITIES</b>		<b>116,390</b>	<b>129,590</b>	<b>142,224</b>	<b>142,931</b>	<b>150,770</b>
<b>NET ASSETS</b>		<b>2,142,414</b>	<b>2,151,949</b>	<b>2,167,726</b>	<b>2,180,380</b>	<b>2,191,874</b>
<b>EQUITY</b>						
Accumulated surplus		719,231	734,286	755,469	773,529	784,428
Reserves		1,423,183	1,417,663	1,412,257	1,406,851	1,407,446
<b>TOTAL EQUITY</b>		<b>2,142,414</b>	<b>2,151,949</b>	<b>2,167,726</b>	<b>2,180,380</b>	<b>2,191,874</b>

### 3.3 Statement of Changes in Equity

For the four years ending 30 June 2027

	Notes	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
<b>2023 FORECAST</b>					
<b>BALANCE AT BEGINNING OF THE FINANCIAL YEAR</b>		<b>2,143,238</b>	<b>702,718</b>	<b>1,400,350</b>	<b>40,170</b>
Surplus/(deficit) for the year		(824)	(824)	0	0
Net asset revaluation increment (decrement)		0	0	0	0
Transfer to other reserves		0	(6,594)	0	6,594
Transfer from other reserves		0	23,931	0	(23,931)
<b>BALANCE AT END OF THE FINANCIAL YEAR</b>		<b>2,142,414</b>	<b>719,231</b>	<b>1,400,350</b>	<b>22,833</b>
<b>2024 BUDGET</b>					
<b>BALANCE AT BEGINNING OF THE FINANCIAL YEAR</b>		<b>2,142,414</b>	<b>719,231</b>	<b>1,400,350</b>	<b>22,833</b>
Surplus/(deficit) for the year		9,535	9,535	0	0
Net asset revaluation increment (decrement)		0	0	0	0
Transfer to other reserves	4.3.1	0	(6,593)	0	6,593
Transfer from other reserves	4.3.1	0	12,113	0	(12,113)
<b>BALANCE AT END OF THE FINANCIAL YEAR</b>	4.3.2	<b>2,151,949</b>	<b>734,286</b>	<b>1,400,350</b>	<b>17,313</b>
<b>2025</b>					
<b>BALANCE AT BEGINNING OF THE FINANCIAL YEAR</b>		<b>2,151,949</b>	<b>734,286</b>	<b>1,400,350</b>	<b>17,313</b>
Surplus/(deficit) for the year		15,777	15,777	0	0
Net asset revaluation increment (decrement)		0	0	0	0
Transfer to other reserves		0	(7,094)	0	7,094
Transfer from other reserves		0	12,500	0	(12,500)
<b>BALANCE AT END OF THE FINANCIAL YEAR</b>		<b>2,167,726</b>	<b>755,469</b>	<b>1,400,350</b>	<b>11,907</b>
<b>2026</b>					
<b>BALANCE AT BEGINNING OF THE FINANCIAL YEAR</b>		<b>2,167,726</b>	<b>755,469</b>	<b>1,400,350</b>	<b>11,907</b>
Surplus/(deficit) for the year		12,654	12,654	0	0
Net asset revaluation increment (decrement)		0	0	0	0
Transfer to other reserves		0	(7,094)	0	7,094
Transfer from other reserves		0	12,500	0	(12,500)
<b>BALANCE AT END OF THE FINANCIAL YEAR</b>		<b>2,180,380</b>	<b>773,529</b>	<b>1,400,350</b>	<b>6,501</b>
<b>2027</b>					
<b>BALANCE AT BEGINNING OF THE FINANCIAL YEAR</b>		<b>2,180,380</b>	<b>773,529</b>	<b>1,400,350</b>	<b>6,501</b>
Surplus/(deficit) for the year		11,494	11,494	0	0
Net asset revaluation increment (decrement)		0	0	0	0
Transfer to other reserves		0	(7,095)	0	7,095
Transfer from other reserves		0	6,500	0	(6,500)
<b>BALANCE AT END OF THE FINANCIAL YEAR</b>		<b>2,191,874</b>	<b>784,428</b>	<b>1,400,350</b>	<b>7,096</b>

### 3.4 Statement of Cash Flows

For the four years ending 30 June 2027

	Notes	Forecast	Budget	Projections		
		2022-23	2023-24	2024-25	2025-26	2026-27
		\$'000	\$'000	\$'000	\$'000	\$'000
		Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>						
Rates and charges		134,352	144,884	149,213	154,114	158,866
User fees		15,748	11,121	11,316	11,671	11,756
Statutory fees and fines		3,317	4,310	4,597	4,685	4,873
Grants - operating		20,715	23,637	23,162	23,587	24,030
Grants - capital		7,629	3,978	10,769	2,100	2,121
Contributions - monetary		11,599	8,806	7,940	7,958	8,003
Interest received		567	550	275	275	275
Other receipts		1,074	764	723	732	747
Net movement in trust deposits		33	89	66	67	69
Employee costs		(76,263)	(78,976)	(80,796)	(83,065)	(85,208)
Materials and services		(76,443)	(77,943)	(76,518)	(75,293)	(77,415)
Contributions and donations		(5,927)	(5,892)	(5,972)	(6,054)	(6,205)
Short-term, low value and variable lease payments		(71)	(27)	(11)	0	0
Other payments		(621)	(689)	(702)	(717)	(736)
<b>NET CASH PROVIDED BY / (USED IN) OPERATING ACTIVITIES</b>	4.4.1	<b>35,709</b>	<b>34,612</b>	<b>44,062</b>	<b>40,060</b>	<b>41,176</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>						
Proceeds from sale of property, infrastructure, plant and equipment		15,735	6,987	1,167	2,867	1,167
Payments for property, infrastructure, plant and equipment		(60,557)	(67,093)	(54,646)	(40,455)	(46,138)
Payments for investments		(5,000)	0	0	0	0
Proceeds from sale of investments		5,000	5,000	0	0	0
<b>NET CASH PROVIDED BY / (USED IN) INVESTING ACTIVITIES</b>	4.4.2	<b>(44,822)</b>	<b>(55,106)</b>	<b>(53,479)</b>	<b>(37,588)</b>	<b>(44,971)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>						
Finance costs		(1,779)	(3,065)	(3,493)	(3,741)	(3,888)
Proceeds from borrowings		29,312	15,480	21,800	10,000	19,700
Repayment of borrowings		(4,263)	(7,485)	(9,321)	(11,005)	(12,661)
Interest paid - lease liability		(30)	(293)	(262)	(288)	(265)
Repayment of lease liabilities		(739)	(1,042)	(1,097)	(1,090)	(1,114)
<b>NET CASH PROVIDED BY / (USED IN) FINANCING ACTIVITIES</b>	4.4.3	<b>22,501</b>	<b>3,595</b>	<b>7,627</b>	<b>(6,124)</b>	<b>1,772</b>
<b>NET INCREASE (DECREASE) IN CASH HELD</b>		<b>13,388</b>	<b>(16,899)</b>	<b>(1,790)</b>	<b>(3,652)</b>	<b>(2,023)</b>
Cash and cash equivalents at the beginning of the financial year		42,852	56,240	39,341	37,550	33,898
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>		<b>56,240</b>	<b>39,341</b>	<b>37,550</b>	<b>33,898</b>	<b>31,875</b>

### 3.5 Statement of Capital Works

For the four years ending 30 June 2027

	Notes	Forecast	Budget	Projections		
		2022-23 \$'000	2023-24 \$'000	2024-25 \$'000	2025-26 \$'000	2026-27 \$'000
<b>PROPERTY</b>						
Land and Buildings		14,593	16,038	16,146	7,715	10,284
<b>TOTAL PROPERTY</b>		<b>14,593</b>	<b>16,038</b>	<b>16,146</b>	<b>7,715</b>	<b>10,284</b>
<b>PLANT AND EQUIPMENT</b>						
Plant, machinery and equipment		1,310	3,120	2,760	1,999	2,455
Computers and telecommunications		3,942	8,138	4,366	3,676	4,377
Artworks		204	348	283	285	288
<b>TOTAL PLANT AND EQUIPMENT</b>		<b>5,456</b>	<b>11,606</b>	<b>7,409</b>	<b>5,960</b>	<b>7,120</b>
<b>INFRASTRUCTURE</b>						
Roads		8,474	8,239	10,245	8,947	9,361
Bridges		857	340	385	397	407
Footpaths and cycleways		3,975	4,713	6,319	5,101	5,538
Drainage		3,720	6,637	4,659	5,401	4,310
Recreational, leisure and community facilities		28,571	23,610	12,473	9,224	11,970
Off street car parks		956	1,764	1,953	1,245	1,408
Other infrastructure		812	2,714	1,326	643	630
<b>TOTAL INFRASTRUCTURE</b>		<b>47,365</b>	<b>48,017</b>	<b>37,360</b>	<b>30,958</b>	<b>33,624</b>
<b>TOTAL CAPITAL WORKS EXPENDITURE</b>	4.5.1	<b>67,414</b>	<b>75,661</b>	<b>60,915</b>	<b>44,633</b>	<b>51,028</b>
<b>REPRESENTED BY</b>						
Asset renewal		30,596	42,508	36,343	33,414	37,594
Asset upgrade		21,778	21,164	21,217	8,060	11,469
Asset new		9,090	7,660	3,355	3,159	1,965
Asset expansion		5,950	4,329	0	0	0
<b>TOTAL CAPITAL WORKS EXPENDITURE</b>	4.5.1	<b>67,414</b>	<b>75,661</b>	<b>60,915</b>	<b>44,633</b>	<b>51,028</b>
<b>CAPITAL WORKS FUNDING SOURCE</b>						
<b>EXTERNAL</b>						
Loan proceeds		29,312	15,480	21,800	10,000	19,700
Grants - capital		10,346	3,978	10,769	2,100	2,121
Contributions - capital		3,775	500	0	0	0
<b>TOTAL EXTERNAL FUNDING</b>		<b>43,433</b>	<b>19,958</b>	<b>32,569</b>	<b>12,100</b>	<b>21,821</b>
<b>INTERNAL</b>						
Proceeds from sale of fixed assets		12,807	6,987	1,167	2,867	1,167
Movement in reserve funds		18,625	12,113	12,500	12,500	6,500
Rate funding		(7,451)	36,603	14,679	17,166	21,540
<b>TOTAL INTERNAL FUNDING</b>		<b>23,981</b>	<b>55,703</b>	<b>28,346</b>	<b>32,533</b>	<b>29,207</b>
<b>TOTAL CAPITAL WORKS FUNDING SOURCES</b>	4.5.1	<b>67,414</b>	<b>75,661</b>	<b>60,915</b>	<b>44,633</b>	<b>51,028</b>
<b>LESS OPERATING PROJECTS EXPENDITURE</b>						
Operating Projects Expenditure		6,857	8,568	6,269	4,178	4,890
<b>NET CAPITAL WORKS (CAPITALISED EXPENDITURE EXCLUDING OPERATING PROJECTS EXPENDITURE)</b>		<b>60,557</b>	<b>67,093</b>	<b>54,646</b>	<b>40,455</b>	<b>46,138</b>

### 3.6 Statement of Human Resources

For the four years ending 30 June 2027

	Forecast	Budget	Projections		
	2022-23	2023-24	2024-25	2025-26	2026-27
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>STAFF EXPENDITURE</b>					
Employee costs - operating	76,263	79,729	81,379	83,665	85,738
Employee costs - capital	3,248	4,875	4,935	5,073	5,203
<b>TOTAL STAFF EXPENDITURE</b>	<b>79,511</b>	<b>84,604</b>	<b>86,314</b>	<b>88,738</b>	<b>90,941</b>

	Forecast	Budget	Projections		
	2022-23	2023-24	2024-25	2025-26	2026-27
	FTE	FTE	FTE	FTE	FTE
<b>STAFF NUMBERS</b>					
Full time equivalent (FTE) employees	699.92	724.14	724.14	724.14	724.14
<b>TOTAL STAFF NUMBERS</b>	<b>699.92</b>	<b>724.14</b>	<b>724.14</b>	<b>724.14</b>	<b>724.14</b>

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

DEPARTMENT	Budget 2023-24 \$'000	Comprises			
		Permanent		Casual \$'000	Temporary \$'000
		Full Time \$'000	Part Time \$'000		
CEO	7,835	6,466	1,343	6	20
City Liveability	15,185	11,827	3,076	105	177
Connected Communities	28,269	13,915	12,941	351	1,063
Customer and Performance	11,250	8,560	2,223	0	466
Infrastructure	17,190	15,836	1,257	10	87
<b>TOTAL PERMANENT STAFF EXPENDITURE</b>	<b>79,729</b>	<b>56,604</b>	<b>20,840</b>	<b>472</b>	<b>1,813</b>
Capitalised labour costs	4,875				
<b>TOTAL EXPENDITURE</b>	<b>84,604</b>				

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

DEPARTMENT	Budget 2023-24 FTE	Comprises			
		Permanent		Casual FTE	Temporary FTE
		Full Time FTE	Part Time FTE		
CEO	53.74	41.00	12.69	0.05	0.00
City Liveability	130.92	90.00	39.69	1.03	0.20
Connected Communities	259.27	132.00	122.79	3.65	2.94
Customer and Performance	101.01	74.00	24.91	0.00	0.00
Infrastructure	179.20	171.00	8.10	0.10	0.00
<b>TOTAL PERMANENT STAFF FTE</b>	<b>724.14</b>	<b>508.00</b>	<b>208.18</b>	<b>4.82</b>	<b>3.14</b>

### 3.7 Summary of Planned Human Resources Expenditure

For the four years ending 30 June 2027

	2023-24 \$'000	2024-25 \$'000	2025-26 \$'000	2026-27 \$'000
<b>CEO</b>				
<b>Permanent - Full Time</b>	6,466	6,643	6,833	7,004
Female	5,468	5,618	5,779	5,923
Male	998	1,025	1,054	1,081
Self-described gender	0	0	0	0
<b>Permanent - Part Time</b>	1,343	1,380	1,420	1,455
Female	1,136	1,167	1,201	1,231
Male	207	213	219	224
Self-described gender	0	0	0	0
<b>Total CEO</b>	<b>7,809</b>	<b>8,023</b>	<b>8,253</b>	<b>8,459</b>
<b>City Liveability</b>				
<b>Permanent - Full Time</b>	11,827	12,278	12,633	12,947
Female	6,437	6,683	6,876	7,047
Male	5,389	5,595	5,757	5,900
Self-described gender	0	0	0	0
<b>Permanent - Part Time</b>	3,076	3,194	3,286	3,367
Female	1,674	1,738	1,788	1,833
Male	1,402	1,455	1,497	1,535
Self-described gender	0	0	0	0
<b>Total City Liveability</b>	<b>14,903</b>	<b>15,472</b>	<b>15,919</b>	<b>16,314</b>
<b>Connected Communities</b>				
<b>Permanent - Full Time</b>	13,915	14,064	14,439	14,793
Female	12,865	13,003	13,350	13,677
Male	1,050	1,061	1,090	1,116
Self-described gender	0	0	0	0
<b>Permanent - Part Time</b>	12,941	13,080	13,428	13,757
Female	11,964	12,093	12,415	12,719
Male	977	987	1,013	1,038
Self-described gender	0	0	0	0
<b>Total Connected Communities</b>	<b>26,855</b>	<b>27,144</b>	<b>27,868</b>	<b>28,550</b>
<b>Customer and Performance</b>				
<b>Permanent - Full Time</b>	8,560	8,841	9,094	9,321
Female	6,003	6,199	6,377	6,536
Male	2,558	2,642	2,717	2,785
Self-described gender	0	0	0	0
<b>Permanent - Part Time</b>	2,223	2,295	2,360	2,419
Female	1,559	1,610	1,655	1,696
Male	664	686	705	723
Self-described gender	0	0	0	0
<b>Total Customer and Performance</b>	<b>10,783</b>	<b>11,137</b>	<b>11,454</b>	<b>11,740</b>
<b>Infrastructure</b>				
<b>Permanent - Full Time</b>	15,836	16,005	16,473	16,885
Female	3,896	3,937	4,052	4,154
Male	11,941	12,068	12,421	12,731
Self-described gender	0	0	0	0
<b>Permanent - Part Time</b>	1,257	1,270	1,307	1,340
Female	309	312	322	330
Male	948	958	986	1,010
Self-described gender	0	0	0	0
<b>Total Infrastructure</b>	<b>17,093</b>	<b>17,275</b>	<b>17,781</b>	<b>18,225</b>
Casuals, temporary and other expenditure	2,285	2,328	2,391	2,450
Capitalised labour costs	4,875	4,935	5,073	5,203
<b>Total staff expenditure</b>	<b>84,604</b>	<b>86,313</b>	<b>88,738</b>	<b>90,942</b>

	2023-24	2024-25	2025-26	2026-27
	FTE	FTE	FTE	FTE
<b>CEO</b>				
<b>Permanent - Full Time</b>	41.00	41.00	41.00	41.00
Female	35.00	35.00	35.00	35.00
Male	6.00	6.00	6.00	6.00
Self-described gender	0	0	0	0
<b>Permanent - Part Time</b>	12.69	12.69	12.69	12.69
Female	10.73	10.73	10.73	10.73
Male	1.96	1.96	1.96	1.96
Self-described gender	0	0	0	0
<b>Total CEO</b>	<b>53.69</b>	<b>53.69</b>	<b>53.69</b>	<b>53.69</b>
<b>City Liveability</b>				
<b>Permanent - Full Time</b>	90.00	90.00	90.00	90.00
Female	49.00	49.00	49.00	49.00
Male	41.00	41.00	41.00	41.00
Self-described gender	0	0	0	0
<b>Permanent - Part Time</b>	39.69	39.69	39.69	39.69
Female	21.60	21.60	21.60	21.60
Male	18.09	18.09	18.09	18.09
Self-described gender	0	0	0	0
<b>Total City Liveability</b>	<b>129.69</b>	<b>129.69</b>	<b>129.69</b>	<b>129.69</b>
<b>Connected Communities</b>				
<b>Permanent - Full Time</b>	130.00	130.00	130.00	130.00
Female	120.00	120.00	120.00	120.00
Male	10.00	10.00	10.00	10.00
Self-described gender	0	0	0	0
<b>Permanent - Part Time</b>	122.69	122.69	122.69	122.69
Female	113.43	113.43	113.43	113.43
Male	9.26	9.26	9.26	9.26
Self-described gender	0	0	0	0
<b>Total Connected Communities</b>	<b>252.69</b>	<b>252.69</b>	<b>252.69</b>	<b>252.69</b>
<b>Customer and Performance</b>				
<b>Permanent - Full Time</b>	76.00	76.00	76.00	76.00
Female	53.00	53.00	53.00	53.00
Male	23.00	23.00	23.00	23.00
Self-described gender	0	0	0	0
<b>Permanent - Part Time</b>	25.01	25.01	25.01	25.01
Female	17.56	17.56	17.56	17.56
Male	7.44	7.44	7.44	7.44
Self-described gender	0	0	0	0
<b>Total Customer and Performance</b>	<b>101.01</b>	<b>101.01</b>	<b>101.01</b>	<b>101.01</b>
<b>Infrastructure</b>				
<b>Permanent - Full Time</b>	171.00	171.00	171.00	171.00
Female	42.00	42.00	42.00	42.00
Male	129.00	129.00	129.00	129.00
Self-described gender	0	0	0	0
<b>Permanent - Part Time</b>	8.10	8.10	8.10	8.10
Female	1.99	1.99	1.99	1.99
Male	6.11	6.11	6.11	6.11
Self-described gender	0	0	0	0
<b>Total Infrastructure</b>	<b>179.10</b>	<b>179.10</b>	<b>179.10</b>	<b>179.10</b>
Casuals and temporary staff	7.96	7.96	7.96	7.96
Capitalised labour	0	0	0	0
<b>Total staff numbers</b>	<b>724.14</b>	<b>724.14</b>	<b>724.14</b>	<b>724.14</b>

## 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 2023-24 the FGRS cap has been set at 3.50%. 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 3.50% in line with the rate cap.

Council's Residential Garbage Charge for the 2023-24 financial year has been set at an amount to ensure only full cost recovery inclusive of the State Government Landfill Levy. The cost residents will pay in 2023-24 for the standard waste service including the Food and Organics collection will increase by \$37.97 (9.54%) for those who have previously utilised the optional green waste service, while the increase is \$5.34 (1.08%) for those who also continue to utilise a 120 litre waste rubbish bin. The full service cost of \$435.97 will now be reflected in the Residential Garbage Charge in 2023-24. This charge in 2022-23, excluding the optional green waste service, was \$298.00.

This will raise total rates and charges for 2023-24 to \$146,039,209, 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	
	2022-23	2023-24	\$'000	%
	\$'000	\$'000	\$'000	%
General rates *	112,231	117,511	5,280	4.7%
Rate rebates	(1,140)	(1,175)	(35)	3.1%
Residential garbage charge	17,995	26,233	8,238	45.8%
Service rates and charges	3,600	2,378	(1,222)	(33.9%)
Supplementary rates and rate adjustments	1,079	500	(579)	(53.7%)
Interest on rates and charges	587	592	5	0.9%
<b>Total rates and charges</b>	<b>134,352</b>	<b>146,039</b>	<b>11,687</b>	<b>8.7%</b>

\* 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
	2022-23	2023-24	
	cents/\$CIV	cents/\$CIV	%
Differential rate for Vacant Land	0.45921	0.45691	(0.5%)
Differential rate for Derelict Land	0.45921	0.45691	(0.5%)
Differential rate for Retirement Village Land properties	0.11480	0.11423	(0.5%)
Differential rate for Commercial Land properties	0.38268	0.38076	(0.5%)
Differential rate for Industrial Land properties	0.40564	0.40361	(0.5%)
Differential rate for Residential Land properties	0.15307	0.15230	(0.5%)
Recreational Land rate for rateable recreational properties	0.15307	0.15230	(0.5%)

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

Type or Class of Land	Forecast	Budget	Change	
	2022-23	2023-24	\$'000	%
	\$'000	\$'000	\$'000	%
<b>Rates</b>				
Vacant Land	1,539	1,360	(179)	(11.6%)
Derelict Land	21	20	(1)	(5.5%)
Retirement Village Land	1,025	1,060	35	3.4%
Commercial Land	12,790	13,838	1,048	8.2%
Industrial Land	18,226	22,750	4,524	24.8%
Residential Land	79,651	78,927	(724)	(0.9%)
Recreational Land Rate	58	56	(2)	(4.2%)
<b>Total amount to be raised by general rates</b>	<b>113,310</b>	<b>118,011</b>	<b>4,701</b>	<b>4.1%</b>

Total rates to be raised in the 2023-24 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	
	2022-23 Number	2023-24 Number	Number	%
Vacant Land	360	315	(45)	(12.5%)
Derelict Land	2	4	2	100.0%
Retirement Village Land	1,878	1,891	13	0.7%
Commercial Land	2,534	2,515	(19)	(0.7%)
Industrial Land	3,675	3,720	45	1.2%
Residential Land	60,301	60,626	325	0.5%
Recreational Land Rate	7	7	0	0.0%
<b>Total number of assessments</b>	<b>68,757</b>	<b>69,078</b>	<b>321</b>	<b>0.5%</b>

**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	
	2022-23 \$'000	2023-24 \$'000	\$'000	%
Vacant Land	342,710	297,690	(45,020)	(13.1%)
Derelict Land	2,185	4,345	2,160	98.9%
Retirement Village Land	885,825	927,960	42,135	4.8%
Commercial Land	3,179,631	3,634,263	454,632	14.3%
Industrial Land	4,372,795	5,636,725	1,263,930	28.9%
Residential Land	52,035,968	51,493,635	(542,333)	(1.0%)
Recreational Land Rate	37,850	36,500	(1,350)	(3.6%)
<b>Total value of land</b>	<b>60,856,964</b>	<b>62,031,118</b>	<b>1,174,154</b>	<b>1.9%</b>

**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 2022-23	Per Rateable Property 2023-24	Change	
	\$	\$	\$	%
Residential Garbage Charge - Standard Service (80 Litre Waste Bin, 240 Litre Recycle Bin, 240 Litre FOGO Bin, Hard Waste, Bundled Green Waste) <sup>1</sup>	298.00	435.97	137.97	46.3%
Residential Garbage Charge - Reduced Service (80 Litre Waste Bin, 240 Litre Recycle Bin, Hard Waste, Bundled Green Waste) <sup>2</sup>	NEW	297.93	297.93	100.0%
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) <sup>3</sup>	NEW	435.97	435.97	100.0%
Residential Garbage Charge - Multi Unit Service (80 Litre Waste Bin, 240 Litre Recycle Bin, Hard Waste, Bundled Green Waste)	NEW	297.93	297.93	100.0%
Garbage Surcharge – 120 Litre Bin	96.00	63.37	(32.63)	(34.0%)
Additional Household Bins	431.00	170.49	(260.51)	(60.4%)
Additional Food and Organics Bin (Previously Green Waste Bin)	100.00	138.04	38.04	38.0%
Additional Recycle Bin	117.00	91.03	(25.97)	(22.2%)
Additional Recycle Bin - Industrial / Commercial	125.00	276.11	151.11	120.9%
Optional Industrial / Commercial Garbage, Daily Service	1,970.00	2,267.52	297.52	15.1%
Optional Industrial / Commercial Garbage, Weekly Service	516.00	746.47	230.47	44.7%
Waste Management and Recycling for Non Rateable Properties – Daily Service (240 Litre Bin)	1,894.00	2,154.75	260.75	13.8%
Waste Management and Recycling for Non Rateable Properties – Weekly Service (240 Litre Bin)	400.00	506.34	106.34	26.6%
Waste Management and Recycling for Non Rateable Properties – Weekly Service (120 Litre Bin)	294.00	335.85	41.85	14.2%
<i>Dorset Square</i>				
– Annual Waste Charge, office based premises	356.00	520.80	164.80	46.3%
– Annual Waste Charge, retail based premises	1,059.00	1,340.50	281.50	26.6%
– Annual Waste Charge, food based premises less than 200 square metres floor area.	3,174.00	3,806.59	632.59	19.9%
– Annual Waste Charge, food based premises greater than 200 square metres floor area.	7,401.00	8,735.27	1,334.27	18.0%
Additional Hard Waste Service	115.00	120.00	5.00	4.3%

**Notes:**

<sup>1</sup> For those who had a green waste bin in 2022-23, the increase is \$37.97 (9.5%).

<sup>2</sup> 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.

<sup>3</sup> 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.

**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	
	2022-23	2023-24	\$	%
	\$	\$		
Residential Garbage Charge	17,995,216	26,233,395	8,238,179	45.8%
Garbage Surcharge – 120 Litre Bin	3,599,566	2,377,720	(1,221,846)	(33.9%)
Additional Household Bins	521,763	245,406	(276,357)	(53.0%)
Optional Household Green Waste Bin	4,566,678	0	(4,566,678)	(100.0%)
Additional Recycle Bin	151,883	104,317	(47,566)	(31.3%)
Optional Industrial / Commercial Garbage Service	1,596,849	2,226,486	629,637	39.4%
Non Rateable Properties	123,291	145,770	22,479	18.2%
<i>Dorset Square:</i>				
Office based premises	5,020	7,812	2,792	55.6%
Retail based premises	13,767	17,426	3,659	26.6%
Food based premises less than 200 square metres floor area	12,696	15,226	2,530	19.9%
Food based premises greater than 200 square metres floor area	14,802	17,471	2,669	18.0%
<b>Total</b>	<b>28,601,531</b>	<b>31,391,029</b>	<b>2,789,498</b>	<b>9.8%</b>

**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	
	2022-23	2023-24	\$'000	%
	\$'000	\$'000	\$'000	
Total General Rates to be Raised				
- Refer item 4.1.1(c)	113,310	118,011	4,701	4.1%
Total Service Charges and Service Rates to be Raised				
- Refer item 4.1.1(h)	28,602	31,391	2,789	9.8%
<b>Total rates and charges</b>	<b>141,912</b>	<b>149,402</b>	<b>7,490</b>	<b>5.3%</b>

**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.

	2022-23	2023-24
Total Rates	\$ 110,285,463	\$ 113,536,876
Number of Rateable Properties	68,757	69,078
Base Average Rate	\$ 1,603.99	\$ 1,643.60
Maximum Rate Increase (set by the State Government)	<b>1.75%</b>	<b>3.50%</b>
Capped Average Rate	\$ 1,632.06	\$ 1,701.13
Maximum General Rates and Municipal Charges Revenue	\$ 112,215,459	\$ 117,510,667
Revenue	\$ 112,215,459	\$ 117,510,667
Budgeted Supplementary Rates	\$ 250,000	\$ 500,000
Budgeted Total Rates and Municipal Charges Revenue	\$ 112,465,459	\$ 118,010,667

**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: \$1,078,894)
- 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 0.45691% (0.45691 cents in the dollar of capital improved value) for all rateable Vacant Land; and
- A general rate of 0.45691% (0.45691 cents in the dollar of capital improved value) for all rateable Derelict Land; and
- A general rate of 0.11423% (0.11423 cents in the dollar of capital improved value) for all rateable Retirement Village Land; and
- A general rate of 0.15230% (0.15230 cents in the dollar of capital improved value) for all rateable Recreational Land; and
- A general rate of 0.40361% for (0.40361 cents in the dollar of capital improved value) rateable Industrial Land; and
- A general rate of 0.38076% (0.38076 cents in the dollar of capital improved value) for all rateable Commercial Land; and
- A general rate of 0.15230% (0.15230 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 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.

### 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	
	2022-23 \$'000	2023-24 \$'000	\$'000	%
Waste management services	7,057	2,833	(4,224)	(59.9%)
Registration and other permits	2,263	2,353	90	4.0%
Child care/children's programs	2,779	2,161	(618)	(22.2%)
Leisure centre and recreation	1,083	1,067	(16)	(1.5%)
Building services	722	972	250	34.6%
Aged and health services	447	600	153	34.2%
Other fees and charges	1,397	1,282	(115)	(8.2%)
<b>Total user fees</b>	<b>15,748</b>	<b>11,268</b>	<b>(4,480)</b>	<b>(28.4%)</b>

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 decrease by 28.4% on the current year forecast.

The decrease in the waste management services is due to the introduction of Council's new food and bin service in 2023-24. The green waste service that was previously an optional service will now be included in the residential garbage charge. The forecast fees received for the green waste service in 2022-23 is \$4,566,678, while there are no optional green waste fees budgeted for 2023-24, with the exception of a second green waste bin.

The decrease in parent fees for Council's kindergartens is offset by an increase in Government grants received, as well as a decrease in employee costs due to lower utilisation.

### 4.1.3 Statutory fees and fines

	Forecast	Budget	Change	
	2022-23 \$'000	2023-24 \$'000	\$'000	%
Permits	2,034	2,355	321	15.8%
Infringements and costs	797	1,690	893	112.0%
Town planning fees	353	210	(143)	(40.5%)
Land information certificates	112	117	5	4.5%
Court recoveries	20	0	(20)	(100.0%)
Other statutory fees and fines	1	1	0	0.0%
<b>Total statutory fees and fines</b>	<b>3,317</b>	<b>4,373</b>	<b>1,056</b>	<b>31.8%</b>

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 31.8% 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 2022-23 \$'000	Budget 2023-24 \$'000	Change	
			\$'000	%
<b>Grants were received in respect of the following:</b>				
<b>Summary of grants</b>				
Commonwealth funded grants	19,684	14,202	(5,482)	(27.9%)
State funded grants	13,023	13,413	390	3.0%
<b>Total grants received</b>	<b>32,707</b>	<b>27,615</b>	<b>(5,092)</b>	<b>(15.6%)</b>
<b>(a) Operating grants</b>				
<b>Recurrent - Commonwealth Government</b>				
Victoria Grants Commission	5,087	6,783	1,696	33.3%
Family and children - early years hubs	3,156	3,533	377	11.9%
General home care	986	1,000	14	1.4%
Aged care	99	94	(5)	(5.1%)
<b>Recurrent - State Government</b>				
Family and children - kindergarten	5,428	5,578	150	2.8%
Family and children - maternal and child health	1,861	1,837	(24)	(1.3%)
General home care	843	827	(16)	(1.9%)
School crossing supervisors	739	823	84	11.4%
Family and children - early years hubs	702	638	(64)	(9.1%)
Community safety	453	200	(253)	(55.8%)
Family and children - youth services	301	160	(141)	(46.8%)
Community health	165	144	(21)	(12.7%)
Arts and cultural	24	18	(6)	(25.0%)
Aged care	0	6	6	0.0%
Other	45	45	0	0.0%
<b>Total recurrent operating grants</b>	<b>19,889</b>	<b>21,686</b>	<b>1,797</b>	<b>9.0%</b>
<b>Non-recurrent - Commonwealth Government</b>				
Community health	105	0	(105)	(100.0%)
Other	5	0	(5)	(100.0%)
<b>Non-recurrent - State Government</b>				
Family and children - kindergarten	1,121	1,912	791	70.6%
Community safety	367	28	(339)	(92.4%)
Arts and cultural	195	11	(184)	(94.4%)
Economic development	329	0	(329)	(100.0%)
General home care	8	0	(8)	(100.0%)
Family and children - early years hubs	7	0	(7)	(100.0%)
Other	335	0	(335)	(100.0%)
<b>Total non-recurrent operating grants</b>	<b>2,472</b>	<b>1,951</b>	<b>(521)</b>	<b>(21.1%)</b>
<b>Total operating grants</b>	<b>22,361</b>	<b>23,637</b>	<b>1,276</b>	<b>5.7%</b>

Operating grants include all monies received from State and Federal Government sources which assists Council in funding the delivery of services to ratepayers. Overall, the level of operating grants is projected to increase by 5.7% or \$1.276 million compared to the 2022-23 forecast. A portion of the Victoria Grants Commission 2022-23 funding was received in advance, leading to a \$1.696 million increase for this grant in 2023-24. All kindergarten income has been treated as grant income consistent with the treatment for the 2023 calendar year.

	Forecast 2022-23 \$'000	Budget 2023-24 \$'000	Change	
			\$'000	%
<b>(b) Capital grants</b>				
<b>Recurrent - Commonwealth Government</b>				
Victoria Grants Commission - local roads	730	1,311	581	79.6%
Roads to recovery	740	748	8	1.1%
Recreational, leisure and community facilities	1,250	0	(1,250)	(100.0%)
<b>Recurrent - State Government</b>				
Other	0	0	0	0.0%
<b>Total recurrent capital grants</b>	<b>2,720</b>	<b>2,059</b>	<b>(661)</b>	<b>(24.3%)</b>
<b>Non-recurrent - Commonwealth Government</b>				
Recreational, leisure and community facilities	2,648	633	(2,015)	(76.1%)
Bridges	100	100	0	0.0%
Buildings	3,549	0	(3,549)	(100.0%)
Roads	183	0	(183)	(100.0%)
Footpaths and cycleways	716	0	(716)	(100.0%)
Drainage	330	0	(330)	(100.0%)
<b>Non-recurrent - State Government</b>				
Recreational, leisure and community facilities	100	1,186	1,086	1,086.0%
<b>Total non-recurrent capital grants</b>	<b>7,626</b>	<b>1,919</b>	<b>(5,707)</b>	<b>(74.8%)</b>
<b>Total capital grants</b>	<b>10,346</b>	<b>3,978</b>	<b>(6,368)</b>	<b>(61.6%)</b>
<b>Total grants</b>	<b>32,707</b>	<b>27,615</b>	<b>(5,092)</b>	<b>(15.6%)</b>

Capital grants include all monies received from State and Federal Government and community sources which assists Council in funding the capital works program. Overall the level of capital grants is projected to decrease by 61.6% or \$6.368 million compared to 2022-23 forecast. The 2022-23 forecast includes \$2.717 million received in the previous financial year but treated as unearned income at year-end. Capital grants are not budgeted for unless an agreement is in place at the time of preparation of the budget.

#### 4.1.5 Contributions

	Forecast 2022-23 \$'000	Budget 2023-24 \$'000	Change	
			\$'000	%
Monetary	11,599	8,806	(2,793)	(24.1%)
Non-monetary	2,000	2,000	0	0.0%
<b>Total contributions</b>	<b>13,599</b>	<b>10,806</b>	<b>(2,793)</b>	<b>(20.5%)</b>

Monetary contributions include charges paid by developers in regard to recreational lands, drainage and car parking in accordance with planning permits issued for property development. Monetary contributions are budgeted to decrease by 24.1% on the current year forecast. The 2022-23 forecast includes \$3.775 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 2022-23 \$'000	Budget 2023-24 \$'000	Change	
			\$'000	%
Interest	567	550	(17)	(3.0%)
Rent	579	537	(42)	(7.3%)
Reimbursements	412	137	(275)	(66.7%)
Other	83	90	7	8.4%
<b>Total other income</b>	<b>1,641</b>	<b>1,314</b>	<b>(327)</b>	<b>(19.9%)</b>

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 2022-23 \$'000	Budget 2023-24 \$'000	Change	
			\$'000	%
Wages and salaries	56,139	59,101	2,962	5.3%
Annual leave and long service leave	8,528	9,321	793	9.3%
Superannuation	6,612	7,243	631	9.5%
Agency staff	2,523	1,542	(981)	(38.9%)
WorkCover	2,211	2,255	44	2.0%
Fringe benefits tax	250	267	17	6.8%
<b>Total employee costs</b>	<b>76,263</b>	<b>79,729</b>	<b>3,466</b>	<b>4.5%</b>

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 4.5% on the current year forecast. A driver for the decreased forecast for wages and salaries in 2022-23 compared to the budget of \$79.480 million primarily relates to lower utilisation in child care and kindergarten, offset through decreased revenue.

In 2023-24 an increase has been allowed to cover the estimated Enterprise Agreement (EA) increment, together with an allowance for other periodic increments in employee banding structure provided for in Awards, and the increase in the superannuation guarantee rate from 10.50% to 11.00%. 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	
	2022-23 \$'000	2023-24 \$'000	\$'000	%
Contract payments				
Waste Management	24,533	27,277	2,744	11.2%
Operating Projects Expenditure	6,857	8,568	1,711	25.0%
Operations Maintenance	7,960	8,346	386	4.8%
Active Ageing & Disability	1,052	1,336	284	27.0%
Arts & Cultural Services	807	699	(108)	(13.4%)
People & Culture	545	650	105	19.3%
Corporate Services	730	560	(170)	(23.3%)
Community Law	824	531	(293)	(35.6%)
Other	2,802	1,662	(1,140)	(40.7%)
Administration costs	8,606	8,164	(442)	(5.1%)
Consumable materials and equipment	4,446	4,476	30	0.7%
Utilities	3,242	3,349	107	3.3%
Information technology	2,955	3,234	279	9.4%
Consultants	4,629	2,749	(1,880)	(40.6%)
Insurance	2,066	2,550	484	23.4%
Building maintenance	2,140	2,108	(32)	(1.5%)
Finance and legal costs	1,199	1,056	(143)	(11.9%)
General maintenance	909	908	(1)	(0.1%)
<b>Total materials and services</b>	<b>76,302</b>	<b>78,223</b>	<b>1,921</b>	<b>2.5%</b>

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 2.5% on the current year forecast.

Contract payments includes capital expenditure which is operational in nature. This is budgeted to increase by \$1.711 million on the current year forecast due to the capital projects being undertaken (including capital works to be carried forward to 2023-24).

Payments to consultants are budgeted to decrease by 40.6% on the current year forecast primarily relating to work transitioning to existing staff, and the completion of projects.

#### 4.1.9 Contributions and donations

	Forecast	Budget	Change	
	2022-23 \$'000	2023-24 \$'000	\$'000	%
Contribution to the Eastern Regional Libraries Corporation	4,410	4,476	66	1.5%
Community support payments	1,517	1,416	(101)	(6.7%)
<b>Total contributions and donations</b>	<b>5,927</b>	<b>5,892</b>	<b>(35)</b>	<b>(0.6%)</b>

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	Budget	Change	
	2022-23 \$'000	2023-24 \$'000	\$'000	%
Property	5,267	5,144	(123)	(2.3%)
Plant and equipment	1,470	1,561	91	6.2%
Infrastructure	16,456	16,501	45	0.3%
<b>Total depreciation</b>	<b>23,193</b>	<b>23,206</b>	<b>13</b>	<b>0.1%</b>

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 0.1% 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	Budget	Change	
	2022-23 \$'000	2023-24 \$'000	\$'000	%
Intangible assets	893	893	0	0.0%
<b>Total amortisation - intangible assets</b>	<b>893</b>	<b>893</b>	<b>0</b>	<b>0.0%</b>

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

#### 4.1.12 Amortisation – Right of use assets

	Forecast	Budget	Change	
	2022-23 \$'000	2023-24 \$'000	\$'000	%
Right of use assets	630	1,171	541	85.9%
<b>Total amortisation - right of use assets</b>	<b>630</b>	<b>1,171</b>	<b>541</b>	<b>85.9%</b>

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.

The increase in 2023-24 is mainly due to the lease which is expected to be entered in to for the new Knox Library.

#### 4.1.13 Other expenses

	Forecast 2022-23 \$'000	Budget 2023-24 \$'000	Change	
			\$'000	%
Councillors allowances	409	469	60	14.7%
Auditor's remuneration - internal	150	155	5	3.3%
Auditor's remuneration - VAGO - audit of the financial statements, performance statement and grant acquittals	62	65	3	4.8%
Operating lease rentals - short term, low value	71	27	(44)	(62.0%)
<b>Total other expenses</b>	<b>692</b>	<b>716</b>	<b>24</b>	<b>3.5%</b>

Other expenses relate to a range of unclassified items including Councillor allowances, audits and low value lease expenses. Other expenses are budgeted to increase by 3.5% on the current year forecast.

## 4.2 Balance Sheet

### 4.2.1 Assets

	Forecast 2022-23 \$'000	Budget 2023-24 \$'000	Change	
			\$'000	%
<b>CURRENT ASSETS</b>				
Cash and cash equivalents	56,240	39,341	(16,899)	(30.0%)
Other financial assets	5,000	0	(5,000)	(100.0%)
Trade and other receivables	18,542	19,907	1,365	7.4%
Inventories	14	14	0	0.0%
Prepayments	850	880	30	3.5%
Other assets	259	268	9	3.5%
<b>TOTAL CURRENT ASSETS</b>	<b>80,905</b>	<b>60,410</b>	<b>(20,495)</b>	<b>(25.3%)</b>
<b>NON CURRENT ASSETS</b>				
Investments in associates	3,469	3,469	0	0.0%
Property, infrastructure, plant and equipment	2,171,219	2,210,838	39,619	1.8%
Right-of-use assets	1,059	4,670	3,611	341.0%
Intangible assets	2,152	2,152	0	0.0%
<b>TOTAL NON CURRENT ASSETS</b>	<b>2,177,899</b>	<b>2,221,129</b>	<b>43,230</b>	<b>2.0%</b>
<b>TOTAL ASSETS</b>	<b>2,258,804</b>	<b>2,281,539</b>	<b>22,735</b>	<b>1.0%</b>

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 \$21.899 million during 2023-24 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 7.4% 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 \$39.619 million increase in this balance is attributable to the anticipated capitalisation of the budgeted capital works program of \$75.661 million and the contribution of non-monetary assets of \$2.000 million. This is offset by \$24.099 million in depreciation and amortisation expense, \$8.568 million in capital expenditure deemed to be operational in nature, and the disposal of \$5.375 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 2022-23 \$'000	Budget 2023-24 \$'000	Change	
			\$'000	%
<b>CURRENT LIABILITIES</b>				
Trade and other payables	17,410	18,010	600	3.4%
Trust funds and deposits	2,540	2,629	89	3.5%
Provisions	18,428	19,136	708	3.8%
Interest-bearing loans and borrowings	6,849	8,425	1,576	23.0%
Lease liabilities	539	1,058	519	96.3%
<b>TOTAL CURRENT LIABILITIES</b>	<b>45,766</b>	<b>49,258</b>	<b>3,492</b>	<b>7.6%</b>
<b>NON CURRENT LIABILITIES</b>				
Provisions	2,991	3,037	46	1.5%
Interest-bearing loans and borrowings	67,107	73,526	6,419	9.6%
Lease liabilities	526	3,769	3,243	616.5%
<b>TOTAL NON CURRENT LIABILITIES</b>	<b>70,624</b>	<b>80,332</b>	<b>9,708</b>	<b>13.7%</b>
<b>TOTAL LIABILITIES</b>	<b>116,390</b>	<b>129,590</b>	<b>13,200</b>	<b>11.3%</b>

Trade and other payables are those to whom Council owes money as at 30 June. Trade and other payables are budgeted to increase by 3.4% 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 3.5% 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 3.5% 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		
	2022-23	2023-24	2024-25	2025-26	2026-27
	\$'000	\$'000	\$'000	\$'000	\$'000
Amount borrowed as at 30 June of the prior year	48,907	73,956	81,951	94,430	93,425
Amount proposed to be borrowed	29,312	15,480	21,800	10,000	19,700
Amount projected to be redeemed	(4,263)	(7,485)	(9,321)	(11,005)	(12,661)
<b>Amount of borrowings as at 30 June</b>	<b>73,956</b>	<b>81,951</b>	<b>94,430</b>	<b>93,425</b>	<b>100,464</b>

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 2022-23 \$'000	Budget 2023-24 \$'000
<b>RIGHT-OF-USE ASSETS</b>		
Property	495	3,614
Computers and telecommunications	515	1,040
Plant and Equipment	49	16
<b>TOTAL RIGHT-OF-USE ASSETS</b>	<b>1,059</b>	<b>4,670</b>
<b>LEASE LIABILITIES</b>		
<b>Current lease liabilities</b>		
Property	165	481
Computers and telecommunications	358	560
Plant and Equipment	16	17
<b>Total current lease liabilities</b>	<b>539</b>	<b>1,058</b>
<b>Non-current lease liabilities</b>		
Property	340	3,276
Computers and telecommunications	151	492
Plant and Equipment	35	1
<b>Non-current lease liabilities</b>	<b>526</b>	<b>3,769</b>
<b>TOTAL LEASE LIABILITIES</b>	<b>1,065</b>	<b>4,827</b>

## 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
<b>Statutory Reserves</b>				
HACC Capital Grant	545	0	0	545
Open Space	16,811	6,500	12,000	11,311
<b>Total Statutory Reserves</b>	<b>17,356</b>	<b>6,500</b>	<b>12,000</b>	<b>11,856</b>
<b>Discretionary Reserves</b>				
Aged Care Reserve	3,091	0	71	3,020
Basketball Stadium infrastructure	100	0	0	100
Blue Hills Reserve	3	0	0	3
City Futures	247	0	0	247
Library Reserve	1,552	0	0	1,552
Mountain Gate Reserve	140	0	0	140
Revegetation Net Gain	88	65	0	153
Revolving Energy Fund	12	0	0	12
Scoresby Recreational Reserve	202	28	0	230
Stamford Park Project	42	0	42	0
<b>Total Discretionary Reserves</b>	<b>5,477</b>	<b>93</b>	<b>113</b>	<b>5,457</b>
<b>Total Reserves</b>	<b>22,833</b>	<b>6,593</b>	<b>12,113</b>	<b>17,313</b>

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

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

The nature and purpose of the reserves are as follows:

#### HACC capital grant reserve

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

#### Open space reserve

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

#### Aged care reserve

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

#### Basketball stadium infrastructure reserve

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

**Blue Hills reserve**

The purpose of this reserve is to construct the Early Years Hubs facilities for the benefit of the Knox Community.

**City futures fund**

The purpose of this reserve is to construct major facilities within the Knox municipality.

**Library reserve**

The purpose of this reserve is for major capital expenditure for acquiring, refurbishing or redeveloping library premises as standalone premises or as part of community hubs for Knox Library branches.

**Mountain Gate reserve**

The purpose of this reserve is to enhance community facilities within Mountain Gate.

**Revegetation net gain reserve**

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

**Revolving energy fund**

The purpose of this reserve is to re-invest savings in energy costs to be invested in further works to minimise energy consumption.

**Scoresby Recreation reserve**

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

**Stamford Park reserve**

The purpose of this reserve is to develop the Stamford Park site for the benefit of the Knox Community.



### 4.3.2 Equity

	Forecast 2022-23 \$'000	Budget 2023-24 \$'000	Change	
			\$'000	%
<b>EQUITY</b>				
Accumulated surplus	719,231	734,286	15,055	2.1%
Reserves	1,423,183	1,417,663	(5,520)	(0.4%)
<b>TOTAL EQUITY</b>	<b>2,142,414</b>	<b>2,151,949</b>	<b>9,535</b>	<b>0.4%</b>

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. \$9.535 million of the \$15.055 million increase in accumulated surplus results directly from the surplus for the year. An amount of \$5.520 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 \$9.535 million results directly from the 2023-24 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	
	2022-23 \$'000	2023-24 \$'000	\$'000	%
<b>Cash flow from operating activities</b>				
Rates and charges	134,352	144,884	10,532	7.8%
User fees	15,748	11,121	(4,627)	(29.4%)
Statutory fees and fines	3,317	4,310	993	29.9%
Grants - operating	20,715	23,637	2,922	14.1%
Grants - capital	7,629	3,978	(3,651)	(47.9%)
Contributions - monetary	11,599	8,806	(2,793)	(24.1%)
Interest received	567	550	(17)	(3.0%)
Other receipts	1,074	764	(310)	(28.9%)
Net movement in trust deposits	33	89	56	169.7%
Employee costs	(76,263)	(78,976)	(2,713)	3.6%
Materials and services	(76,443)	(77,943)	(1,500)	2.0%
Contributions and donations	(5,927)	(5,892)	35	(0.6%)
Short-term, low value and variable lease payments	(71)	(27)	44	(62.0%)
Other payments	(621)	(689)	(68)	11.0%
<b>Net cash provided by operating activities</b>	<b>35,709</b>	<b>34,612</b>	<b>(1,097)</b>	<b>(3.1%)</b>

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 decrease in user fees is due to the introduction of Council's new food and bin service in 2023-24. The green waste service that was previously an optional service will now be included in the residential garbage charge. The forecast fees received for the green waste service in 2022-23 is \$4.567 million, while there are no optional green waste fees budgeted for 2023-24. These fees are included from 2023-24 within the residential garbage charge and are included in rate and charges.

The 2023-24 budgeted capital grants income is budgeted to decrease by \$3.651 million. This is due to specific funding for some large capital works projects in 2022-23. Capital grants are not budgeted unless there is confirmation that the funds will be received. Refer to section 4.5 'Capital works program' for a more detailed analysis of Council's capital works program for the 2023-24 financial year.

The 2023-24 operating grants income is budgeted to increase by \$2.922 million on the 2022-23 forecast. This is mainly due to a portion of the Victoria Grants Commission 2022-23 funding being received in advance, leading to a \$2.936 million decrease for this grant in 2022-23.

The 2022-23 forecast monetary contributions received includes \$3.775 million for non-recurring capital project contributions.

Employee costs are budgeted to increase by \$2.713 million on the 2022-23 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 10.50% to 11.00%. A driver for the decreased forecast for wages and salaries in 2022-23 compared to the budget of \$79.480 million primarily relates to lower utilisation in child care and kindergarten, offset through decreased revenue.

Materials and services are budgeted to increase by \$1.500 million. Included in materials and services is capital expenditure which is operational in nature. This expenditure is budgeted to increase by \$1.711 million on the current year forecast due to capital projects being undertaken (including capital works to be carried forward to 2023-24). Materials and services also includes \$27.277 million for waste management. This is an increase of \$2.744 million on the current year forecast.

#### 4.4.2 Net cash flows provided by/used in investing activities

Description	Forecast	Budget	Change	
	2022-23 \$'000	2023-24 \$'000	\$'000	%
<b>Cash flow from investing activities</b>				
Proceeds from sale of property, infrastructure, plant and equipment	15,735	6,987	(8,748)	(55.6%)
Payments for property, infrastructure, plant and equipment	(60,557)	(67,093)	(6,536)	10.8%
Payments for investments	(5,000)	0	5,000	(100.0%)
Proceeds from sale of investments	5,000	5,000	0	0.0%
<b>Net cash used in investing activities</b>	<b>(44,822)</b>	<b>(55,106)</b>	<b>(10,284)</b>	<b>22.9%</b>

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

The decrease in net cash outflows from investing activities is due to a \$6.536 million increase in payments for property, infrastructure, plant and equipment, and a \$8.748 million decrease in proceeds from the sale of property, infrastructure, plant and equipment. This is partially offset by the redemption of \$5.000 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	
	2022-23 \$'000	2023-24 \$'000	\$'000	%
<b>Cash flow from financing activities</b>				
Finance costs	(1,779)	(3,065)	(1,286)	72.3%
Proceeds from borrowings	29,312	15,480	(13,832)	(47.2%)
Repayment of borrowings	(4,263)	(7,485)	(3,222)	75.6%
Interest paid - lease liability	(30)	(293)	(263)	876.7%
Repayment of lease liabilities	(739)	(1,042)	(303)	41.0%
<b>Net cash used in financing activities</b>	<b>22,501</b>	<b>3,595</b>	<b>(18,906)</b>	<b>(84.0%)</b>

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 2023-24 budget includes new borrowings of \$15.480 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 2023-24 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 2022-23 \$'000	Budget 2023-24 \$'000	Change	
			\$'000	%
Property	14,593	16,038	1,445	9.9%
Plant and equipment	5,456	11,606	6,150	112.7%
Infrastructure	47,365	48,017	652	1.4%
<b>Total contributions</b>	<b>67,414</b>	<b>75,661</b>	<b>8,247</b>	<b>12.2%</b>

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
Property	16,039	4,455	4,732	2,522	4,329	0	0	11,568	4,470
Plant and equipment	11,605	348	8,387	2,871	0	0	0	11,606	0
Infrastructure	48,017	2,857	29,389	15,771	0	3,978	0	33,029	11,010
<b>Total</b>	<b>75,661</b>	<b>7,660</b>	<b>42,508</b>	<b>21,164</b>	<b>4,329</b>	<b>3,978</b>	<b>0</b>	<b>56,203</b>	<b>15,480</b>

\* 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	Borrow-ings \$'000
<b>Property Buildings</b>	<b>10,503</b>	<b>2,050</b>	<b>4,732</b>	<b>2,321</b>	<b>1,400</b>	<b>0</b>	<b>0</b>	<b>6,033</b>	<b>4,470</b>
Park Ridge Reserve Pavilion	2,000	2,000	0	0	0				
Gilmour Park - Shade Shelter	50	50	0	0	0				
Replacements of components for all Council owned buildings based on Building Asset Management Systems	4,732	0	4,732	0	0				
Carrington Park - Squash Facility	623	0	0	623	0				
Community Toilet Replacement Program	250	0	0	250	0				
Rowville Recreation Reserve - DDA and Baby Change Facilities Upgrade (Design)	200	0	0	200	0				
Solar panels in Community Facilities	195	0	0	195	0				
Tormore Reserve - Facility Redevelopment (this will only be funded if State/Federal funding is confirmed)	160	0	0	160	0				
Energy Retrofits in Community Buildings	150	0	0	150	0				
Milpera Reserve - Pavilion Refurbishment	110	0	0	110	0				
Wally Tew Reserve - Pavilion Upgrade (this will only be funded if State funding is confirmed)	100	0	0	100	0				
Family & Children Centres Office	100	0	0	100	0				
Upgrades to Early Years Facilities	100	0	0	100	0				
Ambleside Park	80	0	0	80	0				
Installation of Electronic Entry System	63	0	0	63	0				
Wantirna Reserve - Pavilion Upgrade	40	0	0	40	0				
The Basin Senior Citizens Hall - Upgrade	35	0	0	35	0				
HV Jones Pavilion - Upgrade	25	0	0	25	0				
Carrington Park Multi-Purpose Hub - Wall Mirror Installation	25	0	0	25	0				
Kitchen Retrofitting Program at sports pavilions	25	0	0	25	0				
Knox Regional Netball Centre - Way Finding Signage	20	0	0	20	0				
Rowville Community Centre - Yard Upgrade	10	0	0	10	0				
Boronia Progress Hall - Access Ramp	10	0	0	10	0				
Fairpark Reserve - Pavilion Upgrade	1,400	0	0	0	1,400				
<b>Total Property</b>	<b>10,503</b>	<b>2,050</b>	<b>4,732</b>	<b>2,321</b>	<b>1,400</b>	<b>0</b>	<b>0</b>	<b>6,033</b>	<b>4,470</b>
<b>Plant and Equipment</b>									
<b>Plant, machinery and equipment</b>	<b>2,121</b>	<b>0</b>	<b>2,071</b>	<b>50</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,121</b>	<b>0</b>
Installation of Electric Vehicle Charging Stations at Council Facilities	50	0	0	50	0				
Plant and machinery replacement program	2,071	0	2,071	0	0				
<b>Computers and telecommunications</b>	<b>5,366</b>	<b>0</b>	<b>2,545</b>	<b>2,821</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,366</b>	<b>0</b>
<b>Artworks</b>	<b>200</b>	<b>200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b>0</b>
Public Art Project	200	200	0	0	0				
<b>Total Plant and Equipment</b>	<b>7,687</b>	<b>200</b>	<b>4,616</b>	<b>2,871</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,687</b>	<b>0</b>

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
<b>Infrastructure Roads</b>	<b>8,160</b>	<b>0</b>	<b>7,897</b>	<b>263</b>	<b>0</b>	<b>2,059</b>	<b>0</b>	<b>6,101</b>	<b>0</b>
Road Surface Renewal Program across multiple locations within Knox	4,756	0	4,756	0	0				
High Risk Road Failure Program Rickards Avenue, Knoxfield	425	0	425	0	0				
Faraday Street, Boronia	1,000	0	1,000	0	0				
Allister Close, Knoxfield	620	0	620	0	0				
Harley Street, Knoxfield	345	0	345	0	0				
Industrial Road Renewal Program across multiple locations within Knox	340	0	340	0	0				
Templeton Road, Wantirna - 3 sections (Design)	170	0	170	0	0				
Blackwood Park Road, Scoresby (Design)	113	0	113	0	0				
Station Street, Ferntree Gully (Design)	60	0	60	0	0				
Chandler Road, Boronia (Design)	35	0	35	0	0				
Sundew Ave - Local Area Traffic Management (Design)	33	0	33	0	0				
Barmah Drive West, Wantirna - Linemarking and Green Intersection Treatment	130	0	0	130	0				
Parking Management Plan Implementation Scoresby/Victoria/Devenish Road Intersection	60	0	0	60	0				
Wyandra Way, Rowville - Local Area Traffic Management	30	0	0	30	0				
Teddington Way, Wantirna - Splitter Island	18	0	0	18	0				
<b>Bridges</b>	<b>340</b>	<b>0</b>	<b>340</b>	<b>0</b>	<b>0</b>	<b>100</b>	<b>0</b>	<b>240</b>	<b>0</b>
Bridge Renewal Program across multiple locations within Knox	340	0	340	0	0				
<b>Footpaths and cycleways</b>	<b>4,115</b>	<b>555</b>	<b>3,380</b>	<b>180</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,115</b>	<b>0</b>
Cypress Avenue, Boronia - Footpath, east side, 37 Cypress Avenue to Boronia Road	300	300	0	0	0				
Pleasant Road, Ferntree Gully - Footpath, Clematis Avenue to The Glen Parade (Design)	80	80	0	0	0				
High Street Road, Wantirna South - Footpath (Design)	55	55	0	0	0				
Wellington Road, Rowville - Shared Path, Pinehill Drive to Napoleon Road (Design)	50	50	0	0	0				
Olive Grove, Boronia - Footpath, north side, Dorset Road to Albert Avenue (Design)	40	40	0	0	0				
Mount View Road, Upper Ferntree Gully - Footpath (Scoping)	10	10	0	0	0				
Musk Grove, Boronia - Footpath (Scoping)	10	10	0	0	0				
Oak Avenue, Boronia - Footpath (Scoping)	10	10	0	0	0				
Footpaths Renewal Program across multiple locations within Knox	2,761	0	2,761	0	0				
Shared Path Renewal Program across multiple locations within Knox	619	0	619	0	0				
Burwood Highway - Shared Path lighting, Stud Road to The Knox School	60	0	0	60	0				
Turrumurra Drive, Rowville - Shared Path	60	0	0	60	0				
Green Spine Corridor - Shared Path, Chandler Road	50	0	0	50	0				
Macauley Place, Bayswater - Shared Path	10	0	0	10	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
<b>Drainage</b>	<b>5,717</b>	<b>1,047</b>	<b>2,800</b>	<b>1,870</b>	<b>0</b>	<b>0</b>	<b>2,977</b>	<b>2,740</b>	
Egan Lee Reserve - Wetland Construction	450	450	0	0	0				
Gilbert Reserve - Wetland Scoping and Analysis	450	450	0	0	0				
Boronia Park Retarding Basin Flood Management	50	50	0	0	0				
Liberty Avenue Reserve - Wetland/Harvesting System	40	40	0	0	0				
Norvel Quarry Reserve - Water Quality System	32	32	0	0	0				
Peregrine Reserve - Wetland	25	25	0	0	0				
Drainage Renewal Program across multiple locations within Knox	2,600	0	2,600	0	0				
Water Sensitive Urban Design System Renewal Program across multiple locations within Knox	200	0	200	0	0				
1825 Ferntree Gully Road - Flood Mitigation Works	1,120	0	0	1,120	0				
Olive Bank Road - Water Sensitive Urban Design	320	0	0	320	0				
Cardiff Street - Flood Mitigation Design	250	0	0	250	0				
Flood Mitigation Reactive Upgrade Works	150	0	0	150	0				
193 Forest Rd, Boronia - Flood Mitigation Works (Scoping)	30	0	0	30	0				
<b>Recreational, leisure and community facilities</b>	<b>15,653</b>	<b>0</b>	<b>8,036</b>	<b>7,617</b>	<b>0</b>	<b>1,819</b>	<b>0</b>	<b>7,934</b>	<b>5,900</b>
Batterham Reserve - Oval Renewal	1,750	0	1,750	0	0				
Egan Lee Reserve - Oval (Top) Renewal	1,500	0	1,500	0	0				
Playground Renewal Program	1,040	0	1,040	0	0				
Exner Reserve - Tennis Court Renewal	600	0	600	0	0				
Street Tree Replacement Program	524	0	524	0	0				
Pickett Reserve - Cricket Net Renewal	400	0	400	0	0				
Templeton Reserve - Cricket Net Renewal	400	0	400	0	0				
Knox BMX Track Renewal	300	0	300	0	0				
Knox Regional Netball Centre - Court renewal	150	0	150	0	0				
Public Tennis / Netball / Basketball Court Renewal	150	0	150	0	0				
Significant Municipal Site Renewal	140	0	140	0	0				
Reactive Sportsfield Surface Renewal	100	0	100	0	0				
Parkland Asset Renewal	95	0	95	0	0				
Reserve Paths Renewal	90	0	90	0	0				
Park Furniture Renewal	90	0	90	0	0				
Oversowing of Sportsfields	90	0	90	0	0				
Open Space Asset Artwork Renewal	82	0	82	0	0				
Bush Boulevard Renewal	80	0	80	0	0				
Sporting Oval Fencing Renewal	75	0	75	0	0				
Sportsfield Infrastructure Replacement Program	75	0	75	0	0				
Irrigation Infrastructure Renewal	70	0	70	0	0				
Eildon Park - Oval 1 Fencing Renewal	65	0	65	0	0				
Lewis Park - Oval 2 Sportsfield Renewal (Design)	50	0	50	0	0				
Wally Tew Reserve - Oval 1 Sportsfield Renewal (Design)	50	0	50	0	0				
Glenfern Park - Tennis Court Renewal (Design)	30	0	30	0	0				
Reactive Park Signage Renewal	20	0	20	0	0				
Windermere Reserve - Cricket Net Renewal	15	0	15	0	0				
Golf Practice Nets Signage	6	0	6	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
Stamford Park Development	4,000	0	0	4,000	0				
Lewis Park - Stage 1 Contribution	1,000	0	0	1,000	0				
Chandler Park Reserve - Floodlighting Upgrade	300	0	0	300	0				
Windermere Reserve - Floodlighting	300	0	0	300	0				
Egan Lee - Lighting Upgrade	300	0	0	300	0				
Bayswater Oval - Floodlighting Upgrade	250	0	0	250	0				
Bayswater Oval - Stormwater Harvesting Upgrade	220	0	0	220	0				
Major Crescent Reserve - Landscape Plan	200	0	0	200	0				
Knox Regional Netball Centre - Floodlight Outdoor Courts	198	0	0	198	0				
Schultz Reserve - Landscape Plan	150	0	0	150	0				
Knox City Tennis Courts - Lighting Upgrade	140	0	0	140	0				
Carrington Park Reserve - Stormwater Harvest Upgrade	120	0	0	120	0				
Replanting of priority areas within Knox including tree reserves and open space.	110	0	0	110	0				
Kings Park Reserve - Masterplan Implementation	80	0	0	80	0				
Wantirna Reserve - Masterplan	80	0	0	80	0				
Dog Play Park	54	0	0	54	0				
Boronia Park - Masterplan Implementation	50	0	0	50	0				
The Basin Triangle - Masterplan	30	0	0	30	0				
Flamingo Reserve - Landscape Plan	25	0	0	25	0				
Walker Reserve - Pedestrian Lighting	10	0	0	10	0				
<b>Off street car parks</b>	<b>1,692</b>	<b>0</b>	<b>577</b>	<b>1,115</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>722</b>	<b>970</b>
Program for asphalt resurfacing, patching, linemarking and kerb and channel renewal	577	0	577	0	0				
Knox Skate and BMX Park - Carpark	540	0	0	540	0				
Egan Lee Reserve - Carpark	430	0	0	430	0				
Wantirna Reserve - Carpark Upgrade	40	0	0	40	0				
Stud Park Reserve - Carpark Upgrade	35	0	0	35	0				
Carrington Park - Carpark Upgrade	35	0	0	35	0				
Knox Park Reserve - Carpark Upgrade	35	0	0	35	0				
<b>Other infrastructure</b>	<b>2,298</b>	<b>420</b>	<b>303</b>	<b>1,575</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>898</b>	<b>1,400</b>
Knox Leisureworks - Strategic Review	150	150	0	0	0				
Boronia Wayfinding Strategy	120	120	0	0	0				
Community Planning to support Boronia Railway Station Development	100	100	0	0	0				
Boronia Basketball Stadium Demolition Design	50	50	0	0	0				
Erica Avenue Street Scape Upgrade	200	0	200	0	0				
Street furniture renewal program	103	0	103	0	0				
Major Roads Streetlight Replacement	1,400	0	0	1,400	0				
Asbestos Removal Program	75	0	0	75	0				
Essential Service Building Code Measures Improvement	25	0	0	25	0				
<b>Total Infrastructure</b>	<b>37,976</b>	<b>2,022</b>	<b>23,334</b>	<b>12,620</b>	<b>0</b>	<b>3,978</b>	<b>0</b>	<b>22,988</b>	<b>11,010</b>
<b>Total Capital Works</b>	<b>56,166</b>	<b>4,272</b>	<b>32,681</b>	<b>17,812</b>	<b>1,400</b>	<b>3,978</b>	<b>0</b>	<b>36,708</b>	<b>15,480</b>

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



### 4.5.3 Works carried forward from 2022-23 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
<b>Property</b>									
<b>Land and Buildings</b>	<b>5,535</b>	<b>2,405</b>	<b>0</b>	<b>201</b>	<b>2,929</b>	<b>0</b>	<b>0</b>	<b>5,535</b>	<b>0</b>
Westfield Library	2,309	2,309	0	0	0				
Knox Athletics Track - New Shade Structure	96	96	0	0	0				
Community Toilet Replacement Program	201	0	0	201	0				
Fairpark Reserve - Pavilion Upgrade	2,929	0	0	0	2,929				
<b>Total Property</b>	<b>5,535</b>	<b>2,405</b>	<b>0</b>	<b>201</b>	<b>2,929</b>	<b>0</b>	<b>0</b>	<b>5,535</b>	<b>0</b>
<b>Plant and Equipment</b>									
<b>Plant, machinery and equipment</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>0</b>
Plant and machinery replacement program	1,000	0	1,000	0	0				
<b>Computers and telecommunications</b>	<b>2,772</b>	<b>0</b>	<b>2,772</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,772</b>	<b>0</b>
<b>Artworks</b>	<b>148</b>	<b>148</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>148</b>	<b>0</b>
Lupton Way Future Public Art Lighting	100	100	0	0	0				
Public Art Project	48	48	0	0	0				
<b>Total Plant and Equipment</b>	<b>3,920</b>	<b>148</b>	<b>3,772</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,920</b>	<b>0</b>
<b>Infrastructure</b>									
<b>Roads</b>	<b>79</b>	<b>0</b>	<b>0</b>	<b>79</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>79</b>	<b>0</b>
Napoleon Road - Electronic Signs	79	0	0	79	0				
<b>Footpaths and cycleways</b>	<b>598</b>	<b>568</b>	<b>0</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>598</b>	<b>0</b>
Napoleon Road, Lysterfield - Shared Path, East side, Kellets Road to Wellington Road	300	300	0	0	0				
Upper Ferntree Gully Rail Link	148	148	0	0	0				
Liverpool Road, The Basin - Shared Path, West side, Salvation Army to Retarding Basin (Design)	85	85	0	0	0				
Ferntree Gully Road, Ferntree Gully - Shared Path, O'Connor Road to Henderson	35	35	0	0	0				
Brenock Park Drive Footpath and Bus Stop works	30	0	0	30	0				
<b>Drainage</b>	<b>920</b>	<b>0</b>	<b>0</b>	<b>920</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>920</b>	<b>0</b>
Forest Road to Koolunga Reserve, Ferntree Gully	386	0	0	386	0				
Cardiff Street - Flood Mitigation	350	0	0	350	0				
Kevin Avenue Ferntree Gully - Flood Investigation	184	0	0	184	0				
<b>Off street car parks</b>	<b>72</b>	<b>0</b>	<b>0</b>	<b>72</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>72</b>	<b>0</b>
Rowville Recreation Reserve - Carpark Upgrade	72	0	0	72	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
<b>Recreational, leisure and community facilities</b>	<b>7,957</b>	<b>223</b>	<b>5,684</b>	<b>2,050</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,957</b>	<b>0</b>
Knox Hockey Facility Development	122	122	0	0	0				
Knox Regional Sport Park - Facility Contribution	101	101	0	0	0				
Knox Athletics Track - Reactive Track Renewal	3,094	0	3,094	0	0				
Egan Lee Reserve - Oval (Top) Renewal	1,279	0	1,279	0	0				
Playground Renewal Program	879	0	879	0	0				
Bayswater Oval - Cricket Net Renewal	260	0	260	0	0				
Eildon Park Reserve - Tennis Court Renewal	128	0	128	0	0				
Guy Turner - Sportsfield Renewal	30	0	30	0	0				
Fairpark Reserve - Cricket Net Renewal	13	0	13	0	0				
HV Jones, Ferntree Gully - Masterplan Stage	435	0	0	435	0				
Lewis Park, Wantirna South - Masterplan	417	0	0	417	0				
Knox Regional Netball Centre, Ferntree Gully - Building Redevelopment and Associated Works	382	0	0	382	0				
Kings Park - Floodlighting Upgrade	360	0	0	360	0				
Upgrade	260	0	0	260	0				
Quarry Reserve, Ferntree Gully - Masterplan Stage 3	197	0	0	197	0				
<b>Other infrastructure</b>	<b>416</b>	<b>44</b>	<b>372</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>416</b>	<b>0</b>
Stud Road - Onroad Bicycle Facilities	44	44	0	0	0				
Erica Avenue Street Scape Upgrade	372	0	372	0	0				
<b>Total Infrastructure</b>	<b>10,041</b>	<b>835</b>	<b>6,056</b>	<b>3,151</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,041</b>	<b>0</b>
<b>Total Carried Forward Capital Works 2022/23</b>	<b>19,496</b>	<b>3,388</b>	<b>9,827</b>	<b>3,352</b>	<b>2,929</b>	<b>0</b>	<b>0</b>	<b>19,496</b>	<b>0</b>

\* 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 2025, 2026 and 2027

2024/25	Total Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrow-ings \$'000
<b>Property</b>									
Buildings	16,146	0	5,510	10,636	0	8,200	0	2,946	5,000
<b>Total Property</b>	<b>16,146</b>	<b>0</b>	<b>5,510</b>	<b>10,636</b>	<b>0</b>	<b>8,200</b>	<b>0</b>	<b>2,946</b>	<b>5,000</b>
<b>Plant and Equipment</b>									
Plant, machinery and equipment	2,760	50	2,710	0	0	0	0	2,760	0
Computers and telecommunications	4,366	0	2,695	1,671	0	0	0	4,366	0
Artworks	283	200	83	0	0	0	0	283	0
<b>Total Plant and Equipment</b>	<b>7,409</b>	<b>250</b>	<b>5,488</b>	<b>1,671</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,409</b>	<b>0</b>
<b>Infrastructure</b>									
Roads	10,245	0	8,450	1,795	0	2,079	0	3,166	5,000
Bridges	385	0	385	0	0	0	0	385	0
Footpaths and cycleways	6,319	1,045	3,824	1,450	0	0	0	3,319	3,000
Drainage	4,659	1,210	2,884	565	0	0	0	2,659	2,000
Recreational, leisure and community facilities	11,945	150	7,980	3,815	0	490	0	6,955	4,500
Off street car parks	1,953	0	743	1,210	0	0	0	653	1,300
Other infrastructure	1,854	700	1,079	75	0	0	0	854	1,000
<b>Total Infrastructure</b>	<b>37,360</b>	<b>3,105</b>	<b>25,345</b>	<b>8,910</b>	<b>0</b>	<b>2,569</b>	<b>0</b>	<b>17,991</b>	<b>16,800</b>
<b>Total Capital Works Expenditure</b>	<b>60,915</b>	<b>3,355</b>	<b>36,343</b>	<b>21,217</b>	<b>0</b>	<b>10,769</b>	<b>0</b>	<b>28,346</b>	<b>21,800</b>

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	Borrow-ings \$'000
<b>Property</b>									
Buildings	7,715	50	5,251	2,414	0	0	0	4,215	3,500
<b>Total Property</b>	<b>7,715</b>	<b>50</b>	<b>5,251</b>	<b>2,414</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,215</b>	<b>3,500</b>
<b>Plant and Equipment</b>									
Plant, machinery and equipment	1,999	0	1,999	0	0	0	0	1,999	0
Computers and telecommunications	3,676	0	2,035	1,641	0	0	0	3,676	0
Artworks	285	200	85	0	0	0	0	285	0
<b>Total Plant and Equipment</b>	<b>5,960</b>	<b>200</b>	<b>4,119</b>	<b>1,641</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,960</b>	<b>0</b>
<b>Infrastructure</b>									
Roads	8,947	0	8,707	240	0	2,100	0	6,847	0
Bridges	397	0	397	0	0	0	0	397	0
Footpaths and cycleways	5,101	1,079	4,022	0	0	0	0	4,101	1,000
Drainage	5,401	1,630	2,971	800	0	0	0	2,901	2,500
Recreational, leisure and community facilities	8,697	200	6,087	2,410	0	0	0	6,197	2,500
Off street car parks	1,245	0	765	480	0	0	0	745	500
Other infrastructure	1,170	0	1,095	75	0	0	0	1,170	0
<b>Total Infrastructure</b>	<b>30,958</b>	<b>2,909</b>	<b>24,044</b>	<b>4,005</b>	<b>0</b>	<b>2,100</b>	<b>0</b>	<b>22,358</b>	<b>6,500</b>
<b>Total Capital Works Expenditure</b>	<b>44,633</b>	<b>3,159</b>	<b>33,414</b>	<b>8,060</b>	<b>0</b>	<b>2,100</b>	<b>0</b>	<b>32,533</b>	<b>10,000</b>

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
<b>Property</b>									
Buildings	10,284	145	5,582	4,557	0	0	0	2,784	7,500
<b>Total Property</b>	<b>10,284</b>	<b>145</b>	<b>5,582</b>	<b>4,557</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,784</b>	<b>7,500</b>
<b>Plant and Equipment</b>									
Plant, machinery and equipment	2,455	0	2,455	0	0	0	0	2,455	0
Computers and telecommunications	4,377	0	2,695	1,682	0	0	0	4,377	0
Artworks	288	200	88	0	0	0	0	288	0
<b>Total Plant and Equipment</b>	<b>7,120</b>	<b>200</b>	<b>5,238</b>	<b>1,682</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,120</b>	<b>0</b>
<b>Infrastructure</b>									
Roads	9,361	0	8,571	790	0	2,121	0	3,240	4,000
Bridges	407	0	407	0	0	0	0	407	0
Footpaths and cycleways	5,538	1,135	4,203	200	0	0	0	4,038	1,500
Drainage	4,310	450	3,060	800	0	0	0	3,060	1,250
Recreational, leisure and community facilities	11,447	0	8,642	2,805	0	0	0	6,597	4,850
Off street car parks	1,408	35	788	585	0	0	0	808	600
Other infrastructure	1,153	0	1,103	50	0	0	0	1,153	0
<b>Total Infrastructure</b>	<b>33,624</b>	<b>1,620</b>	<b>26,774</b>	<b>5,230</b>	<b>0</b>	<b>2,121</b>	<b>0</b>	<b>19,303</b>	<b>12,200</b>
<b>Total Capital Works Expenditure</b>	<b>51,028</b>	<b>1,965</b>	<b>37,594</b>	<b>11,469</b>	<b>0</b>	<b>2,121</b>	<b>0</b>	<b>29,207</b>	<b>19,700</b>

\* 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
			2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	+ / o / -
<b>Governance</b>									
Satisfaction with community consultation and engagement	Community satisfaction rating out of 100 with the consultation and	1	58	58	58	59	59	60	+
<b>Roads</b>									
Sealed local roads below the intervention level	Number of kms of sealed local roads below the renewal intervention level set by Council / Kms of sealed local roads	2	93.89%	94.00%	94.00%	94.00%	94.00%	94.00%	o
<b>Statutory Planning</b>									
Planning applications decided within the relevant required time	Number of planning application decisions made within the relevant required time / Number of decisions made	3	70.73%	70.23%	60.00%	60.00%	60.00%	60.00%	o
<b>Waste Management</b>									
Kerbside collection waste diverted from landfill	Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins	4	51.60%	53.46%	65.00%	70.00%	72.00%	73.00%	+

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

**Targeted performance indicators - Financial**

Indicator	Measure	Notes	Actual	Forecast	Target	Target Projections			Trend
			2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	+ / o / -
<b>Liquidity (measures whether a council is able to generate sufficient cash to pay bills on time)</b>									
Working Capital	Current Assets / Current	5	148.44%	136.98%	100.00%	100.00%	100.00%	100.00%	o
<b>Obligations (measures whether the level of debt and other long term obligations is appropriate to the size and nature of the Council's activities)</b>									
Asset Renewal	Asset Renewal and Upgrade Expenditure / Depreciation	6	170.53%	264.56%	100.00%	100.00%	100.00%	100.00%	o
<b>Stability (measures whether a council is able to generate revenue from a range of sources)</b>									
Rates Concentration	Rate Revenue / Adjusted Underlying Revenue	7	67.63%	71.96%	74.13%	74.83%	75.11%	75.38%	+
<b>Efficiency (measures whether a council is using resources efficiently)</b>									
Expenditure Level	Total Expenditure / No. of Assessments	8	\$2,834	\$2,941	\$2,778	\$2,795	\$2,777	\$2,848	+

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
			2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	+ / o / -
<b>Operating Position (measures whether a council is able to generate an underlying surplus)</b>									
Adjusted Underlying Result	Adjusted Underlying Surplus (Deficit) / Adjusted Underlying	9	(8.72%)	(8.29%)	2.60%	2.55%	5.18%	4.49%	+
<b>Liquidity (measures whether a council is able to generate sufficient cash to pay bills on time)</b>									
Unrestricted Cash	Unrestricted Cash / Current Liabilities	10	50.03%	95.65%	53.31%	57.52%	58.32%	50.13%	-
<b>Obligations (measures whether the level of debt and other long term obligations is appropriate to the size and nature of the Council's activities)</b>									
Loans and Borrowings	Interest Bearing Loans and Borrowings / Rate Revenue	11	38.83%	55.05%	56.12%	63.14%	60.43%	63.05%	+
Loans and borrowings	Interest and Principal Repayments / Rate Revenue	11	1.14%	4.50%	7.22%	8.57%	9.54%	10.39%	+
Indebtedness	Non Current Liabilities / Own Source Revenue	12	31.30%	43.36%	46.90%	51.53%	48.99%	50.06%	+
<b>Stability (measures whether a council is able to generate revenue from a range of sources)</b>									
Rates Effort	Rate Revenue / Property Values (CIV)	13	0.24%	0.22%	0.24%	0.24%	0.25%	0.25%	o
<b>Efficiency (measures whether a council is using resources efficiently)</b>									
Revenue Level	General Rates Revenue / No. of Property Assessments	14	\$1,585	\$1,632	\$1,701	\$1,740	\$1,780	\$1,821	o
<b>Additional measures (not included in the Performance Statement): Borrowing eligibility through the Government loans framework</b>									
Loan Borrowing Eligibility	Interest Bearing Liabilities / Own Source Revenue (excluding Open Space Contributions)	15	34.18%	47.82%	52.66%	58.65%	56.54%	58.74%	+
Interest Levels on Borrowings	EDITBA / Interest Expense	15	50.42	14.25	11.39	12.26	10.89	10.43	o

## Notes on indicators

### 5a.1 Satisfaction with community consultation and engagement

The forecast for 2022-23 is an estimate based on previous year's results. Targets for 2023-24 onwards are based on the measure being relatively stable with no significant movement anticipated. The implementation of the Community Engagement Framework and Action Plan is anticipated to see an improvement in our community engagement practices. However, with this improvement, we anticipate that community expectations will also increase, resulting in this measure remaining relatively stable.

### 5a.2 Sealed local roads below the intervention level

The forecast for 2022-23 and targets for 2023-24 onwards indicate a steady target of 94%.

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

The forecast for 2022-23 is based on the 2022-23 half year data available. Targets for 2023-24 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

The forecast for 2022-23 is based on the 2022-23 half year data available. Targets for 2023-24 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 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 target is 100% for the four year period, with the decline from the current year forecast due to a reduction of cash and cash equivalents together with the utilisation of interest-bearing loans and borrowings to fund the Capital Works Program.

### 5a.6 Asset renewal

Asset renewal is calculated as asset renewal and upgrade expenditure as a percentage of depreciation. This indicates the extent of Council's renewal of assets against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage greater than 100 indicates Council is maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed and future capital expenditure will be required to renew assets. Council's target is 100% through the four year outlook.



### 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 2023-24 target shows an increase on the 2022-23 forecast due to the introduction of Council's Food Organics and Garden Organics service. This is followed by small annual increases over the following three years.

### 5a.8 Expenditure level

Expenditure level presents the average Council expenditure per property assessment. The 2022-23 forecast is impacted by the transfer of the Knox Regional Sports Park assets to the State Government. The target for expenditure level shows a decrease from the 2022-23 forecast in 2023-24, with a small upward trend over the following three years.

### 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 significant decrease forecast in 2022-23 is largely driven by the net loss anticipated on the disposal of property, infrastructure, plant and equipment, in particular the transfer of the Knox Regional Sports Park assets to the State Government.

### 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 an increased reliance on debt against annual rate revenue in 2023-24 due to borrowings to fund the Capital Works Program, with further increases in the subsequent years.

### 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 2023-24 to fund the Capital Works Program. There will be a further increase in 2024-25 before a small reduction in 2025-26.

### 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.

### 5b.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 2027. 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 2023 in line with the 2023-24 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 2023-24. 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 2023 and will be reflected on Council's website.

# Knox City Council

## 2023-24 Fees & Charges



Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>CEO - Chief Financial Office</b>						
<b>REVENUE &amp; PROPERTY SERVICES</b>						
<i>Land Information Certificates are a standard charge fixed by State Government (Statutory) legislation. Summons Costs recovered are fully recoverable from the outstanding rate debtors.</i>						
Summons Costs Recovered (Legal Costs)	Scale of Costs	Scale of Costs	Scale of Costs	N		
Land Information Certificates - Urgent Requests Additional Fee	Per Certificate	\$41.00	\$43.00	Y	\$2.00	4.88%
Reproduction of a Valuation and Rate Notice - Current rating year	Per Notice	New Fee	\$15.00	Y	New Fee	New Fee
Reproduction of a Valuation and Rate Notice - Up to 7 prior rating years	Per Notice	New Fee	\$20.00	Y	New Fee	New Fee
Reproduction of a Valuation and Rate Notice - Older than 7 prior rating years	Per Hour	\$0.00	\$92.00	Y	\$92.00	0.00%
Recovery of cost incurred to undertake a Field Call	Per Field Call	\$88.00	\$92.00	Y	\$4.00	4.55%
Recovery of Council's Agency's Professional Costs to prepare Field Call documentation.	Per Field Call	\$76.00	\$80.00	Y	\$4.00	5.26%
Supplementary Valuation Fee (Water Authorities)	Per Property	New Fee	\$35.00	Y	New Fee	New Fee
<b>PROPERTY RENTALS</b>						
<i>This is a nominal fee paid annually by community groups subject to a licence agreement for the use of the facility. Occupancy arrangements are undertaken in accordance with the 'Leasing and Licensing' Policy.</i>						
Annual Licence Fee	Per Annum	\$229.00	\$239.00	Y	\$10.00	4.37%
Annual Licence Fee - Scout Groups	Per Annum	\$10.00	\$11.00	Y	\$1.00	10.00%
Essential Safety Measures (for commercial properties)	Per Annum	\$408.00	\$425.00	Y	\$17.00	4.17%

# Knox City Council

## 2023-24 Fees & Charges



Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>City Liveability - City Planning and Building</b>						
<b>PLANNING SERVICES</b>						
<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>						
<b>Secondary Consent &amp; Extension of Time Requests</b>						
Secondary Consent Requests	Per Request	\$420.00	\$440.00	Y	\$20.00	4.76%
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	\$285.00	\$300.00	Y	\$15.00	5.26%
Extension of Time Request - For Tree Removal or Pruning (single dwelling sites only).	Per Request	\$90.00	\$95.00	Y	\$5.00	5.56%
Extension of Time Request - For Multi Dwelling Permits of more than two dwellings	Per Request	\$740.00	\$770.00	Y	\$30.00	4.05%
<b>Bonds (Refundable)</b>						
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 - \$7,000 for incomplete works bond and \$3,000 for maintenance bond	N	\$0.00	\$0.00
Landscaping Bond	Per Request	\$7,000.00	\$7,300.00	N	\$300.00	4.29%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Fee to process Bonds for uncompleted works bonds, landscaping bonds and maintenance bonds	Per Request	\$420.00	\$440.00	Y	\$20.00	4.76%
Fee to provide a quote for a Bond for uncompleted works bonds, landscaping bonds and maintenance bonds	Per Request	\$130.00	\$135.00	Y	\$5.00	3.85%
<b>Application Advertising</b>						
- Public Notice sign for displaying on site	Per Site	\$65.00	\$70.00	Y	\$5.00	7.69%
- Erection and Management of Public Notices	Per Site	\$240.00	\$250.00	Y	\$10.00	4.17%
- Mail notices up to 10 inclusively	Flat Rate	\$210.00	\$220.00	Y	\$10.00	4.76%
- 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	\$16.00	\$17.00	Y	\$1.00	6.25%
- Mail notices between 51 and 100 inclusively	Flat Rate	\$1,085.00	\$1,130.00	Y	\$45.00	4.15%
- Mail notices between 101 and 200 inclusively	Flat Rate	\$2,365.00	\$2,460.00	Y	\$95.00	4.02%
- Mail notices greater than 200	Flat Rate	\$2,980.00	\$3,100.00	Y	\$120.00	4.03%
- Standard letter request for planning information	Flat Rate	\$95.00	\$100.00	Y	\$5.00	5.26%
<b>Planning (Miscellaneous)</b>						
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	\$180.00	\$190.00	Y	\$10.00	5.56%
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	\$90.00	\$95.00	Y	\$5.00	5.56%
Planning File Recall (Residential)	Per Request	\$210.00	\$220.00	Y	\$10.00	4.76%
Planning File Recall (Industrial / Commercial)	Per Request	\$295.00	\$440.00	Y	\$145.00	49.15%
Refund Request	Per Request	Cost of Service	Cost of Service	Y		
Planning Historical Searches Residential (Provision of Permit Details where there are 5 or more planning permits that apply to the site)	Per Request	\$85.00	\$90.00	Y	\$5.00	5.88%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Planning Historical Searches Commercial (Provision of Permit Details where there are 5 or more planning permits that apply to the site)	Per Request	\$270.00	\$280.00	Y	\$10.00	3.70%
Net Gain Fee	Per Plant	\$41.00	\$45.00	Y	\$4.00	9.76%
Pre-Application Request	Per Request	\$290.00	\$310.00	Y	\$20.00	6.90%
Dishonoured Cheque Fee	Per Cheque	\$40.00	\$42.00	Y	\$2.00	5.00%
<b>BUILDING SERVICES</b>						
<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>						
<b>Domestic Permits</b>						
Single Dwellings #	Per Permit	Value/100 or minimum fee of \$2,500.00	Value/90 or minimum fee of \$2,750.00	Y	\$0.00	0.00%
Multi Dwelling applications (Class 1) #	Per Permit	Value/100 or minimum fee of \$3,700.00	Value/90 or minimum fee of \$4,050.00	Y	\$0.00	0.00%
Dwellings Additions (including Dependant Relative Units) #	Per Permit	Value/100 or minimum fee of \$1,350.00	Value/95 or minimum fee of \$1,450.00	Y	\$0.00	0.00%
Variation Permits / Renewals #	Per Permit	\$315.00	\$345.00	Y	\$30.00	9.52%
Signs, Aerials, Retaining Walls etc #	Per Permit	\$780.00	\$860.00	Y	\$80.00	10.26%
Sheds, Carports, Garages, Verandas, decks, etc. #	Per Permit	\$780.00	\$860.00	Y	\$80.00	10.26%
Swimming Pools and Spas #	Per Permit	\$1,150.00	\$1,250.00	Y	\$100.00	8.70%
Demolitions #	Per Permit	\$853.00	\$940.00	Y	\$87.00	10.20%
Minor Variation to Report & Consent decisions #	Per Request	\$105.00	\$110.00	N	\$5.00	4.76%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>Industrial / Commercial Permits</b>						
Minor works up to \$15,000 #	Per Permit	\$780.00	\$980.00	Y	\$200.00	25.64%
Minor works \$15,000 to \$50,000 #	Per Permit	\$1,350.00	\$2,700.00	Y	\$1,350.00	100.00%
Fit out Permits	Per Permit	\$1,350.00	\$2,700.00	Y	\$1,350.00	100.00%
Classes 2 - 9 (up to \$15,000) #	Per Permit	\$780.00	\$980.00	Y	\$200.00	25.64%
Classes 2 - 9 (\$15,000 - \$50,000) #	Per Permit	\$2,030.00	\$2,700.00	Y	\$670.00	33.00%
Classes 2 - 9 (above \$50,000) #	Per Permit	(Cost/2,000 + square root of cost) * 4.5 or minimum fee of \$2,100	(Cost/2,000 + square root of cost) * 8 or minimum fee of \$3,600	Y	\$0.00	0.00%
<i># Fees may be varied by up to 20% by either the Manager City Planning or Co-ordinator Building Services.</i>						
<b>Building (Miscellaneous)</b>						
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	\$325.00	\$340.00	N	\$15.00	4.62%
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 \$500 per week)	\$2 per square metre per day (minimum fee of \$200 per week & maximum fee of \$520 per week)	N	\$0.00	0.00%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Building Over public space (cost under \$5 million) - where public land is occupied for 2-4 months	Per Week Occupied	New Fee	\$2 per square metre per day (minimum fee of \$100 per week & maximum fee of \$200 per week)	N	New Fee	New Fee
Building Over public space (cost under \$5 million) - where public land is occupied for 4-6 months	Per Week Occupied	New Fee	\$2 per square metre per day (minimum fee of \$120 per week & maximum fee of \$400 per week)	N	New Fee	New Fee
Council notification of Report and Consent applications	Per Request	\$310.00	\$325.00	Y	\$15.00	4.84%
Extension of Time Request for existing Building Permit - 12 Months *	Per Request	\$200.00	\$210.00	Y	\$10.00	5.00%
Sundry Additional Inspection (In Area) *	Per Inspection	\$225.00	\$235.00	Y	\$10.00	4.44%
Afterhours Building Inspection (excluding emergency inspections)	Per Inspection	New Fee	\$500.00	Y	New Fee	New Fee
Building File Recall Residential	Per Permit	\$210.00	\$220.00	Y	\$10.00	4.76%
Building File Recall Industrial/Commercial	Per Permit	\$295.00	\$440.00	Y	\$145.00	49.15%
Occupancy Permit - Public Entertainment (less than 5,000 patrons) *	Per Permit	\$640.00	\$750.00	Y	\$110.00	17.19%
Occupancy Permit - Public Entertainment (5,000 patrons or more) *	Per Permit	New Fee	\$1,500.00	Y	New Fee	New Fee
Occupancy Permit - Public Entertainment - 5 Year Permit (less than 5,000 patrons) *	Per Permit	\$1,310.00	\$1,500.00	Y	\$190.00	14.50%
Occupancy Permit - Public Entertainment - 5 Year Permit (5,000 patrons or more) *	Per Permit	New Fee	\$3,000.00	Y	New Fee	New Fee
Occupancy Permit - Public Entertainment - late lodgement (lodged within 2 weeks of event) less than 5,000 patrons	Per Permit	New Fee	\$1,000.00	Y	New Fee	New Fee
Occupancy Permit - Public Entertainment - late lodgement (lodged within 2 weeks of event) 5,000 patrons or more	Per Permit	New Fee	\$1,250.00	Y	New Fee	New Fee

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Occupancy Permit - Public Entertainment - Amendment to 5 Year Permit - less than 5,000 patrons	Per Amendment	New Fee	\$550.00	Y	New Fee	New Fee
Occupancy Permit - Public Entertainment - Amendment to 5 Year Permit - 5,000 patrons or more	Per Amendment	New Fee	\$1,100.00	Y	New Fee	New Fee
Building Historical Searches Residential (Provision of Permit Details where there are 5 or more building permits that apply to the site)	Per Information	\$85.00	\$90.00	Y	\$5.00	5.88%
Building Historical Searches Commercial (Provision of Permit Details where there are 5 or more building permits that apply to the site)	Per Information	\$270.00	\$280.00	Y	\$10.00	3.70%
Essential Safety Measures determination - Type C Construction	Per Determination	New Fee	\$860.00	Y	New Fee	New Fee
Essential Safety Measures determination - Type A or Type B Construction	Per Determination	New Fee	\$1,720.00	Y	New Fee	New Fee
Performance Solution - Domestic	Per Solution	New Fee	\$450.00	Y	New Fee	New Fee
Performance Solution - Commercial / Industrial	Per Solution	New Fee	\$900.00	Y	New Fee	New Fee
Pre-Application Request (Building works on Council land) less than \$100,000	Per Request	New Fee	\$450.00	Y	New Fee	New Fee
Pre-Application Request (Building works on Council land) \$100,000 or more	Per Request	New Fee	\$860.00	Y	New Fee	New Fee
Swimming Pool or Spa Barrier Certificate of Compliance	Per Certificate	\$250.00	\$260.00	Y	\$10.00	4.00%
Refund Request	Per Request	Variable	Variable	Y	\$0.00	0.00%
Dishonoured Cheque Fee	Flat Rate	\$40.00	\$42.00	Y	\$2.00	5.00%
<i>* Non Statutory Fees may be varied by up to 20% by either the Manager City Planning or Co-ordinator Building Services.</i>						



Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>City Liveability - City Futures</b>						
<b>Custom and/or Printed Maps</b>						
<i>Quoted prices available upon request</i>						
Electronic Files and/or Printed Copies	Per Request	Variable	Variable	Y		
<b>City Liveability - City Safety and Health</b>						
<b>TRAFFIC ENFORCEMENT, ANIMAL CONTROL &amp; LOCAL LAWS</b>						
<i>Fees relate to Council's Amenity Local Law, Domestic Animals Act and Road Rules Victoria. Infringement fines are set in legislation. Permit application, Annual Renewal &amp; Registration fees are at Council's discretion and have been calculated based on cost recovery. For ease of use, administration fees have been rounded.</i>						
<b>Permit Application Fees</b>						
Application Fee (to be applied unless a separate application fee is specified below)	On Application	\$166.00	\$173.00	N	\$7.00	4.22%
<b>Permit Fees</b>						
Additional Animal Permit/ Renewal Fee	Annual	\$94.00	\$98.00	N	\$4.00	4.26%
Permit to keep a long or heavy vehicle on private land (in a residential area)	Annual	\$227.00	\$237.00	N	\$10.00	4.41%
Temporary Accommodation/Camping (on public or private land) Permit/ Renewal)	Per Permit	\$94.00	\$98.00	N	\$4.00	4.26%
Place a commercial waste bin on Council Land (Permit/ Renewal)	Annual	\$0.00	\$50.00	N	\$50.00	0.00%
Fireworks Council Land and Roads	Per Permit	\$94.00	\$98.00	N	\$4.00	4.26%
Permit (other) - i.e. any other permit triggered by the Local Law (Permit/ Renewal)	Annual	\$94.00	\$98.00	N	\$4.00	4.26%
<b>Permit to display or sell goods or services on public land</b>						
Permit fee for single day use	Charge	\$94.00	\$98.00	N	\$4.00	4.26%
Initial Permit/ Renewal fee for period up to 12 months	Per Permit	\$470.00	\$489.00	N	\$19.00	4.04%
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	Y	\$0.00	0.00%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	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	\$1,602.00	\$1,667.00	Y	\$65.00	4.06%
<b>Permit to place tables and chairs on footpath (street furniture)</b>						
Initial Permit/ Renewal Fee - Per seated person	Per Person	\$41.00	\$43.00	N	\$2.00	4.88%
Initial Permit/ Renewal Fee - Each Table	Per Table	\$33.00	\$35.00	N	\$2.00	6.06%
<b>Roadside Trading Permit</b>						
Permit for one day only	Per Location Application	\$231.00	\$241.00	N	\$10.00	4.33%
Permit for 2-7 days	Per Location Application	\$456.00	\$475.00	N	\$19.00	4.17%
Permit for up to one month	Per Location Application	\$1,278.00	\$1,330.00	N	\$52.00	4.07%
<b>Roadside trading fees do not apply to community groups undertaking special event fundraising such as the sale of Christmas trees just prior to Christmas.</b>						
<b>Municipal-Wide Trading Permit (including shared bicycle/scooter operators or other business models)</b>						
Application Fee	On Application	\$619.00	\$644.00	N	\$25.00	4.04%
Permit for up to one month	Per Application	\$1,745.00	\$1,815.00	N	\$70.00	4.01%
<b>Permit to place a clothing recycling bin on public land</b>						
Initial Permit/ Renewal Fee - directly operated by fundraising organisation under the Fundraising Act 1998	Per Bin	\$147.00	\$153.00	N	\$6.00	4.08%
Initial Permit/ Renewal Fee - Other	Per Bin	\$615.00	\$640.00	N	\$25.00	4.07%
<b>Place a Rubbish Skip bin on public land</b>						
Accredited provider Permit/ Renewal Fee (application fee does not apply)	Annual	\$984.00	\$500.00	Y	(\$484.00)	(49.19%)
Accredited provider - bin placement (application fee does not apply)	Per Bin	New Fee	\$50.00	Y	New Fee	New Fee
Non Accredited provider - one off bin placement (fee includes application cost)	Per Bin	\$102.00	\$173.00	Y	\$71.00	69.61%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>Fundraising Permit</b>						
Application Fee	On Application	Not Applicable	Not Applicable			
Permit Fee	Per Permit	\$94.00	\$0.00	N	(\$94.00)	(100.00%)
<b>Permit to place a sign on a road or Council Land</b>						
Small "A" frame or other similar sign less than 600mm by 900mm in size (Permit/ Renewal Fee)	Annual	\$91.00	\$95.00	N	\$4.00	4.40%
Sign up to 1800mm by 900mm in size (Permit/ Renewal Fee)	Annual	\$152.00	\$159.00	N	\$7.00	4.61%
Initial Permit/ Renewal Fee	Annual	\$219.00	\$228.00	N	\$9.00	4.11%
Temporary sign (i.e. community event board) - up to 6 weeks	Per Permit sign	\$91.00	\$95.00	N	\$4.00	4.40%
Real Estate Open for Inspection/ Auction (i.e. a-frame) - Single Placement	Per Permit	\$94.00	\$98.00	N	\$4.00	4.26%
Real Estate Open for Inspection/ Auction (i.e. a-frame) - Annual Permit/ Renewal	Per Office Location	\$680.00	\$708.00	N	\$28.00	4.12%
Real Estate - Lease/ Sale Advertising Board (outside property) - up to 3 months	Per Permit	\$94.00	\$98.00	N	\$4.00	4.26%
<b>Burning Off Permits</b>						
Application Fee	On Application	Not Applicable	Not Applicable			
Permit issued outside the bushfire management overlay area	Per Permit	\$73.00	\$76.00	N	\$3.00	4.11%
Permit issued within the bushfire management overlay area	Per Permit	No Charge	No Charge			
<b>Parking Permits (Domestic/Residential)</b>						
Application Fee	On Application	Not Applicable	Not Applicable			
Initial permit/renewal (up to 2 permits)	No Charge	\$0.00	\$0.00	N		
Third and subsequent permit/renewal	Per Permit	\$57.00	\$60.00	N	\$3.00	5.26%
Replacement (lost, stolen or changeover vehicle)	Per Permit	\$30.00	\$32.00	N	\$2.00	6.67%
<b>Parking Permits (Commercial)</b>						
Application Fee	On Application	Not Applicable	Not Applicable			

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
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	\$30.00	\$32.00	Y	\$2.00	6.67%
Operated by Council initial permit/renewal (up to 4 permits)(Council land)	Per Permit	\$30.00	\$32.00	Y	\$2.00	6.67%
Operated by Council (Fifth and subsequent permits/renewal)	Per Permit	\$57.00	\$60.00	Y	\$3.00	5.26%
Replacement (lost, stolen or changeover vehicle)	Per Permit	\$28.00	\$30.00	Y	\$2.00	7.14%
<b>Private Parking Area Agreements (Sec 90D Road Safety Act)</b>						
Application Fee	Per Permit	\$924.00	\$961.00	Y	\$37.00	4.00%
Permit/ Renewal Fee	Per Permit	\$358.00	\$373.00	Y	\$15.00	4.19%
<b>Animal Registration and Fees</b>						
<i>The fee structure for animal registration renewals reflects Government fees associated with animal registrations of \$4.16 per dog or cat and \$20 per Domestic Animal Business. Fees in this section have been rounded up or down consistent with Councils strategic approach to animal registrations within the Domestic Animal Management Plan. All Animal Registration Fees below, unless otherwise noted, apply for the 2022 Animal Registration year, which registers an animal for the period 10 April 2022 to 9 April 2023 in accordance with the Domestic Animal Act.</i>						
Category 1D - Dog that meets any one of the following: * Desexed; * over 10 years old; * registered and owner current member of an approved association; * kept for breeding at licensed premises; * kept for working stock. * undergone obedience training which complies with the regulations.	Annual	\$55.00	\$58.00	N	\$3.00	5.45%
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	\$27.50	\$29.00	N	\$1.50	5.45%
Category 2DH - Dog Unsterilized and Microchipped - Only applies to current registrations and not new registrations.	Annual	\$96.00	\$100.00	N	\$4.00	4.17%
Category DLP - Pensioner Concession Rebate for Category 2DH (Dog Unsterilized and Microchipped) - Only applies to current registrations and not new registrations.	Annual	\$35.00	\$37.00	N	\$2.00	5.71%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Category 1J - Dog or Cat meets 3 categories (i.e. desexed, microchipped, obedience trained, breeder etc) (registered pre 10 April 2016)	Annual	\$38.00	\$40.00	N	\$2.00	5.26%
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	\$19.00	\$20.00	N	\$1.00	5.26%
Category 2D - Dog Unsterilized	Annual	\$213.00	\$222.00	N	\$9.00	4.23%
Category 2DP - Pensioner Concession Rebate for Dog Unsterilized	Annual	\$106.50	\$111.00	N	\$4.50	4.23%
Category 2R Declared Menacing Dog, Restricted Breed Dog, Declared Dangerous Dog (no Pensioner Concession Rebate applies)	Annual	\$362.00	\$377.00	N	\$15.00	4.14%
Category 1DF - Dog that is kept in foster care by a registered foster carer	Annual	\$8.00	\$8.30	N	\$0.30	3.75%
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	\$50.00	\$52.00	N	\$2.00	4.00%
Category 1CP - Pensioner Concession Rebate for Cat 1C - Cat Desexed (also over 10 years old, current member of an approved association)	Annual	\$25.00	\$26.00	N	\$1.00	4.00%
Category 2C - Cat Unsterilized (exempt under the Domestic Animal Act from requirement to be desexed)	Annual	\$213.00	\$222.00	N	\$9.00	4.23%
Category 2CP - Pensioner Concession Rebate for Cat 2C - Cat unsterilized (exempt under the Domestic Animal Act from requirement to be desexed)	Annual	\$106.50	\$111.00	N	\$4.50	4.23%
Category 1CF - Cat that is kept in foster care by a registered foster carer	Annual	\$8.00	\$8.30	N	\$0.30	3.75%
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	N	\$0.00	0.00%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	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	N	\$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	\$55.00	\$58.00	N	\$3.00	5.45%
Accessing of Pet register information	Per Entry Inspected	\$13.00	\$14.00	N	\$1.00	7.69%
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			
<b>Domestic Animal Business Registration</b>						
Animal Business Registration	Annual	\$288.00	\$300.00	N	\$12.00	4.17%
<b>Foster Carer Registration</b>						
Foster Carer Registration	Annual	\$60.00	\$63.00	N	\$3.00	5.00%
<b>Pound Release Fees</b>						
Release of domestic dog from pound (reclaim within 1-2 days) - unregistered	Per Animal	\$321.00	\$300.00	N	(\$21.00)	(6.54%)
Release of domestic dog from pound (reclaim within 3-5 days) - unregistered	Per Animal	\$321.00	\$330.00	N	\$9.00	2.80%
Release of domestic dog from pound (reclaim within 6-8 days) - unregistered	Per Animal	\$321.00	\$370.00	N	\$49.00	15.26%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Release of domestic dog from pound (reclaim within 1-2 days) - registered	Per Animal	\$250.00	\$220.00	N	(\$30.00)	(12.00%)
Release of domestic dog from pound (reclaim within 3-5 days) - registered	Per Animal	\$250.00	\$250.00	N	\$0.00	0.00%
Release of domestic dog from pound (reclaim within 6-8 days) - registered	Per Animal	\$250.00	\$290.00	N	\$40.00	16.00%
Release of domestic cat from pound (reclaim within 1-2 days) - unregistered	Per Animal	\$170.00	\$170.00	N	\$0.00	0.00%
Release of domestic cat from pound (reclaim within 3-5 days) - unregistered	Per Animal	\$170.00	\$190.00	N	\$20.00	11.76%
Release of domestic cat from pound (reclaim within 6-8 days) - unregistered	Per Animal	\$170.00	\$210.00	N	\$40.00	23.53%
Release of domestic cat from pound (reclaim within 1-2 days) - registered	Per Animal	\$122.00	\$125.00	N	\$3.00	2.46%
Release of domestic cat from pound (reclaim within 3-5 days) - registered	Per Animal	\$122.00	\$145.00	N	\$23.00	18.85%
Release of domestic cat from pound (reclaim within 6-8 days) - registered	Per Animal	\$122.00	\$165.00	N	\$43.00	35.25%
Per day sustenance fee (if held beyond the 8 days impounding fee period)	Per Animal Per Day	\$39.00	\$41.00	N	\$2.00	5.13%
<b>Livestock</b>						
Impounding fees for large animal - horse, cow or similar	Per Animal	\$405.00	\$422.00	N	\$17.00	4.20%
Impounding fees for sheep, goat, pig or similar sized animal	Per Animal	\$271.00	\$282.00	N	\$11.00	4.06%
Posting formal notice	Per Notice	\$24.00	\$25.00	Y	\$1.00	4.17%
Advertisement in newspaper (animal to be sold at auction after statutory 14 day impound period)	Per Advert	\$341.00	\$355.00	Y	\$14.00	4.11%
<b>Offences under the Amenity Local Laws</b>						
<i>Fines and penalties applied under legislation are not reported in this document.</i>						
<b>Other Fees</b>						
<b>Works undertaken on private property</b>						
Land management fee for works undertaken on private property (i.e. unsightly properties/fire hazard clearances or similar)	Charge	\$211.00 + Actual cost of works	\$220.00 + Actual cost of works	N	\$9.00	4.46%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>Release of Impounded goods</b>						
Large Sign (greater than 1800mm x 900mm) i.e. real estate board	Per Sign	\$282.00	\$294.00	N	\$12.00	4.26%
Medium sign (greater than 900mm or 600mm or less than 1800mm x 900mm) i.e. A-frame sign	Per Sign	\$190.00	\$198.00	N	\$8.00	4.21%
Small sign (less than 900mm in height or 600mm in width) i.e. pointer board	Per Sign	\$86.00	\$90.00	N	\$4.00	4.65%
Shopping trolley	Per Trolley	\$136.00	\$142.00	N	\$6.00	4.41%
Skip bin / Bulk waste container / Shipping container / Clothing recycling bin / or other large item	Per Item	\$691.00	\$719 + any additional cost to Council for impound and storage	N	\$0.00	0.00%
Other Items not mentioned above	Per Item	\$207.00	\$216.00	Y	\$9.00	4.35%
<b>Impounded Vehicle Release</b>						
Impounded Vehicle Administration fee	Per Vehicle	\$317.00	\$330.00	N	\$13.00	4.10%
Towing fee for Car	Per Vehicle	\$330.00	\$344.00	N	\$14.00	4.24%
Difficult recovery of vehicle	Per Vehicle	\$204.00 + the actual cost	\$204.00 + the actual cost	N		
Towing fee for Oversized Vehicle (incl Truck, Bus, large trailer, etc)	Per Vehicle	\$204.00 + the actual cost	\$204.00 + the actual cost	N	\$0.00	0.00%
Vehicle storage	Per Vehicle	Actual costs	Actual costs	N		
Archived records retrieval fee	Per Request	\$33.00	\$35.00	N	\$2.00	6.06%
<b>HEALTH SERVICES</b>						
<b>Public Health &amp; Wellbeing Act Registration Fee</b>						
Skin Penetrators / Beauty Therapies - single operation	Per Annum	\$179.00	\$187.00	N	\$8.00	4.47%
Hairdressers / Skin Penetrators / Beauty Therapies - multiple operation	Per Annum	\$243.00	\$253.00	N	\$10.00	4.12%



Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
One-off registration for Hairdressing business/ premise (unchanged proprietor) - single operation	One-off registration	\$293.00	\$305.00	N	\$12.00	4.10%
Aquatic Facilities Category 1 (high usage e.g. Leisure Works/Learn to Swim programmes)	Per Annum	\$330.00	\$344.00	N	\$14.00	4.24%
Aquatic Facilities Category 1 (low usage)	Per Annum	\$225.00	\$234.00	N	\$9.00	4.00%
<b>Health Act Accommodation Registration Fees</b>						
Up to 20 residents	Per Annum	\$402.00	\$419.00	N	\$17.00	4.23%
21-40 residents	Per Annum	\$620.00	\$645.00	N	\$25.00	4.03%
More than 40 residents	Per Annum	\$936.00	\$974.00	N	\$38.00	4.06%
<b>Food Act Registration Fees -Includes Food Act Legislative amendments. Registration Fees include registration and first follow up inspection.</b>						
Class 1A Hospitals	Per Annum	\$685.00	\$713.00	N	\$28.00	4.09%
Class 1A Additional Inspection Fee	Per Inspection	\$242.00	\$252.00	N	\$10.00	4.13%
Class 1B Aged Care Facilities, Child Care Centres, Meals on Wheels	Per Annum	\$526.00	\$548.00	N	\$22.00	4.18%
Class 1B Additional Inspection Fee	Per Inspection	\$161.00	\$168.00	N	\$7.00	4.35%
Class 2A Large Supermarkets - 3 plus departments	Per Annum	\$2,224.00	\$2,313.00	N	\$89.00	4.00%
Class 2A Additional Inspection Fee	Per Inspection	\$322.00	\$335.00	N	\$13.00	4.04%
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	\$685.00	\$713.00	N	\$28.00	4.09%
Class 2B Additional Inspection Fee	Per Inspection	\$244.00	\$254.00	N	\$10.00	4.10%
Class 2CG Class 2 Community Group registration	Per Annum	\$173.00	\$180.00	N	\$7.00	4.05%
Class 2CG Class 2 Community Group registration - single event registration	Per Application	\$96.00	\$100.00	N	\$4.00	4.17%
Class 2 Commercial business - single event registration	Per Application	\$161.00	\$168.00	N	\$7.00	4.35%
Class 2 Food vending machines	Per Vending Machine	\$93.00	\$97.00	N	\$4.00	4.30%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Class 2HB Home Businesses	Per Annum	\$489.00	\$509.00	N	\$20.00	4.09%
Class 2HB Additional Inspection Fee	Per Inspection	\$145.00	\$151.00	N	\$6.00	4.14%
Class 2ES Supermarkets - 3 plus departments. That hold non standard FSP	Per Annum	\$2,340.00	\$2,434.00	N	\$94.00	4.02%
Class 2ES Additional Inspection Fee	Per Inspection	\$322.00	\$335.00	N	\$13.00	4.04%
Class 2E Premises that hold non standard FSP's and are subject to independent audit	Per Annum	\$557.00	\$580.00	N	\$23.00	4.13%
Class 2E Additional Inspection Fee	Per Inspection	\$243.00	\$253.00	N	\$10.00	4.12%
Class 3S Large Supermarkets that sell potentially hazardous pre-packed foods. e.g. ALDI	Per Annum	\$1,755.00	\$1,826.00	N	\$71.00	4.05%
Class 3S Additional Inspection Fee	Per Inspection	\$231.00	\$241.00	N	\$10.00	4.33%
Class 3 Accommodation Meals, Health Food Premises, Bar, Kiosks, Fruit and Vegetable Premises, Confectionary Packaging, Food Vehicles, Pre Packaged Food Premises (High Risk), Full Year Sporting Clubs, Mobile and Temporary Premises, Distributor, Importer, Winery, Warehouse. (50% discount for mobile food vans and temporary premises linked to a fixed premises located in the municipality of Knox)	Per Annum	\$385.00	\$401.00	N	\$16.00	4.16%
Class 3 Additional Inspection Fee	Per Inspection	\$145.00	\$151.00	N	\$6.00	4.14%
Class 3CG Class 3 Community Group - single event registration	Per Application	\$96.00	\$100.00	N	\$4.00	4.17%
Class 3CG Class 3 Community Group events - annual registration	Per Annum	\$173.00	\$180.00	N	\$7.00	4.05%
Class 3 Commercial business - single event registration	Per Application	\$161.00	\$168.00	N	\$7.00	4.35%
Class 3 Food vending machines	Per Vending Machine	\$93.00	\$97.00	N	\$4.00	4.30%
Class 3 Club - Seasonal Sporting Club	Per Annum	\$195.00	\$203.00	N	\$8.00	4.10%
Class 3 Club Additional Inspection Fee	Per Inspection	\$145.00	\$151.00	N	\$6.00	4.14%
Late Payment Fee for Food Registration Renewals	Per Annum	25% of Registration fee	25% of Registration fee	N		

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>Other Fees</b>						
Transfer of Health or Food Act registrations	Per Request	50% of Current Year registration fees	50% of Current Year registration fees	N		
Property inquiry/ inspection of business on request (10 Working Day Turnaround)	Per Request	\$264.00	\$275.00	Y	\$11.00	4.17%
Property inquiry/ inspection of business on request (4 Working Day turnaround)	Per Request	\$363.00	\$378.00	Y	\$15.00	4.13%
Second and subsequent property inquiry/ inspection of business on request	Per Request	\$120.00	\$125.00	Y	\$5.00	4.17%
Pro Rata Refund of Registration Fees	Per Request	\$51.00	\$54.00	Y	\$3.00	5.88%
Establishment Fee - Food Act Premises	Per Request	\$366.00	\$381.00	Y	\$15.00	4.10%
Establishment Fee - Businesses Registrable under Public Health and Wellbeing Act	Per Request	\$168.00	\$175.00	Y	\$7.00	4.17%
Establishment Fee - Food Act Home Based Businesses and Mobile businesses	Per Request	\$168.00	\$175.00	Y	\$7.00	4.17%
Septic Tanks permit to install	Per Request	\$552.00	\$575.00	N	\$23.00	4.17%
Food laboratory sampling of second sample (failed)	Per Sample	Actual costs + \$190 reinspection fee	Actual costs + \$190 reinspection fee	N	\$8.00	4.40%
Archived records retrieval fee	Per Request	\$34.00	\$36.00	N	\$2.00	5.88%
<b>Vaccines Provided at Public Sessions</b>						
Boostrix (Adult Diphtheria, Tetanus & Pertussis)	Per Injection	\$58.00	\$61.00	Y	\$3.00	5.17%
Chicken Pox	Per Injection	\$81.00	\$85.00	Y	\$4.00	4.94%
Flu - Quad Valent	Per Injection	\$31.00	\$33.00	Y	\$2.00	6.45%
Hepatitis A (Adult)	Per Injection	\$68.00	\$71.00	Y	\$3.00	4.41%
Hepatitis B (Adult)	Per Injection	\$41.00	\$43.00	Y	\$2.00	4.88%
Twinrix (Hepatitis A & B) Adult	Per Injection	\$113.00	\$118.00	Y	\$5.00	4.42%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Nimerix (Meningococcal ACWY)	Per Injection	\$93.00	\$97.00	Y	\$4.00	4.30%
Administration of Unsubsidised Vaccine Supplied by Government Health Departments	Per Injection	\$21.00	\$22.00	Y	\$1.00	4.76%
MMR	Per Injection	\$64.00	\$67.00	Y	\$3.00	4.69%
BEXSERO (Meningococcal B)	Per Injection	\$141.00	\$147.00	Y	\$6.00	4.26%
<b>Service Provided at Clients Business</b>						
Corporate Businesses Service - Two Nurses minimum charge	Per First Hour for 2 Nurses	\$411.00	\$428.00	Y	\$17.00	4.14%
Corporate Businesses Service - Additional Hours	Per Nurse Per Hour	\$152.00	\$159.00	Y	\$7.00	4.61%
Boostrix (Adult Diphtheria, Tetanus & Pertussis)	Per Injection	\$58.00	\$61.00	Y	\$3.00	5.17%
Hepatitis A (Adult)	Per Injection	\$68.00	\$71.00	Y	\$3.00	4.41%
Hepatitis B (Adult)	Per Injection	\$41.00	\$43.00	Y	\$2.00	4.88%
Twinrix (Hepatitis A & B) Adult	Per Injection	\$113.00	\$118.00	Y	\$5.00	4.42%
Flu - Quad Valent	Per Injection	\$31.00	\$33.00	Y	\$2.00	6.45%
MMR	Per Injection	\$64.00	\$67.00	Y	\$3.00	4.69%
<b>Service provided to Clients</b>						
Immunisation record charge	Per Client	\$5.00	\$6.00	Y	\$1.00	20.00%
Overseas immunisation catch up schedule charge	Per Client	\$20.00	\$21.00	Y	\$1.00	5.00%

# Knox City Council

## 2023-24 Fees & Charges



Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>Connected Communities - Family and Children's Services</b>						
<b>KINDERGARTEN SERVICES</b>						
Kindergarten Fee (for Calendar Year 2023)	Per Child	\$1,752.00	\$1,782.00	N	\$30.00	1.71%
Kindergarten Fee (for Calendar Year 2024)	Per Child	\$1,782.00	\$1,809.00	N	\$27.00	1.52%
Kindergarten Fee Sibling 10% discount (for Calendar Year 2023)	Per Child	\$175.20	\$178.20	N	\$3.00	1.71%
Kindergarten Fee Sibling 10% discount (for Calendar Year 2024)	Per Child	\$178.20	\$180.90	N	\$2.70	1.52%
Kindergarten Fee 3YO (for Calendar Year 2023)	Per Child	\$584.00	\$594.00	N	\$10.00	1.71%
Kindergarten Fee 3YO (for Calendar Year 2024)	Per Child	\$594.00	\$603.00	N	\$9.00	1.52%
<b>CHILD CARE</b>						
<b>Long Day Care</b>						
Per Day (all centres)	Per Day	\$157.50	\$157.50	N	\$0.00	0.00%
<b>INTEGRATED EARLY YEARS OPERATIONS</b>						
License / Contribution Fee for Early Years users, using Council owned facilities	Per Annum	\$500.00	\$520.00	N	\$20.00	4.00%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>Connected Communities - Community Access and Support</b>						
<b>HOME &amp; COMMUNITY CARE SERVICES</b>						
<p>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:                      Individual Low fee &lt; \$39,089 Medium fee \$39,089 - \$86,208 High fee &gt; \$ 86,208                      Couple Low fee &lt; \$59,802 Medium fee \$59,802 - \$115,245 High fee &gt; \$115,245                      *Family (1 Child) Low fee &lt; \$66,009 Medium fee \$66,009 - \$118,546 High fee &gt; \$118,546                      *plus \$6,206 per additional child</p>						
<b>HOME MAINTENANCE/MODIFICATIONS</b>						
Clients pay for the cost of materials plus the hourly rate.						
<b>Low:</b>						
S - Single (Income Range less than \$39,089 pa) C - Couple (Income Range less than \$59,802 pa)	Per Hour	\$17.60	\$18.30	N	\$0.70	3.98%
<b>Medium:</b>						
S - Single (Income range \$39,089 - \$86,208 pa) C - Couple (Income range \$59,802 - \$115,245 pa)	Per Hour	\$22.60	\$23.50	N	\$0.90	3.98%
<b>High:</b>						
S - Single (Income range more than \$86,208 pa) C - Couple (Income range more than \$115,245 pa)	Per Hour	\$68.50	\$72.00	N	\$3.50	5.11%
Undisclosed income or compensation	Per Hour (& as per receipt for materials)	\$104.00	\$109.00	N	\$5.00	4.81%
Service Cancellation - less than 24 hours notice prior to service provision	Per Booking	100% of service booking	100% of service booking	N	\$0.00	0.00%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>FOOD SERVICES</b>						
<b>Centre based &amp; home delivered meals</b>						
Three (3) Course Meal Vulnerable Person as assessed by Short Term Support Team (STST)	Per Meal	\$5.00	\$5.00	N	\$0.00	0.00%
Three (3) Course Meal Low Income/ Medium Income	Per Meal	\$11.20	\$11.60	N	\$0.40	3.57%
Three (3) Course Meal High Income	Per Meal	\$19.00	\$19.60	N	\$0.60	3.16%
Two (2) Course Meal Vulnerable Person as assessed by Short Term Support Team (STST)	Per Meal	\$4.00	\$4.00	N	\$0.00	0.00%
Two (2) Course Meal (Entrée and Main, or Main and Dessert) Low Income/Medium Income	Per Meal	\$8.80	\$9.20	N	\$0.40	4.55%
Two (2) Course Meal Entree and Main, or Main and Dessert) High Income	Per Meal	\$15.00	\$15.60	N	\$0.60	4.00%
Service Cancellation - less than 24 hours notice prior to service provision	Per Booking	100% of service booking	100% of service booking	N	\$0.00	0.00%
<b>ALLIED HEALTH - OCCUPATIONAL THERAPY</b>						
Low Income	Per Consultation	\$12.50	\$13.00	N	\$0.50	4.00%
Medium Income	Per Consultation	\$18.70	\$19.50	N	\$0.80	4.28%
High Income	Per Hour	\$123.00	\$128.00	N	\$5.00	4.07%
<b>COMMUNITY TRANSPORT</b>						
Regular bus route passenger	Return Trip	\$6.00	\$7.00	N	\$1.00	16.67%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Regular bus route passenger	One Way Trip	\$3.00	\$3.50	N	\$0.50	16.67%
Community Outing	Per Day or Part Day	\$9.00	\$10.00	N	\$1.00	11.11%
Outing Service Cancellation - less than 24 hours notice prior to service provision	Per Booking	100% of service booking	100% of service booking	N	\$0.00	0.00%
<b>Casual Group Usage</b>						
In core (business hours) per use - maximum 8 hours Small Bus (12-16 seats)	Per Use	\$135.00	\$141.00	Y	\$6.00	4.44%
In core (business hours) per use - maximum 8 hours - Medium Bus ( 22-25 seats)	Per Use	New Fee	\$180.00	Y	New Fee	New Fee
In core (business hours) per use - maximum 8 hours - Large Bus ( 33-37 seats)	Per Use	New Fee	\$350.00	Y	New Fee	New Fee
Out of core per hour drive time	Per Hour	\$74.00	\$77.00	Y	\$3.00	4.05%
Out of core booking fee	Per Booking	\$74.00	\$77.00	Y	\$3.00	4.05%
Emergency Services Groups - Training Courses max. of 8 hours	Per Use	\$141.00	\$147.00	Y	\$6.00	4.26%
<b>SENIOR'S EVENTS</b>						
Events / Workshops - Seniors Festival Events etc.	Per Event	\$7.00	\$8.00	N	\$1.00	14.29%
<b>Connected Communities - Active and Creative Communities</b>						
<b>RECREATIONAL RESERVES</b>						
<i>Recreation and Sporting Grounds / Tennis and Netball Courts / Turf Wickets / Parks and Reserves</i>						
<b>Tennis Courts</b>						
Court Fees	Per Court Per Annum	\$136.00	\$142.00	Y	\$6.00	4.41%
<b>Tennis Pavilions</b>						
Batterham Park	Per Annum	\$1,054.00	\$1,097.00	Y	\$43.00	4.08%
Reta Matthews Reserve (Boronia)	Per Annum	\$1,014.00	\$1,055.00	Y	\$41.00	4.04%
Eildon Park	Per Annum	\$1,122.00	\$1,167.00	Y	\$45.00	4.01%



Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Glenfern Park (Ferntree Gully)	Per Annum	\$998.00	\$1,038.00	Y	\$40.00	4.01%
Guy Turner Reserve (Guy Turner)	Per Annum	\$714.00	\$743.00	Y	\$29.00	4.06%
Coleman Road Reserve (Knox City)	Per Annum	\$2,071.00	\$2,154.00	Y	\$83.00	4.01%
Knox Gardens Reserve (Knox Gardens)	Per Annum	\$1,364.00	\$1,419.00	Y	\$55.00	4.03%
Carrington Park (Knoxfield)	Per Annum	\$831.00	\$865.00	Y	\$34.00	4.09%
Miller Park	Per Annum	\$1,054.00	\$1,097.00	Y	\$43.00	4.08%
Seebeck Reserve (Rowville)	Per Annum	\$1,059.00	\$1,102.00	Y	\$43.00	4.06%
Exner Reserve (Scoresby)	Per Annum	\$1,216.00	\$1,265.00	Y	\$49.00	4.03%
Templeton Reserve (Templeton)	Per Annum	\$1,750.00	\$1,820.00	Y	\$70.00	4.00%
Wantirna Reserve (Wantirna)	Per Annum	\$1,106.00	\$1,151.00	Y	\$45.00	4.07%
Windermere Reserve	Per Annum	\$1,136.00	\$1,182.00	Y	\$46.00	4.05%
<b>Cricket</b>						
Junior / Vets / Women's / All Abilities Teams	Per Team Per Season	\$93.00	\$97.00	Y	\$4.00	4.30%
Senior Teams	Per Team Per Season	\$591.00	\$615.00	Y	\$24.00	4.06%
Winter Senior Teams	Per Team Per Season	\$395.00	\$411.00	Y	\$16.00	4.05%
<b>Football</b>						
Junior / Vets / Women's / All Abilities Teams	Per Team Per Season	\$364.00	\$379.00	Y	\$15.00	4.12%
Senior Teams (includes U 19 and Reserves)	Per Team Per Season	\$2,621.00	\$2,726.00	Y	\$105.00	4.01%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>Soccer</b>						
Junior / Vets / Women's / All Abilities Teams	Per Team Per Season	\$231.00	\$241.00	Y	\$10.00	4.33%
Senior Teams	Per Team Per Season	\$1,583.00	\$1,647.00	Y	\$64.00	4.04%
<b>Baseball</b>						
Junior / Vets / Women's / All Abilities Teams	Per Team Per Season	\$63.00	\$66.00	Y	\$3.00	4.76%
Senior Teams	Per Team Per Season	\$452.00	\$471.00	Y	\$19.00	4.20%
<b>Netball / Court</b>						
Training	Per Court Per Annum	\$96.00	\$100.00	Y	\$4.00	4.17%
<b>Facility Lease and License Agreements</b>						
Knox Obedience Dog Club	Per Annum	\$2,437.00	\$458.00	Y	(\$1,979.00)	(81.21%)
Knox BMX Club	Per Annum	\$762.00	\$793.00	Y	\$31.00	4.07%
Fitness Permit - Community Group / Not for profit (up to 10 sessions per week)	6 months	\$0.00	\$0.00	Y	\$0.00	0.00%
Fitness Permit - Commercial (up to 10 sessions per week)	6 months	\$1,602.00	\$1,667.00	Y	\$65.00	4.06%
Eastern Football Netball League - use of Tormore Reserve for the Senior Football Finals series	Per Annum	\$3,564.00	\$3,707.00	Y	\$143.00	4.01%
Eastern Football Netball League - use of Marie Wallace Bayswater Oval for the Senior Football Finals series	Per Annum	\$3,564.00	\$3,707.00	Y	\$143.00	4.01%
<b>Preparation of Turf Wickets</b>						
Tormore Reserve (1 oval)	Per Season	\$9,391.00	\$9,767.00	Y	\$376.00	4.00%
Marie Wallace - Bayswater Oval & Bayswater Park (2 ovals)	Per Season	\$12,517.00	\$13,018.00	Y	\$501.00	4.00%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>Reserves / Ovals</b>	Per Point Per Oval Per Season	\$246.00	\$256.00	Y	\$10.00	4.07%
<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>						
<b>Casual Users - Sporting Reserves</b>						
Knox Schools and School Sports Associations	No Charge	\$0.00	\$0.00	Y	\$0.00	0.00%
Knox Community / Non Profit Usage	No Charge	\$0.00	\$0.00	Y	\$0.00	0.00%
Non Knox Schools / Non Knox Community Usage	Per Day	\$108.00	\$113.00	Y	\$5.00	4.63%
Commercial Usage (Corporate and Business Activities / Purposes)	Per Day	\$423.00	\$440.00	Y	\$17.00	4.02%
<b>Pavilions – Rental</b>						
Batterham Reserve No. 1	Per Annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%
Batterham Reserve No. 2	Per annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Bayswater Oval	Per Annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%
Bayswater Park	Per Annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%
Benedikt Park	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Carrington Park	Per Annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%
Chandler Park	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Colchester Park	Per Annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%
Dobson Park	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Egan Lee Reserve	Per Annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%
Eildon Park	Per Annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%
Exner Reserve (Scoresby)	Per annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%
Fairpark Reserve	Per Annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%
Gilbert Park	Per Annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%
Guy Turner	Per Annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
HV Jones Reserve	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Kings Park Athletics	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Kings Park No. 1	Per Annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%
Kings Park B / Ball No. 1	Per Annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%
Knox Gardens Reserve No. 1	Per Annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%
Knox Gardens Reserve No. 2	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Knox Park Soccer	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Lakesfield Reserve	Per Annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%
Lewis Park	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Liberty Avenue Reserve	Per Annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%
Miller Park	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Milpera Reserve	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Park Ridge Reserve	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Pickett Reserve	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Rowville Recreation Reserve No. 1	Per Annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%
Rowville Recreation Reserve No. 2	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Sasses Avenue Reserve	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Schultz Reserve	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Stud Park	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Talaskia Reserve	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Templeton Reserve	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Tormore Reserve	Per Annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%
Walker Wantirna South Reserve	Per Annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%
Wally Tew Reserve No. 1 (Ferntree Gully)	Per Annum	\$1,250.00	\$1,300.00	Y	\$50.00	4.00%
Wally Tew Reserve No. 2	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Wantirna Reserve	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
Windermere Reserve	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
<b>Netball Pavilions</b>						
HV Jones Reserve Netball Pavilion	Per Annum	\$178.00	\$186.00	Y	\$8.00	4.49%
Walker Reserve Netball Pavilion	Per Annum	\$627.00	\$653.00	Y	\$26.00	4.15%
<b>FESTIVALS &amp; EVENTS</b>						
<i>All Council run events</i>						
<b>Stall Holders (Commercial and Other)</b>						
Makers Market Site	Per Day	\$88.00	\$92.00	Y	\$4.00	4.55%
Commercial Food - Large	Per Day	\$473.00	\$492.00	Y	\$19.00	4.02%
Commercial Food - Medium	Per Day	\$355.00	\$370.00	Y	\$15.00	4.23%
Commercial Food - Small	Per Day	\$244.00	\$254.00	Y	\$10.00	4.10%
Market Site - Large	Per Day	\$314.00	\$327.00	Y	\$13.00	4.14%
Market Site - Medium	Per Day	\$236.00	\$246.00	Y	\$10.00	4.24%
Market Site - Small	Per Day	\$159.00	\$166.00	Y	\$7.00	4.40%
Additional - Chairs	Per Item Per Day	\$7.00	\$8.00	Y	\$1.00	14.29%
- Tables	Per Item Per Day	\$26.00	\$28.00	Y	\$2.00	7.69%
- Marquees (3x3)	Per Item Per Day	\$256.00	\$267.00	Y	\$11.00	4.30%
- Marquees (6x3)	Per Item Per Day	\$684.00	\$712.00	Y	\$28.00	4.09%
Electricity - 10 amps	Per Site Per Day	\$23.00	\$24.00	Y	\$1.00	4.35%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
- 15 amps	Per Site Per Day	\$36.00	\$38.00	Y	\$2.00	5.56%
- 30 amps	Per Site Per Day	\$59.00	\$62.00	Y	\$3.00	5.08%
Weights (marquee)	Per Site Per Day	\$12.00	\$13.00	Y	\$1.00	8.33%
<b>Stall Holders (Community)</b>						
Community Food Vendor Package - Small 3x3m (includes marquee 1x table, 2x chairs)	Per Day	\$0.00	\$0.00	Y	\$0.00	0.00%
Community Food Vendor Package - Medium 3x6m (includes marquee 1x table, 2x chairs)	Per Day	\$217.00	\$226.00	Y	\$9.00	4.15%
Community Food Vendor Package - Large 3x9m (includes marquee 1x table, 2x chairs)	Per Day	\$314.00	\$327.00	Y	\$13.00	4.14%
Market Site Package - Small 3x3m (includes marquee 1x table, 2x chairs)	Per Day	\$0.00	\$0.00	Y	\$0.00	0.00%
Market Site Package - Medium 3x6m (includes marquee 1x table, 2x chairs)	Per Day	\$142.00	\$148.00	Y	\$6.00	4.23%
Market Site Package - Large 3x9m (includes marquee 1x table, 2x chairs)	Per Day	\$210.00	\$219.00	Y	\$9.00	4.29%
Community Stallholder Public Liability Insurance Cover	Per Day	\$35.00	\$37.00	Y	\$2.00	5.71%
<b>Commercial Filming</b>						
Filming Permit - Commercial/High Impact	Per Permit	\$250.00	\$260.00	Y	\$10.00	4.00%
<b>Community Event Kit (Trailer)</b>						
Small Community Event Kit and Trailer - Hire fee includes \$100 refundable bond. (Giant outdoor games, basic event items & safety gear)	Per event	New Fee	\$200.00	Y	New fee	New fee

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
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	New Fee	\$500.00	Y	New fee	New fee
<b>FERNTREE GULLY COMMUNITY ARTS CENTRE</b>						
<b>Not for Profit / Community Group Hire Rates:</b>						
Regular Hire Groups (minimum 3 per term)	Per Hour	\$38.00	\$40.00	Y	\$2.00	5.26%
Casual Hire / Room (includes art room and kitchen)	Per Hour	\$44.00	\$46.00	Y	\$2.00	4.55%
Whole of venue (includes kitchen, excludes pottery room)	Per Hour	New Fee	\$80.00		New Fee	New Fee
Function Clean Up Fee (applied to bookings 3 hours or more, involving food/drink/arts.	Per Hour or Part Thereof	\$211.00	\$220.00	Y	\$9.00	4.27%
<b>Commercial Hire Rates</b>						
Regular Hire / Room - minimum 3 per term (includes kitchen)	Per Hour	New Fee	\$65.00	Y	New Fee	New Fee
Casual Hire / Room (includes kitchen)	Per Hour	New Fee	\$57.00	Y	New Fee	New Fee
Whole of venue (includes kitchen, excludes Pottery Room)	Per Hour	New Fee	\$130.00	Y	New Fee	New Fee
Function clean Up Fee	Per Hour or Part Thereof	\$221.00	\$220.00	Y	\$9.00	(0.45%)
<i>Bonds (refundable) - Refer to the end of the Community Services Facilities section.</i>						
<b>Activities</b>						
Pottery Classes Fees - Adult	Per 3 Hour Class	\$26.00	\$28.00	Y	\$2.00	7.69%
Arts/Cultural Class Fees - Adult	Per 2 Hour Class	\$21.00	\$22.00	Y	\$1.00	4.76%
Art Equipment Sales (Clay Blocks - Students only)	Per 10 Kg block	\$14.00	\$15.00	Y	\$1.00	7.14%
Pottery Firing Fees (Students Only)	Per Firing	\$6.00	\$7.00	Y	\$1.00	16.67%
Pottery Firing Fees (Non-Students)	Per Firing	\$9.00	\$10.00	Y	\$1.00	11.11%
Pottery Classes Fees - Children	Per 1.5 Hour Class	\$18.00	\$19.00	Y	\$1.00	5.56%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Arts/Cultural Class Fees - Children	Per 1.5 Hour Class	\$18.00	\$19.00	Y	\$1.00	5.56%
Pottery Birthday Party - 1.5 hours (for 10 children, includes tutor & materials)	Per 1.5 hour party	New Fee	\$198.00	Y	New Fee	New Fee
<b>PLACEMAKERS</b>						
Regular Hire / Room, minimum 3 per term (includes art OR meeting room & kitchenette)	Per Hour	\$38.00	\$40.00	Y	\$2.00	5.26%
Casual Hire / Room (includes art OR meeting room & kitchenette)	Per Hour	\$44.00	\$46.00	Y	\$2.00	4.55%
Whole of venue (includes art room, meeting room and kitchenette)	Per Hour	New Fee	\$80.00	Y	New Fee	New Fee
Function Clean Up Fee	Per Hour or Part Thereof	\$211.00	\$220.00		\$9.00	4.27%
<b>ROWVILLE COMMUNITY CENTRE</b>						
<b>Hire Type</b>						
Multi - purpose Hall - Outside Staffed Hours (min 3 Hours)	Per Hour	\$147.00	\$153.00	Y	\$6.00	4.08%
Multi - purpose Hall - Outside Staffed Hours (6 Hours)	Per 6 Hours	\$716.00	\$745.00	Y	\$29.00	4.05%
Multi - purpose Hall* - Sports/Community rate	Per Hour	\$44.00	\$46.00	Y	\$2.00	4.55%
Multi - purpose Hall - Activity	Per Hour	\$55.00	\$57.50	Y	\$2.50	4.55%
Meetings / Regular Hire MR 1 and 2 (One Room)	Per Hour	\$32.00	\$32.00	Y	\$0.00	0.00%
Meetings / Regular Hire MR 1 and 2 (Both)	Per Hour	\$63.00	\$51.50	Y	(\$11.50)	(18.25%)
Meetings / Regular Hire MR 3 and 4 (One Room)	Per Hour	\$32.00	\$21.50	Y	(\$10.50)	(32.81%)
Meetings / Regular Hire MR 3 and 4 (Both)	Per Hour	\$63.00	\$34.50	Y	(\$28.50)	(45.24%)
Meetings / Regular Hire - Interview Room 1	Per Hour	\$29.00	\$15.00	Y	(\$14.00)	(48.28%)
Meetings / Regular Hire - Interview Room 2	Per Hour	\$31.00	\$25.00	Y	(\$6.00)	(19.35%)
RCC Community Kitchen	Per Hour	\$37.00	\$39.00	Y	\$2.00	5.41%
RCC Community Kitchen - Community rate	Per Hour	New Fee	\$31.50	Y	New Fee	New Fee
Badminton/ Pickleball Court Hire *	Per Hour	\$25.00	\$26.00	Y	\$1.00	4.00%



Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Outdoor Court Hire *	Per Hour	\$24.00	\$25.00	Y	\$1.00	4.17%
Outdoor Court Hire (including lighting)	Per Hour	\$34.00	\$36.00	Y	\$2.00	5.88%
<i>* Senior groups are eligible to received a 40% discount on hire charges specified above.</i>						
<b>KNOX REGIONAL NETBALL CENTRE (KRNC)</b>						
<b>Stadium Charges - For Competition</b>						
Junior	Per Court Per Game	\$32.00	\$33.50	Y	\$1.50	4.69%
Senior	Per Court Per Game	\$69.00	\$72.00	Y	\$3.00	4.35%
Door Entry - Night Senior / Players and Spectators	Per Admission	\$3.00	\$2.00	Y	(\$1.00)	(33.33%)
<b>Stadium Charges - For Training</b>						
Weekdays / Court	Per Court Per Hour	\$42.00	\$44.00	Y	\$2.00	4.76%
Weekends / Court	Per Court Per Hour	\$51.00	\$53.50	Y	\$2.50	4.90%
Weekday - Outside staffed hours (min 3hours)	Per 2 Court Per Hour	New Fee	\$110.00	Y	New Fee	New Fee
Weekend - Outside staffed hours (min 3hours)	Per 2 Court Per Hour	New Fee	\$133.50	Y	New Fee	New Fee
<b>Room Hire</b>						
Meeting Rooms - Association	Per Hour	\$33.50	\$35.00	Y	\$1.50	4.48%
Meeting Room - Casual hire	Per Hour	\$40.00	\$40.00	Y	\$0.00	0.00%
Saturday Association Room	Per Saturday	\$142.00	\$148.00	Y	\$6.00	4.23%
MDNA Administration Office	Per Annum	\$1,364.00	\$1,419.00	Y	\$55.00	4.03%
Multi - Purpose Room	Per Hour	New Fee	\$40.00	Y	New Fee	New Fee

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>Outdoor Courts</b>						
Casual Hire	Per Court Per Game	\$24.00	\$25.00	Y	\$1.00	4.17%
Casual Hire - Day (Tournaments)	Per Day	\$549.00	\$571.00	Y	\$22.00	4.01%
Association - Saturday	Per Court Per Annum	\$404.00	\$421.00	Y	\$17.00	4.21%
Night Use (lights) Per Court per hour	Per Court Per Hour	\$34.00	\$36.00	Y	\$2.00	5.88%
<b>KRNC Competitions</b>						
Competitions (KRNC)	Per Team Per Game	\$60.00	\$70.00	Y	\$10.00	16.67%
Team Registration KCC Competition	Per Team Per Season	\$60.00	\$63.00	Y	\$3.00	5.00%
<b>Functions</b>						
Casual Hire - Stadium Netball Usage (for 2 courts)	Min 8 Hours	\$682.00	\$710.00	Y	\$28.00	4.11%
Casual Hire - Functions (court 1 & 2)	Min 8 Hours	\$1,023.00	\$1,064.00	Y	\$41.00	4.01%
Casual Hire - Functions (court 1, 2, 3 & 4)	Min 8 Hours	\$1,987.00	\$2,067.00	Y	\$80.00	4.03%
Casual Hire - Function (min 3 hours)	Per 2 Court Per Hour	New Fee	\$133.50	Y	New Fee	New Fee
<b>CARRINGTON PARK LEISURE AND MULTIPURPOSE FACILITY</b>						
<b>LEISURE CENTRE</b>						
Activity Room	Per Hour	\$22.00	\$24.00	Y	\$2.00	9.09%
Art	Per Hour	\$12.00	\$13.50	Y	\$1.50	12.50%
Gym - Sport/Community	Per Hour	\$22.00	\$23.00	Y	\$1.00	4.55%
Gym - Activity	Per Hour	New Fee	\$24.00	Y	New Fee	New Fee

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Meeting Room 1	Per Hour	\$12.00	\$13.50	Y	\$1.50	12.50%
Meeting Room 2	Per Hour	\$14.00	\$16.00	Y	\$2.00	14.29%
Meeting Rooms 1 and 2	Per Hour	\$25.00	\$28.00	Y	\$3.00	12.00%
Office	Per Hour	\$12.00	\$13.00	Y	\$1.00	8.33%
<b>MULTIPURPOSE CENTRE</b>						
Activity space 1- Main Hall	Per Hour	New Fee	\$52.00	Y	New Fee	New Fee
Activity space 1- Seniors and non-for-profits	Per Hour	New Fee	\$31.50	Y	New Fee	New Fee
Activity space 1- Main Hall (Function)	Per Hour	New Fee	\$92.00	Y	New Fee	New Fee
Activity space 2A	Per Hour	New Fee	\$21.00	Y	New Fee	New Fee
Activity space 2B	Per Hour	New Fee	\$17.00	Y	New Fee	New Fee
Activity space 2A&B	Per Hour	New Fee	\$34.00	Y	New Fee	New Fee
Activity space 3	Per Hour	New Fee	\$21.00	Y	New Fee	New Fee
Squash Courts	Per Hour	\$16.00	\$17.00	Y	\$1.00	6.25%
<b>AIMEE SEEBECK HALL</b>						
Hall - Day rate (before 5pm)	Per Hour	\$34.50	\$36.00	Y	\$1.50	4.35%
Hall - Evening rate (after 5pm)	Per Hour	\$34.50	\$36.00	Y	\$1.50	4.35%
Function Hire - Friday night (5pm - 12am)	Per 7 Hours	\$260.00	\$271.00	Y	\$11.00	4.23%
Function Hire - Saturday night (5pm - 12am)	Per 7 Hours	\$315.00	\$328.00	Y	\$13.00	4.13%
Hall - Day rate (before 5pm) - Community	Per Hour	New Fee	\$29.00	Y	New Fee	New Fee
Hall - Evening rate (after 5pm) - Community	Per Hour	New Fee	\$29.00	Y	New Fee	New Fee
Function Hire - Friday night (5pm - 12am) - Community	Per 7 Hours	New Fee	\$208.00	Y	New Fee	New Fee
Function Hire - Saturday night (5pm - 12am) - Community	Per 7 Hours	New Fee	\$260.00	Y	New Fee	New Fee

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>Indoor Leisure Centres - Activities</b>						
<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	\$4.00	\$4.50	Y	\$0.50	12.50%
Yoga/Pilates	Per Session	\$16.00	\$16.00	Y	\$0.00	0.00%
Group Fitness Class	Per Session	\$11.50	\$12.00	Y	\$0.50	4.35%
Senior Exercise Class	Per Session	\$7.00	\$8.00	Y	\$1.00	14.29%
Senior Sports - Session (per 2 hours)	Per Session	\$5.50	\$6.00	Y	\$0.50	9.09%
Under 55yrs Sports - Session (per 2 hours)	Per Session	New Fee	\$8.50	Y	New Fee	New Fee
Administration / Cancellation Fee (Activity Group Program)	Per Term	\$66.00	\$69.00	Y	\$3.00	4.55%
<b>Indoor Leisure Centres - Venue Hire</b>						
Clean Up Fee	Per Hour or Part Thereof	\$214.00	\$223.00	Y	\$9.00	4.21%
Delay Exit Fee	Per Hour or Part Thereof	\$214.00	\$223.00	Y	\$9.00	4.21%
Holding fee (regular hirers) for cancellation of booking within 48hours	Per Regular Booking	50% total daily booking fee	50% total daily booking fee	Y	\$0.00	0.00%
Knox City Council Staff (min 3 hours)	Per Hour	New Fee	\$83.00	Y	New Fee	New Fee
Knox City Council Umpires	Per Game	New Fee	\$40.00	Y	New Fee	New Fee
Speakers Hire only	Per Item Per Day	New Fee	\$30.00	Y	New Fee	New Fee
Speakers/Microphone set Hire	Per Item Per Day	New Fee	\$50.00	Y	New Fee	New Fee
Projector/Screen set Hire	Per Item Per Day	New Fee	\$30.00	Y	New Fee	New Fee

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>KNOX COMMUNITY ARTS CENTRE</b>						
<b>Not for Profit / Community Group Rates:</b>						
Supper / Meeting Room (up to 6 hours)	Per Hour	\$42.00	\$44.00	Y	\$2.00	4.76%
Supper / Meeting Room (6 hours plus)	Per Hour	\$38.00	\$40.00	Y	\$2.00	5.26%
Theatre - No Biobox (house lights only). Eg. rehearsals, meetings, seminars etc.	Per Hour	\$42.00	\$44.00	Y	\$2.00	4.76%
Theatre - Bump in/rehearsal - minimum 4 hour booking. (Includes biobox , compulsory venue technician, kitchen, green room. Excludes Supper/Meeting Room)	Per Hour	New Fee	\$118.00	Y	New Fee	New Fee
Entire Facility - Bump In/rehearsal - minimum 4 hour booking (Includes Theatre bump in/rehearsal plus use of supper/meeting room)	Per Hour	New Fee	\$156.00	Y	New Fee	New Fee
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	\$126.00	\$142.00	Y	\$16.00	12.70%
Entire Facility - Production - Min 4 hour booking (Exclusive access to all areas. Includes bio box and one compulsory technician. )	Per Hour	\$159.00	\$176.00	Y	\$17.00	10.69%
<b>Commercial Hire Rates</b>						
Supper / Meeting Room (up to 6 hours)	Per Hour	\$65.00	\$68.00	Y	\$3.00	4.62%
Supper / Meeting Room (6 hours plus or regular hirers)	Per Hour	\$57.00	\$60.00	Y	\$3.00	5.26%
Theatre - No Biobox (house lights only). Eg. rehearsals, meetings, seminars etc.	Per Hour	\$70.00	\$73.00	Y	\$3.00	4.29%
Theatre - Bump in/rehearsal - minimum 4 hour booking (Includes biobox, compulsory venue technician, kitchen, green room. Excludes Supper/Meeting Room)	Per Hour	New Fee	\$149.00	Y	New Fee	New Fee

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Entire Facility - Bump In/rehearsal -minimum 4 hour booking (Includes Theatre bump in/rehearsal plus use of supper/meeting room)	Per Hour	New Fee	\$214.00	Y	New Fee	New Fee
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	\$211.00	\$230.00	Y	\$19.00	9.00%
Entire Facility - Production - Min 4 hour booking (Exclusive access to all areas. Includes bio box and one compulsory technician.)	Per Hour	\$264.00	\$285.00	Y	\$21.00	7.95%
<b>COMMUNITY SERVICES FACILITIES</b>						
Internal Hire Charge (all Centres if available)	Per Hour	New Fee	50% of community hire rates	Y	New Fee	New Fee
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	\$1,222.00	\$1,271.00	N	\$49.00	4.01%
Level 2 Security Bond	Per Function	\$728.00	\$758.00	N	\$30.00	4.12%
Level 1 Security Bond	Per Function	\$375.00	\$390.00	N	\$15.00	4.00%

# Knox City Council

## 2023-24 Fees & Charges



Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>Customer and Performance - Governance and Risk</b>						
<b>OFFICE ACCOMMODATION</b>						
<i>The Civic Centre meeting rooms are available for business and community functions at a competitive fee. The fee includes hall keeper and building costs to ensure cost recovery is achieved. Discounts and concessions apply under the policy for community and charitable organisations. Amounts have been rounded up to the nearest dollar as a practical fee for quoting and administering room bookings.</i>						
<b>Non Profit / Charitable</b>						
<u>Meeting Rooms 1 or 2</u>						
Monday to Friday 8.00am to 5.00pm	Per Hour	\$70.00	\$73.00	Y	\$3.00	4.29%
Monday to Friday After 5.00pm for a minimum 3 Hours	Per Hour	\$117.00	\$122.00	Y	\$5.00	4.27%
Saturday or Sunday for a minimum 3 Hours	Per Hour	\$152.00	\$159.00	Y	\$7.00	4.61%
<b>Commercial</b>						
<u>Meeting Rooms 1 or 2</u>						
Monday to Friday 8.00am to 5.00pm	Per Day	\$720.00	\$749.00	Y	\$29.00	4.03%
- Half Day Rate - 3 Hours or Less	Half Day	\$366.00	\$381.00	Y	\$15.00	4.10%
Monday to Friday After 5.00pm	Per Day	\$1,279.00	\$1,331.00	Y	\$52.00	4.07%
- Half Day Rate - 3 Hours or Less	Half Day	\$640.00	\$666.00	Y	\$26.00	4.06%
Saturday or Sunday	Per Day	\$1,704.00	\$1,773.00	Y	\$69.00	4.05%
- Half Day Rate - 3 Hours or Less	Half Day	\$857.00	\$892.00	Y	\$35.00	4.08%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>Non Profit / Charitable</b>						
<u>Meeting Rooms 3 or 4</u>						
Monday to Friday 8.00am to 5.00pm	Per Hour	\$101.00	\$106.00	Y	\$5.00	4.95%
Monday to Friday After 5.00pm for a minimum 3 Hours	Per Hour	\$152.00	\$159.00	Y	\$7.00	4.61%
Saturday or Sunday for a minimum 3 Hours	Per Hour	\$207.00	\$216.00	Y	\$9.00	4.35%
<b>Commercial</b>						
<u>Meeting Rooms 3 or 4</u>						
Monday to Friday 8.00am to 5.00pm	Per Day	\$1,132.00	\$1,178.00	Y	\$46.00	4.06%
- Half Day Rate - 3 Hours or Less	Half Day	\$570.00	\$593.00	Y	\$23.00	4.04%
Monday to Friday After 5.00pm	Per Day	\$1,704.00	\$1,773.00	Y	\$69.00	4.05%
- Half Day Rate - 3 Hours or Less	Half Day	\$852.00	\$887.00	Y	\$35.00	4.11%
Saturday or Sunday	Per Day	\$2,258.00	\$2,349.00	Y	\$91.00	4.03%
- Half Day Rate - 3 Hours or Less	Half Day	\$1,133.00	\$1,179.00	Y	\$46.00	4.06%
<b>Non Profit / Charitable</b>						
<u>Meeting Rooms - Full Function Area</u>						
Monday to Friday 8.00am to 5.00pm	Per Hour	\$202.00	\$211.00	Y	\$9.00	4.46%
Monday to Friday After 5.00pm for a minimum 3 Hours	Per Hour	\$298.00	\$310.00	Y	\$12.00	4.03%
Saturday or Sunday for a minimum 3 Hours	Per Hour	\$356.00	\$371.00	Y	\$15.00	4.21%



Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>Commercial</b>						
<u>Meeting Rooms – Full Function Area</u>						
Monday to Friday 8.00am to 5.00pm	Per Day	\$2,257.00	\$2,348.00	Y	\$91.00	4.03%
- Half Day Rate - 3 Hours or Less	Half Day	\$1,132.00	\$1,178.00	Y	\$46.00	4.06%
Monday to Friday After 5.00pm	Per Day	\$3,420.00	\$3,557.00	Y	\$137.00	4.01%
- Half Day Rate - 3 Hours or Less	Half Day	\$1,710.00	\$1,779.00	Y	\$69.00	4.04%
Saturday or Sunday	Per Day	\$3,974.00	\$4,133.00	Y	\$159.00	4.00%
- Half Day Rate - 3 Hours or Less	Half Day	\$1,988.00	\$2,068.00	Y	\$80.00	4.02%
<b>FREEDOM OF INFORMATION (FOI)</b>						
<i>The Freedom of Information Act 1982 sets an application fee at two fee units under the Monetary Units Act 2004. For detailed and complex requests additional charges can be made based on a fee for service basis.</i>						
F.O.I. Requests - Complex Requests	Per Application Per Request	Charge based on Service	Charge based on Service	N		

# Knox City Council

## 2023-24 Fees & Charges



Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>Infrastructure - Community Infrastructure</b>						
<b>CHARGEABLE WORKS</b>						
<i>Chargeable works are levied to provide reinstatement of damage to Council's assets, i.e. Road, nature strip openings and special works requests from residents. This work is charged on a total cost recovery plus a 50% administration charge.</i>						
Chargeable Works (Total direct costs + 50%)	Per Job	1.5 x (total direct cost)	1.5 x (total direct cost)	N	\$0.00	0.00%
<b>Road Opening Inspections:</b>						
Nature strip opening	Per Opening	\$250.00	\$260.00	N	\$10.00	4.00%
Connection to Council Drain or Kerbing	Per Opening	\$250.00	\$260.00	N	\$10.00	4.00%
Road Opening	Per Opening	\$250.00	\$260.00	N	\$10.00	4.00%
Concrete Crossing	Per Opening	\$250.00	\$260.00	N	\$10.00	4.00%
General Concrete Works	Per Opening	\$250.00	\$260.00	N	\$10.00	4.00%
Weekend Supervision up to 3 hours	Per Hour	\$180.00	\$188.00	N	\$8.00	4.44%
Weekend Supervision greater than 3 hours	Per Hour	\$203.00	\$212.00	N	\$9.00	4.43%
Asset Protection Fees	Per Permit	\$260.00	\$271.00	N	\$11.00	4.23%
Information Request	Per Request	\$37.00	\$39.00	N	\$2.00	5.41%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>COUNCIL RESERVES</b>						
<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>						
<b>Bonds (refundable)</b>						
All access permits	Per Application	\$1,612.00	\$1,677.00	N	\$65.00	4.03%
Temporary on - site storage material bonds	Per Application	\$806.00	\$839.00	N	\$33.00	4.09%
<b>Infrastructure - Sustainable Infrastructure</b>						
<b>REFUSE DISPOSAL</b>						
<b>GARBAGE, WASTE &amp; RECYCLE COLLECTION</b>						
<b>Residential:</b>						
Residential Waste Charge - Standard Services (80L waste, 240L Recycle, 240L FOGO, Hard Waste, Bundled Green Waste)	Per Service	\$298.00	\$435.97	N	\$137.97	46.30%
Residential Waste Charge - Reduced Services (80L waste, 240L Recycle, Hard Waste, Bundled Green Waste)	Per Service	New Fee	\$297.93	N	New Fee	New Fee
Residential Waste Charge - Additional bin exempt (80L+120L waste, 240L Recycle, 240L FOGO, Hard Waste, Bundled Green Waste)	Per Service	New Fee	\$435.97	N	New Fee	New Fee
Residential Waste Charge - Multi unit services (80L waste, 240L Recycle, Hard Waste, Bundled Green Waste)	Per Service	New Fee	\$297.93	N	New Fee	New Fee
Additional Food and Organics Bin 240 litre (previously green waste only)	Per Bin	\$100.00	\$138.04	N	\$38.04	38.04%
Garbage Bin upgrade surcharge 120 litre	Per Bin	\$96.00	\$63.37	N	(\$32.63)	(33.99%)
Additional Recycle Bin 240 litre	Per Bin	\$117.00	\$91.03	N	(\$25.97)	(22.20%)
Additional Garbage Bin 120 litre	Per Bin	\$431.00	\$170.49	N	(\$260.51)	(60.44%)

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>Industrial / Commercial 240 litre bin:</b>						
Garbage weekly service, includes recycle weekly	Per Service	\$516.00	\$746.47	N	\$230.47	44.66%
Garbage 5 weekday service, includes recycle weekly	Per Service	\$1,970.00	\$2,267.52	N	\$297.52	15.10%
Additional 240 litre Recycle Bin	Per Bin	\$125.00	\$276.11	N	\$151.11	120.89%
<b>Dorset Square Service:</b>						
Office based premises	Annual	\$356.00	\$520.80	N	\$164.80	46.29%
Retail based premises	Annual	\$1,059.00	\$1,340.50	N	\$281.50	26.58%
Food based premises less than 200 square metres floor area	Annual	\$3,174.00	\$3,806.59	N	\$632.59	19.93%
Food based premises greater than 200 square metres floor area	Annual	\$7,401.00	\$8,735.27	N	\$1,334.27	18.03%
<b>Non- Rateable Properties 240 litre bin with 240 litre recycle:</b>						
Garbage weekly service, includes recycle fortnightly	Per Service	\$400.00	\$506.34	N	\$106.34	26.59%
Garbage 5 weekday service, includes recycle fortnightly	Per Service	\$1,894.00	\$2,154.75	N	\$260.75	13.77%
Additional 240 litre Recycle Bin	Per Bin	\$117.00	\$91.03	N	(\$25.97)	(22.20%)
<b>Non- Rateable Properties 120 litre bin waste with 240 litre bin recycle:</b>						
Garbage weekly service, includes recycle fortnightly	Per Service	\$294.00	\$335.85	N	\$41.85	14.23%
Additional 240 litre Recycle Bin	Per Bin	\$117.00	\$91.03	N	(\$25.97)	(22.20%)
<b>MISCELLANEOUS WASTE CHARGES</b>						
<b>Hard Waste services</b>						
Additional Hard Waste Service	Per Booked Service	\$115.00	\$120.00	N	\$5.00	4.35%

Description of Fees and Charges	Unit of Measure	Adopted 2022-23 Fee GST Incl. (where applicable)	Proposed 2023-24 Fee GST Incl. (where applicable)	2023-24 GST Applied 10% Y/N	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
<b>Infrastructure - Operations</b>						
<b>OPEN SPACE MANAGEMENT</b>						
<b>Tree Removal</b>						
Removal of tree due to installation of new crossover	Per Request	Amenity value + Removal costs + Tree planting costs + 2 years maintenance	Amenity value + Removal costs + Tree planting costs + 2 years maintenance	Y		

## 8.2 Minor Grants Program 2022-23 Monthly Report

### SUMMARY: Community Partnerships Officer Rachel Phillips

This report summarises the grant applications recommended for approval in April for the 2022-2023 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 Category 1 (General) are limited to a maximum of \$3,000.00 within the current financial year. Applications under the Minor Grants Procedure Category 2 (Food Relief Supplies) are limited to a maximum of \$5,000.00 within the current financial year.

### RECOMMENDATION

That Council:

1. Approve four applications for a total of \$8,829.00 as detailed below:

Applicant Name	Project Title	Amount Requested	Amount Recommended
<b>Category 1 (General)</b>			
Knox & District Softball Association Inc.	Fit out of new kitchen	\$2,929.00	\$2,929.00
Bayswater Uniting Church	Information and Entertainment Display Facility for Mission Participants	\$3,000.00	\$3,000.00
Wantirna Tennis Club Inc.	Leaf Rake Drag Mats - Tennis Court sweepers	\$900.00	\$900.00
Mountain District Learning Centre	MDLC Artisan Market	\$2,000.00	\$2,000.00
<b>TOTAL</b>		<b>\$8,829.00</b>	<b>\$8,829.00</b>

2. Refuse four applications requesting \$9,318.10 as detailed below:

Applicant Name	Project Title	Amount Requested	Reason for Ineligibility/Refusal
<b>Category 1 (General)</b>			
Wantirna Retirement Village	Wantirna Village Smoke Alarm fund.	\$3,000.00	The project is ineligible under Clause 6.21 of the Minor Grants Procedure as supply of smoke alarm batteries for apartments is considered to be part of a reasonable operating budget (e.g. maintenance).
Combined Probus Club of Knox	Recognising 25 years of community participation in the Club.	\$490.10	The project is ineligible under Clause 6.30 of the Minor Grants Procedure as the event will be held in a venue with Electronic Gaming Machines.

Applicant Name	Project Title	Amount Requested	Reason for Ineligibility/Refusal
<b>Category 1 (General)</b>			
Friends of Koolunga Native Reserve Inc.	Native Plant Showcase: Inspiring Community Action for Biodiversity.	\$828.00	This project is not recommended at present as Council's Koolunga Native Reserve Future Directions Plan project is still under development. Any future works/projects at Koolunga Reserve will need to align with the Future Directions Plan.
<b>Category 2 (Food Relief Supplies)</b>			
Accelerated Evolution - The Break Inc.	The Break 40 cafe food program	\$5,000.00	The organisation is ineligible under Clause 6.13 of the Minor Grants Procedure as the organisation has not been providing food relief in Knox prior to January 2022.

3. Note that inclusive of the above recommended grants totalling \$8,829.00, a total of \$160,823.48 has been awarded to date under the 2022-2023 Minor Grants Program.
4. Note that if approved as recommended, there will be \$5,099.14 available for Category 1 applicants and \$64,303.29 available for Category 2 applicants for the remainder of this financial year (including GST adjustments).
5. Agree to re-allocate \$30,000 from Category 2 funding to support further Category 1 applications to the Minor Grants Program for the remainder of the financial year.

#### 1. INTRODUCTION

The Minor Grants Program provides a pool of grant funding that can respond on a monthly basis to requests for small amounts of funding to assist with short term, one-off projects or initiatives that are relatively minor in nature.

The objective of the Minor Grants Program is to be an accessible and responsive funding source to assist a wide range of community led activities across the municipality and support volunteer effort and civic participation.

It operates under the principles of other Knox Council grants programs to ensure:

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

Applications are assessed against criteria specified in the Minor Grants Program Procedure to determine the eligibility of the applicant organisation and the eligibility of the grant application.

The Procedure and Council's Grant Framework Policy set out an open and transparent grant program that meets the principles of good governance and is compliant with the requirements of the Local Government Act 2020.

In accordance with the Procedure, applications for funding have been assessed by the Chief Executive Officer, or delegate, for Council's approval.

## **2. DISCUSSION**

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

Eight complete grant applications were received since the Ordinary Meeting of Council held on 27 March 2023, requesting grants totalling \$18,147.10.

Four applications are ineligible/refused including:

- Wantirna Retirement Village is ineligible under Clause 6.21 of the Minor Grants Procedure as supply of smoke alarm batteries for all apartments is considered to be part of a reasonable operating budget (e.g., maintenance).
- Combined Probus Club of Knox is ineligible under Clause 6.30 of the Minor Grants Procedure as the event will be hosted in a venue with Electronic Gaming Machines. This was explained to the Club; however, they were unwilling to change venue so withdrew their application.
- Friends of Koolunga Native Reserve Inc. is not recommended at present, following consultation with Council's Open Space team. The Koolunga Native Reserve Future Directions Plan project is still under development. Any future works/projects at Koolunga Reserve will need to align with the Future Directions Plan. The group is encouraged to resubmit their application once the Plan is endorsed and after discussing their application with relevant Council officers.
- Accelerated Evolution – The Break Inc. is ineligible under Clause 6.13 of the Minor Grants Procedure as the organisation has not been providing food relief in Knox prior to January 2022. The organisation has been advised to consider applying for non-food related items under Category 1 (General) or to apply for a Community Development Fund grant.

One application has been deferred to a future Council Meeting. The application from the Cantonese Art Association Inc. is incomplete as they are yet to confirm a booking for a venue in Knox along with budget clarification.

A summary of the recommended projects is as follows:

### **Category 1 (General)**

- The Knox and District Softball Association Inc. are seeking a grant to purchase kitchen appliances and cleaning equipment to complement the re-development of the club rooms at Gilbert Park. This equipment will also benefit the Knox Baseball Club as joint tenants.



- The Bayswater Uniting Church is seeking a grant to purchase two monitors to provide information and entertainment for Elm Street Mission participants in their activity space. Elm Street Mission is an outreach of the Church which focuses on providing programs to those in the local community facing mental health difficulties and those who are socially isolated.
- Wantirna Tennis Club Inc. is seeking a grant to contribute towards the purchase of tennis court sweepers which will collect, retain and remove leaves and other debris from the surface of five tennis courts.
- Mountain District Learning Centre is seeking a grant to support their Artisan Market with the provision of entertainers and associated advertising costs to promote the event more widely.

Application details are provided in Attachment 1.

### **3. CONSULTATION**

Consultation is undertaken with organisations in relation to their grant applications whenever possible and if necessary, to clarify details regarding their applications prior to Council's consideration.

Advice or information may be sought from officers across Council in relation to either the applying organisation or the proposed project, or both, if considered necessary.

The Minor Grants Program Procedure specifies assessment can occur by the Chief Executive Officer, or delegate, and make recommendation for Council's determination.

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

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

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

There are no environmental or amenity issues associated with this report.

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

The approval of Minor Grants is managed within Council's adopted budget. The 2022-23 budget provides \$221,576.00 for the Minor Grants Program (comprising the annual allocation of \$152,093.00 plus an additional \$69,483.00 carried forward from the 2021-22 Minor Grants Program, as per the Minor Grants Procedure).

Recommended applications for the April period total \$8,829.00. If approved as recommended, the remaining Minor Grants budget for 2022-23 will total \$69,402.43, including GST adjustments.

This remaining amount will be allocated in accordance with the budget apportionment specified in the Minor Grants Procedure unless the re-allocation of \$30,000 from Category 2 funding to support further Category 1 applications to the Minor Grants Program for the remainder of the financial year is endorsed. The re-allocation of funds between Categories will not impact the overall Minor Grants budget.

If the re-allocation of \$30,000 is not endorsed and applications for April are approved as recommended, there will only be \$5,099.14 remaining in the Category 1 Minor Grants program. Depending on the requests received prior to the May deadline, it may not be possible to fund all eligible applicants next month.

## **7. SOCIAL IMPLICATIONS**

The Minor Grants Program allows Council to respond promptly to requests from Knox-based community groups for small amounts of funding to assist a variety of community-based programs, projects or activities. Council's Minor Grants are a simple and streamlined source of funding that can make a significant difference for local community organisations in need of short-term, specific purpose assistance.

The short-term commitment to apportion part of the Minor Grants budget specifically for food relief supplies has been promoted to Knox based food relief agencies by email, at the Knox Food Relief Task Force meeting held in late January 2023 and at the KERN (Knox Emergency Relief Network) in February 2023.

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

### **Opportunity & Innovation**

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

### **Connection, Resilience & Wellbeing**

Strategy 4.1 - Support our community to improve their physical, mental and social health and wellbeing.

Strategy 4.2 - Foster inclusivity, equality, belonging and safety within the community.

Strategy 4.4 - Support the community to identify and lead community strengthening initiatives.

### **Civic Engagement & Integrity**

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

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

## **9. CONFLICT OF INTEREST**

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

## **10. CONFIDENTIALITY**

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

**Report Prepared By:** Community Partnerships Officer, Rachel Phillips

**Report Authorised By:** Director Connected Communities, Judy Chalkley

## **Attachments**

1. ATTACHMENT 1 - Minor Grants Applications Redacted - April - 2023-04-12 [8.2.1 - 55 pages]

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 102-MGP-2022-23 From Knox & District Softball Association Inc**  
 Form Submitted 31 Mar 2023, 3:17pm 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

13 January 2023 30 January 2023

10 February 2023 27 February 2023

10 March 2023 27 March 2023

7 April 2023 26 April 2023

5 May 2023 22 May 2023

9 June 2023 26 June 2023

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

Application Amount \*

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 102-MGP-2022-23 From Knox & District Softball Association Inc**  
Form Submitted 31 Mar 2023, 3:17pm AEDT

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

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Knox & District Softball Association Inc

**Organisation Address \***

[Redacted]

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

[Redacted] me

**Project Contact Address \***

[Redacted]

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

**Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Phone Number**

Must be an Australian phone number.

**Email \***

[Redacted]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Secretary Email \***

[Redacted]

Must be an email address.

**Please provide your ABN**

39 130 955 146

**Information from the Australian Business Register**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 102-MGP-2022-23 From Knox & District Softball Association Inc**  
 Form Submitted 31 Mar 2023, 3:17pm AEDT

<b>ABN</b>	39 130 955 146
<b>Entity name</b>	KNOX DISTRICT SOFTBALL ASSOCIATION
<b>ABN status</b>	Active
<b>Entity type</b>	Other Unincorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3180 VIC

*Information retrieved at 7:34am yesterday*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If no, please confirm if you are a registered not-for-profit legal entity

## Incorporation Details

**Please provide your Incorporated number**

A0004752P

This can be found on the Consumer Affairs Victoria website

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

Yes  No  Already subscribed

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

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Fit out of new kitchen

**Project Start Date \***

01/05/2023

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

**Project End Date \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 102-MGP-2022-23 From Knox & District Softball Association Inc**  
 Form Submitted 31 Mar 2023, 3:17pm AEDT

31/05/2023  
 Must be a date.

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

With the re-development of our club rooms at Gilbert Park, the existing kitchen is being re-located and upgraded. With the new kitchen being substantially larger, new appliances are required. Whilst Council will provide the basic necessities, the joint tenants (baseball and softball clubs) are required to provide what Council cannot.

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

The joint tenants will both reap the benefit of the new renovation, as with a better and wider range of appliances, they will be able to provide a broader and healthier range of foods to the community. Additionally, the new kitchen location will create an increased income flow therefore allowing both clubs to keep player fees to a minimum, which will increase participation overall. The renovated pavilion will also be more attractive for hire to external groups.

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

30  
 Must be a number

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

350  
 Must be a number

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

300  
 Must be a number

## BUDGET

**\* indicates a required field**

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

\$2,929.00  
 Must be a dollar amount.  
 What is the total budgeted cost (dollars) of your project?

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

\$2,929.00  
 Must be a dollar amount.  
 What is the total financial support you are requesting in this application?

## Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 102-MGP-2022-23 From Knox & District Softball Association Inc**  
 Form Submitted 31 Mar 2023, 3:17pm AEDT

<b>Expenditure</b>	<b>\$</b>
Asko dishwasher	\$1,299.00
Dyson vacuum	\$1,372.00
Air fryer	\$149.00
Bake & Grill oven	\$109.00
	\$
	Must be a dollar amount.

### Minor Grant Budget Total

**Total Expenditure Amount**

\$2,929.00

This number/amount is calculated.

### Quotes For Planned Expenses

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

---

Filename: dishwasher QVS-40011450.pdf  
 File size: 742.5 kB

---

Filename: good guys quote.pdf  
 File size: 4.0 MB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

### Other Grant Funding

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

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

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

---

Filename: Certificate of Currency VICknox.pdf  
 File size: 247.4 kB

**Public Liability Expiry Date \***

01/07/2023

Expiry date must extend beyond your project start and finish date

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 102-MGP-2022-23 From Knox & District Softball Association Inc**  
 Form Submitted 31 Mar 2023, 3:17pm AEDT

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

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

**Attach relevant documentation:**

Filename: incorporation knox.pdf  
 File size: 2.5 MB

Filename: projectplan march 2023.docx  
 File size: 72.8 kB

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Position (if organisation) \***

**Declaration Date \***

31/03/2023

Must be a date.

### Privacy Statement

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



**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 3 of 3)**  
**Application No. 103-MGP-2022-23 From Bayswater Uniting Church**  
 Form Submitted 11 Apr 2023, 12:08pm AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

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

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

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

Submission deadline Council meeting date

13 January 2023 30 January 2023

10 February 2023 27 February 2023

10 March 2023 27 March 2023

7 April 2023 26 April 2023

5 May 2023 22 May 2023

9 June 2023 26 June 2023

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

Application Amount \*

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 3 of 3)**  
**Application No. 103-MGP-2022-23 From Bayswater Uniting Church**  
Form Submitted 11 Apr 2023, 12:08pm AEST

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

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Bayswater Uniting Church

**Organisation Address \***

[Redacted]

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

[Redacted]

**Project Contact Address \***

[Redacted]

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

**Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Phone Number**

[Redacted]

Must be an Australian phone number.

**Email \***

[Redacted]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Secretary Email \***

[Redacted]

Must be an email address.

**Please provide your ABN**

58 713 611 290

**Information from the Australian Business Register**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 3 of 3)**  
**Application No. 103-MGP-2022-23 From Bayswater Uniting Church**  
 Form Submitted 11 Apr 2023, 12:08pm AEST

<b>ABN</b>	58 713 611 290
<b>Entity name</b>	UCA - BAYSWATER CONGREGATION
<b>ABN status</b>	Active
<b>Entity type</b>	Other Unincorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Rebate, GST Concession, Income Tax Exemption
<b>Main business location</b>	3153 VIC

*Information retrieved at 9:40am yesterday*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If no, please confirm if you are a registered not-for-profit legal entity

**Is your organisation a registered not-for-profit legal entity? \***

Yes  No

If your organisation isn't incorporated and not registered as a not-for-profit legal entity, you will require an auspice who is one or both of these things.

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

Yes  No  Already subscribed

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

**Please provide an email address where you would like this sent**

[REDACTED]

Must be an email address.

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Information and Entertainment Display Facility for Mission Participants

**Project Start Date \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 3 of 3)**  
**Application No. 103-MGP-2022-23 From Bayswater Uniting Church**  
 Form Submitted 11 Apr 2023, 12:08pm AEST

01/05/2023

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

**Project End Date \***

05/05/2023

Must be a date.

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

Provide information and entertainment for Mission participants in the activities space. Visual information in the workspace of our activities is currently limited to borrowing a data projector and setting up a free standing screen. Two conference style monitors will provide a much more user-friendly method of visual communication and entertainment for the use of activity presenters and day supervisors.

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

Participants have various levels of capabilities, each with an individual degree of mental disability. Visual information is an essential part of understanding and interpreting the world around; for many it is the principal means of learning. A walk-up facility, accessed by activity presenters (such as Art Class, Music Instruction, Tai Chi Class for example) or simply entertainment for participants, is viewed as an essential capability. The Mission seeks to help those afflicted with mental illness to become more proficient members of the community. Elm St Mission is an outreach of Bayswater Uniting Church, which focuses on providing hospitality, activities, and meals to people in the local community facing mental health difficulties, or people who are socially isolated.

**How many people who identify as volunteers (inc 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? \***

30

Must be a number

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

25

Must be a number

## BUDGET

**\* indicates a required field**

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

\$3,464.00

Must be a dollar amount.

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

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

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 3 of 3)**  
**Application No. 103-MGP-2022-23 From Bayswater Uniting Church**  
 Form Submitted 11 Apr 2023, 12:08pm AEST

\$3,000.00

Must be a dollar amount.

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

## Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
Monitor, North wall	\$1,363.00
Monitor, South wall	\$1,363.00
HDMI Splitter	\$55.00
HDMI CAT6 Extenders	\$162.00
AV Installation	\$200.00
GPO Power Point Installation	\$250.00
Monitor Wall Mounts	\$71.00
	Must be a dollar amount.

## Minor Grant Budget Total

### Total Expenditure Amount

\$3,464.00

This number/amount is calculated.

## Quotes For Planned Expenses

### Attach quotes for expenses here. \*

Filename: Dell Monitors Quotations.docx

File size: 439.7 kB

Filename: Minor Equipment Summary.docx

File size: 748.0 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

## Other Grant Funding

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

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

\* indicates a required field

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 3 of 3)**  
**Application No. 103-MGP-2022-23 From Bayswater Uniting Church**  
Form Submitted 11 Apr 2023, 12:08pm AEST

## Evidence of Public Liability

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

Filename: Public Liability 2022-23.pdf  
File size: 69.3 kB

### **Public Liability Expiry Date \***

30/11/2023

Expiry date must extend beyond your project start and finish date

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

- A project plan
- Evidence of Incorporation

### **Attach relevant documentation:**

*No files have been uploaded*

## DECLARATION

**\* indicates a required field**

### **Conflict of Interest**

#### **Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

#### **Name \***

[REDACTED]

#### **Position (if organisation) \***

[REDACTED]

#### **Declaration Date \***

11/04/2023

Must be a date.

## Privacy Statement

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 3 of 3)**  
**Application No. 103-MGP-2022-23 From Bayswater Uniting Church**  
Form Submitted 11 Apr 2023, 12:08pm AEST

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

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 104-MGP-2022-23 From WANTIRNA TENNIS CLUB INC**  
 Form Submitted 28 Mar 2023, 7:09pm 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

13 January 2023 30 January 2023

10 February 2023 27 February 2023

10 March 2023 27 March 2023

7 April 2023 26 April 2023

5 May 2023 22 May 2023

9 June 2023 26 June 2023

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

Application Amount \*



**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 104-MGP-2022-23 From WANTIRNA TENNIS CLUB INC**  
Form Submitted 28 Mar 2023, 7:09pm AEDT

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

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***  
WANTIRNA TENNIS CLUB INC

**Organisation Address \***

[Redacted]

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

[Redacted]

**Project Contact Address \***

[Redacted]

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

**Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Phone Number**

[Redacted]

Must be an Australian phone number.

**Email \***

[Redacted]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Secretary Email \***

[Redacted]

Must be an email address.

**Please provide your ABN**

30 080 134 728

**Information from the Australian Business Register**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 104-MGP-2022-23 From WANTIRNA TENNIS CLUB INC**  
 Form Submitted 28 Mar 2023, 7:09pm AEDT

<b>ABN</b>	30 080 134 728
<b>Entity name</b>	WANTIRNA TENNIS CLUB INCORPORATED
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3152 VIC

*Information retrieved at 12:26am yesterday*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If no, please confirm if you are a registered not-for-profit legal entity

## Incorporation Details

**Please provide your Incorporated number**

A0010346E

This can be found on the Consumer Affairs Victoria website

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

Yes  No  Already subscribed

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

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

LEAF RAKE DRAG MATS- Tennis Court sweepers

**Project Start Date \***

01/05/2023

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

**Project End Date \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 104-MGP-2022-23 From WANTIRNA TENNIS CLUB INC**  
 Form Submitted 28 Mar 2023, 7:09pm AEDT

30/07/2023

Must be a date.

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

PROJECT PROPOSAL IS TO PURCHASE 2 Aussie Clean Sweep 2m with Rear Debris Retainer" DRAG MATS (tennis courts sweepers) .(one for each Bank of new courts)

This equipment is necessary to collect retain & remove tree leaves and other debris from the surface of our 5 new synthetic clay tennis courts.

Efficient Removal of the debris etc is essential for effective play as well as pro longing the life of the courts by avoiding the debris becoming embed into the carpet pile causing mould and rot.

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

The Knox Community will benefit by having clean, more playable tennis courts that will last longer and require less maintenance.

Safety will also be enhanced by ensuring a swept,clean, safe and less worn playing surface.

Children and less able/strong persons will not need to perform alternative maintenance with heavy less effective cleaning devices.

**How many people who identify as volunteers (inc 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? \***

1000

Must be a number

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

800

Must be a number

## BUDGET

**\* indicates a required field**

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

\$1,178.00

Must be a dollar amount.

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

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

\$900.00

Must be a dollar amount.

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

## Minor Grant Expenses

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 104-MGP-2022-23 From WANTIRNA TENNIS CLUB INC**  
 Form Submitted 28 Mar 2023, 7:09pm AEDT

Please detail the items you would like the Minor Grants Program to fund.

<b>Expenditure</b>	<b>\$</b>
Drag Mat/sweeper	\$589.00
Drag Mat/sweeper	\$589.00
	\$
	\$
	\$
	Must be a dollar amount.

### Minor Grant Budget Total

**Total Expenditure Amount**  
 \$1,178.00

This number/amount is calculated.

### Quotes For Planned Expenses

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

---

Filename: Screen Shot 2023-03-27 at 1.49.03 PM.png  
 File size: 1.3 MB  
 A minimum of 1 file must be attached.  
 Quotes must support all expenditure items listed in table above

### Other Grant Funding

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

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

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

---

Filename: PUBLIC LIABILITY INS TENNIS\_AUSTRALIA\_COC.pdf  
 File size: 141.1 kB

**Public Liability Expiry Date \***

30/09/2023

Expiry date must extend beyond your project start and finish date

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 104-MGP-2022-23 From WANTIRNA TENNIS CLUB INC**  
 Form Submitted 28 Mar 2023, 7:09pm AEDT

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

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

**Attach relevant documentation:**

Filename: PROJECT PLAN – ACQUIRE 2 LEAF RAKE DRAG MATstenniscourtsweepers.docx  
 File size: 35.6 kB

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

[REDACTED]

**Position (if organisation) \***

[REDACTED]

**Declaration Date \***

28/03/2023

Must be a date.

### Privacy Statement

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

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 110-MGP-2022-23 From Mountain District Learning Centre**  
 Form Submitted 6 Apr 2023, 11:13am AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

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

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

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

Submission deadline Council meeting date

13 January 2023 30 January 2023

10 February 2023 27 February 2023

10 March 2023 27 March 2023

7 April 2023 26 April 2023

5 May 2023 22 May 2023

9 June 2023 26 June 2023

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

Application Amount \*

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 110-MGP-2022-23 From Mountain District Learning Centre**  
Form Submitted 6 Apr 2023, 11:13am AEST

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

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Mountain District Learning Centre

**Organisation Address \***

[Redacted]

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

[Redacted]

**Project Contact Address \***

[Redacted]

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

**Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Phone Number**

[Redacted]

Must be an Australian phone number.

**Email \***

[Redacted]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Secretary Email \***

[Redacted]

Must be an email address.

**Please provide your ABN**

20 093 868 002

**Information from the Australian Business Register**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 110-MGP-2022-23 From Mountain District Learning Centre**  
 Form Submitted 6 Apr 2023, 11:13am AEST

<b>ABN</b>	20 093 868 002
<b>Entity name</b>	MOUNTAIN DISTRICT WOMEN'S CO-OPERATIVE LIMITED
<b>ABN status</b>	Active
<b>Entity type</b>	Co-operative
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	Yes (Item 1)
<b>ATO Charity Type</b>	Public Benevolent Institution <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Exemption, GST Concession, Income Tax Exemption
<b>Main business location</b>	3156 VIC

*Information retrieved at 8:09am today*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If no, please confirm if you are a registered not-for-profit legal entity

**Is your organisation a registered not-for-profit legal entity? \***

Yes  No

If your organisation isn't incorporated and not registered as a not-for-profit legal entity, you will require an auspice who is one or both of these things.

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

Yes  No  Already subscribed

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

**Please provide an email address where you would like this sent**

[REDACTED]

Must be an email address.

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

MDLC Artisan Market

**Project Start Date \***



**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 110-MGP-2022-23 From Mountain District Learning Centre**  
 Form Submitted 6 Apr 2023, 11:13am AEST

25/11/2023

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

**Project End Date \***

25/11/2023

Must be a date.

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

This Grant Application is requested to assist with supporting and benefiting local musicians, small business owners and artistic and other members of our community. The grant will be specific to the use of ensuring our Artist Market can attract a wider age cohort, and more families to the area, through music and local/Australian Wildlife exposure and education, as well as supporting cottage business makers.

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

The MDLC Artisan Market is currently in it's 3rd year and was born in 2021 as many were emerging from numerous lock downs due to the COVID-19 Pandemic. MDLC's hope in particular was to entice, attract and support new and emerging artists and small business owners in our local community who had experienced income and exposure loss. Since 2021, our boutique market has doubled in size and visitor numbers as we also collaborate with other organisations in the Ferntree Gully Village precinct (on the same day/date/time) and the wider Ferntree Gully area, as well as Mullum Mullum Indigenous Gathering Place. Having the opportunity to entice community members from all walks of life and all ages by incorporating local musicians and a local Australian Wildlife Education small business, we believe our market will be (even more of) a true family event.

**How many people who identify as volunteers (inc 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? \***

500+

Must be a number

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

500+

Must be a number

## BUDGET

**\* indicates a required field**

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

\$2,000.00

Must be a dollar amount.

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

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 110-MGP-2022-23 From Mountain District Learning Centre**  
 Form Submitted 6 Apr 2023, 11:13am AEST

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

\$2,000.00

Must be a dollar amount.

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

**Minor Grant Expenses**

Please detail the items you would like the Minor Grants Program to fund.

<b>Expenditure</b>	<b>\$</b>
Musicians	\$1,100.00
The Lizard Wizard	\$500.00
Newspaper Advertising - Gully Newspaper - x 2 Months Advertising x \$126.00 per advertisement = Approx \$300.00	\$300.00
Miscellaneous - 5 x Hay Bales \$17.00 each (reusable seating around Music Gazebo). 3 x Hand Sanitiser Stations at various points around Market - \$15.00	\$100.00
	\$
	Must be a dollar amount.

**Minor Grant Budget Total**

**Total Expenditure Amount**

\$2,000.00

This number/amount is calculated.

**Quotes For Planned Expenses**

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

Filename: James Brown Musician Quote.pdf  
 File size: 21.0 kB

Filename: MDLC quote - the lizard wizard.docx  
 File size: 37.4 kB

Filename: Quote for Gully News Advertising.pdf  
 File size: 160.0 kB

Filename: Upwey Music Quote.pdf  
 File size: 8.7 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

**Other Grant Funding**

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

Yes  No

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 110-MGP-2022-23 From Mountain District Learning Centre**  
Form Submitted 6 Apr 2023, 11:13am AEST

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

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

---

Filename: Certificate of currency 2022 2023.pdf  
File size: 152.7 kB

**Public Liability Expiry Date \***

30/06/2023

Expiry date must extend beyond your project start and finish date

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

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

**Attach relevant documentation:**

---

Filename: Certificate of Incorporation.pdf  
File size: 438.3 kB

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

[REDACTED]

**Declaration Date \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023 (Version 2 of 2)**  
**Application No. 110-MGP-2022-23 From Mountain District Learning Centre**  
Form Submitted 6 Apr 2023, 11:13am AEST

05/04/2023  
Must be a date.

**Privacy Statement**

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

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 79-MGP-2022-23 From Wantirna Retirement Village**  
 Form Submitted 12 Mar 2023, 11:00pm 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

13 January 2023 30 January 2023

10 February 2023 27 February 2023

10 March 2023 27 March 2023

7 April 2023 26 April 2023

5 May 2023 22 May 2023

9 June 2023 26 June 2023

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

Application Amount \*

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 79-MGP-2022-23 From Wantirna Retirement Village**  
Form Submitted 12 Mar 2023, 11:00pm AEDT

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

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Wantirna Retirement Village

**Organisation Address \***

[Redacted]

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

[Redacted]

**Project Contact Address \***

[Redacted]

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

**Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Phone Number**

Must be an Australian phone number.

**Email \***

[Redacted]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Secretary Email \***

[Redacted]

Must be an email address.

**Please provide your ABN**

41 903 907 796

**Information from the Australian Business Register**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 79-MGP-2022-23 From Wantirna Retirement Village**  
 Form Submitted 12 Mar 2023, 11:00pm AEDT

<b>ABN</b>	41 903 907 796
<b>Entity name</b>	WANTIRNA VILLAGE SERVICES ASSOCIATION INCORPORATED
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3152 VIC
<i>Information retrieved at 7:48am 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

## Incorporation Details

**Please provide your Incorporated number**

A0034479F

This can be found on the Consumer Affairs Victoria website

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

Yes  No  Already subscribed

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

**Please provide an email address where you would like this sent**

Must be an email address.

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Wantirna Village Smoke Alarm fund

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 79-MGP-2022-23 From Wantirna Retirement Village**  
 Form Submitted 12 Mar 2023, 11:00pm AEDT

**Project Start Date \***

01/04/2023

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

**Project End Date \***

01/09/2023

Must be a date.

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

I am writing on behalf of Wantirna Retirement Village. We as a community would like to seek to obtain approval for a request for a grant under the Minor Grants, not-for-profit community group-Category 1 - General for \$3,000.

We are asking consideration for this grant to cover the cost of the replacement of electrical fire alarm systems in each unit and each apartment on site which currently totals 180 occupied abodes.

At our association run village all our funds/expenditures are dependant upon, by a set budget. If we could source funding for certain necessity items then the surplus of funds could be set aside for other pressing maintenance within the village. The deterioration of fire alarm systems can easily become a safety issue in a village of this age, and we feel in great need of this kind of assistance to replace them, currently it is the onus of each individual resident to ensure this is in working order.

Your offer of a \$3,000 grant for this specific purpose would be really appreciated by all at the village and would go a long way in meeting the resident's pertinent needs. I implore you to look favourably on our request and look forward to a positive reply.

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

The benefit will be for all the residents of Wantirna Village to receive smoke alarm upgraded and working alarms for their individual units/ apartments

**How many people who identify as volunteers (inc 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? \***

180

Must be a number

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

180

Must be a number

**BUDGET**

**\* indicates a required field**

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



**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 79-MGP-2022-23 From Wantirna Retirement Village**  
 Form Submitted 12 Mar 2023, 11:00pm AEDT

\$3,000.00

Must be a dollar amount.

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

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

\$3,000.00

Must be a dollar amount.

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

**Minor Grant Expenses**

Please detail the items you would like the Minor Grants Program to fund.

<b>Expenditure</b>	<b>\$</b>
Smoke Alarm batteries	\$3,000.00
	\$
	\$
	\$
	\$
	Must be a dollar amount.

**Minor Grant Budget Total**

**Total Expenditure Amount**

\$3,000.00

This number/amount is calculated.

**Quotes For Planned Expenses**

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

Filename: batteries Officeworks 2023.jpg

File size: 5.1 MB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

**Other Grant Funding**

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

Yes  No

**ADDITIONAL SUPPORTING INFORMATION**

**\* indicates a required field**

**Evidence of Public Liability**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 79-MGP-2022-23 From Wantirna Retirement Village**  
 Form Submitted 12 Mar 2023, 11:00pm AEDT

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

---

Filename: knox council application for Grant 2023.docx  
 File size: 11.9 kB

---

Filename: Wantirna Village current insurance documents are held with Levande our new owner.docx  
 File size: 11.8 kB

**Public Liability Expiry Date \***

01/07/2023

Expiry date must extend beyond your project start and finish date

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

- A project plan
- Evidence of Incorporation

**Attach relevant documentation:**

---

Filename: knox council application for Grant 2023 x1 .docx  
 File size: 12.1 kB

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**Position (if organisation) \***

[REDACTED]

**Declaration Date \***

12/03/2023

Must be a date.

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 79-MGP-2022-23 From Wantirna Retirement Village**  
Form Submitted 12 Mar 2023, 11:00pm AEDT

**Privacy Statement**

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

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 108-MGP-2022-23 From Combined Probus Club of Knox**  
 Form Submitted 29 Mar 2023, 2:30pm 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

13 January 2023 30 January 2023

10 February 2023 27 February 2023

10 March 2023 27 March 2023

7 April 2023 26 April 2023

5 May 2023 22 May 2023

9 June 2023 26 June 2023

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

Application Amount \*

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 108-MGP-2022-23 From Combined Probus Club of Knox**  
Form Submitted 29 Mar 2023, 2:30pm AEDT

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

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Combined Probus Club of Knox

**Organisation Address \***

[Redacted]

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

[Redacted]

**Project Contact Address \***

[Redacted]

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

**Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Phone Number**

Must be an Australian phone number.

**Email \***

[Redacted]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Secretary Email \***

[Redacted]

Must be an email address.

**Please provide your ABN**

79 598 339 285

**Information from the Australian Business Register**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 108-MGP-2022-23 From Combined Probus Club of Knox**  
 Form Submitted 29 Mar 2023, 2:30pm AEDT

<b>ABN</b>	79 598 339 285
<b>Entity name</b>	Combined Probus Club of Knox Inc.
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3178 VIC

*Information retrieved at 12:43am yesterday*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If no, please confirm if you are a registered not-for-profit legal entity

## Incorporation Details

**Please provide your Incorporated number**

A0037753A

This can be found on the Consumer Affairs Victoria website

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

Yes  No  Already subscribed

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

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Recognising 25 years of community participation of Combined Probus Club of Knox

**Project Start Date \***

01/05/2023

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

**Project End Date \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 108-MGP-2022-23 From Combined Probus Club of Knox**  
 Form Submitted 29 Mar 2023, 2:30pm AEDT

06/06/2023  
 Must be a date.

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

At the Club's 25th Anniversary lunch, we wish to recognize and honor the Founding Members who are still active in the club and other past committee members who contributed significantly to the club whilst in office. The funding requested would provide financial support to cover the cost of a meal for six (6) persons plus the cost of a small gift of recognition, with Probus insignia, to mark the occasion. (The remainder of the members attending will cover the cost of their own meals). The funds requested would also facilitate the purchase of a large celebratory cake to be shared amongst all the attendees at the function.

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

This 25th Anniversary lunch will provide an opportunity for social connection for the participants through friendship and fellowship. It will contribute to the well-being of all who attend and possibly address any feelings of loneliness. Recognizing and honoring the Founding Members and past committee members who have been invited, shows that we, and the City of Knox, value the contribution volunteers make to both our club and the community at large. This successful Probus Club which has been running continuously for 25 years is a wonderful opportunity for older Knox citizens to meet up with friends, socialize, participate in day outings, and benefit from educational speakers on a regular basis.

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

10  
 Must be a number

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

67  
 Must be a number

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

60  
 Must be a number

## BUDGET

**\* indicates a required field**

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

\$490.10  
 Must be a dollar amount.  
 What is the total budgeted cost (dollars) of your project?

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

\$490.10  
 Must be a dollar amount.  
 What is the total financial support you are requesting in this application?

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 108-MGP-2022-23 From Combined Probus Club of Knox**  
 Form Submitted 29 Mar 2023, 2:30pm AEDT

## Minor Grant Expenses

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
2 course meals x 6 @ \$40.00pp	\$240.00
Gifts for Founding members x 6	\$45.10
Celebratory cake for sharing	\$205.00
	\$
	\$
	Must be a dollar amount.

## Minor Grant Budget Total

### Total Expenditure Amount

\$490.10

This number/amount is calculated.

## Quotes For Planned Expenses

### Attach quotes for expenses here. \*

Filename: Blue Moose Productions Quote.pdf  
 File size: 123.3 kB

Filename: Cake quote Probus.pdf  
 File size: 202.6 kB

Filename: Dandenong Club- Quote for lunch June 6th.pdf  
 File size: 128.4 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

## Other Grant Funding

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

Yes  No

## Other Fund Details

### Year of Application:

2022

### Grant Program:

Minor Grants

### Amount:

\$2,877.00



**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 108-MGP-2022-23 From Combined Probus Club of Knox**  
 Form Submitted 29 Mar 2023, 2:30pm AEDT

Must be a dollar amount.

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

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

Filename: 2022\_2023\_Certificate\_of\_Currency\_Australia.pdf  
 File size: 289.0 kB

**Public Liability Expiry Date \***

30/06/2023

Expiry date must extend beyond your project start and finish date

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

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

**Attach relevant documentation:**

Filename: Certificate of Incorporation.pdf  
 File size: 116.3 kB

Filename: Project Plan Knox Probus 25th Birthday.pdf  
 File size: 125.0 kB

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 108-MGP-2022-23 From Combined Probus Club of Knox**  
Form Submitted 29 Mar 2023, 2:30pm AEDT

[REDACTED]

**Position (if organisation) \***

[REDACTED]

**Declaration Date \***

29/03/2023

Must be a date.

### **Privacy Statement**

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

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 109-MGP-2022-23 From Friends of Koolunga Native Reserve Inc**  
 Form Submitted 4 Apr 2023, 7:47pm AEST

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

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

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

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

Submission deadline Council meeting date

13 January 2023 30 January 2023

10 February 2023 27 February 2023

10 March 2023 27 March 2023

7 April 2023 26 April 2023

5 May 2023 22 May 2023

9 June 2023 26 June 2023

Application Amount	Incorporated or Auspiced?	Assessment & Determination	Acquittal
< \$500	Yes	Assessed and determined by the CEO or delegate.	Proof of expenditure / purchase (i.e. receipt).
\$501 to \$1,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Proof of expenditure / purchase (i.e. receipt).
\$1,001 to \$3,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

Application Amount \*

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 109-MGP-2022-23 From Friends of Koolunga Native Reserve Inc**  
Form Submitted 4 Apr 2023, 7:47pm AEST

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

## APPLICANT DETAILS

**\* indicates a required field**

### Applicant Details

**Organisation Name \***

Friends of Koolunga Native Reserve Inc

**Organisation Address \***

[Redacted]

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

[Redacted]

**Project Contact Address \***

[Redacted]

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

**Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Phone Number**

Must be an Australian phone number.

**Email \***

[Redacted]

Must be an email address.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

[Redacted]

Must be an Australian phone number.

**Secretary Email \***

[Redacted]

Must be an email address.

**Please provide your ABN**

92 133 259 283

**Information from the Australian Business Register**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 109-MGP-2022-23 From Friends of Koolunga Native Reserve Inc**  
 Form Submitted 4 Apr 2023, 7:47pm AEST

<b>ABN</b>	92 133 259 283
<b>Entity name</b>	THE FRIENDS OF KOOLUNGA NATIVE RESERVE INCORPORATED
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Charity <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Rebate, GST Concession, Income Tax Exemption
<b>Main business location</b>	3156 VIC

*Information retrieved at 10:11am on 11 Apr*

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Is your organisation Incorporated? \***

Yes  No

If no, please confirm if you are a registered not-for-profit legal entity

## Incorporation Details

**Please provide your Incorporated number**

A0029951K

This can be found on the Consumer Affairs Victoria website

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

Yes  No  Already subscribed

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

## PROJECT DETAILS

**\* indicates a required field**

### Request Details

**Project Title \***

Native Plant Showcase: Inspiring Community Action for Biodiversity

**Project Start Date \***

01/05/2023

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

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 109-MGP-2022-23 From Friends of Koolunga Native Reserve Inc**  
 Form Submitted 4 Apr 2023, 7:47pm AEST

**Project End Date \***

31/12/2023

Must be a date.

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

In Koolunga Native Reserve our volunteer group maintains a garden bed that is designed to be a demonstration of native plants for community members to learn about the large variety available, and encourage them to plant these species in their own gardens.

We aim to add to its educational impact by designing 25 small signs with photos and brief descriptions of each species. These signs will be attached to small stakes and rotated seasonally to match flowering times and maintain interest. Our hope is that this initiative will encourage residents to plant more native species in their own gardens.

In addition, we plan to purchase 50 diverse and interesting native plants from the Knox Environment Society, all propagated from local sources. These plants will be incorporated into the garden bed to showcase the range of species available and further inspire community members to plant natives in their own gardens.

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

Our project aims to promote knowledge and awareness of native plant species in the community, and to encourage residents to plant these species in their own gardens.

Community members will gain knowledge about which native plants are in their area, and the benefits they provide to biodiversity eg. supporting butterflies, birds or skinks. This knowledge will encourage residents to visit local native plant nurseries and incorporate these species into their own gardens, thereby strengthening habitat corridors.

Through this initiative, we aim to foster a sense of pride and ownership in Koolunga Native Reserve and inspire residents to take action in their own backyards to enhance the local environment.

Overall, this project will promote environmental sustainability and community engagement, and contribute to the preservation of the natural environment in the City of Knox.

**How many people who identify as volunteers (inc 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? \***

200

Must be a number

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

200

Must be a number

**BUDGET****\* indicates a required field**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 109-MGP-2022-23 From Friends of Koolunga Native Reserve Inc**  
 Form Submitted 4 Apr 2023, 7:47pm AEST

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

\$828.00

Must be a dollar amount.

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

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

\$828.00

Must be a dollar amount.

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

**Minor Grant Expenses**

Please detail the items you would like the Minor Grants Program to fund.

<b>Expenditure</b>	<b>\$</b>
Signs	\$563.00
Stakes	\$65.00
Native plants	\$100.00
Gardening gloves	\$100.00
	\$
	Must be a dollar amount.

**Minor Grant Budget Total**

**Total Expenditure Amount**

\$828.00

This number/amount is calculated.

**Quotes For Planned Expenses**

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

Filename: Quote - gloves - Bunnings.pdf  
 File size: 373.3 kB

Filename: Quote - plants - KES March 22.pdf  
 File size: 94.1 kB

Filename: Quote - signs 1 - Signs Extra - cheaper.pdf  
 File size: 636.3 kB

Filename: Quote - signs 2 - Sign Gallery - more costly.pdf  
 File size: 806.4 kB

Filename: Quote - stakes - Bunnings.pdf  
 File size: 215.8 kB

A minimum of 1 file must be attached.

Quotes must support all expenditure items listed in table above

**Other Grant Funding**

**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 109-MGP-2022-23 From Friends of Koolunga Native Reserve Inc**  
 Form Submitted 4 Apr 2023, 7:47pm AEST

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

Yes  No

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

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

Filename: \_Landcare Victoria Inc Certificate of Currency 22\_23 Public Liability.pdf  
 File size: 73.2 kB

Filename: Friends of the Koolunga Native Reserve Inc Landcare Victoria Inc Membership Certificate 2022\_23.pdf  
 File size: 610.8 kB

**Public Liability Expiry Date \***

30/06/2023

Expiry date must extend beyond your project start and finish date

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

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

**Attach relevant documentation:**

Filename: Demo garden plan & budget.xlsx  
 File size: 11.2 kB

Filename: Incorporation status.pdf  
 File size: 66.2 kB

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298 8000 to discuss.

**I declare that all information within this application is true and correct.**



**Minor Grants Program - 2022 - 2023**  
**Minor Grants Program Application Form 2022-2023**  
**Application No. 109-MGP-2022-23 From Friends of Koolunga Native Reserve Inc**  
Form Submitted 4 Apr 2023, 7:47pm AEST

**If successful the organisation commits to provide an acquittal of all grant funds to Council as outlined in the Minor Grants Program Policy.**

**Name \***

[REDACTED]

**(if organisation) \***

[REDACTED]

**Declaration Date \***

04/04/2023

Must be a date.

### **Privacy Statement**

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

**Minor Grants Program - Food Relief Supplies**  
**Minor Grants - Category 2 Food Relief Supplies - Application 2022-23**  
**Application No. 10-MGP-FOOD From Accelerated Evolution - The Break inc.**  
 Form Submitted 16 Mar 2023, 7:15pm AEDT

## MINOR GRANTS PROGRAM APPLICATION FORM

\* indicates a required field

### Minor Grants Information

**To be eligible for a Minor Grant - Category 2 (Food Relief Supplies), 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.
- Be able to supply permits and plans appropriate to the funded activity where requested by Council.
- Have provided evidence to Council's satisfaction of the expenditure of any previous grant provided by Council.
- Have no outstanding debts to Council.
- Not be an operator of Electronic Gaming Machines, in line with Council's Electronic Gaming Machine Policy
- Demonstrate current need and evidence of operation in Knox prior to January 2022 if a service applying for a grant under Category 2 (Food Relief Support).

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

Fri 13 Jan 2023 Mon 30 Jan 2023

Fri 10 Feb 2023

Mon 27 Feb 2023

Fri 10 Mar 2023

Mon 27 Mar 2023

Fri 7 Apr 2023

Wed 26 Apr 2023

Fri 5 May 2023

Mon 22 May 2023

Fri 9 June 2023

Mon 26 June 2023

**Application  
Amount**

**Incorporated or  
Auspiced?**

**Assessment &  
Determination**

**Acquittal**

**Minor Grants Program - Food Relief Supplies**  
**Minor Grants - Category 2 Food Relief Supplies - Application 2022-23**  
**Application No. 10-MGP-FOOD From Accelerated Evolution - The Break inc.**  
 Form Submitted 16 Mar 2023, 7:15pm AEDT

< \$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 \$5,000	Yes	Assessed by the CEO or delegate. Determined by Council at the monthly ordinary meeting of Council.	Funding Agreement & Acquittal required.

### Application Category

#### Application Amount \*

< \$500  \$501 to \$1,000  \$1,001 to \$5,000

## APPLICANT DETAILS

\* indicates a required field

### Applicant Details

#### Organisation Name \*

Accelerated Evolution - The Break inc.

#### Organisation Address \*

[REDACTED]

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

#### Have you been operating as a food relief support provider in Knox prior to January 2022? \*

Yes  
 No

If no, unfortunately you are ineligible to apply for this category of funding

#### Please provide evidence of operation prior to January 2022 eg social media promotion of service, other promotional material, website/newsletter/newspaper advertisement and/or listing on Knox Emergency Relief Network (KERN) \*

Filename: Certificate of Incorporation A0102001H (5).pdf  
 File size: 115.4 kB

Filename: Food supplied to Christchurch St Kilda food baskets since early 2021.docx  
 File size: 1.1 MB

**Minor Grants Program - Food Relief Supplies**  
**Minor Grants - Category 2 Food Relief Supplies - Application 2022-23**  
**Application No. 10-MGP-FOOD From Accelerated Evolution - The Break inc.**  
 Form Submitted 16 Mar 2023, 7:15pm AEDT

**Contact Name**

[Redacted]

**Project Contact Address \***

[Redacted]

Province, Postcode, and Country are required.

**Mobile Phone Number \***

[Redacted]

Australian phone number.

**Phone Number**

[Redacted]

Australian phone number.

**Email \***

[Redacted]

u  
ss.

**Committee Secretary (Second Contact Person)**

[Redacted]

**Secretary Mobile Phone Number \***

[Redacted]

Australian phone number.

**Secretary Email \***

[Redacted]

s.

**Please provide your ABN**

87 684 571 829

Information from the Australian Business Register	
<b>ABN</b>	87 684 571 829
<b>Entity name</b>	Accelerated Evolution - The Break Inc.
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity
<b>Goods &amp; Services Tax (GST)</b>	Yes
<b>DGR Endorsed</b>	Yes (Item 1)
<b>ATO Charity Type</b>	Public Benevolent Institution <a href="#">More information</a>
<b>ACNC Registration</b>	Registered
<b>Tax Concessions</b>	FBT Exemption, GST Concession, Income Tax Exemption
<b>Main business location</b>	3185 VIC

Information retrieved at 8:13am yesterday

Must be an ABN.

provide ABN of auspice organisation if relevant. If no ABN please complete a Statement by Supplier declaration.

**Minor Grants Program - Food Relief Supplies**  
**Minor Grants - Category 2 Food Relief Supplies - Application 2022-23**  
**Application No. 10-MGP-FOOD From Accelerated Evolution - The Break inc.**  
 Form Submitted 16 Mar 2023, 7:15pm AEDT

**Is your organisation Incorporated? \***

Yes  No

If no, please confirm if you are a registered not-for-profit legal entity

**Incorporation Details**

**Please provide your Incorporated number**

A0102001H

This can be found on the Consumer Affairs Victoria website

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

Yes  No  Already subscribed

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

**PROGRAM DETAILS**

**\* indicates a required field**

**Request Details**

**Food Program Name \***

The Break 40 cafe food program

**Program Start Date \***

27/04/2023

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

**Program End Date \***

20/12/2023

Must be a date.

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

The Break charity is partnering with Break 40 cafe to offer youth, whose families are in financial distress, a breakfast/lunch club. They can come to the cafe, get a nutritious and cost-effective free breakfast. We are also seeking to value-add with a last minute homework helper.

The Break charity have run a food relief program servicing the Elsternwick/Caulfield/Brighton East/St Kilda areas for over 4 years. Hence, we have a pedigree in supporting people with food relief. We are prepared to supplement our Break 40 cafe food program with surplus food we still have from our existing program. However, to ensure continuity, as food donations can be inconsistent, we seek Knox Council support. This donated food we receive will also permit some parents to have take-away food for their homes (e.g., loaves of bread).

Break 40 cafe will also be used as a base of operations for The Break charity to offer a de-stigmatised form of social welfare. Break 40 cafe has graciously offered free use of their space for us to replicate many of our successful programs locally. This will provide a plethora of support groups and other assistance to the community via a drop-in hub cafe. On any given day there could be support groups for men or women, open mic for the

**Minor Grants Program - Food Relief Supplies**  
**Minor Grants - Category 2 Food Relief Supplies - Application 2022-23**  
**Application No. 10-MGP-FOOD From Accelerated Evolution - The Break inc.**  
 Form Submitted 16 Mar 2023, 7:15pm AEDT

creative writing and singing community, art meet-ups, breakfast club, mother's groups, etc.

The breakfast club will ensure that no local student goes to school hungry and that students have a familiar place to go after school while waiting for parents. It would also provide some food relief that parents could take home with them.

This program participants can be confirmed as legitimate by parents registering their children (with other demographics and school name) using healthcare card or similar. This will also allow statistics to be analysed (as we have a data scientist on staff) to identify areas of greater need or other trends.

We propose to help at least 10 children each day, possibly more if it becomes popular. We also expect to support at least a dozen parents each morning with food donations. This could articulate into a mother's group brunch club (after kids are off their hands) with support for single or financially disadvantaged mothers to combine a meal and meet-up group. Many single parents are struggling with mental health issues, and social interaction is an essential protective factor to avoid this. This also naturally articulates into The Break's free counselling, case management services and other therapeutic services.

What sort of food supplies are required to maintain or increase your food relief support

**How is the food provided? (click in drop down box for options)**

Eat in

If other or a combination of options, please describe in a) above.

**(b) Please explain / demonstrate the current need for the program / activity \***

With rising interest rates and increasing rents are pushing many families to the wall, and with further rate rises around the corner, many are at risk of losing their homes. This could drive home buyers out of the City of Knox to other municipalities. Such gentrification cannot be acceptable in a civilised community, who should seek to support all its citizens. The City of Knox's own website identifies that locally the community is heading towards a housing crisis, which will invariably make housing affordability decrease. Therefore, every cent could matter when keeping people in housing, and food as an essential expense cannot be avoided. Food security is decreasing locally also, as Mayor councillor Laukens has identified that \$16M has been extracted from local support services by government, putting the community on a path of increasing numbers of people struggling to feed their families. Food programs such as we propose will also reduce crime, as recent statistics have identified youth have moved away from theft of electronic items for resale to theft of food and clothing for personal use.

For example: How is your program currently funded/resourced and how many people it provides for?

**(c) Which areas of Knox benefit from this program? \***

The areas most supported will be those near Mountaingate shopping precinct. However, those willing to travel a little way, who are still City of Knox residents, may be willing to make the trip for free food for their kids.

This would support children from over a dozen secondary and primary schools, and kindergarten's in the vicinity of Break 40 cafe.

**How many Knox residents will directly benefit from food relief supplies purchased with this grant? \***

200

Must be a number

**How many people who identify as volunteers (inc committee members) are currently involved in keeping this service active?**

**Minor Grants Program - Food Relief Supplies**  
**Minor Grants - Category 2 Food Relief Supplies - Application 2022-23**  
**Application No. 10-MGP-FOOD From Accelerated Evolution - The Break inc.**  
 Form Submitted 16 Mar 2023, 7:15pm AEDT

10  
 Must be a number

**BUDGET**

**\* indicates a required field**

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

\$20,137.50  
 Must be a dollar amount.  
 What is the total budgeted cost (dollars) of your project?

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

\$5,000.00  
 Must be a dollar amount.  
 What is the total financial support you are requesting in this application?

**Minor Grant Expenses - Food Relief Supplies**

Please detail the items you would like the Minor Grants Program to fund.

Expenditure	\$
food	\$4,700.00
marketing	\$300.00
labour (\$35/hr x 2.5hrs x 93days)	\$8,137.50
labour marketing (200hrs x 35)	\$7,000.00
Please only list items to be funded by the grant	Must be a dollar amount.

**Minor Grant Food Relief Supplies - Budget Total**

**Total Expenditure Amount**

\$20,137.50  
 This number/amount is calculated.

**Quotes For Planned Expenses**

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

---

Filename: Break 40 food program budget - Sheet1 (1).pdf  
 File size: 55.6 kB

---

Filename: Quotes.docx  
 File size: 1.3 MB  
 A minimum of 1 file must be attached.  
 Quotes must support all expenditure items listed in table above

**Minor Grants Program - Food Relief Supplies**  
**Minor Grants - Category 2 Food Relief Supplies - Application 2022-23**  
**Application No. 10-MGP-FOOD From Accelerated Evolution - The Break inc.**  
 Form Submitted 16 Mar 2023, 7:15pm AEDT

## Other Grant Funding

**(f) Do you have any unexpended funds from other Council grants you've received for food relief? \***

Yes  No

**If yes, please explain why you are seeking further funds**

## ADDITIONAL SUPPORTING INFORMATION

**\* indicates a required field**

### Evidence of Public Liability

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

Filename: Accelerated Evolution - The Break Inc. [033ACCE010] - Certificate of Currency - Liability (6).pdf  
 File size: 474.5 kB

**Public Liability Expiry Date \***

22/06/2023

Expiry date must extend beyond your project start and finish date

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

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

**Attach relevant documentation:**

Filename: Break 40 - food program - project plan - Sheet1.pdf  
 File size: 51.6 kB

Filename: Certificate of Incorporation A0102001H (5).pdf  
 File size: 115.4 kB

## DECLARATION

**\* indicates a required field**

### Conflict of Interest

**Do you or a family member have a relationship with a Council staff member or Councillor? \***

Yes  No

If you have any queries regarding this, please call Council's Community Partnerships Team on 9298



**Minor Grants Program - Food Relief Supplies**  
**Minor Grants - Category 2 Food Relief Supplies - Application 2022-23**  
**Application No. 10-MGP-FOOD From Accelerated Evolution - The Break inc.**  
Form Submitted 16 Mar 2023, 7:15pm AEDT

8000 to discuss.

**I declare that all information within this application is true and correct.**  
**If successful our organisation commits to provide an acquittal to Council of the grant funds received, reporting on the food service/meals achieved in a provided template in the Minor Grants Category 2 Acquittal Form.**

[REDACTED]

**Position (if organisation) \***

[REDACTED]

**Declaration Date \***

16/03/2023

Must be a date.

## **Privacy Statement**

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

### 8.3 Council Grant Framework Policy Review

**SUMMARY: Coordinator Community Partnerships, Kylie Wilmot and Leisure Contracts and Projects Officer, Rhonda Snijders**

**Council approved the Knox Grants Framework Policy at the Ordinary Meeting of Council held on 27 June 2022. At this meeting, Council also resolved that officers were to review the implementation of the Grant Framework Policy in operation and present a report to Council no later than April 2023.**

**This report provides Councillors with the requested update and seeks further support to progress the implementation of the Grants Framework Policy. This includes a request to rescind three policies that have now been superseded by the Grants Framework, as well as approving new Terms of Reference for the Community Development Fund Assessment Panel and the Leisure Minor Capital Works Grant Scheme Assessment Panel. Minor changes are also proposed to the Grants Framework Policy to provide clear guidance to officers in the administration of grants programs.**

#### **RECOMMENDATION**

**That Council:**

- 1. Note this report outlining the implementation of the Grants Framework Policy to date.**
- 2. Rescind the Community Development Fund Program Policy, the Community Partnership Funding Program Policy, and the Leisure Minor Capital Works Grant Scheme Policy.**
- 3. Approve the proposed Terms of Reference for the Community Development Fund Assessment Panel and the Leisure Minor Capital Works Grant Scheme Assessment Panel.**
- 4. Approve the proposed amendments to the Council Grants Framework Policy.**

#### **1. INTRODUCTION**

The Council Grant Framework Policy was adopted by Council in June 2022 as a central point of governance for all current, future and/or one-off grants programs to be administered by Council. The Policy addresses recommendations of the 2022 Victorian Auditor-General Office (VAGO) Audit Fraud Control in Local Government Grants, through bringing together the key principles of grant governance into one central document. The Policy aims to facilitate consistency across grants programs and ensure transparency in decision-making processes.

Since its adoption, the Grants Framework Policy has been the prevailing reference for grants administration and has provided guidance for the review and update of Council's various grants programs. A significant change for Knox City Council was the recommendation from VAGO to separate grant evaluation and decision-making processes. Consequently, the approved Grants Framework Policy recommended that Councillors no longer participate in Grant Assessment Panels.

In approving the Policy in June 2022, Council requested that officers review the implementation of the Grant Framework Policy in operation, and present a report to Council no later than April 2023.

VAGO has also subsequently advised that in June 2023, they will be conducting an annual limited assurance review of Council's progress in implementing the 2022 audit recommendations.

## **2. DISCUSSION**

The 2022 VAGO Audit report, Fraud Control in Local Government Grants, recommended that all Victorian Councils develop their own overarching grant policy to promote consistency in how grant programs are managed. Knox City Council accepted this recommendation and adopted a Grants Framework Policy in June 2022, bringing together a number of grant governance matters into one central document.

At this time, the Council report noted that once approved, this policy would “prevail over all Council grant policies and provide ultimate guidance where there are inconsistencies. This arrangement will continue for several months until such a time as the individual grant policies can be modified into grant procedures.”

Implementation of the Council Grant Framework Policy to date has been incremental, based on different timeframes for the several grants programs covered by the new Policy. This report focuses on those grant programs most impacted by the new Policy to date.

### **2.1. Community Development Fund**

The Community Development Fund (CDF) Program and its assessment process for 2022-2023 was the first program to implement the prescribed changes, most specifically in relation to the separation of grant assessment from Council’s decision-making role. The CDF Evaluation Panel, as a specific purpose committee of Council, had previously comprised of membership from three Councillors and three community members. Following the adoption of the Grants Framework Policy in June, the CDF Evaluation Panel proceeded with the three community members as the assessors of the 2022-2023 applications.

Council Officers, in consultation with the Panel members, provided the following observations and learnings from the 2022-2023 assessment process:

- Council staff continued to provide administrative support to the Panel, as in previous years, ensuring that Panel recommendations are accurately documented and that Panel members are provided with the relevant information to assess each application.
- The assessment of the 60 CDF applications was undertaken with due diligence and based on the advertised assessment criteria and utilising the same approach and process of past Panels.
- The grant recommendations were substantially consistent with previous years. The proportion of successful applications to unsuccessful applications was slightly higher than previous years, however, this can be attributed to a substantially lower number of applications. The reduced number of applications is considered to be a result of previous CDF projects which have been extended due to the impacts of the COVID-19 Pandemic on local community groups. A number of these projects were yet to be acquitted during the 2022-2023 CDF applicant period.
- The groups that the Panel recommended for funding were distributed across a range of sectors and activities in Knox. The Panel endeavoured to distribute grants as widely and effectively as possible and opted for partial funding where possible and appropriate.
- The Panel benefitted from having members who had all participated in CDF assessment rounds in previous years and had a solid understanding of the process and the issues that required consideration. It is important for succession planning that not all community

member positions changeover in one year. The assessment process will benefit from a combination of experience and new perspectives.

Based on the experience implementing the Policy, the following actions are being implemented ahead of the 2023-24 CDF program:

- To support the decision-making process, the annual report to Council with the Panel's recommendations will need to include more detail about the Panel's rationale for unsuccessful grants and for those receiving less funding than requested. This will provide greater transparency and assist in building Council's confidence in the process and deliberations undertaken by the Panel.
- The Panel community members' main concern was the vulnerability of a three-member Panel in the event of a member's absence or in the assessment of applications where more than one member had a declared a conflict of interest. A minimum of five members is therefore recommended for future CDF Panels. The members also felt there would be benefit from more cultural and age diversity representation on the Panel.
- Breadth of Knox community knowledge, understanding of Council Plan strategies and current programs and an appreciation of grants as a catalyst for community development all need to be represented and reflected in the application assessment process. This can continue to be achieved with effective and broad reaching recruitment for community Panel members, and support from relevant Council officers.
- It is proposed that the CDF Evaluation Panel be renamed the CDF Assessment Panel to more clearly reflect its purpose. A new Terms of Reference has been drafted (please refer to Attachment 1) to include the proposed composition of the Panel to meet the requirements of the VAGO report and the adopted Council Grant Framework Policy.

These changes reflect learning in how the Grant Framework Policy is implemented but are largely operational. Where relevant, this feedback has been incorporated into the draft Terms of Reference for the CDF Assessment Panel (please refer to Attachment 1).

To support the continued implementation of the Council Grant Framework Policy, it is requested that:

- Council approves the draft Terms of Reference for the CDF Assessment Panel (please refer to Attachment 1). These Terms of Reference have been updated in line with the feedback and proposal above. The Panel will comprise of three community representatives, with the final two positions open to Council Officers where resourcing permits. If Council Officers are unable to be identified for the panel, the final two Panel vacancies will be offered to additional community representatives.

Two current community representatives are continuing their term for the 2023-24 CDF round, with one other existing community member eligible to re-apply for a further two-year term. A report is scheduled for the July 2023 SPC Meeting to make the final appointments for the CDF Panel.

- A new CDF Procedure (please refer to Attachment 2) has been developed and approved by the CEO. This Procedure supersedes the previous CDF Policy (please refer to Attachment 3). It is recommended that the former CDF Policy is rescinded by Council as part of this report.

## **2.2 Community Partnership Fund (CPF)**

This Program already substantially met the requirements of the Council Grant Framework Policy. These grants are assessed every four-years by a staff assessment panel and decided by a report to Council.

In accordance with the required implementation of the Council Grant Framework Policy, a new CPF Procedure (please refer to Attachment 4) has been developed and approved by the CEO. This Procedure supersedes the previous CPF Policy (please refer to Attachment 5). It is recommended that the former CPF Policy is rescinded by Council as part of this report.

## **2.3 Minor Grants Program**

This Program already substantially met the requirements of the Council Grant Framework Policy.

The Minor Grants Policy was rescinded by Council in November 2022 and the Minor Grants Procedure (as approved by the CEO) has been in effect since this time.

## **2.4 Leisure Minor Capital Works Grant Scheme**

This Program also substantially met the requirements of the Council Grant Framework Policy. These grants are assessed annually by an Assessment Panel who make recommendations for consideration and approval by Council at the July Council Meeting.

The changes required were specifically in relation to the separation of grant assessment from Council's decision-making role. Assessment previously was undertaken by the Leisure Minor Capital Works Grant Scheme Committee comprising of two Councillors who were appointed for the Mayoral Year, and one community representative elected from the Recreation and Leisure Committee.

Consultation was undertaken to determine the best structure of the Assessment Panel with relevant Council officers, the internal Grantmakers' Network and Governance.

Based upon the feedback and advice received, the structure of the Assessment Panel is proposed to consist of five members comprising of three community representatives elected from the Recreation and Leisure Committee, one Council Manager or Coordinator from the Connected Communities Directorate and one Council Manager or Coordinator from another Council Directorate.

The inclusion of officers into the Assessment Panel is suggested on the basis that these officers are not involved in any previous discussions with grant applicants and are able to provide subject matter expert opinion on grant applications. Consideration will also be given to ensure any conflict of interests are managed appropriately that may arise from Recreation and Leisure Committee members assessing grants relating to their area of interest (i.e., tennis club committee member assessing another tennis club's grant application).

In accordance with the required implementation of the Council Grant Framework Policy, a new Leisure Minor Capital Works Grant Scheme Procedure (please refer to Attachment 6) has been developed and approved by the CEO. This Procedure supersedes the previous Leisure Minor Capital Grants Scheme Policy (please refer to Attachment 7).

It is recommended that the former Leisure Minor Capital Works Grant Scheme Policy is rescinded by Council as part of this report. It is also requested that Council endorses the draft Terms of Reference for the Leisure Minor Capital Works Grant Scheme Assessment Panel (please refer to Attachment 8). These Terms of Reference have been updated in line with the new Leisure Minor Capital Works Grant Scheme Procedure noted above.

## **2.5 Proposed Changes to the Grant Framework Policy**

In the process of reviewing the implementation of the Grants Framework Policy, opportunities were identified to make three minor changes that provide greater clarity and efficiency in the administration of Council grants programs (please refer to Attachment 9).

In summary, these include:

- Introducing a threshold for the amount of unspent grant funds, before grant recipients are asked to return unexpended money to Council. At present, Council officers are inefficiently spending time pursuing unspent funds for small amounts, sometimes less than one dollar. To reflect the varied grant amounts offered through Council's grant programs, the proposed threshold is \$150 or 5% of the grant amount (whichever is lesser). Any unspent funds below this threshold would not be required to be returned to Council.
- Introducing a requirement for grant recipients to complete their funding agreements within three-months of the grant approval. Although rare, circumstances where funded organisations do not return a funding agreement (due to change of mind) create a heavy administrative burden for officers and currently prevent funds from being re-allocated to other groups.
- Clarifying the wording around the possible composition of membership for Grants Assessment Panels.

## **3. CONSULTATION**

The implementation of the Council Grant Framework Policy has been regularly discussed with Council's Internal Grantmakers' Network which is convened by the Community Partnerships Team. This Network includes any staff at Knox involved in grants administration to facilitate consistent practice, optimise the use and understanding of the Smarty Grants administration system and share information in relation to grants. Officers from Governance and Communications also participate.

The three community members of the CDF Evaluation Panel were briefed on the Council Grant Framework Policy after its approval by Council and subsequently provided feedback on how the 2022-2023 CDF assessment process operated considering the changes to the Panel composition. Their experience and suggestions are documented in Section 2.1 above and have informed the review of the CDF Grant Assessment Panel Terms of Reference.

## **4. CLIMATE CHANGE CONSIDERATIONS**

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

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

There are no environmental or amenity considerations in relation to the recommendations of this report.

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

There are no financial or economic implications arising from this report. The budget for Council's grant programs is considered through Council's annual budget process and there are no proposed changes to the existing budget allocations.

## **7. SOCIAL IMPLICATIONS**

Council's grant programs facilitate engagement between Council and a diverse range of community groups, businesses and individuals: strengthening existing relationships and creating new ones; broadening understanding; and initiating new collaborations in the Knox community. Council grant programs enable the delivery of projects, programs and services that address existing, emerging and urgent community need whilst contributing to the implementation of the Knox Council Plan 2021-2025.

Council grants are a mechanism for Council to support the Knox community to be active, connected, sustainable and resilient. The grant programs also provide a valuable connection point for Council to gauge community activity and identify new and emerging issues and initiatives, as well as facilitating and fostering partnerships.

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

### **Opportunity & Innovation**

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

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

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

### **Neighbourhoods, Housing & Infrastructure**

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

Strategy 2.3 - Provide, maintain and advocate for accessible and sustainable ways to move around Knox.

### **Natural Environment & Sustainability**

Strategy 3.1 - Preserve our biodiversity and waterways, and enhance our urban landscape.

Strategy 3.2 - Prepare for, mitigate and adapt to the effects of climate change.

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

### **Connection, Resilience & Wellbeing**

Strategy 4.1 - Support our community to improve their physical, mental and social health and wellbeing.

Strategy 4.2 - Foster inclusivity, equality, belonging and safety within the community.

Strategy 4.3 - Honour and integrate First Nations Culture into actions and environments.

Strategy 4.4 - Support the community to identify and lead community strengthening initiatives.

### **Civic Engagement & Integrity**

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

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

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

## **9. CONFLICT OF INTEREST**

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

## **10. CONFIDENTIALITY**

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

**Report Prepared By:** Coordinator Community Partnerships, Kylie Wilmot and  
Leisure Contracts and Project Officer, Rhonda Snijders

**Report Authorised By:** Director Connected Communities, Judy Chalkley

### **Attachments**

1. Attachment 1 - Draft Terms of Reference - Community Development Fund Assessment Panel - 2023-04-06 [**8.3.1** - 8 pages]
2. Attachment 2 - Procedure - Community Development Fund - 2023-04-06 [**8.3.2** - 5 pages]
3. Attachment 3 - Community Development Fund Program Policy [**8.3.3** - 6 pages]
4. Attachment 4 - Procedure - Community Partnership Fund - 2023-04-06 [**8.3.4** - 4 pages]
5. Attachment 5 - Community Partnership Funding Program Policy - 2020-11-10 [**8.3.5** - 4 pages]
6. Attachment 6 - Draft Procedure- Leisure Minor Capital Works Grant Scheme - 2023 [**8.3.6** - 10 pages]
7. Attachment 7 - Leisure Minor Capital Works Grant Scheme Policy - 2019-12-16 [**8.3.7** - 10 pages]
8. Attachment 8 - Draft Terms of Reference - Leisure Minor Capital Works Grants Scheme Assessment Panel [**8.3.8** - 6 pages]
9. Attachment 9 - Council Grant Framework Policy proposed changes - 2023-04-06 [**8.3.9** - 9 pages]



# Community Development Fund ~~Evaluation~~ Assessment Panel

Directorate:	Connected Communities	Responsible Officer:	Manager – Community Wellbeing
Approval Date:	<del>April 2021</del> April 2023	Review Date:	April <del>2025</del> 2027

## 1. Purpose

The Community Development Fund ~~Evaluation~~ Assessment Panel (the 'Panel') exists to:

- Annually assess applications for Council's Community Development Fund Program grants and to make recommendations to Council regarding the allocation of the grants budget in accordance with Council's Community Development Fund ~~Policy Procedure and annual Guidelines~~; and
- ~~Evaluate~~ Reflect on the ongoing implementation of the Community Development Fund at the conclusion of each funding round and recommend any appropriate changes in ~~policy and~~ procedure to Council.

## 2. Objectives

The objectives of the Panel are to:

- Ensure that Community Development Fund grants are assessed in a fair and transparent manner in the best interests of the Knox community in accordance with Council's ~~Community Development Fund Grants Framework~~ Policy ~~and the Community Development Fund Procedures and annual guidelines~~;
- Advise Council on the recommended allocation of funding under the Community Development Fund; and
- Ensure that the annual recommended Community Development Fund grant allocations support ~~relevant Council policies, programs and strategies~~ the Knox Council Plan 2021-25.

The Council Plan 2021-25 strategies relevant to the Panel are:

### 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.

Strategy 2.3 - Provide, maintain and advocate for accessible and sustainable ways to move around Knox.

### Natural Environment & Sustainability

Strategy 3.1 - Preserve our biodiversity and waterways, and enhance our urban landscape.

Strategy 3.2 - Prepare for, mitigate and adapt to the effects of climate change.

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

### Connection, Resilience & Wellbeing



## Community Development Fund ~~Evaluation~~ Assessment Panel

Strategy 4.1 - Support our community to improve their physical, mental and social health and wellbeing.

Strategy 4.2 - Foster inclusivity, equality, belonging and safety within the community.

Strategy 4.3 - Honour and integrate First Nations Culture into actions and environments.

Strategy 4.4 - Support the community to identify and lead community strengthening initiatives.

### Civic Engagement & Integrity

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

## 3. Membership, Period of Membership and Method of Appointment

The Panel shall comprise the following:

- A minimum of ~~Four~~ three (3) community representatives who will have voting rights
- Two (2) additional panel members who will be Council Officers (Coordinators or Managers) with subject matter expertise where possible. Should Council Officers be unable to participate in the assessment panel due to resourcing and/or workload constraints, these positions will be reallocated to community representatives. Any Council Officer appointed to the in the assessment panel; ~~and~~
- ~~Three (3) Councillors who will have voting rights.~~

Any Council Officer appointed to the grants assessment panel must not be involved in the administration of the Community Development Fund grants program.

The annual meeting to review the preceding grant process may include the ~~Councillors and retiring~~ community representatives from that period to facilitate the crossover of ideas.

### 3.1 Selection and Recruitment of Community Representative Members

- Community members will be appointed to the Panel for a period of four (4) years based on a registration of interest and selection process.
- Successive re-applying is permitted as part of the recruitment and selection process.
- Incumbent Panel community members reapplying for a successive term can be appointed for a further period of no more than two (2) years.
- Vacancies for community positions on the Panel will be advertised broadly, including in local newspapers, ~~and~~ on Council's website and through social media and local networks.
- In accordance with Council's Committees Policy, eligibility criteria for panel membership will be developed and made available to prospective applicants.
- Casual vacancies which occur due to community members being unable to complete their appointments may be filled by co-opting suitable candidates from the most recent selection process for the remainder of the previous incumbent's term. Staff ~~in consultation with the Chairperson~~ will make a recommendation to the Chief Executive Officer who has delegated authority to appoint the recommended candidate to the Panel for the remainder of the previous incumbent's term. Where there are no suitable candidates identified, a formal expression of interest and selection process is required.
- New applicants will be required to submit an application addressing specified selection criteria and to attend a selection panel interview upon request.



## Community Development Fund ~~Evaluation~~ Assessment Panel

- The selection panel will consist of Council staff and ~~Councillors who are~~ current or retiring community representatives on the Panel, and will make recommendations ~~of for~~ appointment of new community representatives to Council for consideration.
- Previous community representatives may re-apply via the advertised process.
- Community representatives on the Panel cannot be on more than one Council grants assessment panel at any time.

~~The Panel may invite observers to meetings from time to time. This is at the discretion of the Panel.~~

Guests may also be invited to attend and participate at meetings, this would generally be for a specific purpose and/or specified period of time. This is at the discretion of the Panel.

### ~~3.2~~ **Councillors**

~~Council will appoint Councillor representation annually.~~

~~Unless otherwise appointed to the Panel by Council, the Mayor is, by virtue of the Office, an ex-officio member of the Panel. It is important that whilst the Mayor may not chair these meetings, appropriate recognition should be given to the presence of the Mayor if in attendance.~~

### **3.2.3 Council Officers**

An expression of interest process will be conducted internally to identify Council officers with relevant expertise and capacity to participate in the grants assessment panel.

Where Council officers are unable to be identified through the expression of interest process, the remaining vacancies on the assessment panel will be reallocated to community representatives.

### **3.3 Subject Matter Experts**

A variety of Council officers will be asked to contribute subject matter expertise during the grant assessment period. This will not extend to a detailed assessment of each application, but will seek to provide the assessment panel with any additional relevant background on applications (where appropriate).

### **3.4 Administrative support**

Council officers will be nominated ~~by the CEO to support the Panel by the CEO~~ as required to provide advice and administrative support to the Panel.

## 4. Delegated Authority and Decision Making

The Panel acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.

Decisions made by the Panel will be reflected as recommendations to the relevant decision maker ~~i.e. (Council, a delegated committee, or an officer with delegated powers).~~

The Local Government Act 2020 (Section 124) provides that a Councillor must not intentionally direct, or seek to direct, a member of Council staff in:

- The exercise of a delegated power, or the performance of a delegated duty or function; and/or
- In relation to advice (in a report or otherwise) provided to the Council or a delegated committee.



## Community Development Fund ~~Evaluation~~ Assessment Panel

The Panel cannot make ~~decisions~~ recommendations outside the agreed scope detailed in its Terms of Reference.



## Community Development Fund ~~Evaluation~~ Assessment Panel

### 5. Meeting Procedures

The Panel will meet approximately five to six (5-6) times per year, ~~predominantly~~ mainly during the submission assessment period.

To proceed with a meeting a minimum of ~~five~~ three (3) members are required to be present, ~~including one (1) Council officer, two (2) Councillors and two (2) community representatives.~~

The Panel is not required to give public notice of its meetings and its meetings are not open to the public.

Meetings will follow standard meeting procedure protocols which are in summary:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and reasonable discussion and respect for each other's views;
- Focus on the relevant issues at hand; and
- Provide advice to Council as far as possible on a consensus basis.

### 6. Chair

The position of Chairperson shall be held by a Council Officer. ~~Councillor and shall be reviewed annually immediately following Councillor appointments to committees.~~

~~The position of Chairperson is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the Chair.~~

The Chairperson's role is to ensure that all panel members have the opportunity to participate fairly in discussion, and to confirm that the panel's agreed recommendations are recorded in the meeting minutes.

If the Chair is not present at a meeting, another Council Officer who has been offering administrative support to the Panel shall be appointed for the duration of the meeting.

~~If the Chairperson is not present at a meeting, any other Councillor who has been appointed to the Panel shall be appointed Chairperson.~~

~~The Panel may determine, with consent of the Councillor representative/s, to appoint another member other than the Councillor representative/s as Chairperson.~~

### 7. Agendas and Meeting Notes

Agendas must be prepared for each meeting. The Agenda should be provided to members of the Panel by Council officers as soon as practicable in advance of the meetings.

~~Panel Meetings will typically constitute an informal meeting of Councillors as per the definition contained in Chapter 6 of the Council's Governance Rules. Consequently, a written record is to be kept of the meeting.~~ The Record meeting notes ~~of a~~ must:

- (a) Contain details of the proceedings;
- (b) Be clearly expressed;
- (c) Be self-explanatory; and



## Community Development Fund ~~Evaluation~~ Assessment Panel

- (d) Incorporate relevant reports or a summary of the relevant reports considered.

Draft meeting notes should be:

- (a) Distributed to all Panel Members within 14 days of the meeting; and
- (b) Submitted to the next meeting of the Panel for information.

In compliance with section 58 of the 2020 Act and the requirements of the Council's Public Transparency Policy the agenda and minutes of this group will be made available on Council's website unless:

- The information contained in the agenda and/or minutes is confidential by virtue of the 2020 Act or any other Act; or
- The public availability of the information has been deemed by the Chief Executive Officer or nominee to be contrary to the public interest.

### 8. Voting

As this is ~~an advisory~~ not a decision-making committee, voting on issues is not required. Any recommendations will generally be developed through consensus. When the Panel is unable to determine a matter by consensus, the matter will be determined by a vote. ~~Councillors and community~~ All appointed Panel members have voting rights. Council staff appointed to provide administrative support and advice to the Panel ~~and~~ have no voting rights.

In the event of an equality of votes, the Panel should endeavour to achieve consensus through discussion and further consideration of the applications. The final decision on grants allocations is made by Council, and where differing views amongst panel members cannot be resolved this will be noted in the officer's report for consideration. Where a decision cannot be reached in this manner, the Chairperson will have a second vote.

### 9. Conflict and Interest Provisions

In performing the role of a specific purpose or strategic purpose committee member, a person must:

- Act with integrity;
- Impartially exercise his or her responsibilities in the interests of the local community;
- Not improperly seek to confer an advantage or disadvantage on any person;
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

~~Meetings of the Panel will typically constitute a Meeting Conducted under the Auspices of Council pursuant to Council's Governance Rules and Councillors are consequently required to comply with the conflict of interest provisions as set down in section 131 of the 2020 Act and Chapter 5 of the Council's Governance Rules.~~

~~Councillors must:~~

- ~~• Disclose that conflict of interest by explaining the nature of the conflict of interest to those present immediately before the matter is considered;~~



## Community Development Fund ~~Evaluation~~ Assessment Panel

- ~~• Absent himself or herself from any discussion of the matter; and~~
- ~~• As soon as practicable, provide the CEO with a written notice recording the nature of the conflict.~~

Where a ~~member of staff or a community member~~ panel member has a conflict of interest or perceived conflict of interest in relation to a matter before the ~~Group~~ Panel, they must disclose the matter ~~to the group~~ before ~~it the matter~~ is considered or discussed. Disclosure must include the nature of the interest and be recorded in the meeting notes. It will be at the discretion of the Chairperson if the ~~staff and/or~~ community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the notes of the meeting.

All members shall participate in training on the Conduct and Interest Provisions which will be run by the Governance team.

### 10. Reporting

The Panel's ~~will provide its~~ recommendations will be presented as an annual report to the Council.

### 11. Administration Support

Administration support will be provided by relevant officers in Council's Connected Communities directorate.

### 12. Contact with the Media

Contact with the media by Panel members will be conducted in accordance with ~~the Councillor and Staff~~ relevant Council Media Policies. Community members should ~~refer~~ any media enquiries to ~~the Chairperson~~ Council officers who support the Panel in the first instance and should take care not to respond as a representative of the Panel.

### 13. Review Date

To ensure currency, these Terms of Reference will be reviewed as a minimum every four years. If the Panel continues to have a relevant function after four years, a report will be presented to Council to review the Panel's Terms of Reference.

### 14. Meals

~~The provision of refreshments during the course of Panel meeting will be provided in accordance with the Meals and Beverages for Council Committees Policy.~~ Council will provide reasonable meals for Council Committee meetings at times that immediately precede, follow or extend through normal meal times. The provision of meals will be determined by the CEO or delegate, and be within the capacity of the relevant department's budget.

### 15. Administrative Updates

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



## Community Development Fund ~~Evaluation~~ Assessment Panel

positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this Terms of Reference, it must be considered by Council at a Council or delegated Committee meeting.





# Community Development Fund

Approval by:	Chief Executive Officer	Directorate:	Connected Communities
Approval Date:	26 April 2023	Responsible Officer:	Manager Community Wellbeing
Review Date:	26 April 2024	Version Number:	1

## 1. Purpose

To guide the allocation, management and review of annual grants to not-for-profit community organisations under the Community Development Fund Program.

## 2. Context

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

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

The Community Development Fund is a grants program to develop, enhance and support the involvement of not-for-profit community groups in activities and projects which respond to identified needs in the Knox community. Applications for grants will be assessed and allocated annually.

## 3. Scope

This procedure will apply to all submissions received and grants allocated in the annual Community Development Fund funding round each year.

## 4. References

### 4.1 Knox City Council Plans

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

### 4.2 Relevant Legislation

- Local Government Act 2020 (Vic)

### 4.3 Charter of Human Rights

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



#### 4.4 Related Council Policies

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

#### 4.5 Related Council Documents

- Community Development Fund Guidelines;
- Community Development Fund Assessment Panel Terms of Reference; and
- Community Events in Knox – Information Pack
- Knox City Council Fraud and Corruption Control Procedure

## 5. Definitions

<b>Acquittal</b>	Report documenting expenditure and outcomes of grant payments
<b>Assessment Panel</b>	Title of the specific purpose committee to provide recommendations to Council on Community Development Fund grants allocations
<b>Auspice</b>	An established not-for-profit legal entity that agrees to take responsibility for the grant obligations of an unincorporated or informal or newly established group with no legal status.
<b>Community Group(s)/Organisation(s)</b>	Means a legal entity which provide services, support or activities to the Knox community.
<b>Community Representative</b>	A member of the community appointed by Council to participate in the Assessment Panel
<b>Council</b>	Means Knox City Council, whether constituted before or after the commencement of this Policy.
<b>Funding Agreement</b>	An agreement between the grant recipient and Council that documents the agreed objectives of the funded project/activity and the reporting and accountability requirements of the grant.
<b>Legal entity</b>	An incorporated association, a co-operative, a company limited by guarantee or a trust or other organisation established under an Act passed by the State or Commonwealth.
<b>Not-For-Profit group</b>	A group or organisation that is not operating for the profit or gain of its individual members; and any profit or surplus is directed back into the operation of the organisation to carry out its purpose.

## 6. Procedure

6.1 Council will provide an allocation in each annual budget to fund the Community Development Fund Program.

6.2 The Community Development Fund provides grants in three categories:

- *Category 1 – General projects, programs, activities, or equipment - \$3,000-\$20,000*
- *Category 2 – Community Festivals and Events<sup>1</sup> – up to \$15,000*
- *Category 3 – Community Functions<sup>1</sup> – up to \$5,000*

<sup>1</sup> As defined in Council's Community Events in Knox – Info Pack



### 6.3 Eligibility and Exclusion Criteria

#### 6.3.1 Organisation Eligibility

- Submitting organisations must be a not-for-profit legal entity established under one of the following;
  - the Victorian Associations Incorporation Reform Act 2012;
  - the Victorian Co-operatives Act 1996;
  - the Aboriginal Councils and Associations Act 1976;
  - Corporations Act 2001;
  - an Act passed by the Legislative Assembly of Victoria; or
  - in another form considered appropriate by Knox Council.
- Applications will also be considered from organisations under the auspice of another organisation which meets any of the above criteria.
- School Parents' Associations that are incorporated (or similar) and represent a not-for-profit school are eligible to apply.
- Submitting organisations must have a Committee of Management, or similar, that can accept responsibility for a grant, ensure the project is carried out, and meet the evaluation and reporting requirements.
- Organisations granted funding must have either an Australian Business Number (ABN) or provide a Statement by Supplier (SbS) declaration.
- Submitting organisations must provide direct services, support or benefit to people living in the City of Knox.
- Organisations that show a strong connection to their local community will be favourably considered.
- Applications must be submitted by the organisation seeking funds not by a grant writing professional.

#### 6.3.2 Organisation Exclusions

- Organisations are not eligible to apply to the Community Development Fund if:
  - They have a delinquent account with Knox Council, i.e. an amount owed to Council that was not paid by the due date;
  - They have outstanding acquittal documentation, i.e. the acquittal documentation for a previous grant has not been submitted by the agreed due date and/or has not provided sufficient detail when requested; or
  - They are an operator of Electronic Gaming Machines, in line with Council's Electronic Gaming Machine Policy.

#### 6.3.3 Application Exclusions

- Applications that are submitted after the submission period closes are ineligible and will not be assessed.



#### 6.3.4 Project and Event Eligibility

- Projects and events must have a definitive start and finish date.
- It is preferable that projects start and finish within the 12 month funding period, however staged projects over and up to three years can be considered.
- Projects and events must clearly support Council's strategic objectives and priorities captured in the Council Plan 2021-2025 and Community Plan 2021-31.
- Projects and events must aim to meet a demonstrated need within the Knox community.
- Projects and events must be conducted within the boundaries of the City of Knox and/or have potential for significant benefit to Knox residents.
- Local school council/ parent associations/auxiliaries must be able to demonstrate that their proposed project is for the benefit of the Knox community, not just for the benefit of their school community, i.e. CDF cannot fund a project that supports activities, equipment or staffing for core curriculum delivery.
- Projects and events that demonstrate collaboration with other local organisations and services, share resources within the community, and involve volunteers will be favourably considered.
- Projects with well-defined and clearly communicated aims and outcomes, along with clear and succinct detail regarding how the project will be implemented will be favourably considered

#### 6.3.5 Project and Event Exclusion

The following types of projects and items **cannot** be funded through the Community Development Fund:

- Fundraising: For example, but not limited to, purchase of raffle prizes, purchase of items for auction, purchase of items for re-sale, direct contributions to charity organisations, payment for facilitators and prizes for fundraising events such as trivia nights, movie nights, karaoke night, fashion parades etc.
- Capital or facility maintenance works: Capital works projects are considered to be those that primarily focus on improvement, replacement, disposal or addition to fixed assets such as land, building and facilities. Examples: major structural building improvements.
- State or Federal government responsibilities: Projects may not be an event or activity that is the core program funding responsibility of another level of government. Example: curriculum-based activities for schools.
- Retrospective funding: A CDF grant may not be used to reimburse an organisation for expenses already paid; i.e. if money has been spent on the project or event prior to the organisation receiving the grant, monies may not be allocated to this expense.
- Consecutive project submissions: Applications for projects that have been funded by the CDF for three consecutive years are not eligible, with the exception of community events.
- Operational expenses: A CDF grant may not be used to fund the day-to-day expenses incurred in carrying out the usual business of the submitting organisation. This includes expenses such as salaries for existing positions, insurance and utilities.
- Events or activities hosted in venues with Electronic Gaming Machines.
- Council grant funds cannot be used for the purchase of alcohol in any circumstances.



- 6.4** The annual submission round will be widely publicised and promoted to the Knox community.
- 6.5** Assessment of submissions will be undertaken by the Community Development Fund Assessment Panel that will comprise approved Community Representatives with support of Council officers in accordance with the Community Development Fund Assessment Panel Terms of Reference.
- 6.6** Prior to the Assessment Panel meetings, advice will be sought from a variety of Council Officers who can provide subject matter expertise on particular submissions. This officer advice will be provided to the Assessment Panel as another source of information to support their consideration of each application.
- 6.7** Applications are assessed on the following criteria:
- clear demonstration of community need and proposed project objectives (30%)
  - the capacity of the applying organisation to deliver the project and manage the grant (25%)
  - the degree to which the project is shown to have a clear financial need, is feasible and is financially viable (20%)
  - the level of benefit to Knox residents (15%)
  - demonstration of consultation and/or partnership with others (if applicable) (10%)
- 6.8** An annual report shall be presented to Council for each funding round to consider and endorse the recommendations from the Panel.
- 6.9** Council will host an annual event to acknowledge the allocation of grants to successful applicants.
- 6.10** All funded projects require a signed funding agreement which will specify relevant accountability requirements relating to the delivery of the project and financial reporting.
- 6.11** Organisations with inadequate grant acquittal documentation after two years from the original grant approval date will be referred to Council's Finance Department for debt retrieval unless other arrangements for reporting/retrieval/reimbursement have been made to the satisfaction of Council officers responsible for the administration of the Community Development Fund.
- 6.12** Any unallocated or reimbursed funds in the Community Development Fund program in any year are to be carried forward and allocated to the Community Development Fund for the following financial year.

## 7. Administrative Updates

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



# Community Development Fund

Policy Number:	2012/32	Directorate:	Connected Communities
Approval by:	Council	Responsible Officer:	Manager Community Wellbeing
Approval Date:	March 2021	Version Number:	6
Review Date:	March 2024		

## 1. Purpose

The purpose of this policy is to guide the annual allocation of the Community Development Fund grants to not-for-profit community organisations in Knox.

The aim of the Community Development Fund is to develop, enhance and support the involvement of community groups in activities and projects which respond to identified needs in the Knox community.

## 2. Context

Each year Council provides funding for the allocation of project specific grants and annual event grants to not-for-profit community groups. The grants are assessed and allocated in response to the local community needs identified in the submissions received.

The Community Development Fund is underpinned by the following principles:

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

## 3. Scope

The policy will apply to submissions received and grants allocated in the annual Community Development Fund funding round each year.

The Community Development Fund program is not designed to supplement, subsidise or replace existing Council Budget allocations or service delivery



## Community Development Fund Policy

### 4. References

#### 4.1 Knox Community and Council Plan 2017-21

- **Goal 1 – We value our natural and built environment**  
 Strategy 1.1 – Protect and enhance our natural environment  
 Strategy 1.3 - Ensure Knox local character is protected and enhanced through design and location of urban development and infrastructure
- **Goal 4 - We are safe and secure**  
 Strategy 4.1 - Encourage and support the community to take responsibility for their own safety, and the safety of others.
- **Goal 5 – We have a strong regional economy, local employment and learning opportunities**  
 Strategy 5.4 – Increase and strengthen local opportunities for lifelong learning, formal education pathways and skills development to improve economic capacity of the community
- **Goal 6 - We are healthy, happy and well**  
 Strategy 6.1 - Mitigate lifestyle risks such as smoking, risky alcohol consumption and drug use, obesity, lack of physical activity and poor nutrition.  
 Strategy 6.2 - Support the community to enable positive physical and mental health.
- **Goal 7 - We are inclusive, feel a sense of belonging and value our identity**  
 Strategy 7.1 – Protect and preserve our local cultural identity  
 Strategy 7.2 – Celebrate our diverse community  
 Strategy 7.3 - Strengthen community connections.  
 Strategy 7.4 – Promote and celebrate the contribution of our volunteers
- **Goal 8 – We have confidence in decision making**  
 Strategy 8.1 – Build, strengthen and promote good governance practices across government and community organisations.

#### 4.2 Relevant Legislation

- Local Government Act 2020 (Vic) – Conflict of Interest provisions

#### 4.3 Charter of Human Rights

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

#### 4.4 Related Council Policies

- Minor Grants Policy (2020-2023)
- Election Period Policy (2020-2023)
- Community Partnership Funding Grants Policy (2020-2023)).
- Leisure Minor Capital Works Grant Scheme Policy (2019-2022).
- Electronic Gaming Machines Policy (2016-2020).

#### 4.5 Related Council Documents

- Community Development Fund Guidelines      Community Development Fund Evaluation Panel Terms of Reference



## Community Development Fund Policy

- Community Events in Knox – Information Pack

### 5. Definitions

<b>Auspice</b>	An established not-for-profit legal entity that agrees to take responsibility for the grant obligations of an unincorporated or informal or newly established group with no legal status.
<b>Community Group(s)/Organisation(s)</b>	Means a legal entity which provide services, support or activities to the Knox community.
<b>Community Representative</b>	A member of the community appointed by Council to participate in the Evaluation Panel
<b>Council</b>	Means Knox City Council, whether constituted before or after the commencement of this Policy.
<b>Evaluation Panel</b>	Title of the specific purpose committee to provide recommendations to Council on Community Development Fund grants allocations
<b>Funding Agreement</b>	An agreement between the grant recipient and Council that documents the agreed objectives of the funded project/activity and the reporting and accountability requirements of the grant.
<b>Individual(s)</b>	Means a resident(s) of the Knox Municipality.
<b>Legal entity</b>	An incorporated association, a co-operative, a company limited by guarantee or a trust or other organisation established under an Act passed by the State or Commonwealth.
<b>Not-For-Profit group</b>	A group or organisation that is not operating for the profit or gain of its individual members; and any profit or surplus is directed back into the operation of the organisation to carry out its purpose.

### 6. Council Policy

6.1 Council will provide an allocation in each annual budget to fund the Community Development Fund Program.

6.2 The Community Development Fund provides grants in three categories:

- *Category 1 – General projects, programs, activities, or equipment - \$3,000-\$20,000*
- *Category 2 – Community Festivals and Events\* – up to \$15,000*
- *Category 3 – Community Functions\* – up to \$5,000*

*\*as defined in Council's Community Events in Knox – Info Pack*

6.3 Eligibility & Exclusion Criteria

6.3.1 Organisation Eligibility

- Submitting organisations must be a not-for-profit legal entity established under one of the following;
  - the Victorian Associations Incorporation Reform Act 2012,





## Community Development Fund Policy

- the Victorian Co-operatives Act 1996,
- the Aboriginal Councils and Associations Act 1976,
- Corporations Act 2001,
- an Act passed by the Legislative Assembly of Victoria, or
- in another form considered appropriate by Knox Council.

Applications will also be considered from organisations under the auspice of another organisation which meets any of these criteria.

School Parents' Associations that are incorporated (or similar) and represent a not-for-profit school are eligible to apply.

- Submitting organisations must have a Committee of Management, or similar, that can accept responsibility for a grant, ensure the project is carried out, and meet the evaluation and reporting requirements.
- Organisations granted funding must have either an Australian Business Number (ABN) or provide a Statement by Supplier (SbS) declaration.
- Submitting organisations must provide direct services, support or benefit to people living in the City of Knox.
- Organisations that show a strong connection to their local community will be favourably considered.
- Applications must be submitted by the organization seeking funds not by a grant writing professional

### 6.3.2 Organisations Exclusions

- Organisations are not eligible to apply to the Community Development Fund if:
  - They have a delinquent account with Knox Council, i.e. an amount owed to Council that was not paid by the due date;
  - They have outstanding acquittal documentation, i.e. the acquittal documentation for a previous grant has not been handed in by the agreed due date.
  - They are an operator of Electronic Gaming Machines, in line with Council's Electronic Gaming Machine Policy.

### 6.3.3 Application Exclusions

Applications that are submitted after the submission period closes are ineligible and will not be assessed.

### 6.3.4 Project and Event Eligibility

- Projects and events must have a definitive start and finish date.
- It is preferable that projects start and finish within the 12 month funding period, however staged projects over and up to three years can be considered.
- Projects and events must clearly support Council's strategic objectives and priorities captured in the Council and Community Plan 2017-21.
- Projects and events must aim to meet a demonstrated need within the Knox community.



## Community Development Fund Policy

- Projects and events must be conducted within the boundaries of the City of Knox and have significant participation of Knox residents.

NB: School Parent Associations must be able to demonstrate that their proposed project is for the benefit of the Knox community, not just for the benefit of the School community, i.e. CDF cannot fund a project that supports activities, equipment or staffing for core curriculum delivery.

- Projects and events which involve collaboration with other organisations and services, share resources within the community, and involve volunteers will be favourably considered.
- Projects with well-defined and clearly communicated aims and outcomes, along with clear and succinct detail regarding how the project will be implemented will be favourably considered

### 6.3.5 Project and Event

The following types of projects and items **cannot** be funded through the Community Development Fund:

- Fundraising: For example, but not limited to, purchase of raffle prizes, purchase of items for auction, purchase of items for re-sale, direct contributions to charity organisations, payment for facilitators and prizes for fundraising events such as trivia nights, movie nights, karaoke night, fashion parades etc.
- Capital or facility maintenance works: Capital works projects are considered to be those that primarily focus on improvement, replacement, disposal or addition to fixed assets such as land, building and facilities. Examples: major structural building improvements.
- State or Federal government responsibilities: Projects may not be an event or activity that is the core program funding responsibility of another level of government. Example: curriculum-based activities for schools.
- Retrospective funding: A CDF grant may not be used to reimburse an organisation for expenses already paid; i.e. if money has been spent on the project or event prior to the organisation receiving the grant cheque, grant monies may not be allocated to this expense.
- Consecutive project submissions: Applications for projects that have been funded by the CDF for three consecutive years are not eligible.
- Operational expenses: A CDF grant may not be used to fund the day-to-day expenses incurred in carrying out the usual business of the submitting organisation. This includes expenses such as salaries for existing positions, insurance and utilities.
- Events or activities hosted in venues with Electronic Gaming Machines

6.4 The annual submission round will be widely publicised and promoted to the Knox community.

6.5 Assessment of submissions will be undertaken by the Community Development Fund Evaluation Panel that will comprise Councillors and Community Representatives with support of Council officers in accordance with the Community Development Fund Panel Terms of Reference.

6.6 Specific ranking criteria are endorsed annually by the Panel for the project assessment process to establish how recommendations for funding approval are determined. The criteria will be made clear and updated as necessary in public grants promotion information.

6.7 A report shall be presented to Council for each funding round (annually) to consider and endorse the recommendations from the Panel.

6.8 Council will host an annual event to acknowledge the allocation of grants to successful applicants.



## Community Development Fund Policy

- 6.9 All funded projects require a signed funding agreement which will specify relevant accountability requirements relating to the delivery of the project and financial reporting.
- 6.10 Organisations with inadequate grant acquittal documentation after two (2) years from the original grant approval date will be referred to Council's Finance Department for debt retrieval unless other arrangements for retrieval/reimbursement have been made.
- 6.11 Any unallocated or reimbursed funds in the Community Development Fund program in any year are to be carried forward and allocated to the Community Development Fund for the following financial year.

### 7. Administrative Updates

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



# Community Partnership Funding Program

Approval by:	Chief Executive Officer	Directorate:	Connected Communities
Approval Date:	TBC	Responsible Officer:	Manager Community Wellbeing
Review Date:	12 months from approval date	Version Number:	1

## 1. Purpose

To guide the allocation, management and review of the Community Partnership Funding provided to assist Knox-based community organisations whose work in the municipality addresses specific community needs and Council's strategic objectives.

## 2. Context

Each year Council provides recurrent funding support to a specific and limited range of not-for-profit community organisations that deliver specific services of benefit to the Knox community.

The Community Partnership Funding Program assists with the ongoing operational costs incurred in the delivery of agreed community outcomes.

The Community Partnership Funding Program, as with other grants programs, is underpinned by the following principles:

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

Community Partnership Funding is offered every four years, providing greater certainty for community organisations and to facilitate the delivery of ongoing services.

## 3. Scope

This Procedure applies to submissions received and grants allocated through the Community Partnership Funding Program every four years.

## 4. References

- 4.1 Knox City Council Plans**  
 Knox Council Plan 2021-2025  
 Knox Community Plan 2021-2031



#### 4.2 Relevant Legislation

- Local Government Act 2020 (Vic)

#### 4.3 Charter of Human Rights

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

#### 4.4 Related Council Policies

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

#### 4.5 Related Council Documents

- Community Partnership Funding Guidelines;
- Knox City Council Fraud and Corruption Control Procedure

## 5. Definitions

Detail any definitions within the procedure.

<b>Acquittal</b>	Report documenting expenditure and outcomes of grant payments
<b>Assessment Panel</b>	Consists of Council Officers who provide recommendations to Council on Community Partnership Fund grants allocations
<b>Council</b>	Means Knox City Council, whether constituted before or after the commencement of this Procedure.
<b>Community Organisation</b>	A not-for-profit /profit for purpose legal entity which provides services, support or activities to the Knox community.
<b>Contestability</b>	Opportunity for other organisations to submit proposals for identified funding priority categories.
<b>Funding Agreement</b>	An agreement between the funding recipient and Council that documents the agreed objectives of the services to be delivered to the community and the annual reporting and accountability requirements for the funding.
<b>Identified Funding Priority Categories</b>	A range of services and community activities which address local community priorities and identified strategic service requirements to achieve Council and community aspirations.
<b>Legal Entity</b>	An incorporated association, a co-operative, a company limited by guarantee or a trust or other organisation established under an Act passed by the State or Commonwealth.
<b>Not-for-Profit</b>	A group or organisation that is not operating for the profit or gain of its individual members; and any profit or surplus is directed back into the operation of the organisation to carry out its purpose.
<b>Operational costs</b>	Includes building rental, utilities, staffing and administrative costs relevant to the agreed service/program objectives.



<b>Operational funding</b>	Funding provided to support the operating costs of not-for profit services associated with agreed service/program objectives.
----------------------------	---

## 6. Procedure

- 6.1 Council will provide a budget allocation each financial year for the Community Partnership Funding Program to support not-for-profit, community organisations in delivering services/activities which are determined to be of benefit to the Knox community and which reflect Council's vision and strategic objectives.
- 6.2 Council will call for submissions for Community Partnership Funding every four years to provide transparency and the potential for contestability where appropriate. A review of the Community Partnerships Funding will be undertaken in the final year of each four-year funding agreement, and will inform the development of service priorities for the next four-year cycle.
- 6.3 There are two streams of Community Partnership Funding:
- contested funding: available to locally-based organisations that meet the selection criteria and can deliver on the identified service priorities;
  - non-contested funding: available to local volunteer organisations that meet the selection criteria.
- 6.4 Submissions will be assessed by an internal staff Assessment Panel that will make recommendations to Council.
- 6.5 The assessment of submissions will be undertaken in accordance with Community Partnership Funding Program guidelines that reflect the principles of the Community Partnership Funding Procedure (see Clause 2 above) and support a range of services and activities in the municipality that:
- Build community capacity and resilience;
  - Require longer term operation to maintain community and client engagement;
  - May require longer term funding commitment to support recruitment and/or retention of qualified professional staff.
- 6.6 These aims will be reflected in the eligibility criteria, funding objectives, and service priorities.
- 6.7 Applications are assessed on the following criteria:
- Relevance to specified funding stream objectives (30%)
  - Scope of service delivery (accessibility for residents across Knox) (10%)
  - Organisational capacity (demonstrated ability and experience) (25%)
  - Clarity of proposed funding expenditure (evidence of realistic budget planning for funding period) (25%)
  - Opportunities to strengthen effective partnership and collaboration (10%)
- 6.8 Council will consider approving funding agreements based on a four-year funding period. Council reserves the right to terminate a funding agreement based on unsatisfactory performance.
- 6.9 In the event that a funding agreement is terminated by a recipient organisation any time up to six months before the end of the funding period the subject grant opportunity will be re-advertised to enable the reallocation of funding for the remainder of the period. If the termination occurs within six months of the end of the funding period, Council may choose not to re-advertise until the commencement of the new funding period.
- 6.10 Funding agreements will be developed to reflect different levels of complexity, funding and partnership, in accordance with best practice for contemporary local government grants arrangements.



6.11 All agreements will include a review process to be undertaken after two years to assess performance of the funded organisation in accordance with the funding agreement.

6.12 Council will determine the four-year service priorities that will form the basis of funding categories for the contested stream of CPF Grants. These will be informed by the Knox Council Plan priorities and in response to identified service needs for the Knox community.

6.10 Community Partnership Funding cannot be used to support organisations or events that rely on venues with Electronic Gaming Machines.

## 7. Administrative Updates

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



# Community Partnership Funding Program Policy

Policy Number:	2008/06	Directorate:	Connected Communities
Approval by:	Council	Responsible Officer:	Manager Community Wellbeing
Approval Date:	21 December 2020	Version Number:	2
Review Date:	21 December 2023		

## 1. Purpose

To guide the allocation, management and review of Community Partnership Funding provided to assist Knox-based community organisations whose work in the municipality addresses specific community needs and Council's strategic objectives.

## 2. Context

Each year Council provides recurrent funding support to a range of not-for-profit community organisations that deliver specific services of benefit to the Knox community.

The funding, known as Community Partnership Funding Grants, assists with the ongoing operational costs incurred in the delivery of agreed community outcomes.

Funding agreements are established with specific community organisations that have successfully submitted for funding to support the valued and demonstrated services that they provide in Knox. The funding reflects the evolution of historical partnerships between Council and locally based organisations to address local community priorities and identified strategic service requirements.

The Community Partnership Funding Policy is underpinned by the following principles:-

- A focus on outcomes for Council and the Knox community;
- The ability to respond to current and changing needs;
- Facilitation of cost effective services that deliver Knox Community and Council Plan objectives;
- Consistent, transparent and equitable processes;
- Accountability for funding;
- Commitment to continuous improvement and regular review; and
- Providing certainty for community organisations.

## 3. Scope

This policy applies to submissions received and grants allocated through the Community Partnership Funding program.





## 4. References

### 4.1 *Knox Community and Council Plan*

- **Goal 4 - We are safe and secure**  
Strategy 4.5 - Support the provision of emergency services
- **Goal 6 - We are healthy, happy and well**  
Strategy 6.2 - Support the community to enable positive physical and mental health
- **Goal 7 - We are inclusive, feel a sense of belonging and value our identity**  
Strategy 7.1 - Protect and preserve our local cultural heritage  
Strategy 7.3 - Strengthen community connections  
Strategy 7.4 - Promote and celebrate the contribution of our volunteers
- **Goal 8 – We have confidence in decision making**  
Strategy 8.1 – Build, strengthen and promote good governance practices across government and community organisations

### 4.2 *Relevant Legislation*

- Local Government Act 1989

### 4.3 *Charter of Human Rights*

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

### 4.4 *Related Council Policies*

- Election Period Policy (approved 25 November 2019)
- Community Development Fund Policy (2018-21)
- Minor Grants Policy (2020-2023)
- Electronic Gaming Machines Policy (2016-2020)

### 4.5 *Related Council Procedures*

- Community Partnership Funding Guidelines

## 5. Definitions

In this Policy:

<b>Council</b>	Means Knox City Council, whether constituted before or after the commencement of this Policy.
<b>Community Organisation</b>	A not-for-profit /profit for purpose legal entity which provides services, support or activities to the Knox community.
<b>Contestability</b>	Opportunity for other organisations to submit proposals for identified funding priority categories
<b>Identified Funding Priority Categories</b>	A range of services and community activities which address local community priorities and identified strategic service requirements to achieve Council and community aspirations.
<b>Legal Entity</b>	An incorporated association, a co-operative, a company limited by guarantee or a trust or other organisation established under an Act passed by the State or Commonwealth.



<b>Not-for-Profit</b>	A group or organisation that is not operating for the profit or gain of its individual members; and any profit or surplus is directed back into the operation of the organisation to carry out its purpose.
<b>Operational costs</b>	Includes building rental, utilities, staffing and administrative costs relevant to the agreed service/program objectives
<b>Operational funding</b>	Funding provided to support the operating costs of not-for profit services associated with agreed service/program objectives
<b>Funding Agreement</b>	An agreement between the funding recipient and Council that documents the agreed objectives of the services to be delivered to the community and the annual reporting and accountability requirements for the funding

## 6. Council Policy

- 6.1 Council will provide a budget allocation each financial year for the Community Partnership Funding Program to support not-for-profit, community organisations in delivering services/activities which are determined to be of benefit to the Knox community and which reflect Council's vision and strategic objectives.
- 6.2 Council will call for submissions for Community Partnership Funding every four years to provide transparency and the potential for contestability where appropriate.
- 6.3 Submissions will be assessed by an internal staff Assessment Panel that will make recommendations to Council.
- 6.4 The assessment of submissions will be undertaken in accordance with Community Partnership Funding Program operational procedures and guidelines that reflect the principles of the Community Partnership Funding Policy (see Clause 2 above). These principles will be reflected in the following:
  - Eligibility criteria;
  - Funding objectives; and
  - Service priorities.
- 6.5 Council will consider approving funding agreements based on a four-year funding period. Council reserves the right to terminate the funding agreement based on unsatisfactory performance.
- 6.6 In the event that a funding agreement is terminated by a recipient organisation any time up to six months before the end of the funding period the subject grant opportunity will be re-advertised to enable the reallocation of funding for the remainder of the period. If the termination occurs within six months of the end of the funding period, Council may choose not to re-advertise until the commencement of the new funding period.
- 6.7 Funding agreements will be developed to reflect different levels of complexity, funding and partnership, in accordance with best practice for contemporary local government grants arrangements.
- 6.8 All agreements will include a review process to be undertaken after two years to assess performance of the funded organisation in accordance with the funding agreement.
- 6.9 Council will determine the four year round of funding categories on the basis of the Knox Community and Council Plan priorities and in response to identified service needs for the Knox community.
- 6.10 Community Partnership Funding cannot be used to support organisations or events that rely on venues with Electronic Gaming Machines.



## 7. Administrative Updates

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



## Leisure Minor Capital Works Grant Scheme

Policy Number:	Issued by Governance	Directorate:	Connected Communities
Approval by:	CEO	Responsible Officer:	Manager Active & Creative Communities
Approval Date:		Version Number:	
Review Date:			

### 1. Purpose

The Leisure Minor Capital Works Grant Scheme (the Scheme) provides funding to leisure and sporting organisations who wish to undertake facility improvement projects on land owned or managed by Council which is utilised for leisure and sporting purposes.

The Council procedure provides instructions and processes for the assessment and allocation of annual grants under the Leisure Minor Capital Works Grant Scheme.

### 2. Context

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

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

The Leisure Minor Capital Works Grant Scheme is a grants program to provide financial assistance to leisure and sporting organisations that seek to develop new or upgrade existing leisure and sporting facilities upon Council land. The Scheme encourages community involvement in the development of leisure and sport initiatives in partnership with Knox City Council.

### 3. Scope

This Procedure will apply to all submissions received and grants allocated in the Leisure Minor Capital Works Grant Scheme funding round each year.



## 4. References

### 4.1 Community & Council Plans

Knox City Council Plan 2021-2025

Knox City Council Plan 2021-2031

### 4.2 Relevant Legislation

- Disability Discrimination Act 1992
- National Construction Code
- Local Government Act 2020 (Vic)

### 4.3 Charter of Human Rights

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

### 4.4 Related Council Policies

- Council Grant Framework Policy (June 2022)
- Electronic Gaming Machines Policy
- Complaint Handling Policy and Procedure
- Knox City Council Governance Rule (Chapter 5 Conflicts of Interest)
- Fraud and Corruption Control Framework
- Sporting Reserve Facility Usage Policy
- Sporting Club Financial Contributions Towards Reserve Developments
- Breach of Tenancy Agreement for Sporting Clubs
- Reserve Strategic Development Plans
- Untied Funding Policy
- Sustainable Buildings Policy
- Child Safe Policy
- Leasing and Licencing Policy

### 4.5 Related Council Documents

- Leisure Minor Capital Works Grant Scheme Assessment Panel Terms of Reference
- Leisure Minor Capital Works Grant Scheme Guidelines
- Seasonal/Annual Tenancy Licence Agreement
- Knox Council Integrated Risk Management Process
- Knox City Council Fraud and Corruption Control Procedure

## 5. Definitions

Detail any definitions within the policy.

Abandonment of Grant	means where a funded organisation has not provided formal advice to Council that the grant will no longer be required due to changes in funding source or other circumstance before the deadline specified in this Procedure.
Assessment Panel	means the Leisure Minor Capital Works Grant Scheme Assessment Panel that will comprise of elected Community Representatives from the Recreation and Leisure Committee and Council Officers with support of a Council Officer in accordance with the Leisure Minor Capital Works Grant Scheme Assessment Panel Terms of Reference.
Council	means Knox City Council, whether constituted before or after the commencement of this Procedure.



Council Land	means land and/or buildings managed by Council for the benefit of the Knox community.
Leisure	means activities that are generally less structured and have less emphasis on competition than does sport.
Leisure and Sporting Organisations	means any not for profit legal entity that provides leisure or sporting opportunities for the Knox community, whether, active, passive, structured or unstructured.
New installations	means facilities and equipment which are either not currently provided at the facility or where the existing provision has reached its end of life.
Occupancy Agreement	means formal agreement between Council and a community group specifying the conditions of occupancy of Council land. This may take the form of a lease, licence, or seasonal licence . Casual hire arrangements are not included.
Outstanding Debt	means a debt with Council which is outside 90 days and where an agreed repayment plan is not in place, or where the debtor is consistently not meeting the terms of the agreed repayment plan.
Rescinded Grant	means where a funded organisation has formally advised Council that the grant will no longer be required due to changes in funding source or other circumstances before the deadline specified in this Procedure.
Scheme	means the Leisure Minor Capital Works Grants Scheme.
Sport	means structured leisure activities of a physical nature.
Withdrawal of Grant	means the removal of Council's grant offer under this Scheme to the funded organisation.

## 6. Procedure

### 6.1 Eligibility

Leisure Minor Capital Works Grant Scheme submissions will be assessed if the following eligibility requirements are met. Applicants must:

- Be a not for profit organisation and legal entity established under the Associations Incorporations Reform Act 2012, the Corporations Act 2001, or in another form considered appropriate by Knox City Council;
- Have an occupancy agreement to use Council land and/or buildings for leisure and sporting activities and programs;
- Be eligible under Council's *Breach of Licence Agreement for Sporting Clubs Policy* (for seasonal and annual tenants) or be meeting all requirements of their occupancy agreements (for lease and licence holders);
- Have no outstanding debt with Council;
- Have no outstanding paperwork relating to any other Council grant scheme;
- Have met the Conditions of Funding specified in section 6.3 relating to Leisure Minor Capital Works Grants awarded in the last two (2) years;
- Have not had a withdrawal of grant from Council in the last two (2) years;
- Have not abandoned a grant from Council in the last two (2) years.

Project proposals will also require the applicant to:

- Provide a minimum of one quotation and the required public liability insurance coverage (\$20M) for the proposed work;



- Provide a copy of the most recent annual financial statement and the last three bank statements received, to provide evidence of the required financial contribution; and
- Have consulted with the nominated Leisure officer before applying.

## 6.2 Exclusions

Grants will not be provided to:

- Fund ongoing administration and/or operational costs;
- Purchase personal sporting goods, electrical appliances or other portable equipment which is not permanently located at the facility;
- Projects which are eligible to be funded under Council's Community Development Fund;
- Projects which have been funded under any other Council funding program;
- Projects where work has already commenced or been completed; or
- Works to existing, new, or temporary bar facilities.

Applications for improvements that exceed the nominated standards defined by the Guidelines for Developing Sporting Reserves Policy (GDSRP) will not be considered for funding.

Where the GDSRP do not cover the activity of the applicant, the project will be considered as within the nominated standards. Should this occur, Council officers will consult with the State or National Governing Body, and refer to their adopted standards.

## 6.3 Conditions of Funding

Grants allocated are subject to the following conditions:

- All funded projects must be carried out by a registered practitioner with the required qualifications and insurance.
- Successful applicants are responsible for obtaining and making payment on the appropriate building, planning and environmental health permits, where applicable. Building permits can be obtained from Knox City Council or a private provider.
- Successful applicants must ensure adequate legal and insurance requirements are met, including, but not limited to, public liability insurance of \$20M incorporation and permits.
- Successful applicants must utilise the funding only for the purpose for which the funds were granted and complete projects within the financial year the funding was allocated, unless an alternative written agreement is approved by Council to vary the timeframe.
- Council must be acknowledged in all publicity and promotional material relating to the project including programs, flyers, advertisements, billboards, banners, and newsletters. This includes all forms of print media, online media (i.e. website, social media), infrastructure (i.e. signage) and broadcasting (i.e. radio). The Council logo must be used in the correct format as supplied.
- Successful applicants must provide all requested documentation, enter into a Funding Agreement and where relevant, a Construction Agreement, before they are eligible to commence any works or receive the allocated grant funds.
- All Goods and Services Tax (GST) registered leisure and sporting organisations must provide proof of registration to Council prior to commencement of the project.
- Successful applicants must either have an Australian Business Number (ABN) or provide a Statement by Supplier (SbS) declaration.

## 6.4 Funding Ratios

Council and leisure or sporting organisation contributions for the Leisure Minor Capital Works Grant Scheme will be determined by the type of project being undertaken. The following table indicates the funding ratios applicable to each category. Council contributions will be in line with the funding ratios to a maximum of ten thousand dollars (\$10,000) for any one project.

The following types of projects will be considered in line with the funding ratios specified:



Table 1: Funding Ratios

Project	Maximum Council Funding Ratio	Minimum Organisation Funding Ratio	Other Comments
Improvements to the facility's social area	50%	50%	Improvements in accordance with the Sporting Reserve Facility Usage Policy.
Improvements to sporting pavilions and clubrooms	50%	50%	
Sportsfield lighting to Australian Standards	50%	50%	
Installation of associated sporting infrastructure e.g. scoreboards, coaches' boxes, seating, shade structures, timekeeper, players, scorers or ticketing shelters, goal posts.	50%	50%	New installations only in line with funding levels set out in the Sporting Club Financial Contributions Towards Reserve Development Policy.
Fencing	50%	50%	For playing or practice facilities only.
Playing surfaces	50%	50%	
Internal sporting facilities and equipment	50%	50%	Non-portable equipment permanently located at the facility only
Practice facilities	50%	50%	
Sustainability improvements	50%	50%	

Applications for projects which were not funded in previous years can be resubmitted for consideration, subject to the organisation and project meeting all eligibility criteria as detailed in this Procedure.

Any application that does not meet the required funding ratio will be assessed at the appropriate funding level.

Council will not fund contingency sums included as part of the application.

### 6.5 Application Process

Grants will be advertised once per year.

All applications need to be completed and returned by the advertised closing date. No extensions to the closing date will be given and any applications received after the deadline are ineligible and will not be assessed. These applications will be noted on the assessment commentary and reported to Council.

Applications that are incomplete will not be considered. This includes applications which do not contain all relevant and required supporting documentation.





Applications which are imprecise may be disadvantaged in the assessment process. Where there is a query regarding information provided, the applicants will be contacted within ten (10) days of the submission period closing to request clarification.

## **6.6 Application Guidelines**

### **6.6.1 Multiple Applications**

Organisations are permitted to submit one (1) application per funding period for the LMCWGS. Where more than one (1) application is submitted, the club will be consulted to determine their preferred application for assessment.

Where there is more than one local branch of a larger regional, state or national body, each local branch within the municipality will be eligible to apply independently provided the branch is recognised by the larger body and all other eligibility requirements are met.

### **6.6.2 Consultation with Council**

Organisations are required to contact the nominated Leisure officer prior to submitting an application, to discuss the proposed project. The purpose of carrying out these discussions is to ensure that the project scope is in line with Council's strategic plans for the land, and appropriate planning is carried out prior to the grant being considered. Where relevant, site meetings with Council officers may be required at this stage to agree on the location of new constructions.

Applicants which receive a grant through the Scheme will be required to follow normal Council works approval processes in line with the requirements set out in 6.3 above prior to commencing the project, in addition to receiving in-principle approval.

All applications submitted for consideration will be circulated to Council officers from all relevant departments for comment prior to the formal assessment process.

### **6.6.3 In-Kind Support**

Council recognises the important role that volunteers play within leisure and sporting organisations and the contribution that volunteer labour and in-kind support can make to improvement works at leisure and sporting facilities.

Council will accept in-kind support as a proportion of the financial contribution that organisations make to projects funded under the Scheme. A breakdown of in-kind support must be provided during the application process.

To ensure consistency across all organisations, in-kind contributions will be calculated using the hourly rate for non-professional volunteers as defined by Our Community using statistics from the Australian Bureau of Statistics. The current rate is \$41.72 per hour. This rate will be reviewed and adjusted annually in accordance with the Australian Bureau of Statistics calculations.

Contributions made by tradespeople providing in-kind support in their area of expertise will be based upon the regular hourly rate of the tradesperson carrying out the works. Council will assess the rate provided to ensure this is fair and reasonable.

Donations of materials and equipment will be provided by the applicant based upon retail cost. Council will assess the calculation provided to ensure this is fair and reasonable.

Applicants including in-kind support as an element of their contribution to the project must provide evidence of the level of support provided as part of the evaluation. Where volunteer labour and in-kind support exceeds the minimum club contribution required under the relevant funding ratio set out in section 6.4, any grant awarded will not exceed the cash contribution required.



Applicants should note that projects carried out with in-kind support are required to adhere to all other conditions set out within this Procedure and the Funding and Construction Agreements.

## 6.7 Assessment Criteria

Assessment of all applications will be undertaken by the Leisure Minor Capital Works Grants Scheme Assessment Panel, comprising three (3) community representatives elected from the Recreation and Leisure Committee, One (1) Council Manager or Coordinator from the Connected Communities Directorate and one (1) Council Manager or Coordinator from another Council Directorate.

The Assessment Panel acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council. The panel will make recommendations for consideration and endorsement by Council at the July Council meeting.

Applications are assessed on the following criteria:

The application clearly demonstrates the need for the project and the level of benefit to the community.	30%
The application demonstrates alignment with Council's strategic priorities.	30%
The project addresses a risk or safety issue.	10%
The degree to which the applicant can demonstrate clear financial need.	10%
The degree to which the applicant has provided the required project documentation and can demonstrate the ability to deliver the project.	20%

Not all applications submitted may be funded by Council. Decisions regarding funding are made at Council's absolute discretion and are final. No appeals regarding the allocation of funding will be considered by Council.

## 6.8 Grant Management

### 6.8.1 Grant Offers

Applicants will be notified of the outcome of Council's decision in August. Successful organisations will be required to confirm their acceptance of the grant no later than 31 August of the relevant financial year.

The indicative schedule of works provided as part of the grant application will be deemed to form part of the organisation's conditions of funding and failure to carry out projects in line with the timelines provided may result in the withdrawal of the grant.

### 6.8.2 Grants Ceremony

Successful applicants will be required to attend an awards night which will be held in line with the timeline in 6.8.6 below.

### 6.8.3 Funding Agreements

Successful applicants will be required to enter into a formal Funding Agreement and, where relevant, a Construction Agreement. The expiry date of the Funding Agreement will be no later than 31 May of the financial year for which the grant has been awarded.

Grant recipients are not permitted to commence works until the agreement/s have been signed by both the funded organisation and Council.



#### 6.8.4 Works Approval

Successful applicants must not commence works to any Council facility without obtaining prior written consent from Council. Failure to obtain approval prior to carrying out works may result in withdrawal of the grant and/or the application of sanctions available under the organisation's Occupancy Agreement.

Works approval can be obtained by submitting the relevant project documentation in the application, including, where required, building and planning permits, safe work method statements, public liability insurances, plans and drawings and other information as requested depending on the size and nature of the project.

Works which are undertaken without receiving prior approval from Council, which do not meet the standard of works required, must be rectified with all associated costs to be borne by the community group.

#### 6.8.5 Amendments to Projects

Where the scope of a project changes after a grant is awarded, a written request to amend the project must be made. The Manager Active and Creative Communities will be responsible for determining requests to amend a project.

#### 6.8.6 Payment of Claims

Grants will be deposited into the nominated bank account of the organisation.

Successful applicants will receive 100% of their grant upon Council's receipt of the signed funding agreement and associated documentation.

Upon completion of the project, an evaluation form is required to be submitted, including financial and expenditure details, certificate/s of completion, evidence of volunteer hours and in-kind support and confirmation by Council officers that the works have been completed satisfactorily and in line with the original proposal. Evaluation documentation must be submitted within one month of the project completion via SmartyGrants.

No grant payments will be made after 31 May of the financial year for which the grant is awarded, unless an extension has previously been approved in writing by Council. The Manager Active and Creative Communities will be responsible for determining requests for extensions.

The grant application process will involve the following:

Call for applications	1 February
Closing date for applications	15 March
Assessment period	16 March – 30 April
Officers seek Council endorsement of Assessment Panel recommendations	July
Grant applicants notified	July
Grant acceptance due to Council	15 August
Grant ceremony	October - November
Funded period	15 August - 31 May



### 6.8.7 Maintenance of Works

It is the responsibility of the funded organisation to carry out any required repair or maintenance works for facilities installed or upgraded through this Scheme in line with the maintenance responsibilities set out in the organisation's Occupancy Agreement, unless otherwise agreed by Council in writing.

## 6.9 Budget and Allocations

### 6.9.1 Budget

Council's financial contribution to develop and improve sporting facilities is subject to available grant funding and will be determined as part of Council's budget process.

In circumstance where grant applications exceed the current grant funding budget, LMCWGS projects may be eligible for funding from the Open Space Reserve if the project provides use and or benefit for the club/group and for the greater community/public use.

Council could consider the use of supplementary funding from the Open Space Reserve Fund to contribute to delivery of proposed Leisure Minor Capital Works Grant Scheme projects.

Funding from the Open Space Reserve is to be spent in accordance with the relevant legislation (Subdivision Act) for the delivery of new and upgraded public infrastructure and amenity.

### 6.9.2 In this instance the assessment criteria will be as per 6.7 above **Rescinded and Abandoned Grants.**

Should a grant recipient decide to rescind their grant, they are required to notify the nominated Leisure officer in writing as soon as practicable.

Grant recipients who formally rescind their grant prior to December 31 in the current grant year will be deemed to have met the conditions of funding and remain eligible to apply for the Scheme in future years.

Leisure and sporting organisations who do not formally notify Council by December 31 in the current grant year of their intention to rescind will be considered to have abandoned the grant and be excluded from consideration for any further grant funding from Council in the next two (2) budget years, as per the exclusions in 6.2 above.

Abandoned grant funds will be returned to the budget and allocated as set out in 6.9.4 below.

### 6.9.3 Unallocated Budget

Any funds unallocated following the assessment of applications and awarding of grants will remain in the budget for further allocation as per 6.9.4 below.

### 6.9.4 Reallocation of Unspent Funds

Any funds remaining in the budget following the assessment of applications and awarding grants, or notification of a rescinded, abandoned or withdrawn grant will be allocated in line with the priorities below.

#### 6.9.4.1 Contingency

The funds are to be retained in the grant budget as a contingency sum. Grant recipients are able to apply for additional funding where costs have increased unexpectedly. Applications for additional funds must be in writing and will be assessed by Council officers and recommendations presented to the Chief Executive Officer for approval. Any



awards made must be in line with the funding ratios and maximum awards as outlined in 6.4 above.

#### **6.9.4.2 Council Run Minor Capital Works Projects**

Where the options outlined in 6.9.4.1 are not available, proposed projects for the purpose of upgrading and improving leisure and sporting facilities for the Knox community will be considered by Council officers and recommendations will be presented to the Chief Executive Officer to determine the projects to proceed.

#### **6.9.5 Unspent Grant Funds**

Formal advice of unexpended funds is required and funds not expended by the grant recipient for the purposes outlined in the application must be returned to Council unless agreement has been reached to use these funds for other approved purposes. Council officers will arrange for the leisure or sporting organisation to be invoiced for any unexpended funds due to be returned.

Should a project be completed under budget, the payment will be reduced to ensure that the amount paid to recipients remains in line with the funding ratios as specified in 6.4 above.

Funds allocated to a grant recipient which remain unaccounted for, or remain unspent and are not returned to Council shall be treated as the same for any debt payable to Council and the grant recipient will be deemed as not meeting the conditions of funding.

## **7. Administrative Updates**

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



## Leisure Minor Capital Works Grant Scheme

Policy Number:	2005/11	Directorate:	Community Services
Approval by:	Council	Responsible Officer:	Coordinator Leisure Services
Approval Date:	16 December 2019	Version Number:	4
Review Date:	16 December 2022		

### 1. Purpose

The Leisure Minor Capital Works Grant Scheme (the Scheme) provides funding to leisure and sporting organisations who wish to undertake facility improvement projects on land owned or managed by Council which is utilised for leisure and sporting purposes.

The purpose of the Leisure Minor Capital Works Grant Scheme Policy is to provide a consistent process within Council on the type and level of funds that Council may award to a given project under the Leisure Minor Capital Works Grant Scheme.

### 2. Context

The Leisure Minor Capital Works Grant Scheme Policy was developed to identify a consistent process within Council for the allocation of financial assistance to leisure and sporting organisations that seek to develop new or upgrade existing leisure and sporting facilities.

The Policy aims to facilitate the development of new and/or improved leisure facilities upon Council land, and encourage community involvement in the development of leisure and sport initiatives in partnership with Knox City Council.

### 3. Scope

This Policy applies to all leisure and sporting organisations that have an occupancy agreement for the use of Council land for leisure and sporting activities.

The Policy provides guidance to Council and the community with regards to planning and development of infrastructure improvements relating to leisure and sporting activities.

The Policy does not remove Council's responsibilities or obligations under a number of legislative and policy documents including those set out in Item 4 below.

### 4. References

#### 4.1 Community & Council Plan 2017-2021

Goal 1. We value our natural and built environment

Goal 6. We are healthy, happy and well

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



#### 4.2 Relevant Legislation

- Disability Discrimination Act 1992
- National Construction Code

#### 4.3 Charter of Human Rights

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

#### 4.4 Related Council Policies

- Sporting Reserve and Facility Development Guidelines
- Sporting Club Financial Contributions Towards Reserve Developments
- Breach of Tenancy Agreement for Sporting Clubs
- Reserve Strategic Development Plans
- Untied Funding Policy
- Sustainable Buildings Policy

#### 4.5 Related Council Procedures

- Leisure Minor Capital Works Grant Scheme Procedure
- Seasonal/Annual Tenancy Licence Agreement
- Knox Council Integrated Risk Management Process
- Knox Leisure Plan 2014 – 2019
- Knox Access and Inclusion Plan 2016
- Knox Open Space Plan 2012 - 2022

## 5. Definitions

Detail any definitions within the policy.

Abandonment of Grant	means where a funded organisation has not provided formal advice to Council that the grant will no longer be required due to changes in funding source or other circumstance before the deadline specified in this Policy.
Committee	means the Leisure Minor Capital Works Grant Scheme Committee comprising two Councillors who are appointed during the Mayoral Year.
Council	means Knox City Council, whether constituted before or after the commencement of this Policy.
Council Land	means land and/or buildings managed by Council for the benefit of the Knox community.
Leisure	means activities that are generally less structured and have less emphasis on competition than does sport.
Leisure and Sporting Organisations	means any not for profit legal entity that provides leisure or sporting opportunities for the Knox community, whether, active, passive, structured or unstructured.
New installations	means facilities and equipment which are either not currently provided at the facility or where the existing provision has reached its end of life.
Occupancy Agreement	means formal agreement between Council and a community group specifying the conditions of occupancy of Council land. This may take the form of a lease, licence, or seasonal licence . Casual hire arrangements are not included.
Outstanding Debt	means a debt with Council which is outside 90 days and where an agreed repayment plan is not in place, or where the debtor is consistently not meeting the terms of the



	agreed repayment plan.
Rescinded Grant	means where a funded organisation has formally advised Council that the grant will no longer be required due to changes in funding source or other circumstances before the deadline specified in this Policy.
Scheme	means r the Leisure Minor Capital Works Grants Scheme.
Sport	means Structured leisure activities of a physical nature.
Withdrawal of Grant	means The removal of Council's grant offer under this Scheme to the funded organisation.

## 6. Council Policy

### 6.1 Eligibility

Leisure Minor Capital Works Grant Scheme submissions will be assessed if the following eligibility requirements are met. Applicants must:

- Be a not for profit organisation and legal entity established under the Associations Incorporations Reform Act 2012, the Corporations Act 2001, or in another form considered appropriate by Knox City Council;
- Have an occupancy agreement to use Council land and/or buildings for leisure and sporting activities and programs;
- Be eligible under Council's *Breach of Licence Agreement for Sporting Clubs Policy* (for seasonal and annual tenants) or be meeting all requirements of their occupancy agreements (for lease and licence holders);
- Have no outstanding debt with Council;
- Have no outstanding paperwork relating to any other Council grant scheme;
- Have met the Conditions of Funding specified in section 6.3 relating to Leisure Minor Capital Works Grants awarded in the last two (2) years;
- Have not had a withdrawal of grant from Council in the last two (2) years;
- Have not abandoned a grant from Council in the last two (2) years.

Project proposals will also require the applicant to:

- Provide a minimum of one quotation and the required public liability insurance coverage (\$20M) for the proposed work;
- Provide a copy of the most recent annual financial statement and the last three bank statements received, to provide evidence of the required financial contribution; and
- Have consulted with the nominated Leisure officer before applying.

### 6.2 Exclusions

Grants will not be provided to:

- Fund ongoing administration and/or operational costs;
- Purchase personal sporting goods, electrical appliances or other portable equipment which is not permanently located at the facility;
- Projects which are eligible to be funded under Council's Community Development Fund;
- Projects which have been funded under any other Council funding program;
- Projects where work has already commenced or been completed; or
- Works to existing, new, or temporary bar facilities.

Applications for improvements that exceed the nominated standards defined by the Guidelines for Developing Sporting Reserves Policy (GDSRP) will not be considered for funding.





Where the GDSRP do not cover the activity of the applicant, the project will be considered as within the nominated standards. Should this occur, Council officers will consult with the State or National Governing Body, and refer to their adopted standards.

### 6.3 Conditions of Funding

Grants allocated are subject to the following conditions:

- All funded projects must be carried out by a registered practitioner with the required qualifications and insurance.
- Successful applicants are responsible for obtaining and making payment on the appropriate building, planning and environmental health permits, where applicable. Building permits can be obtained from Knox City Council or a private provider.
- Successful applicants must ensure adequate legal and insurance requirements are met, including, but not limited to, public liability insurance of \$20M incorporation and permits.
- Successful applicants must utilise the funding only for the purpose for which the funds were granted and complete projects within the financial year the funding was allocated, unless an alternative written agreement is approved by Council to vary the timeframe.
- Council must be acknowledged in all publicity and promotional material relating to the project including programs, flyers, advertisements, billboards, banners, and newsletters. This includes all forms of print media, online media (i.e. website, social media), infrastructure (i.e. signage) and broadcasting (i.e. radio). The Council logo must be used in the correct format as supplied.
- Successful applicants must provide all requested documentation, enter into a Funding Agreement and where relevant, a Construction Agreement, before they are eligible to commence any works or receive the allocated grant funds.
- All Goods and Services Tax (GST) registered leisure and sporting organisations must provide proof of registration to Council prior to commencement of the project.
- Successful applicants must either have an Australian Business Number (ABN) or provide a Statement by Supplier (SbS) declaration.

### 6.4 Funding Ratios

Council and leisure or sporting organisation contributions for the Leisure Minor Capital Works Grant Scheme will be determined by the type of project being undertaken. The following table indicates the funding ratios applicable to each category. Council contributions will be in line with the funding ratios to a maximum of ten thousand dollars (\$10,000) for any one project.

The following types of projects will be considered in line with the funding ratios specified:

Table 1: Funding Ratios

Project	Maximum Council Funding Ratio	Minimum Organisation Funding Ratio	Other Comments
Improvements to the facility's social area	50%	50%	Improvements in accordance with the Sporting Reserve and Facility Development Guidelines Policy.
Improvements to sporting pavilions and clubrooms	50%	50%	
Sportsfield lighting to Australian Standards	50%	50%	



Installation of associated sporting infrastructure e.g. scoreboards, coaches' boxes, seating, shade structures, timekeeper, players, scorers or ticketing shelters, goal posts.	50%	50%	New installations only in line with funding levels set out in the Sporting Club Financial Contributions Towards Reserve Development Policy.
Fencing	50%	50%	For playing or practice facilities only.
Playing surfaces	50%	50%	
Internal sporting facilities and equipment	50%	50%	Non-portable equipment permanently located at the facility only
Practice facilities	50%	50%	
Sustainability improvements	50%	50%	

Applications for projects which were not funded in previous years can be resubmitted for consideration, subject to the organisation and project meeting all eligibility criteria as detailed in this Policy.

Any application that does not meet the required funding ratio will be assessed at the appropriate funding level.

Council will not fund contingency sums included as part of the application.

### 6.5 Application Process

Grants will be advertised once per year.

All applications need to be completed and returned by the advertised closing date. No extensions to the closing date will be given and any applications received after the deadline are ineligible and will not be assessed. These applications will be noted on the assessment commentary and reported to Council.

Applications that are incomplete will not be considered. This includes applications which do not contain all relevant and required supporting documentation.

Applications which are imprecise may be disadvantaged in the assessment process. Where there is a query regarding information provided, the applicants will be contacted within ten (10) days of the submission period closing to request clarification.

## 6.6 Application Guidelines

### 6.6.1 Multiple Applications

Organisations are permitted to submit one (1) application per funding period for the LMCWGS. Where more than one (1) application is submitted, the club will be consulted to determine which is their preferred application for assessment.

Where there is more than one local branch of a larger regional, state or national body, each local branch within the municipality will be eligible to apply independently provided the branch is recognised by the larger body and all other eligibility requirements are met.



### **6.6.2 Consultation with Council**

Organisations are required to contact the nominated Leisure officer prior to submitting an application, to discuss the proposed project. The purpose of carrying out these discussions is to ensure that the project scope is in line with Council's strategic plans for the land, and appropriate planning is carried out prior to the grant being considered. Where relevant, site meetings with Council officers may be required at this stage to agree on the location of new constructions.

Applicants which receive a grant through the Scheme will be required to follow normal Council works approval processes in line with the requirements set out in 6.3 above prior to commencing the project, in addition to receiving in-principle approval.

All applications submitted for consideration will be circulated to Council officers from all relevant departments for comment prior to the formal assessment process.

### **6.6.3 In-Kind Support**

Council recognises the important role that volunteers play within leisure and sporting organisations and the contribution that volunteer labour and in-kind support can make to improvement works at leisure and sporting facilities.

Council will accept in-kind support as a proportion of the financial contribution that organisations make to projects funded under the Scheme. A breakdown of in-kind support must be provided during the application process.

To ensure consistency across all organisations, in-kind contributions will be calculated using the hourly rate for non-professional volunteers as defined by Our Community using statistics from the Australian Bureau of Statistics. The current rate is \$41.72 per hour. This rate will be reviewed and adjusted annually in accordance with the Australian Bureau of Statistics calculations.

Contributions made by tradespeople providing in-kind support in their area of expertise will be based upon the regular hourly rate of the tradesperson carrying out the works. Council will assess the rate provided to ensure this is fair and reasonable.

Donations of materials and equipment will be provided by the applicant based upon retail cost. Council will assess the calculation provided to ensure this is fair and reasonable.

Applicants including in-kind support as an element of their contribution to the project must provide evidence of the level of support provided as part of the evaluation. Where volunteer labour and in-kind support exceeds the minimum club contribution required under the relevant funding ratio set out in section 6.4, any grant awarded will not exceed the cash contribution required.

Applicants should note that projects carried out with in-kind support are required to adhere to all other conditions set out within this Policy and the Funding and Construction Agreements.

## **6.7 Assessment Criteria**

Assessment of all applications will be undertaken by the Leisure Minor Capital Works Grants Scheme Committee, comprising two Councillors who are appointed for the Mayoral Year, and one community representative elected from the Recreation & Leisure Committee.

The Committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council. The panel will make recommendations for consideration and endorsement by Council at the July Council meeting.

Assessment of all applications will be undertaken by the Leisure Minor Capital Works Grants Scheme Committee, comprising two Councillors who are appointed for the Mayoral Year. The Committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council. The panel will make recommendations for consideration and endorsement by Council at the July Council meeting.



Applications are assessed on the following criteria:

The application clearly demonstrates the need for the project and the level of benefit to the community.	30%
The application demonstrates alignment with Council's strategic priorities.	30%
The project addresses a risk or safety issue.	10%
The degree to which the applicant can demonstrate clear financial need.	10%
The degree to which the applicant has provided the required project documentation and can demonstrate the ability to deliver the project.	20%

Not all applications submitted may be funded by Council. Decisions regarding funding are made at Council's absolute discretion and are final. No appeals regarding the allocation of funding will be considered by Council.

## 6.8 Grant Management

### 6.8.1 Grant Offers

Applicants will be notified of the outcome of Council's decision in August. Successful organisations will be required to confirm their acceptance of the grant no later than 31 August of the relevant financial year.

The indicative schedule of works provided as part of the grant application will be deemed to form part of the organisation's conditions of funding and failure to carry out projects in line with the timelines provided may result in the withdrawal of the grant.

### 6.8.2 Grants Ceremony

Successful applicants will be required to attend an awards night which will be held in line with the timeline in 6.8.6 below.

### 6.8.3 Funding Agreements

Successful applicants will be required to enter into a formal Funding Agreement and, where relevant, a Construction Agreement. The expiry date of the Funding Agreement will be no later than 31 May of the financial year for which the grant has been awarded.

Grant recipients are not permitted to commence works until the agreement/s have been signed by both the funded organisation and Council.

### 6.8.4 Works Approval

Successful applicants must not commence works to any Council facility without obtaining prior written consent from Council. Failure to obtain approval prior to carrying out works may result in withdrawal of the grant and/or the application of sanctions available under the organisation's Occupancy Agreement.

Works approval can be obtained by submitting the relevant project documentation in the application, including, where required, building and planning permits, safe work method statements, public liability insurances, plans and drawings and other information as requested depending on the size and nature of the project.



Works which are undertaken without receiving prior approval from Council, which do not meet the standard of works required, must be rectified with all associated costs to be borne by the community group.

#### **6.8.5 Amendments to Projects**

Where the scope of a project changes after a grant is awarded, a written request to amend the project must be made. The Manager Youth, Leisure and Cultural Services will be responsible for determining requests to amend a project.

#### **6.8.6 Payment of Claims**

Grants will be deposited into the nominated bank account of the organisation.

Successful applicants will receive 100% of their grant upon Council's receipt of the signed funding agreement and associated documentation.

Upon completion of the project, an evaluation form is required to be submitted, including financial and expenditure details, certificate/s of completion, evidence of volunteer hours and in-kind support and confirmation by Council officers that the works have been completed satisfactorily and in line with the original proposal. Evaluation documentation must be submitted within one month of the project completion via smartygrants.

No grant payments will be made after 31 May of the financial year for which the grant is awarded, unless an extension has previously been approved in writing by Council. The Manager Youth, Leisure & Cultural Services will be responsible for determining requests for extensions.

The grant application process will involve the following:

Call for applications	1 February
Closing date for applications	15 March
Assessment period	16 March – 30 April
Officers seek Council endorsement of Committee recommendations	July
Grant applicants notified	July
Grant acceptance due to Council	15 August
Grant ceremony	October - November
Funded period	15 August - 31 May

#### **6.8.7 Maintenance of Works**

It is the responsibility of the funded organisation to carry out any required repair or maintenance works for facilities installed or upgraded through this Scheme in line with the maintenance responsibilities set out in the organisation's Occupancy Agreement, unless otherwise agreed by Council in writing.



## 6.9 Budget and Allocations

### 6.9.1 Budget

Council's financial contribution to develop and improve sporting facilities is subject to available grant funding and will be determined as part of Council's budget process.

In circumstance where grant applications exceed the current grant funding budget, LMCWGS projects may be eligible for funding from the Open Space Reserve if the project provides use and or benefit for the club/group and for the greater community/public use.

Council could consider the use of supplementary funding from the Open Space Reserve Fund to contribute to delivery of proposed Leisure Minor Capital Works Grant Scheme projects.

Funding from the Open Space Reserve is to be spent in accordance with the relevant legislation (Subdivision Act) for the delivery of new and upgraded public infrastructure and amenity.

### 6.9.2 In this instance the assessment criteria will be as per 6.7 above **Rescinded and Abandoned Grants.**

Should a grant recipient decide to rescind their grant, they are required to notify the nominated Leisure officer in writing as soon as practicable.

Grant recipients who formally rescind their grant prior to December 31 in the current grant year will be deemed to have met the conditions of funding and remain eligible to apply for the Scheme in future years.

Leisure and sporting organisations who do not formally notify Council by December 31 in the current grant year of their intention to rescind will be considered to have abandoned the grant and be excluded from consideration for any further grant funding from Council in the next two (2) budget years, as per the exclusions in 6.2 above.

Abandoned grant funds will be returned to the budget and allocated as set out in 6.9.4 below.

### 6.9.3 Unallocated Budget

Any funds unallocated following the assessment of applications and awarding of grants will remain in the budget for further allocation as per 6.9.4 below.

### 6.9.4 Reallocation of Unspent Funds

Any funds remaining in the budget following the assessment of applications and awarding grants, or notification of a rescinded, abandoned or withdrawn grant will be allocated in line with the priorities below.

#### 6.9.4.1 Contingency

The funds are to be retained in the grant budget as a contingency sum. Grant recipients are able to apply for additional funding where costs have increased unexpectedly. Applications for additional funds must be in writing and will be assessed by Council officers and recommendations presented to the Chief Executive Officer for approval. Any awards made must be in line with the funding ratios and maximum awards as outlined in 6.4 above.



#### **6.9.4.2 Council Run Minor Capital Works Projects**

Where the options outlined in 6.9.4.1 are not available, proposed projects for the purpose of upgrading and improving leisure and sporting facilities for the Knox community will be considered by Council officers and recommendations will be presented to the Chief Executive Officer to determine the projects to proceed.

#### **6.9.5 Unspent Grant Funds**

Formal advice of unexpended funds is required and funds not expended by the grant recipient for the purposes outlined in the application must be returned to Council unless agreement has been reached to use these funds for other approved purposes. Council officers will arrange for the leisure or sporting organisation to be invoiced for any unexpended funds due to be returned.

Should a project be completed under budget, the payment will be reduced to ensure that the amount paid to recipients remains in line with the funding ratios as specified in 6.4 above.

Funds allocated to a grant recipient which remain unaccounted for, or remain unspent and are not returned to Council shall be treated as the same for any debt payable to Council and the grant recipient will be deemed as not meeting the conditions of funding.

## **7. Administrative Updates**

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



## Leisure Minor Capital Works Grant Scheme Assessment Panel

Directorate: Connected Communities      Responsible Officer: Manager Active Creative Communities

Approval Date:

Review Date: 4 years from approval date

### 1. Purpose

- The Knox Leisure Minor Capital Works Grant Scheme (LMCWGS) Assessment Panel exists to annually assess applications received for the LMCWGS and to make recommendations to Council regarding the allocation of the grants budget in accordance to with Council's LMCWGS Procedure and Annual Guidelines; and
- Reflect on the ongoing implementation of the LMCWGS at the conclusion of each funding round and recommend any appropriate changes in procedure to Council.

### 2. Objectives

The objectives of the Panel are to:

- Ensure that grants are assessed against the assessment criteria in a fair and transparent manner in the best interests of the Knox community in accordance with Council's Grants Frameworks Policy and LMCWGS Procedure and Annual Guidelines;
- Recommend to Council the allocation of funding under the LMCWGS; and
- Ensure that the annual LMCWGS grant allocations support relevant Council policies, procedures, guidelines and the objectives of the Council Plan 2021-2025.

The strategies relevant to the Panel are:

#### **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.

Strategy 2.3 - Provide, maintain and advocate for accessible and sustainable ways to move around Knox.

#### **Natural Environment & Sustainability**

Strategy 3.1 - Preserve our biodiversity and waterways, and enhance our urban landscape.

Strategy 3.2 - Prepare for, mitigate and adapt to the effects of climate change.

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





#### Connection, Resilience & Wellbeing

Strategy 4.1 - Support our community to improve their physical, mental and social health and wellbeing.

Strategy 4.2 - Foster inclusivity, equality, belonging and safety within the community.

Strategy 4.3 - Honour and integrate First Nations Culture into actions and environments.

Strategy 4.4 - Support the community to identify and lead community strengthening initiatives.

#### Civic Engagement & Integrity

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

### 3. Membership, Period of Membership and Method of Appointment

The Assessment Panel shall comprise of the following:

Three (3) community representatives elected from the Recreation and Leisure Committee, One (1) Council Manager or Coordinator from the Connected Communities Directorate and one (1) Council Manager or Coordinator from another Council Directorate.

Council officers that assist applicants with information or support to complete their applications or administration of the LMCWGS grant will not become members of the Assessment Panel.

The Assessment Panel will be led by a Chair (a Council Officer) and the Chair will be supported by an officer responsible for administrative oversight of the LMCWGS program.

The Council Officer will provide the Chair with the following support:

- Confirmation that the grant application and evaluation process were completed in accordance with the Grant Framework Policy and individual grant procedure.
- Confirmation that all queries were resolved, to the extent possible, before initial assessments were made.
- That no conflicts of interest were identified among assessment panel members or applicants (or if identified, were managed in accordance with Council's Governance Rules).
- A panel assessment report that outlines all matters relevant to the application and the assessor's initial assessment.
- Any other issues of relevance to the individual grant.
- The Chair will then lead the Assessment Panel through a consensus decision making process.
- Where the collective Assessment Panel decision differs from any prior individual assessment, a collective agreement will be reached. These recommendations will be noted in the Minutes.
- Written assessment will be recorded for each application including the reason for approval or decline and where relevant, the reason why an application did not receive the full allocation.

Panel assessment meetings will be minuted and saved in Council's central record system, Knox Explorer.

A report containing the Assessment Panel's recommendations will be prepared by the Council officer responsible for administrative oversight of the particular grant program. All recommendations of Grant Assessment Panels will go to Council for approval, except those made under delegation of the CEO.



### 3.1 Selection and Recruitment of Community and Professional Industry Representative Members

The Recreation and Leisure Committee will nominate three (3) community members to the Assessment Panel every two (2) years at the first meeting of the year.

A community representative can only be appointed to one grant Assessment Panel at any one time.

Community representatives will be appointed to the Panel for a period of two (2) years based on a registration of interest from the Recreation and Leisure Committee and their current term on the Committee.

Incumbent Panel community members re-applying for a successive term can be appointed for a further period of no more than two (2) years.

Casual Vacancies for community positions on the Panel which occur due to members being unable to complete their appointments are to be filled from the Recreation and Leisure Committee for the duration of the previous incumbent's term.

## 4. Delegated Authority and Decision Making

The panel acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council. Decisions made by the Panel will be reflected as recommendations to Council. The final decision regarding successful applications will be made by Council or by CEO delegation.

The Local Government Act 2020 (Section 124) provides that a Councilor must not intentionally direct, or seek to direct, a member of Council staff in:

- The exercise of a delegated power, or the performance of a delegated duty or function; and /or
- In relation to advice (in a report or otherwise) provided to the Council or a delegated committee.

The Panel cannot make decisions outside the agreed scope detailed in its Terms of Reference.

### Conflicts of Interest

All members of the assessment panel and council officers must identify any conflicts of interest they may have in relation to the LMCWGS grant program they are involved in as assessors or administrators, declare all conflicts of interest and exclude themselves from any decision making processes in relation to a matter in which they have a conflict of interest; this includes any discussions that occur as a precursor to the decision being made. Council officers who are involved in the administration or support of the LMCWGS grant program will not become a member of a related grant assessment panel. This does not preclude council officers from participating in other grant assessment panels for other grant programs. They must still declare any conflicts of interest.

Council's Governance Rules (Chapter 5) will be followed in relation to conflict of interest procedures and a Conflict of Interest Disclosure form must be completed for members of grant assessment panels (including community / industry / business representatives; Council officers; and by the officers involved in the LMCWGS grant program.

Grant applicants must disclose conflicts of interest at the time of application, particularly where they work or volunteer for Knox City Council. Disclosures will be managed in accordance with Council's Governance Rules (Chapter 5).



All members of the LMCWGS grant assessment panel and Council officers, including those involved in the administration of the LMCWGS grant, must not make improper use of information acquired because of their position, or release information that they know of, or should reasonably know, is confidential information.

In performing the role of Assessment panel member, a person must:

- Act with integrity;
- Impartially exercise his or her responsibilities in the interests of the local community;
- Not improperly seek to confer an advantage or disadvantage on any person;
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

Where a member of staff or a community member has a conflict of interest or perceived conflict of interest in relation to a matter before the Panel, they must disclose the matter before it is considered or discussed. Disclosure must include the nature of the interest and be recorded in the meeting minutes. It will be at the discretion of the Chairperson if the staff/and or community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the meeting minutes.

## 5. Meeting Procedures

The Assessment Panel will meet annually in May to assess applications made to the grant scheme. Additional meetings will be scheduled if required. The Panel is not required to give public notice of its meetings and its meetings are not open to the public.

Meetings will follow Knox Council meeting procedures, which are in summary:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and reasonable discussion and respect for each other's views;
- Focus on the relevant issues at hand; and
- Provide advice to Council as far as possible on a consensus basis.

The position of Chairperson shall be held by a Council officer as decided with a consensus of all Panel members.

## 6. Agendas and Meeting Notes

Agendas and Minutes must be prepared for each meeting of the Assessment Panel.

In addition to the Agenda, each panel member must be provided with the following documentation prior to the meeting:

- A copy of each application form and relevant supporting documentation;
- A summary of each application; and
- Draft rankings made by Council officers.

The Agenda and supporting documentation must be provided to members of the Panel by the relevant Council officer not less than seven days before the time fixed for the holding of the meeting.

The Chairperson must arrange for minutes of each meeting of the Assessment Panel to be kept in Council's Smarty Grants Portal and in Council's central record system, Knox Explorer. The Panel minutes will contain details of the proceedings and project assessment results; they will be clear and self-explanatory and will incorporate relevant information considered at the meeting.



The Chairperson must arrange for minutes of each meeting of the Panel to be kept.

The minutes of the Panel meeting must:

- (a) Contain details of the proceedings and resolutions made;
- (b) Be clearly expressed;
- (c) Be self-explanatory; and
- (d) In relation to resolutions recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision making process.

Draft Minutes must be:

- (a) Submitted to the Assessment Panel Chairperson for confirmation within 7 days of the meeting; and
- (b) Distributed to all Assessment Panel Members following confirmation from the Chairperson and within 14 days of the meeting.

Minutes must be approved by the Chairperson before being published or distributed. Agendas and minutes are not to be made available to the Public.

This is in compliance with section 58 of the 2020 Act and the requirements of the Council's Public Transparency Policy whereby the agenda and minutes are confidential by virtue of the 2020 Act or any other Act; or the public availability of the information is deemed by the Chief Executive Officer or nominee to be contrary to the public interest.

## 7. Application Assessment

All Assessment Panel members shall be involved in the application assessment process, with the ability to put forward recommendations to other panel members and vote on assessment scores for each individual project application. In the event of an equality of votes, the Panel should endeavour to achieve consensus through discussion and further consideration of the applications. Where this cannot be achieved, the Chairperson will have the casting vote. Council staff appointed to provide administrative support and advice to the Panel have no voting rights.

## 8. Reporting

The Assessment Panel is required to prepare a formal report to Council on an annual basis. The report must be formally adopted by the Assessment Panel and should reflect the results of the application assessments. This report will then be presented to Council.

## 9. Administration Support

Administration support will be provided by relevant officers in Council's Connected Communities Directorate.

## 10. Meals

The provision of refreshments during the course of a meeting will be provided in accordance with the Meals and Beverages for Council Policy.

## 11. Contact with the Media



Contact with the media by Panel members will be conducted in accordance with relevant Council Media Policies. Community members should refer any media enquiries to Council staff who support the Panel and should take care not to respond as a representative of the Panel

## 12. Review Date

To ensure currency, these Terms of Reference will be reviewed as a minimum every four years. If the Panel continues to have a relevant function after four years, a report will be presented to Council to review the Panels Terms of Reference.

## 13. Administrative Updates

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

DRAFT



# Council Grant Framework

Policy Number:	2022/1	Directorate:	Connected Communities
Approval by:	Council	Responsible Officer:	Manager Community Wellbeing
Approval Date:	27 June 2022	Version Number:	01
Review Date:	27 June 2025		

## 1. Purpose

The purpose of this Policy is to provide a consistent guide for the allocation, management and review of all of Council's grant programs to the Knox community.

## 2. Context

Council provides an annual budget for a suite of grants which support and encourage community, business and individual activity and service delivery in Knox, for the benefit of the Knox community. Council will also, from time to time, allocate budget for special or specific purpose grants to respond to emerging community need.

All of Council's grant programs are underpinned by the following principles:

- Funded projects will provide benefit to the Knox community and help meet Council objectives;
- Responsiveness to current and changing needs;
- Encouragement of collaboration and partnerships;
- Consistency, equity and transparency; and
- Accountability for public funds.

Council is also committed to addressing the following:

### **Best-practice grant-making**

Council is committed to best practices and continuous improvement in its grant programs. Council will monitor the grant-making environment, as well as respond to feedback about its grant making processes to improve programs and procedures on an ongoing basis.

### **Access and Equity**

Council is committed to access and equity through all facets of its operations including through its grant programs. To identify people from diverse backgrounds, staff will ensure they collect all relevant data. Wherever possible, sex-disaggregated data will be collected to inform planning, monitoring and evaluation of projects, programs and services in order to support Council's gender and equity goals.

### **Climate and Sustainability**

Council is committed to tackling climate change and to support the community to adapt to climate change impacts. Council adopted the Climate Response Plan in 2021, which identifies actions to achieve zero greenhouse emissions for Council by 2030 and for the community by 2040. Council grants programs will provide opportunities to increase



community impact and improve understanding of how climate change intersects with Council-funded program and service outcomes.

#### **Electronic Gaming Machines**

Council recognises that electronic gaming machines can pose a threat to public health and wellbeing due to the harm this activity can cause for individuals, families and the community. Council is committed to mitigating the negative impacts of electronic gaming in the municipality by adopting a harm minimisation approach in relation to the use of electronic gaming machines. As such, Council grant funds cannot be used to support applications from electronic gaming machine operators or for events that rely on venues with electronic gaming machines.

#### **Alcohol**

Council recognises that alcohol misuse can result in harmful impacts to our local community and as such, Council grant funds cannot be used for the purchase of alcohol in any circumstances.

### **3. Scope**

This Policy applies to all grants allocated via the following ongoing Council grant programs including:

- Individual Excellence Grants;
- Biodiversity Buddies Grants;
- Minor Grants Program;
- Leisure Minor Capital Works Program;
- Community Development Fund Program; and
- Community Partnership Fund Program.

The Policy also applies to any one-off or ongoing grants that Council creates to respond to community need at the time.

This Policy will prevail over all other policies relevant to the above Council grant programs where inconsistencies are found.

### **4. References**

#### **4.1 Community Plan 2021-2031**

#### **4.2 Council Plan 2021-2025**

- **Key Direction 1: Opportunity and innovation** - Knox strives to be a city of opportunity, embracing innovation and change, and providing local learning and employment opportunities for all. It's a place where people and business can thrive. We value our natural and built environment.
- **Key Direction 2: Neighbourhoods, housing and infrastructure** - Building on what's great about our city, Knox's housing and infrastructure will meet the changing needs of our community.
- **Key Direction 3: Natural environment and sustainability** - Knox's natural environment is protected and enhanced to ensure sustainability for future generations.
- **Key Direction 4: Connection, resilience and wellbeing** - Knox is a place to call home. Our community is strong, healthy and we support and respect each other.
- **Key Direction 5: Civic engagement and integrity** - Knox Council is a trusted and respected leader in our community, acting appropriately and ensuring all voices are heard.



#### 4.3 Relevant Legislation

- Local Government Act 2020 (Vic)

#### 4.4 Charter of Human Rights

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

#### 4.5 Related Council Policies

- Election Period Policy.
- Electronic Gaming Machines Policy.
- Complaint Handling Policy and Procedure.
- Knox City Council Governance Rules (Chapter 5 – Conflicts of Interest).
- Fraud and Corruption Control Framework.

#### 4.6 Related Council Procedures

- Individual Excellence Grants Procedure.
- Biodiversity Buddies Grants Procedure.
- Minor Grants Program Procedure.
- Community Development Fund Program Procedure.
- Community Partnership Fund Program Procedure.
- Community Development Fund Evaluation Panel Terms of Reference.
- Leisure Minor Capital Works Grant Scheme Procedure.
- Leisure Minor Capital Works Grant Scheme Assessment Panel Terms of Reference.
- Knox Council Integrated Risk Management Process.
- Knox City Council Fraud & Corruption Control Procedure.

## 5. Definitions

Auspice	An established not-for-profit legal entity that agrees to take responsibility for the grant obligations of an unincorporated or informal or newly established group with no legal status.
CEO	Means the Chief Executive Officer of Knox City Council.
Community Group(s)	A legal entity who provide services, support or activities to the Knox community.
Council	Knox City Council, whether constituted before or after the commencement of this Policy.
Delegate	Means a Council officer(s) designated by the CEO to administer a grant process.
Funding agreement	An agreement between the grant recipient and Council that documents the agreed objectives of the funded project/activity and the reporting and accountability requirements of the grant.
GST	Goods and Services Tax.
Individual(s)	Means a resident(s) of the Knox Municipality.
Legal Entity	Can include an incorporated association, a co-operative, a company limited by guarantee, share or a trust or other organisation established under an Act passed by the State or Commonwealth.
Not-for-profit	Means a group or organisation that is not operating for the profit or gain of its individual





members; and any profit or surplus is directed back into the operation of the organisation to carry out its purpose.

---

## 6. Council Policy

### 6.1 Grant Procedures

All Council grant programs will have accompanying procedures (with some to be developed or updated after the commencement of this Policy) that outline the eligibility and other specific information for each Council grant. Any amendments that materially change the intent of each procedure, must be considered and approved by the CEO.

From time to time, circumstances may change, leading to the need for minor administrative changes to grant procedures. Where an update does not materially alter procedures, such a change may be made administratively. Examples of minor administrative changes include changes to names of Council departments or positions, the grant management software that Council uses, changes to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact.

### 6.2 Promotion

All Council grant programs will be promoted widely within Knox to the targeted audience using the following approaches, where appropriate:

- Council's website and social media channels; and/or
- Media release; and/or
- Paid advertisement in community newspapers; and/or
- Opt-in email subscription lists via Smarty Grants; and/or
- Council newsletters and other Council publications; and/or
- Community information sessions; and/or
- Phone contact.

Additional assistance such as interpreters will be provided where required to ensure an equitable process for all applicants

### 6.3 Applications

- All applicants must be able to demonstrate a positive benefit to the Knox community.
- Each individual Council grant procedure will specify the application process.

### 6.4 Record keeping

All Council grant program records will be managed through Council's Smarty Grants portal. This system aims to track interactions between Council and each unique grant applicant.

Applications and funding agreements will also be stored in Council's central record keeping system, Knox Explorer.

### 6.5 Assessment Process

Assessment will be carried out in the following manner:

- Applications will first be assessed for eligibility (outlined in this Policy and the relevant grant procedure). Applications that are deemed ineligible at this first point will not be included in the following parts of the assessment process.



- All grant procedures will clearly articulate the assessment weighting criteria. These weighting criteria will be made available to all applicants and assessors. Applications will be assessed against the program's weighting criteria.
- Where practicable, an assessment report summarising all relevant assessor comments, will be developed for presentation to the Assessment Panel as a tool to assist with assessment. The Community Partnerships Team will develop an assessment report template for use by all officers responsible for grant administration.
- The assessment report will include details of the application and the assessors will be given access to Smarty Grants (where applicable) to view the full application and supporting documents where possible.
- Where possible, each assessor will undertake an individual assessment of each application prior to the Assessment Panel process.

#### 6.6 Assessment Panels

- Where practicable and subject to the individual grant program procedure, an Assessment Panel will be appointed and may comprise:
  - a mix of community representatives and council officers,
  - council officers only,
  - community representatives only.
- Assessment Panels that comprise council officers only should include officers who are subject matter experts as well as at least one officer representative from an unrelated department.
- Council officers that assist applicants with information or support to complete their applications, or with the administration of a particular grant program, will not become members of relevant grant assessment panel they help to administer or support as part of their role.
- Community representatives can only be appointed to one grant Assessment Panel at any time.
- The Assessment Panel will be led by a Chair (a Council officer) and the Chair will be supported by an officer responsible for administrative oversight of the particular program. This officer will provide the Chair with the following support:
  - Confirmation that the grant application and evaluation process were completed in accordance with the Grant Framework Policy and individual grant procedure.
  - Confirmation that all queries were resolved, to the extent possible, before initial assessments were made.
  - That no conflicts of interest were identified among assessment panel members or applicants (or if identified, were managed in accordance with Council's Governance Rules).
  - A panel assessment report that outlines all matters relevant to the application and the assessor's initial assessment.
  - Any other issues of relevance to the individual grant.
  - The Chair will then lead the Assessment Panel through a consensus decision making process.
  - Where the collective Assessment Panel decision differs from any prior individual assessment, a collective agreement will be reached. These recommendations will be noted in the Minutes.



- Written assessment will be recorded for each application including the reason for approval or decline and where relevant, the reason why an application did not receive the full allocation.
- Panel assessment meetings will be minuted and saved in Council's central record system, Knox Explorer.
- A report containing the Assessment Panel's recommendations will be prepared by the Council officer responsible for administrative oversight of the particular grant program. All recommendations of Grant Assessment Panels will go to Council for approval, except those made under delegation of the CEO.

#### **6.7 Decision-making**

The final decision regarding successful applications will be made by Council or by CEO delegation. The decision will be recorded in Smarty Grants and reasons for the decision will be given to applicants.

#### **6.8 Conflicts of Interest**

- All members of assessment panels and council officers must identify any conflicts of interest they may have in relation to grant programs they are involved in as assessors or administrators, declare all conflicts of interest and exclude themselves from any decision making processes in relation to a matter in which they have a conflict of interest; this includes any discussions that occur as a precursor to the decision being made.
- Council officers who are involved in the administration or support of a particular grant program will not become a member of a related grant assessment panel. This does not preclude council officers from participating in other grant assessment panels for other grant programs. They must still declare any conflicts of interest.
- Council's Governance Rules (Chapter 5) will be followed in relation to conflict of interest procedures and a Conflict of Interest Disclosure form must be completed for members of grant assessment panels (including community / industry / business representatives; Council officers; and by the officers involved in grant administration of that particular program).
- Grant applicants must disclose conflicts of interest at the time of application, particularly where they work or volunteer for Knox City Council. Disclosures will be managed in accordance with Council's Governance Rules (Chapter 5).
- All members of grant assessment panels and Council officers, including those involved in the administration of grants, must not make improper use of information acquired because of their position, or release information that they know of, or should reasonably know, is confidential information.

#### **6.9 Notification process**

Notification of successful and unsuccessful applications will take place as soon as practicable after the decision is made.

Successful applicants will be informed by:

- Email; and
- An announcement on Council's website.

Unsuccessful applicant will be informed via email with an offer of feedback and contact details of the officer to provide feedback.



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

#### 6.10 Funding Agreement

All successful grant recipients will be required to enter into a funding agreement with Council. The funding agreement will set out the terms of the grant based on the applicant's application. Council will use a standard funding agreement relevant to each grant program. Any contract negotiations, within the ambit of the approved grant, will be carried out between the relevant Council representative and the successful recipient's appointed representative.

The funding agreement must be signed and returned to Council prior to the grant payment being released.

**Funded organisations have three months from the date of the Council meeting to complete and return their signed funding agreement. Every effort will be made to secure a signed funding agreement before the money is returned to the grants pool.**

For community groups and not-for-profit organisations, a copy of the signed funding agreement will also be forwarded to the Committee of Management to ensure transparency and to provide more information on acquittal requirements and outcome reporting.

#### 6.11 Payment arrangements

Payment will be made by Knox City Council to the nominated bank account by electronic funds transfer. The bank account must be in the name of the successful applicant entity or nominated auspice (except in the case of the Individual Excellence Grants). The individual grant procedures will provide more information about grant payment arrangements.

#### 6.12 GST Treatment

- Where an applicant is registered for GST, GST will not be paid for any part of a grant for salary or project management costs.
- Where an applicant is registered for GST, GST will be paid for grants for equipment and other items that attract GST.
- GST will not be included as part of a grant to entities not registered for GST (though non-GST registered entities may still apply for Council grants depending on the individual grant guidelines).

#### 6.13 Reporting and Monitoring

The reporting arrangements for each individual grant program are specified in each individual grant procedure and within the standard funding agreement. Any project specific items or conditions to be reported on will be identified in the contract.

All reporting is to be completed via Council's Smarty Grants portal. Monitoring may be undertaken via telephone, meeting or network meeting.

#### 6.14 Performance

Whilst every effort is made to ensure that projects go smoothly, grant recipients may fail to deliver on aspects of their contract for a range of reasons. For applicants with the following:

- 6.14.1 **Variation requests** – any requests for variation to the approved project must be made in writing. A written response to such requests will be provided by Council. Variations to project details are expected to deliver similar outcomes as initially approved by Council.



6.14.2 **Extension requests** - any requests for an extension of a funding agreement must be made in writing. A written response to such requests will be provided by Council. Extensions will not be accepted beyond a twelve month period from the original acquittal date in the Funding Agreement, unless extenuating circumstances can be demonstrated.

6.14.3 In the event that an applicant can no longer complete any or all of the approved project, unspent grant funds will be returned to Council and any partial expenditure must be acquitted on the relevant forms.

### 6.15 **Financial acquittal**

Financial acquittal is required for all Council grants. A financial acquittal report must be submitted:

- Via Council's Smarty Grants portal on the form provided by Council;
- By the date agreed in the funding agreement;
- With supporting documents include receipts or other supporting documentation that shows expenditure of Council grant funds. Further information about the types of supporting documentation will be outlined in the individual grant procedures.

Any unspent Council grant **money in excess of \$150 or 5% of the grant value (whichever is lesser) must** be returned to Council.

Failure to meet the above criteria may result in an applicant being:

- Required to return allocated funding to Council ; and/or
- Becoming ineligible for future Council grants.

Applicants who have not provided adequate grant acquittal documentation within two (2) years of the original grant approval date will be referred to Council's Finance Department for debt retrieval.

### 6.16 **Project Outcomes**

The success of the funded activity will be assessed through a final report via Council's Smarty Grants portal (along with the financial acquittal). The specific grant procedures and/or funding agreement will outline Council's expectations around outcome reporting.

As with the financial acquittal, failure to meet the requirement to report on project outcomes may result in an applicant being:

- Required to return allocated funding to Council ; and/or
- Becoming ineligible for future Council grants.

### 6.17 **Complaints and dispute resolution**

Council is committed to sound decision-making processes to ensure fair and reasonable outcomes for the Knox community. Council values complaints and encourages people to contact us when they have a problem with our services, actions, decisions, and policies. If a complaint or dispute arises through Council's grant making processes, Council's Complaint Handling Policy and Procedure will be followed.

Where there is a complaint or dispute between assessment panel members, the Terms of Reference for that Panel will provide guidance.

### 6.18 **Fraud and corruption control**



Council recognises that there are specific fraud and corruption risks related to the administration of public funds through grant making. Council maintains a Fraud and Corruption Control Framework and Risk Register which provides guidance to all parties around fraud or corruption risk in the grant making process.

## 7. Administrative Updates

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

## 8.4 Draft Knox Social and Affordable Housing Strategy and Action Plan 2023-2027

**SUMMARY: Coordinator Community Partnerships, Kylie Wilmot**

**The development of a Knox Social and Affordable Housing Strategy and Action Plan (the Strategy) is identified as a key initiative under the Knox Council Plan 2021-2025. The draft Strategy (please refer to Attachment 1) provides a five-year Action Plan (2023-2027) and will replace the previous Knox Affordable Housing Action Plan 2015-2020.**

**Whilst social and affordable housing is a responsibility shared across the three levels of government, the growing challenges associated with housing affordability and homelessness both in Knox, require a strong local approach. Knox City Council has a long and proud history of supporting social and affordable housing. The draft Strategy continues to build on this work, strengthening Council's roles as partner, planner and advocate.**

**The draft Strategy has been developed based on an extensive needs analysis, as well as being informed by recent policy and financial commitments at both State and Federal levels to support the development of social and affordable housing.**

### **RECOMMENDATION**

**That Council approve the draft Knox Social and Affordable Housing Strategy 2023-2027 set out in Attachment 1 to the officer's report.**

#### **1. INTRODUCTION**

The development of the Knox Council Plan 2021-2025 identified the need for a new social and affordable housing strategy to facilitate Council's ongoing work in this space. Knox City Council has been involved in the affordable housing space since the 1960s, when land was first gifted to the State Government to establish five housing estates for seniors. Council continues to play a significant role, notably through leadership of the Eastern Affordable Housing Alliance (EAHA) and associated regional advocacy, research, and planning initiatives.

The draft Knox Social and Affordable Housing Strategy and Action Plan 2023-2027 (please refer to Attachment 1) notes that achieving an adequate supply of social and affordable housing is complex, and requires a strong partnership approach with key stakeholders including the Federal and State Governments, Community Housing Providers, and the not-for-profit and private sectors.

This Strategy replaces the previous Knox Affordable Housing Action Plan 2015-2020 and considers the current State and Federal policy context and commitments to improving the supply of social and affordable housing. It also provides an updated analysis of the current and forecast need for social and affordable housing in Knox through to 2041. The draft Strategy and Action Plan identifies the role of Local Government in planning and regulation, advocacy, providing targeted support, and facilitating collaboration and partnerships.

"Housing Changes Lives" is the key message that underpins the draft Strategy. Housing is recognised as a fundamental right, and as essential to supporting health and wellbeing. When housing is secure and adequate, there is a significant positive impact on health, employment, and education outcomes.

The challenges associated with homelessness and housing affordability have continued to grow over several years and have been further accelerated by the COVID-19 Pandemic. As of June 2022, there were 3,902 households on the Victorian Housing Register (VHR) with Knox as their preferred location. Of these applicants, 2,613 were assessed as needing priority access to housing, due to circumstances including escaping or having escaped family violence, living with a disability or significant support needs, or those with other special housing needs.

The VHR list for Knox also includes a high representation of people who require some form of modified housing (17%) as well as people identifying as First Nations (203 persons; approximately 20% of the First Nations population in Knox).

In addition to this draft Social and Affordable Housing Strategy, Council also has a Knox Housing Strategy 2015, which is due to be reviewed and updated from 2023-2024. This process will be led by the City Futures Department, with the needs and priorities outlined in this draft Strategy to contribute to the review and the development of the revised Housing Strategy.

## **2. DISCUSSION**

### **2.1 Definitions of Social and Affordable Housing**

This draft Strategy adopts the definitions used in the Planning and Environment Act (1987):

- Affordable housing is that which is appropriate for the housing needs of very low, low, and moderate income households. The term generally refers to housing for which the cost equals no more than 30% of a household's gross income.
- Social housing is a form of affordable housing, which is owned and/or managed by a registered housing association.

### **2.2 Achievements from the Knox Affordable Housing Action Plan 2015-2020**

Several outcomes have been achieved under the previous Knox Affordable Housing Action Plan 2015-2020, including:

- Negotiation of affordable housing contributions at Kingston Links, Norvel Estate and Stamford Park development sites.
- In 2020, Council became a signatory to the Regional Local Government Homelessness and Social Housing Charter and committed to collective work as one of 13 Councils from across eastern and south eastern metropolitan regions.
- Continued leadership of the Eastern Affordable Housing Alliance (EAHA), a collaboration between six Councils (Knox, Manningham, Maroondah, Monash, Whitehorse and Yarra Ranges) whose aim is to advocate for improved housing affordability and to increase the supply of social and affordable housing across the region.
- Development and implementation of a Homelessness and Rough Sleeping policy and procedure to provide direction for decision making and management processes in relation to homelessness and rough sleeping in the Knox municipality.

### **2.3 Current Housing Initiatives in Knox**

Council's current work towards improving the supply of social and affordable housing in Knox includes:



- Leadership of the Eastern Affordable Housing Alliance, to coordinate regional advocacy and joint programs with five other local government areas in the Eastern Metropolitan Region.
- Membership of the Regional Local Government Homelessness and Social Housing Charter Group, alongside 13 other Local Governments in the east and south-east.
- Delivery of the Short-Term Support Service to support Knox residents in accessing the services they need. As part of this service, the Housing Support Program supports people to apply for public housing and connect with housing services, as well as managing the nomination rights for one of the 196 seniors housing units in Knox.
- Ongoing advocacy to State and Federal Governments.
- The implementation and monitoring of a Homelessness and Rough Sleeping Policy and Procedure to support Council officers in responding to reports of rough sleeping.
- Research, including the current project, Preventing Homelessness in Women over 55, with funding from the Metropolitan Partnerships Development Fund.
- Negotiation of voluntary developer contributions to support social housing developments in planning applications related to strategic investigation sites (including Kingston Links, Harcrest Estate and Stamford Park).

A further and significant opportunity for Council to influence social housing supply is through identifying surplus Council-owned land that may be suitable for development of social housing in partnership with a Community Housing Organisation (CHO), through either land sale or long-term lease arrangements. Council is currently engaged in one such project at 58-60 Station Street, Bayswater, with officers currently undertaking an Expression of Interest process with CHOs for a social housing development to support women (and children) who have experienced family violence.

#### **2.4 Assessing Housing Needs in Knox**

Several demographic and market factors continue to drive the growing housing need in Knox. These include:

- Limited diversity in housing stock, particularly for sole and older person households. At 83.7% detached dwellings continue to be the dominant dwelling type in Knox. The supply of medium and high-density housing is well below average compared to Greater Melbourne.
- Property prices continue to grow, although at slower rates than previously experienced. In the 12 months to June 2022, purchase prices for separate homes and units increased by 10.7% and 5.8% respectively. The growth rate in prices for housing purchase or rental continues to be above the average for the Greater Melbourne area.
- There is a low rental supply in Knox at 17% compared to 28% across Greater Melbourne. This number is declining, falling by 577 properties in the year to June 2021.
- Knox has an ageing population, with the percentage of residents aged 56 years or older now accounting for almost 30% of our community. With a limited supply of smaller dwellings available in Knox, there is a mismatch as the population ages and their housing needs change.

Further indicators of need include:

- The VHR waiting list for Knox included 3,902 households (as at June 2022), with 2,163 of these households assessed as needing priority access. (Priority Access is for people who

are homeless and receiving support, are escaping family violence, living with a disability or have some other form of special housing need).

- 2,597 people in Knox received specialist homelessness supports in 2021-2022.

Analysis of Census data, collected every five years, provides further insight into the housing needs of different Local Government areas. A limitation associated with using data from the 2021 Census is that it was conducted in the midst of the COVID-19 Pandemic, at a time in which additional support payments were available to support the lowest income earners in our community.

A comparison of the number of very-low, low and moderate income households experiencing rental stress in Knox the time of the 2016 and 2021 Census, suggests a decline of 986 households. This is at odds with feedback consistently received from service providers in the housing and emergency relief sectors, who report increasing demand. The short-term additional financial support may therefore have provided temporary relief of some housing stress and appears to be reflected in the Census data. This reflection is supported by advice received from Housing id.

The impact of more recent economic indicators also suggests growing pressure on household budgets, and in turn increasing housing stress. These indicators include an inflation rate of 7.8% for household spending in the year to December 2022 (Australian Bureau of Statistics) and ten consecutive interest rates rises from the Reserve Bank Australia to March 2023. In balancing these competing indicators, the current and projected social and affordable housing needs for Knox (as outlined on the following pages) have been calculated using 2016 Census data.

## **2.5 Projected Social and Affordable Housing Needs and Targets for Knox**

Knox currently has 1,503 social housing dwellings. Homes Victoria have advised that a further 159 homes have been funded through the Big Housing Build and are to be developed in Knox. This will bring the total supply of social housing in Knox to 1,662 dwellings. Between now and 2041, analysis of current trends suggests a need for a further 5,020 affordable housing dwellings, of which:

- 1,140 should be dedicated social housing.
- 150 dedicated places available for crisis/supported accommodation (for those at long-term risk of homelessness).
- The remaining 3,730 dwellings would be affordable rental properties, which are facilitated through the private housing market and State Government support.

The methodology used to calculate these needs is outlined in the draft Strategy (please refer to Pages 15-18).

The draft Strategy proposes a specific focus on increasing the supply of social housing, recognising that this is where Council is best positioned to influence supply, as well as the area of highest vulnerability amongst community members.

Additionally, this focus recognises that the rate of long-term and permanent renters is increasing as housing becomes less affordable; and that the situation of renters in relation to their income to housing cost ratio generally worsens over time compared with homeowners.

Adopting a target of 1,140 social dwellings by 2041 requires an annual target of 57 additional dwellings per year.

Notably, there is a significant demand for smaller dwellings in Knox. According to preferences indicated on the VHR, more than 60% of households in Knox are seeking a one-bedroom home, with a further 20% seeking a two-bedroom home. Increasing housing diversity and allowing for more medium and high-density dwellings will be critical to improving affordability overall and meeting the specific needs of households in Knox who require a housing intervention.

## 2.6 Cohorts in Need

A key objective for this draft Strategy was to identify those cohorts who are most likely to need social and affordable housing in Knox. Through analysis of available data and a comprehensive stakeholder engagement process, six key cohorts have been identified as the focus for future social housing development in Knox:

- Homeless persons and rough sleepers.
- Women (and children).
- People with a disability.
- Seniors (over 55 years).
- First Nations Community.
- Single men (often with complex needs).

The factors that drive housing need for each of these cohorts is detailed in the draft Strategy. Having identified these priority groups will provide guidance to CHOs seeking to develop social housing in Knox. It will also support Council’s future housing advocacy, as well as informing decision-making where surplus Council land is identified as suitable for the development of social housing.

Whilst these cohorts are more likely to experience housing stress or insecurity, it is noted that each group will have their own distinct housing needs. Understanding who social housing needs to cater for ensures future planning and development opportunities can best be tailored to the requirements of each cohort.

## 2.7 Structure and Focus of the Strategy

This draft Strategy focuses on three key areas of action, the goals of which are summarised below:

<b>Strategic Focus 1 – Planning and Regulation</b>	This Strategic Focus outlines how Council will guide Knox’s housing and infrastructure to meet the changing needs of our community, particularly our most vulnerable residents.
<b>Strategic Focus 2 – Advocacy and Targeted Support</b>	This Strategic Focus determines how Council will play a key role in research, advocacy and policy issues that relate to improving access to social and affordable housing for our most vulnerable residents. It also outlines how Council will support specific groups in the community.
<b>Strategic Focus 3 – Collaboration and Partnerships</b>	This Strategic Focus supports Council’s commitment to work in a collaborative and coordinated way to create and improve the physical, social, natural, cultural, and economic environments that promote health and wellbeing.

## 2.8 Opportunities

The draft Strategy proposes a series of actions under each of the three strategic focus areas outlined above. The proposed actions presented below represent significant opportunities to enhance Council's existing work around social and affordable housing:

- Action 1.2: Using the principles outlined in Appendix 1 of this Strategy, negotiate with developers for a voluntary contribution of social housing in private land developments, including strategic investigation sites where rezoning is required.
  - In reviewing the previous Knox Affordable Housing Action Plan 2015-20, a need was identified for clearer guidance around the percentage and acceptable delivery models for voluntary developer contributions. Expert advice was sought from consultants at Affordable Development Outcomes, to support the development of a policy position in relation to voluntary developer contributions.
  - Whilst contributions are legislated in other states, in Victoria, contributions are considered voluntary with specific structures, percentages and delivery models to be agreed with each landowner. Many councils, including Knox, have negotiated affordable housing contributions, demonstrating that in certain circumstances and with the right policy approach, developers can contribute towards an increase in supply. The Planning and Environment Act 1987 objectives of planning include "to facilitate the provision of affordable housing in Victoria". Together with State Government support, this provides a foundation for Council to establish a policy basis and process of negotiation of outcomes through the planning process.
  - This advice has resulted in the inclusion of Appendix 1 to the draft Strategy, which outlines a series of principles that will inform future negotiations with landowners/developers. Communicating Council's expectations in a public strategy allows for landowners/developers to consider expectations early in their land acquisition, development proposal and planning application process.
  - It is proposed that Council seeks a 5% contribution on strategic investigation sites within (or in close proximity to) Activity Centres. However, flexibility is provided to consider a lower percentage contribution, depending on the way in which the social housing outcome is to be realised. A full rationale for the 5% target is outlined in Appendix 1 to the Strategy and is based upon a position advocated by Dr Marcus Spiller of SGS Economics and Planning, that the cost of essential infrastructure should be shared three ways between State and Federal Governments, and the private sector.
- Action 1.3: Consider opportunities as part of planning applications with a large dwelling yield for applicants to contribute to social and/or affordable housing outcomes where an additional uplift is being sought by an application and a trade-off could be supported.
  - The planning system does not currently mandate a social and/or affordable housing contribution for planning applications. This proposed approach is focussed on circumstances where developers are seeking an uplift beyond the planning scheme controls and a trade-off is appropriate to be negotiated.
  - Where developers/applicants are seeking to exceed controls such as height or density for private benefit, a trade-off seeks to capture a public benefit in the form of a social and/or affordable housing contribution.

- Large applications would be those yielding 20 or more dwellings and an application may include a negotiation as part of an appeal process.
- Action 1.4: Establish a transparent procedure for holding and reinvesting financial contributions received through developer negotiations, to maximise social and/or affordable housing outcomes.
  - Council currently has Section 173 Agreements in place that yield financial contributions to support social housing outcomes, in lieu of the gifting or discounted sale of land or dwellings. These contributions are paid to Council in instalments, and clarity is needed as to how this money should best be held and then reinvested to achieve social housing outcomes. Future Section 173 Agreements may also contain similar arrangements, although the proposed policy position in Appendix 1 of the draft Strategy suggests that this be a contingency only where a social or affordable housing outcome cannot be realised on the site for which the agreement is being negotiated.
  - This action would require research including legal guidance, and potentially benchmarking with other local government areas. Any proposed mechanism for reinvesting funds would require Council support through a report to a future Council meeting. It is critical that this mechanism be transparent and maximise the outcomes achieved for the community and Council.
  - As the cost of housing and construction increases over time, delays in deciding how to leverage monetary contributions can reduce the number of social housing outcomes that are ultimately achieved. Having an established process in place will support the efficient and timely use of these dollars to maximise the number of social housing outcomes achieved in Knox.
- Action 1.8: Undertake an audit of surplus and under-utilised Council and other publicly owned land within or in close proximity to designated Acting Centres with a view to identifying a short-list of potential sites for social and affordable housing partnerships.
  - The Regional Local Government Homelessness and Social Housing Charter, of which Knox is a member, have identified this as a priority action. The 13 participating local government members have committed in principle to completing this audit.
  - Whilst some work has already been completed regarding future uses for Council owned land, assessment of the suitability for Council owned land to be developed as social and affordable housing is yet to be considered. Consideration of the suitability of Council owned land is currently made on a case-by-case basis as they are reviewed. The audit would allow officers to proactively identify the suitability of various sites, and for Council to consider the financial implications of partnering with Community Housing Providers through lease or sale, and the viability of doing this at social or market value.
  - This action goes further into identifying suitable land owned by other tiers of government, which would then support advocacy for social housing outcomes to be realised on these sites.
  - It is anticipated that as each member of the Regional Local Government Homelessness and Social Housing Charter complete their respective land audits, there are increased opportunities for advancing a regional focus on social and affordable housing through collective advocacy.

- Action 3.4: Consult with State Government on selective redevelopment of existing concentrations of public housing (for which Council manages the nomination rights) that are older or poorly maintained to increase the diversity and sustainability of stock.
  - Knox currently manages the nomination rights for five seniors housing estates within the municipality. This arrangement dates back to the gifting of Council owned land for the purposes of public housing for seniors in the 1960s. Whilst prospective tenants are still required to be registered on the Victorian Housing Register, Council's role in managing the nomination rights for these sites ensures that they are allocated to seniors who have a strong connection to Knox and are in the greatest need.
  - Two of these sites currently identified as "under investigation" by Homes Victoria. These properties are ageing and require upgrading in the future to maintain their use as public housing. In working with Homes Victoria to advance these redevelopment opportunities, the strategy specifies that there should be no net loss of dwellings which would subsequently contribute to the shortage of social housing in the municipality. Further, existing residents should not be displaced, and the purpose of these sites as dedicated housing for over 55's should be retained.

### **3. CONSULTATION**

In developing this draft Strategy, Officers have actively engaged key stakeholders to understand their perspective on community needs and local challenges. Stakeholder engagement was conducted via a series of one-on-one interviews and online group workshops during March 2022. External stakeholders included:

- CHOs.
- Homelessness and Emergency Relief Service Providers.
- Department of Families, Fairness and Housing – Homes Victoria.
- Municipal Association of Victoria.
- Local real estate agents.

The Knox Community Safety, Health and Wellbeing Advisory Committee was consulted in August, 2022. This Committee of professionals provided further insight into the drivers of homelessness and their experiences working directly with people experiencing homelessness or housing insecurity in Knox. The Eastern Disability Housing Network was also consulted in March 2023 in relation to the needs for people with a disability and their carers.

Councillors have been engaged in the development of the draft strategy through two workshops. The first, held in February 2022, shared the preliminary findings of the needs analysis and sought feedback from Councillors on community perceptions in relation to housing. The second workshop was held in February 2023, and presented the proposed social housing supply targets and potential actions for Councillor input.

Delivery of the draft Strategy requires involvement from several Council departments, notably Community Wellbeing, Community Access and Support, City Futures and City Planning and Building. A representative working group has guided the development of this strategy to provide subject-area expertise.

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

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

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

The draft Strategy includes a statement related to climate change, and Council’s declaration of a Climate Emergency. This statement acknowledges that residents who live in social and affordable housing have limited incomes, and increasing energy prices result in high-levels of vulnerability to both heat and cold stress during extreme weather events. It further notes that extreme weather events can contribute to homelessness, through displacing residents from their homes.

As such, the draft Strategy advocates that forthcoming social and affordable housing developments should consider energy efficiency as they are being designed and built, recognising that this is an investment in the health and wellbeing of future residents. The outcome would be buildings that are well insulated, well oriented, more comfortable, and resilient to increasing temperature and designed for low-energy use.

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

Environmental and amenity considerations are addressed in the draft Strategy, with a commitment to seeing high-quality, well-designed homes that promote liveability and contribute to the amenity of the local neighbourhood. Given the need to increase supply of smaller dwellings in medium and high-density developments, it is proposed that Major Activity Centres and Local Living Areas (as defined in the Knox Planning Scheme) are most likely to be suitable locations for social and affordable housing.

In identifying or supporting future social housing projects, consideration must be given to identifying the most appropriate cohort for the location and partnering with specialist Community Housing Providers who can provide the necessary “wrap around” support to support the health, wellbeing, and civic participation of residents. Housing should be designed and built to the needs of the target cohort – for example, homes with a sufficient number of bedrooms to accommodate a single-mother and her children, or single-level, accessible homes for people with a disability.

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

Resourcing requirements have been identified throughout the action plan, with responsibility shared amongst a number of Council Departments. The majority of actions can be incorporated within existing business activities or delivered within the current operational budget for departments. Only two actions are identified as requiring a future Council budget initiative, and these relate to an initiative previously identified in the Council Plan 2021-2025.

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

The draft Strategy recognises that everyone deserves the safety and security of a place to call home, and that anyone could be impacted by homelessness should they experience a sudden or unplanned change in their personal circumstances. “Housing changes lives” is the key message that drives our commitment to increasing access to safe and affordable housing. When people have access to secure and adequate, their other needs can be met, and health, employment and

education outcomes are enhanced. Social and affordable housing is an investment in the future of our community.

During the consultation process, stakeholders raised concerns about the persistent stigma associated with social housing in the community. As such, ongoing community education and awareness campaigns are included as an action in the draft strategy to reinforce positive messages and to counter ongoing misperceptions about social and amenity issues related to social housing and homelessness.

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

### **Neighbourhoods, Housing & Infrastructure**

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

## **9. CONFLICT OF INTEREST**

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

## **10. CONFIDENTIALITY**

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

**Report Prepared By:** Coordinator Community Partnerships, Kylie Wilmot

**Report Authorised By:** Director Connected Communities, Judy Chalkley

## **Attachments**

1. Attachment 1 - Housing Changes Lives - Draft Knox Social and Affordable Housing Strategy and Action [**8.4.1** - 46 pages]



Attachment 1

**KNOX**  
your city



**DRAFT**

# **Housing Changes Lives:**

**Knox Social and Affordable Housing  
Strategy and Action Plan 2023-2027**



## Acknowledgement of Country

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

Located at the foot of the Dandenong Ranges, Knox has many places of historic significance to the Kulin nation. Important cultural and historical sites within Knox hold both the traditional knowledge of the First Nations People and the traumatic stories of colonisation.

The journey ahead for Knox involves the land, the traditional custodians, the local Indigenous community, the wider community and the Council itself. Walking together and listening together to create a culturally safe and culturally rich community for all.

### With thanks

Knox City Council extends our thanks and appreciation to all those involved in the development of this strategy and action plan, including the community housing providers, real estate agents and homelessness support services who took part in the consultation process.



## Contents

Housing Changes Lives.....	4
Executive Summary.....	5
What is Social and Affordable Housing? .....	7
What has been achieved since 2015? .....	10
Overview of Knox City Council .....	11
Summary of need for social and affordable housing in Knox .....	13
Summary of Projected Social and Affordable Housing Needs and Targets .....	16
Calculating Future Social and Affordable Housing Need .....	16
Social housing supply timeframe .....	19
Key findings from stakeholder engagement .....	20
Cohorts in Need.....	21
Continuing work in Knox .....	24
Case studies.....	26
Policy Context - Victoria .....	28
Policy Context - Federal .....	30
The action plan – structure and accountability .....	31
Strategic Focus 1 Planning & Regulation.....	32
Strategic Focus 2 Advocacy & Targeted Support .....	36
Strategic Focus 3 - Collaboration & Partnerships .....	39
Monitoring and Evaluation.....	42
Appendix 1: Guidance on negotiating voluntary developer contributions.....	43
Appendix 2: Social and affordable housing advocacy priorities .....	46



## Housing Changes Lives

Everyone deserves the safety and security of a place to call home.

Yet any of us could suddenly find ourselves wondering where we will sleep. A sudden illness, a relationship breakdown, an unexpected job loss or any other unplanned event can trigger the start of housing uncertainty and homelessness.

Social and affordable housing is an investment in our future. When people are housed, their other needs can be met.

Knox is already home to many social housing residents, and we value the contributions they make to our community. They are friends, carers, colleagues, grandparents, volunteers and relatives. They may be a part of our schools, work in our local businesses or belong to our sporting clubs and community groups.

Our vision for social housing is of high quality, well-designed homes that promote liveability, are integrated with and contribute to local neighbourhood amenity, are of an appropriate size for the number of occupants, and are built to the highest possible environmental standards.

**Housing Changes Lives** is the key message that drives Council’s commitment to increasing access to safe and affordable housing in Knox.





## Executive Summary

Council is committed to increasing the supply of social and affordable housing, recognising that housing changes lives: the availability of affordable, sustainable and appropriate housing is the foundation for people to fully participate in the social, economic and community aspects of life. When housing is secure and adequate there is a significant positive impact on health, employment, and education.

Knox City Council has a proud history of supporting housing for vulnerable persons, including the donation of five parcels of land in the 1960s for the development of housing for seniors. Council retains and manages the nomination rights for these sites to the present day. Current and ongoing work also includes advocacy, policy, working with community partners and key agencies, as well as regional efforts, notably through the Eastern Affordable Housing Alliance (EAHA) for which Knox is the lead Council.

This Knox Social and Affordable Housing Strategy and Action Plan 2023-27 builds on the work of the previous Knox Affordable Housing Strategy 2015-20. It reflects current evidence of the housing needs in Knox. Importantly, access to safe, secure and affordable housing was a key priority identified by the community when developing the Knox Council Plan 2021-25.

In addition to this strategy, Council has a Housing Strategy (Knox Housing Strategy January 2015) which is due for review from 2023/24. That Strategy provides direction for residential development and provides the basis for planning controls such as Clause 21.06 (Housing) and Clause 22.07 (Development in Residential Areas and Neighbourhood Character). Further, it identifies a number of Strategic Investigation Sites which may contribute to new housing development. Information from this strategy will help to inform the review of the Housing Strategy.

The delivery of social and affordable housing is a responsibility shared across all three levels of government, and requires the involvement of other stakeholders including community housing providers, community support services and private developers. Council is committed to working in partnership to improve affordable housing outcomes for those most vulnerable in Knox.

### Defining Social and Affordable Housing

This strategy adopts the definitions used in the *Planning and Environment Act (1987)*. Affordable housing is that which is appropriate for the housing needs of very low, low and moderate income households. The term generally refers to housing for which the cost equals no more than 30 per cent of a household's gross income. Social housing is a form of affordable housing, which is owned and/or managed by a registered housing association.

### Summary of Need

Knox currently has 1,503 social housing dwellings with a further 159 homes funded through Homes Victoria and in development. This will bring the total supply of social housing in Knox to 1,652 dwellings. Between now and 2041, analysis of current trends suggests a need for a further 5,020 affordable housing dwellings, of which:

- 1,140 should be dedicated social housing
- 150 dedicated places available for crisis/supported accommodation (for those at long-term risk of homelessness)

This strategy has a focus on increasing the supply of social housing as the most critical need to support very low and low income households. To meet the projected social housing need in Knox within 20 years, a rate of 57 additional dwellings per year is required, however this timeframe would effectively leave a generation of unmet housing need.



In addressing the need for affordable housing more broadly, diversifying the type of housing stock available in Knox will be essential. At 83.7%, the dominant housing type in Knox continues to be separate houses (detached dwellings). This is significantly higher than the Greater Melbourne average of 66.1%. As a consequence, Knox has a below average rate of medium and high density housing (which provides for smaller dwellings of 1-2 bedrooms).

Affordability challenges are compounded by a low rate of rental supply in Knox, at only 17% (compared to 28% across Greater Melbourne). Data shows that the number of new rental lettings in Knox is declining, further exacerbating the problem. The cost of private housing, whether for purchase or rental, has also continued to grow, pricing people out of the market.

In addition to these pressures, the demographics of the Knox community are changing. The results of the 2021 Census show that the Knox community is ageing. We are becoming more diverse, with more residents born overseas (now 1 in 3) and a growing population of First Nations people (an increase of 268 people since 2016). There is also a growing number of people who identify as needing assistance with day-to-day tasks due to disability.

### Cohorts in Need

Having considered existing housing supply, market pressures and community demographics, the following cohorts have been identified as the most in need of support with housing.

People who are homeless or sleeping rough	Women and children	People with a disability
Seniors	First Nations peoples	Single men (often with complex needs)

Each cohort will have their own housing needs. For example, rough sleepers and single men with complex needs may require crisis or transitional housing. Seniors are more likely to need smaller dwellings, whereas women and children will likely require multi-bedroom dwellings. People with a disability may require some form of modified housing, including single-level dwellings, accessible hallways and bathroom facilities.

### Our Approach

This strategy focuses on three key areas of action, the goals of which are summarised below.

Strategic Focus 1 – Planning and Regulation	This strategic focus outlines how Council will guide Knox’s housing and infrastructure to meet the changing needs of our community, particularly our most vulnerable residents.
Strategic Focus 2 – Advocacy and Targeted Support	This strategic focus determines how Council will play a key role in research, advocacy and policy issues that relate to improving access to social and affordable housing for our most vulnerable residents. It also outlines how Council will support specific groups in the community.
Strategic Focus 3 – Collaboration and Partnerships	This strategic focus supports Council’s commitment to work in a collaborative and coordinated way to create and improve the physical, social, natural, cultural and economic environments that promote health and wellbeing.



## What is Social and Affordable Housing?

We adopt the definitions used in the *Planning and Environment Act 1987*, including:

### **Affordable housing**

Housing, including social housing, that is appropriate for the housing needs of very low, low and moderate income households. The term generally refers to housing for low to moderate income households for which the housing payments (rent or mortgage) is no more than 30 per cent of a household's income, enabling households to meet other basic and long-term living costs. Affordable housing sits on the housing continuum between social housing and the private market.

### **Social Housing**

Refers to public housing and housing owned, controlled or managed by a participating registered agency. This strategy views social housing as distinct from affordable housing.

### **Other useful definitions of terms used throughout this document include:**

#### **Community Housing**

Affordable housing managed by a registered housing agency.

#### **Rooming House**

A building where one or more rooms are available for rent, and residents share facilities like kitchens or bathrooms.

#### **Housing Stress**

Households who are amongst the lowest 40% of income earners, and who are paying more than 30 per cent of their gross (weekly) income for rent or mortgage repayments are considered to be living under housing stress.

#### **Homelessness**

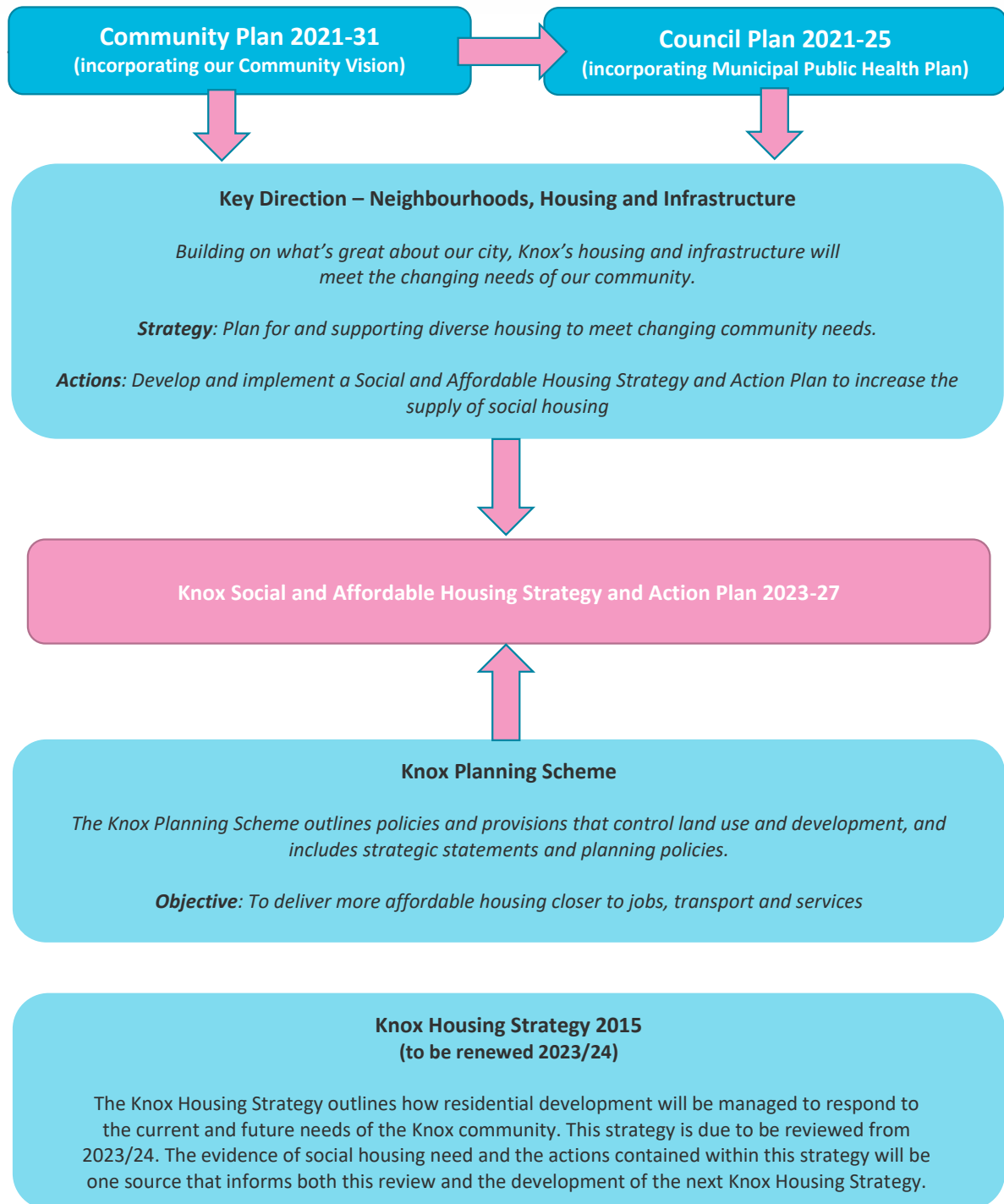
When a person does not have suitable accommodation alternatives they are considered homeless if their current living arrangement:

- is in a dwelling that is inadequate; or
- has no tenure, or if their initial tenure is short and not extendable; or
- does not allow them to have control of, and access to space for social relations.

(Australian Bureau of Statistics)



Our role in social and affordable housing







### A shared responsibility

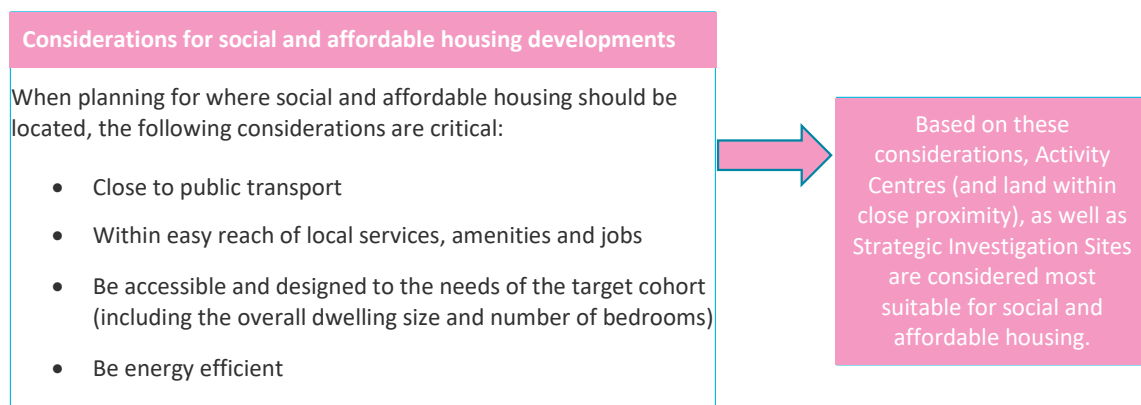
Council is committed to increasing the supply of social housing and addressing housing affordability. Our approach recognises the importance of partnering with other tiers of government to support vulnerable residents. Whilst local government can facilitate the delivery of social and affordable housing, funding and management essentially rests with the State Government and the community housing sector.

The availability of affordable, sustainable and appropriate housing is a fundamental need and provides the foundation for people to fully participate in the social, economic and community aspects of life. When housing is secure and adequate there is a significant positive impact on health, employment, and education.

Our community understand this, and identified access to safe, secure and affordable housing as a key priority during the development of the Knox Council Plan 2021-25.

In developing this strategy, Council has explored the current housing needs of local residents and the social conditions that impact on housing security. This strategy provides a summary of information collected across late 2021 and early 2022, in the form of a detailed housing needs analysis and stakeholder engagement report prepared by Judith Stubbs and Associates on behalf of Knox City Council.

Consideration has also been given to the significant changes that have taken place in the policy environment, at both State and Federal levels since the previous Knox Affordable Housing Strategy was adopted in 2015.



### Climate Change and Social and Affordable Housing

Knox City Council recognises that we are in a state of climate emergency, and has developed a Climate Response Plan 2021-31 which commits to taking action to reduce our impact on the environment and to prepare for the effects of a changing climate. People who live in social and affordable housing have limited incomes, and increasing energy prices result in high levels of vulnerability to both heat and cold stress during extreme weather events. Furthermore, the impact of extreme weather events can result in the displacement of community members from their homes.

Ensuring that forthcoming social and affordable housing developments are energy efficient as they are being designed and built, is an investment in the health and wellbeing of future residents. The outcome would be buildings that are well insulated, well oriented, more comfortable, and resilient to increasing temperature and designed for low-energy use.



## What has been achieved since 2015?

The Knox Social and Affordable Housing Strategy 2023-27 will build on the work of the previous Knox Affordable Housing Strategy 2015 –20.

- ✓ Amendments to the Planning & Environment Act 1987 allowed for Victorian councils to enter into voluntary planning agreements with developers for the creation of affordable rental housing in perpetuity under section 173 of the Act. Agreement for a contribution to affordable housing at a rate of 5% in the Kingston Links, Norvel Estate and Stamford Park developments was obtained.
- ✓ Homes Victoria advises that over the last few years to March 2022, around **159 new social housing dwellings** have been funded for purchase or development in the Knox LGA.
- ✓ In 2020, Council became a signatory to the **Regional Local Government Homelessness and Social Housing Charter** as one of thirteen Councils from across eastern and south eastern metropolitan regions. The Charter Councils seek systemic change to increase the supply of permanent, safe, appropriate and timely housing for our most vulnerable community members, and to embed housing first as a key foundational principle.
- ✓ Facilitation of the **Eastern Affordable Housing Alliance (EAHA)** - A collaboration between six Councils (Knox, Manningham, Maroondah, Monash, Whitehorse and Yarra Ranges) whose aim is to advocate for improved housing affordability and to increase the supply of social and affordable housing across the region.
- ✓ Council has developed a Homelessness and Rough Sleeping policy and procedure to provide direction for decision making and management processes in relation to homelessness and rough sleeping in the Knox municipality.
- ✓ Council has continued to provide support for people over 55 years who are experiencing or are at risk of experiencing homelessness through the Housing Support Program.



## Overview of Knox City Council

The local government area of Knox City Council is located in Melbourne's eastern suburbs and is 20 – 25 km south-east of the Melbourne CBD. Knox is an established urban municipality, being home to over 160,000 residents, living in approximately 60,000 households (as at the 2021 Census).

Around 70% of our resident workforce are working outside of Knox. In recent years' population growth has been steady, although less than anticipated due to the impacts of the COVID-19 pandemic. Assuming population growth now returns to normal levels, by 2041, the population for the Knox City Council is forecast to increase by approximately 32,000 persons to a community of over 192,000 residents.

Knox has a number of suburbs with Rowville, Bayswater, Ferntree Gully, Boronia and Wantirna South as the most populated areas. There are five identified Major Activity Centres in Knox, as well as 12 Neighbourhood Activity Centres. The Major Activity Centres are Bayswater, Boronia, Mountain Gate, Knox Central and Rowville. The Knox Central Activity Centre is a regional retail, commercial and entertainment precinct for the municipality and the outer east with significant opportunities for commercial, mixed use and residential development.

### Summary of housing pressures

The information below has been sourced from the 2021 Census (provided by the Australian Bureau of Statistics) and id.consulting.

#### **Greater diversity of housing is needed, particularly for sole and older person households.**

- The dominant dwelling type in Knox is separate houses (referred to as detached dwellings in the Knox Planning Scheme) at 83.7%, well above the Greater Melbourne average of 66.1%.
- Knox has a below average rate of medium density housing at 14.6% (compared to 22.9% in Greater Melbourne), and a minimal supply of high density housing at only 0.8%.

#### **Knox residents have been grappling with housing affordability for some time.**

- In 2021, 13% of households with a mortgage in Knox were considered to be in mortgage stress (spending more than 30% of their gross weekly household income on housing costs). A further 26% of rental households were considered in rental stress.
- Housing prices have the greatest impact on households with the lowest incomes. For example, more than 63% of very-low income households with a mortgage are experiencing housing stress; this rises to 84% of very-low income renting households.
- It is anticipated that these challenges will have been further compounded in the time passed since the collection of the 2021 Census, given rising cost of living pressures, recent interest rate rises, increasing energy costs and the conditions in the housing market.

#### **The cost of housing continues to rise**

- Increases in the purchase price of housing in Knox have slowed recently, but continue to rise. The median house price in Knox increased by 10.7% between June 2021 and June 2022, slightly higher than the Greater Melbourne rate of 7.6%.
- During the same period, the median purchase price for units in Knox increased by 5.8% (compared with little change for Greater Melbourne at -0.8%).
- Rental property costs also increased, with June 2022 averages showing entry level rental houses average \$440 per week, through to upper level house rentals averaging \$550 per week.



- One factor contributing to increasing rental prices is the relatively low rate of private rental supply in Knox at 19%, compared to 27% across Greater Melbourne.
- In the 12 months to June 2022 there was a decline of 101 dwellings available as affordable private rental properties in Knox.

#### **The newest Census data shows how our population is changing**



- At the 2021 Census, Knox recorded a First Nations population of 1022 people, an increase of over 35% (268 people) since 2016. Whilst the Census highlighted a general trend of more people identifying as Aboriginal or Torres Strait Islander, national First Nations population growth was 23%, highlighting a higher than average growth rate in Knox.
- One in three Knox residents is now born overseas. The share of residents born overseas has increased from 30% to 33% in the past five years, with China being the most common birthplace in Knox (after Australia), followed by the United Kingdom.
- There are 6,905 people in Knox who speak a language other than English, and who do not speak English well or at all. This is 4.3% of our population (an increase from 3.9% in 2016).
- Our population is getting older, with a median age of 40 (compared to 39 in 2016). In Knox, the proportion of residents who are aged 56 years or older has increased since 2016, and accounts for almost 30% of our community.
- At 9,170 individuals, more people in Knox are reporting needing help with their day-to-day lives due to disability. This has grown from 4.8% of our population in 2016, to 5.8% of our population in 2021.

***The housing challenges in Knox are compounded by a lack of housing diversity, poor availability of rental properties (coupled with increasing rental costs) and a below average proportion of social housing.***

***As our population ages and grows both in diversity and number of residents, these challenges are set to increase.***



### Summary of need for social and affordable housing in Knox

 <b>Snapshot of current supply</b>	Current number of social housing dwellings in Knox	<b>1,503</b>
	As a percentage of private dwellings in Knox this represents:  This is lower than the Greater Melbourne average of 2.6%, and the Australian average of 4.5%	<b>2.3%</b>
	Number of additional dwellings funded and in development	<b>159</b>
 <b>Indicators of Current Demand</b>	Number of households on the Victorian Housing Register for Knox (June 2022)	<b>3,902</b>
	Number of applicants on the VHR for Knox assessed as needing priority access  Note: Priority Access is for people who are homeless and receiving support, are escaping or have escaped family violence, live with a disability or significant support needs, or those who have other special housing needs.	<b>2,163</b>
	VHR applicants for Knox who require some form of modified housing	<b>17%</b>
	VHR applicants for Knox who identify as First Nations	<b>203</b>
	Number of people in Knox who received specialist homelessness supports in 2021-22	<b>2,597</b>
	Number of households identified as homeless, as at the 2016 Census*	<b>365</b>

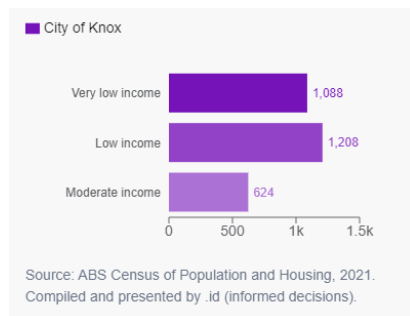
\* The most recent year for which this data is available

### Current Rates of Housing Stress

The graphs below show the number of households experiencing housing stress based on the 2021 Census. Whilst this can be a useful indicator of need, it is worth noting that some housing stress is temporary and that the private market is likely to meet at some of this need.

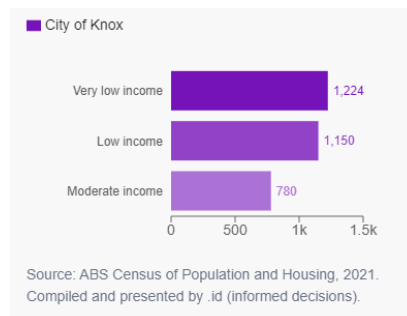
#### Rental Stress in Knox (2021)

Total 2,920 households



#### Mortgage Stress in Knox (2021)

Total 3,154 households





### What would be affordable housing in Knox?

This strategy has a focus on rental housing, recognising that the rate of long-term and permanent renters is increasing as housing becomes less affordable; and that the situation of renters in relation to their income to housing cost ratio generally worsens over time compared with home owners.

The table below highlights the affordable rental prices for very low, low and moderate income households in Knox. The affordable rental value has been calculated based on the cost representing no more than 30% of income.

TABLE 1: AFFORDABLE RENTAL VALUES BY INCOME LEVEL AND HOUSEHOLD TYPE IN KNOX (2022)

		Very low income	Low income	Moderate income
Single adult	Annual income range	Up to \$26,680	\$26,681 – 42,680	\$42,681 – 64,020
	<b>Affordable rent</b>	<b>Up to \$153 / week</b>	<b>\$154 – 246 / week</b>	<b>\$247 – 369 / week</b>
Couple, no dependents	Annual income range	Up to \$40,010	\$40,011 – 64,030	\$64,031 – 96,030
	<b>Affordable rent</b>	<b>Up to \$230 / week</b>	<b>\$231 – 369 / week</b>	<b>\$370 – 554 / week</b>
Family (1 or 2 adults with dependent children)	Annual income range	Up to \$56,010	\$56,011 – 89,630	\$89,631 – 134,450
	<b>Affordable rent</b>	<b>Up to \$323 / week</b>	<b>\$324 – 517 / week</b>	<b>\$518 – 775 / week</b>

(Source: Victorian Government Gazette, July 2022; affordable rental calculations by Knox City Council)

In the quarter ending June 2022, the median rental price for a house in Knox was \$488 per week, and the median rental unit cost \$430 per week.

The Knox Affordable Housing Needs Analysis (September 2022) assessed the capacity of the private rental market to meet demand from very-low, low and moderate income households in Knox. In summary the private rental market:

- Provides **no affordable options for very-low income earners** (of any household type) in the private rental market.
- Provides **no affordable options for single adults and only a small number of options for couple households** on a low income. Family households on a low income are most likely to find a one- or two-bedroom property within their price range but these may not suit their needs.
- Provides only **limited availability for moderate income single adult households**, with some further options for couple households on moderate incomes. The needs of families on moderate incomes are comparably well met.

**Without intervention, it is estimated that up to 80% of the need will not be met by the private market.**

The private market is most likely to supply affordable housing for couples without dependents or families, who are on a moderate income. Single adults on a moderate income, and all household types with a very-low or low income are unlikely to have their housing needs met without intervention.

### Who are very low income households?

With housing and rental prices at a premium, and wages not keeping pace with inflation, very-low income households now include a growing group of 'working poor'. Examples of very-low income households include:

- A couple with one caring for young children and one full-time nursing assistant on \$760 per week
- A couple both working part-time in retail and hospitality on \$740 per week
- A full-time aged care worker or cleaner on \$720 per week
- An aged pensioner couple on \$654 per week
- Aged lone pensioner on \$434 per week



### Types of housing in demand

The VHR provides insight into the types of dwellings required to support social housing need. The table below demonstrates a high level of demand for smaller dwellings, with more than 60% of VHR applicants in Knox preferring a one-bedroom dwelling.

TABLE 2: Dwelling preferences on the Victorian Housing Register (VHR), for the Knox broadband area (June 2022)

Knox District	1 Bedroom(s)	2 Bedroom(s)	3 Bedroom(s)	4+ Bedroom(s)	Total
Priority Access Applicants	1,479	342	245	97	2,163
Register of Interest	927	467	278	67	1,739
Total	2406	809	523	164	<b>3,902</b>

(Source: Homes Victoria website, June 2022)

### Data Limitations

It is noted that the 2021 Census was conducted in the midst of the COVID-19 pandemic, at a time in which additional support payments were available to support the lowest income earners in our community. This short-term additional support may therefore have provided temporary relief of some housing stress and appears to be reflected in the Census data. A comparison of the number of very-low, low and moderate income households experiencing rental stress in Knox the time of the 2016 and 2021 Census, suggests a decline of 986 households.

This is at odds with feedback received from service providers in the housing and emergency relief sectors, who report increasing demand. More recent economic indicators also suggest growing pressure on household budgets, and in turn housing stress. These indicators include an inflation rate of 7.8% for household spending in the year to December 2022 (Australian Bureau of Statistics) and ten consecutive interest rates rises from the Reserve Bank Australia to March 2023.

In balancing these competing indicators, the current and projected social and affordable housing needs for Knox (as outlined on the following pages) have been calculated using 2016 Census data.



## Summary of Projected Social and Affordable Housing Needs and Targets

To meet project needs by 2041, it is estimated that (in addition to existing stock) Knox will require:



## Calculating Future Social and Affordable Housing Need and Targets

There are a number of approaches that can be applied to calculating the future social and affordable housing need for a municipality. The methodology outlined below was applied in the Knox Affordable Housing Needs Analysis, using data from the 2021 Census.

### Affordable Housing

There are 3,906 very-low, low and moderate income renting households in Knox who are experiencing housing stress and can be considered currently in need of a housing intervention. This represents approximately 7.5% of all households in Knox (which totalled 53,668 in 2016).

Of those rental households in stress:

- 1,950 are very-low income households
- 1,370 are low income households
- 586 are moderate income households

To estimate future affordable housing need, it is noted that 14,896 additional dwellings are projected to be built in Knox by 2041. Assuming each dwelling represents one new household, and that the rate of households requiring housing assistance remains consistent at 7.5%, it is estimated that 1,115 of these new dwellings would need to be dedicated affordable housing.

This brings the total forecast need for affordable housing in Knox by 2041 to a total of 5,020.





### Social Housing (as a subset of Affordable Housing)

The proportion of social housing as a percentage of all dwellings in Knox has remained relatively consistent over recent years (currently at 2.3%), and remains below the state average.

This strategy adopts a target for 4.5% of all future housing stock developed within the municipality to be social housing, in line with the average social housing supply Australia-wide. This target accounts for the relatively low current rate of social housing in Knox, as well as the extent of housing stress in the LGA, the current VHR waiting list and the growing number of very low and low income households excluded from the purchase market and thus sustaining rental tenancies for longer periods of time.

If 4.5% of dwellings constructed by 2041, were social housing this would result in an additional stock of 670 dwellings.

It is noted however, that many of the estimated 1,950 very-low income renting households currently experiencing housing stress are likely to also require social housing, or housing with deep subsidies, by 2041. As such, it is likely that the actual need for social housing will exceed the figure of 670 dwellings.

A further allowance of 470 social housing dwellings by 2041, accounts for the number of very-low income households with a person aged 55 years or older in private rental at the time of the 2016 Census. It is anticipated that there will be a growing need for social housing for this cohort in the future given the likelihood that their housing situation will worsen with age and retirement.

The total projected minimum supply of new social housing required to be built in Knox by 2041, is therefore 1,140.

These calculations assume that the existing stock of social housing in Knox is maintained. Should any existing social housing sites be identified for redevelopment by Homes Victoria, it is critical that the total number of dwellings be retained as not to compound the existing shortfall.

### Crisis and Transitional Housing

As at the 2016 Census (the most recent year for which data is available), 586 people were identified as experiencing homelessness or being marginally housed in Knox. Of those, 43% (an estimated 250 people) were considered at risk of long-term homelessness, having been unable to resolve their homelessness within 3 months.

Taking into account the estimated population growth in Knox, a further 60 people are anticipated to find themselves at risk of long-term homeless by 2041 (roughly 310) people. It is assumed that approximately half of these people will need some form of special or supported accommodation.

Therefore, at least a further 150 dwellings/places in crisis or transitional housing are estimated to be needed by 2041 for those experiencing complex needs or at risk of long-term homelessness.



### Alternative methodologies for calculating social and affordable housing need

As noted, the methodology above draws upon data from the 2016 Census. As data from the 2021 Census is still being gradually released, the 2016 survey provides the most complete data source for analysis.

It would be reasonable to assume that housing pressures will have increased in the intervening years given the impacts of the COVID-19 pandemic, rapid interest rate rises and cost of living and inflationary pressures more broadly.

Two alternative methodologies for calculating affordable housing need based on 2021 Census data include:

- Housing.ID calculate that there is an unmet affordable housing need for 1,825 households in Knox (or 1,775 households based on 2016 Census results). This methodology assumes that approximately 50% of rental stress in households is temporary (due to circumstances such as short term unemployment, parental leave or pending a move to more affordable housing after a break up or separation). This assumption is based on analysis from 2016, and given the significant economic changes experienced in recent years, may no longer be relevant.
- A recent analysis completed by the University of New South Wales for the Community Housing Industry Association (CHIA) estimated current affordable housing need at 2,400 with a project need for 4,000 social housing dwellings by 2041 if no action is taken.

The approach used in the Knox Affordable Housing Needs Analysis and adopted in this strategy results therefore provides a mid-range estimate between these two alternative methodologies.



## Social housing supply timeframe

The time period taken to reach a minimum supply level is another important consideration in addressing social housing need. **A rate of 57 social housing additions per year would meet the projected needs by 2041/42**, though it would take twenty years to do so. This would effectively leave a generation of partially unmet housing needs.

Table 3 indicates the number of new social housing dwellings required per annum in order to fully meet social housing needs at different points along the time span – within 5 years, 10 years, 15 years or 20 years.

TABLE 3: MINIMUM SUPPLY CALCULATIONS TO MEET THE SOCIAL HOUSING NEEDS OF KNOX RESIDENTS

Target: 1,140 social housing dwellings	Annual minimum supply, calculated over 5 years	Annual minimum supply, calculated over 10 years	Annual minimum supply, calculated over 15 years	Annual minimum supply, calculated over 20 years
2027	228 per annum			
2032		114 per annum		
2037			76 per annum	
2042				57 per annum

Numbers have been rounded to the nearest whole number.

### Private sector contributions

To achieve these targets, this strategy sets an objective to negotiate social housing inclusions with landowners and developers that seek a planning amendment or planning approval for certain developments. Council's target is that 5% of dwellings proposed on these sites are facilitated as social housing, with flexibility to consider a lower percentage depending on the delivery model.

The rationale for this target is based on a position advocated by Dr Marcus Spiller of SGS Economics and Planning, that one-third of all social housing need should be met by the private sector on the basis of sharing the cost of essential infrastructure three ways between Federal and State Governments and the private sector.

To meet social housing need by 2041, a target of 57 additional dwellings per year has been identified. If one-third of this was to be met by private developers, this equates to 19 dwellings per year.

To achieve 19 dwellings per year, 5.3% of all building approvals need to be social housing (based on an average of 353 build approvals per year in Knox over the past five years).

A target of 5% reflects the critical unmet demand for social housing in Knox. The target is consistent with the previous Knox Affordable Housing Strategy 2015-20, and comparable with other Eastern Region local government areas. This approach will inform:

- Negotiations with developers on private land developments including strategic investigation sites where rezoning is required;
- Consideration of how planning applications with a large dwelling yield (20 or more dwellings) could contribute to social and/or affordable housing outcomes, where the applicant is seeking an uplift beyond the planning scheme controls and a trade-off could be acceptable on the basis of the location, form of contribution and the planning outcomes.

Council's full approach is outlined in detail in Appendix 1 of this strategy.



## Key findings from stakeholder engagement

In developing this strategy, Council has actively engaged key stakeholders to understand their perspective on community needs and local challenges. Stakeholder engagement was conducted via a series of one-on-one interviews and online group workshops during March 2022. External stakeholders included:

- Community Housing Organisations (CHOs)
- Homelessness & Emergency Relief Service Providers
- Department of Families, Fairness & Housing – Homes Victoria
- Municipal Association of Victoria
- Local real estate agents

Key findings includes:

- There is a **mismatch** between housing stock types (social rental housing and all housing) with current expressed need for social housing (as per the Victorian Housing Register (VHR)), current and projected need for Social and Affordable Housing (SAH); and that current and projected need is relatively evenly split between lone person households and families with children.
- Many low income private renters, including many who lost work during the pandemic, supplement their income to retain their housing. Growing numbers of people are relying on emergency food and material relief for medium to long-term support. These services act as critical ‘homelessness prevention’ supports, as well as often providing much needed social support, interaction and food for many Knox residents.
- Key groups identified by homelessness and emergency relief services in need of supported, social and affordable housing include **single men with complex needs** and **women with dependent children**, many of whom have experienced family violence.
- Single men (often with complex needs) are more likely to be directed towards private rooming houses. While a rooming house provides a roof over someone’s head, they are viewed by many stakeholders and clients as problematic due to their poor quality and reduced safety.
- Community Housing Organisations (CHOs) are keen to enter into **strategic development partnerships with Council** both in the short-term to maximize these available funding opportunities, but also in the long-term after the Big Housing Build.
- Local real estate agents confirmed that the **local private rental market in the Knox LGA is shrinking, rental costs and demand is increasing.**

*“I have worked here since 2009 and now jointly own this business. I have never seen housing affordability and availability at such an impossible situation... It’s like a big pot ready to boil over”  
(Local real estate agent)*

- Services reported that **they value and are keen to continue** their existing working relationship with Council’s Inclusive Communities team and housing support worker to assist people aged 55+ who are at-risk of and experiencing homelessness to be connected to local supports and housing that will allow them to remain in the Knox community.
- Services consulted also expressed support for any initiatives and efforts by Council to de-stigmatise people who are at-risk of and experiencing homelessness, particularly single men.



## Cohorts in Need

Low and very-low income households make up almost 32% of all households in Knox. Of these 3,906 are classified as either very-low or low income renting households in renting stress, and who are unlikely to have their needs met through the market.

Demand is split relatively evenly between a need for social and affordable housing for both smaller households (lone person or couples) and larger/family households.



### Homeless persons and rough sleepers

In 2016, 365 people in Knox were identified as homeless in the Census. However the actual number is likely to be far greater with 2,676 people in Knox receiving specialist homelessness services in 2019-20.

Homelessness includes people who are sleeping rough (including in improvised homes, tents, streets or parks and cars), 'couch-surfing' or living in severely overcrowded dwellings.

For homeless persons placed in crisis accommodation there is not enough social and affordable housing for them to transition into either in the Knox local government area or the wider Eastern Metropolitan area.



### Women (and children)

Factors that contribute to housing insecurity for women include financial insecurity, the high cost of housing, relationship breakdown, disability and family violence. Women from First Nations communities, culturally diverse backgrounds, those who experience a mental illness or are aged over 55 years are all more vulnerable to homelessness.

In Knox the number of female headed lone parent households was 5342 (compared to 1137 male headed lone parent households in 2016). Women living alone over the age of 75 years make up 2.4% of households, as compared to 0.9% for men.

In Knox, the social conditions impacting housing affordability for women include:

- Lower full-time workforce participation rates at 44%, compared to 72% of men
- More women earning a weekly income below the minimum wage at 45.7%, compared to 29.9% for men.
- In 2021, Knox has 1920 reported incidents of family violence, with 92% of incidents taking place in a residential location. A child or children were witnesses in 26% of these incidents.

Women over 55 years living alone are identified as a group at serious risk of homelessness across Australia. Superannuation at retirement (average) age is less for women (\$157,050) compared to men (\$270,710). Two-thirds of single women on the Age Pension who do not own their home have less than \$50,000 in assets.



### People with a disability

Housing for people with a disability was identified as a critical gap during the stakeholder engagement process. These need to be single level dwellings, with step-less entry, wide halls and doorways, bathrooms that can accommodate mobility aids and/or a carer to assist. Two-bedroom homes are valued to accommodate a carer.

A previous presentation by EACH Housing to the Knox Disability Advisory Committee noted that 17% of people who listed Knox LGA as their first preference for location on the VHR need some form of modified housing. In addition to the VHR, there are people in need of Specialist Disability Accommodation (SDA) housing.

A further gap impacting on people with a disability is that NDIA Support Coordinators are unable to support clients with finding or maintaining housing, including those in need of urgent crisis accommodation.



### Seniors

Seniors are strongly associated with low-income in Knox. People aged 65 years or over make up 14% of Knox's population but account for 31% of Knox residents who are living in low-income households. During this life stage, income and housing prospects are unlikely to improve.

Seniors in Knox are also over-represented in disability figures. According to 2018 estimates, one in nine (12%) of people aged 0-64 years have a disability of some type. This increases to one in two (48%) by age 65 years and over.

The lack of smaller dwellings in Knox compounds the housing challenges facing seniors who may find themselves living in larger, difficult to maintain homes as their needs change.

Knox has a proud history of supporting housing for seniors, and continues to manage nomination rights for five seniors housing developments within Knox, as well as providing supports and social connections for residents in these estates.



### First Nations community

Aboriginal Housing Victoria (AHV) had 203 Aboriginal and Torres Strait Islander households in Knox on their register as of July 2022. With the First Nations population in Knox estimated at 1022 as of the 2021 Census, this represents almost 20% of this community.

Difficulties associated with providing Confirmation of Aboriginality can impede access to the AHV register, meaning that these figures likely underestimate the level of housing need amongst the First Nations communities in Knox.

Of the five Aboriginal Community Controlled Organisation (ACCO) operating in Victoria, only two currently chose to provide Confirmation of Aboriginality, and neither services the Knox area.



### Single Men

Options for low income, homeless single people are often limited to shared housing including rooming houses, which can be both unaffordable and unsafe for vulnerable groups. Specialist housing support providers report that single men (Often with complex needs such as drug and alcohol dependency, chronic mental illness, family breakdown, history of rough sleeping) are directed towards private rooming houses.

Stakeholders viewed rooming houses as a problematic form of accommodation, as they are often of poor quality and lack safety. They noted that many single men report they would 'rather sleep rough' than stay in a rooming house. There is a lack of suitable, supported accommodation for this group in Knox.



## Continuing work in Knox

### Eastern Affordable Housing Alliance (EAHA)

The Eastern Affordable Housing Alliance (EAHA) is led by Knox City Council and comprises an additional five local government areas in the Eastern Metropolitan Region of Melbourne, including Manningham, Maroondah, Monash, Whitehorse and Yarra Ranges. Knox Council is the auspice of EAHA, leading its coordination and administration.

The Alliance was first established ten years ago, and in 2022 renewed its Memorandum of Understanding to reaffirm member Councils' commitment to work together on joint programs that increase the provision of social and affordable housing across the region. The EAHA has prepared a four-year Strategic Plan 2022-2026, which is guided by annual implementation plans to outline the key objectives and priorities of the group.

### Regional Local Government Homelessness and Social Housing Charter Group

Knox City Council is a member of the Regional Local Government Homeless and Social Housing Charter. Led by Monash Council, the group comprises 13 local governments in the east and south-east of Melbourne. The charter group have a shared commitment to partnership and advocacy to achieve social housing outcomes. The Charter was established as a short-term response, and is reviewed annually.

### Short-Term Support Team

The Short-Term Support Team is available to support any Knox resident in accessing the services they need. The team respond to a range of issues, including those related to housing insecurity and homelessness, financial hardship, family violence, disability, mental illness and other issues relating to living independently and safely at home.

As part of the Short-Term Support Team, a specialist officer delivers the Housing Support Program, working with people who are homeless or at risk of homelessness. This involves assisting people to apply for public housing (where eligible), providing housing advice, referrals and connections with other housing services, and nominating clients to DFFH to be housed when a vacancy arises in one of the 196 units that Council has nomination rights for. The Short-Term Support Team provides assistance to new tenants to connect them with practical and material supports and long-term services as required to support ongoing tenancy.

### Advocacy and Policy Framework

Advocacy for social housing investment in Knox is an ongoing priority, and formed part of Council's key election advocacy platform for both the Federal and State elections in 2022. Council officers will continue to advocate with Homes Victoria, and through Council's Mayor, Councillors and Executive Management Team, will continue to raise housing with elected representatives in the Knox area. Regional partnerships, including the EAHA, also form a key part of Council's advocacy work.

At a practical level, Council has developed a Homelessness and Rough Sleeping Policy to support Council officers in responding to reports from the community. The policy is overseen by the Community Wellbeing department, with implementation led by the Short-Term Support team within the Community Access & Support department.





### Research

The Eastern Affordable Housing Alliance, auspiced by Knox Council, received \$180,000 for a project to prevent homelessness among older women. The Preventing Homelessness in Women over 55 Project targets the Eastern Metropolitan Region (EMR) and is funded under the Victorian Government's Metropolitan Partnerships Development Fund. This will include an investigation of current services gaps and explore place-based solutions that may contribute to better social and economic outcomes for women over 55 at risk of homelessness, with the potential to replicate the methodology and intervention approach state-wide.

### Strategic Planning

The City Futures department supports the development of social and affordable housing through the negotiation of voluntary developer contributions, of either land, dwellings or funds that support social and affordable housing projects. There are limited Strategic Investment Sites remaining in Knox, with planning amendments during the life of this strategy to include the Boral Redevelopment Site (Wantirna South), Norvel Estate (Ferntree Gully) and Waverly Golf Course redevelopment.

### Networks and Advisory Committees

Community Wellbeing facilitate the Safety, Health and Wellbeing Advisory Committee, who may be called upon to provide guidance to Council on a range of issues including housing and homelessness. Committee members include key services who support vulnerable community members in Knox, and have direct knowledge of community needs, emerging trends and challenges.

Council's Disability Leadership Team also support the Eastern Disability Housing Network who advocate for improved housing services and supports for people with a disability.

### External Services

Whilst Council's role in providing housing support is limited, there are key agencies operating within Knox who deliver these critical services. Uniting Housing are the provider of specialist housing support services in Knox, and support people in need to access emergency accommodation or transitional housing, with a view to long-term housing solutions including social housing, tenancy support or access to rent assistance payments through Services Australia.

The Salvation Army provide outreach services to people sleeping rough in Knox. In line with the goals of the individual, they are able to provide support, information and referral to other supported housing options.

A range of other services provide critical supports that assist financially vulnerable households to maintain housing. These may include financial counselling services, as well as food relief and material aid providers. These services can play a critical role in homelessness prevention, particularly in light of growing cost of living pressures, interest rate rises and inflation affecting the cost of food, petrol and essential utilities such as gas and electricity.



## Case studies

The following case studies highlight the complex stories and circumstances confronting people experiencing homelessness or housing insecurity. Names and personal details have been changed to protect the identity of individuals.

### A long-term rough sleeper struggles to transition to housing

Steve has spent many years alternating between rooming house accommodation and sleeping in his car. With the assistance of Council's Housing Support Program, Steve joined the Victorian Housing Register to wait for public housing. Once Steve turned 55, he was able to be housed in one of the over 55s housing estates in Knox. After such a long period of housing insecurity, Steve required support in establishing his tenancy with a delivery of furniture and white goods from The Salvation Army supporting him to live independently.

Steve found the transition to permanent housing difficult after a long history of rough-sleeping. He was connected with mental health support, but often reported problems with sleeping, hearing strange noises, and generally feeling on edge and uncomfortable. This was exacerbated over COVID lockdowns when Steve was unable to go to work. After four years, Steve made a decision to end his tenancy, pack up his car and travel to South Australia.

### Family facing a sudden change to their financial circumstances

Lucy and Patrick have two children and live in private rental in Wantirna South. Both parents lost their jobs during COVID lockdowns in 2021, which resulted in difficulty covering their rent and basic living expenses. Lucy and Patrick have no family support and limited social networks, but had never asked for support from services until this time. Support with meals from Foothills allowed the family to remain in their housing, but they have been unable to financially recover from this period of job loss. They now live close to the poverty line with no clear pathway back to security, and continue to sporadically access food relief to support their cost of living.

### Family conflict sees a pensioner challenged by housing affordability when living alone

Mina is aged in her late 70s and had been sharing a two-bedroom unit with her son and daughter-in-law, until there was a falling out and the couple left. Mina had previously contributed \$200 a week to the rental cost of \$420. Relying on a pension as her only source of income, Mina quickly fell behind in rent and was struggling to afford not only housing, but also food and other essentials. Mina had attempted unsuccessfully to find a one-bedroom unit for rent in Knox under \$350 per week. Mina was referred to a range of supports to help her maintain her private rental, including Uniting's Private Rental Assistance Program (PRAP), EACH Financial Counselling, and emergency food relief agencies.

### Declining health is challenged by a lack of affordable and appropriate housing

Scott was a Knox resident in his late 40s, who was living alone in a double-story townhouse in Bayswater. Due to a recent decline in his physical health and mobility, Scott had been unable to use the stairs to access the top floor of his townhouse for several months and had taken to sleeping in the downstairs lounge room. In addition to his rental property being unsuitable for his changing physical needs, Scott had recently been notified that the landlord was increasing the rent by \$100, to a new total of \$500 per week.

Scott had been looking for a single-story, one-bedroom unit in Knox within his budget of \$350-400 per week, but was unable to find anything due to a general lack of availability and the highly competitive applications process. Scott was referred to support through Uniting's PRAP to receive specialist housing advice and guidance in the rental market.



#### Single mum with children, survivors of family violence

Monique lives with her two teenage children in private rental in Ferntree Gully. She and her children are survivors of family violence. Their lives are still heavily impacted by their previous experiences with the perpetrator and a large proportion of Monique's income is currently spent on legal fees in the on-going court case with the perpetrator. The family have been accessing meals and groceries from local food relief services to help manage household expenses. The family report that this support has allowed them to stay in their rental home, as well as providing an important point of connection with a caring community.



## Policy Context - Victoria

The Victorian State Government has introduced a number of policies relating to the supply of Social and Affordable Housing since 2015.

- In 2016 the State Government introduced the **Rooming House Operators Act 2016**. People who run rooming houses must apply for a licence. Rooming house operators must also follow standards of hygiene, safety and security.
- **Plan Melbourne 2017-2050** is the metropolitan planning strategy to manage Melbourne's growth and change over the next three decades. This document was the outcome of the refresh of Plan Melbourne 2014.

In 2017, the State Government announced their **Homes for Victorians** policy with initiatives that included abolishing stamp duty for first time buyers on homes up to \$600,000 and cuts to stamp duty on homes valued up to \$750,000, piloting of a shared equity home ownership program, investment in homelessness, social and affordable rental, and recognition of the role of the planning system to facilitate social and affordable housing. Reformed residential zones were introduced to the Victoria Planning Provisions and all planning schemes by **Amendment VC110** on 27 March 2017.

- The **Social Housing Growth Fund** was established in 2018 providing \$1 billion in investment to support partnerships between the community, private, not for profit and local government sectors to deliver housing assistance to Victorians.
- The Victorian government passed **Residential Tenancies Amendment Bill 2018** with more than 130 reforms to Victoria's renting rules, which came into effect in March 2021. The law changes expand the rights and responsibilities of renters and rental providers (landlords). The changes to the law apply to all types of tenancies, private rentals, caravan and residential parks, and rooming houses. Some of the key changes include a ban on rental bidding, new rental minimum standards, no eviction without a reason, allowable modifications by renters, and new rules around urgent repairs.
- Changes to the Planning and Environment Act 1987 were approved in 2018 which established an objective of planning to 'facilitate the provision of affordable housing in Victoria', a legal definition of Affordable Housing and guidance to support the negotiation of social and affordable housing through the planning system.
- The Victorian Government funded Aboriginal Housing Victoria to lead the development of the **Aboriginal Housing and Homelessness Framework** in 2020. The framework sets a vision that 'Every Aboriginal person has a home' with the purpose that 'Aboriginal Victorians achieve quality housing outcomes in a generation'. The framework encourages government to move beyond crisis management of Aboriginal housing and to achieve equity in housing outcomes for Aboriginal people.

### Homes Victoria - Victorian Big Housing Build Program

In 2020, Homes Victoria was established as a new State Government entity to manage the more than \$26 billion in housing assets where over 116,000 Victorians reside. The Victorian Big Housing Build Program aims to renew and substantially expand public and community housing assets through an injection of \$5.3 billion over five-years. These funds are primarily directed to Community Housing Organisations who are required to source land or development opportunities and external finance, submit competitive funding application, and on approval, manage planning and development processes and subsequent tenancies. The funding conditions include high sustainability, liveability and



accessibility requirements. Local governments may commit to gift, lease or sell land to a CHO to support funding for social housing development in their municipality.

Homes Victoria have stated their intention to work in partnership with local government, including:

- A new 'Social and Affordable Housing Compact' between Homes Victoria and Local Government;
- Developing social and affordable housing plans to be developed in partnership between Local Government and Homes Victoria;
- Seeking local government feedback on a ten-year strategy for social and affordable housing in Victoria.

#### Planning Scheme amendments

The planning system is streamlined to prioritise new social housing, with the Victorian Government to assess and approve planning proposals funded by the Big Housing Build following consultation with councils and local communities. Amendments VC187 and VC190, gazetted on 1 December 2020, introduced changes to the Victoria Planning Provisions and all planning schemes to streamline planning process:

- **New Clause 52.20 (Amendment VC190)** introduced a new particular provision and development standards for projects delivered through Victoria's Big Housing Build. Proposals that meet the relevant criteria are exempt from the need for a normal planning permit, and the Minister for Energy, Environment and Climate Change is responsible for determining if the proposal complies. These applications are exempt from notice and review, but Homes Victoria requires consultation for each project including with the local council. Developments over 100 units or three stories must also be referred to the Victorian Government Architect for review. Council is also invited to make a submission to the planning authority setting out its review of each application.
- **New Clause 53.20 (Amendment VC187)** introduced a new planning provision to streamline the planning permit process and development standards for housing projects by or on behalf of the Director of Housing. The Minister for Energy, Environment and Climate Change is the responsible authority for assessing the development of 10 or more dwellings and the construction or extension of an apartment development. Proposals for less than 10 dwellings will be assessed by the local council. These applications are exempt from notice and review, but Homes Victoria requires an applicant to engage with the local council and undertake community consultation for each project.



## Policy Context - Federal

The newly elected Federal Government has plans to address housing affordability including:

- Creation of a \$10 billion Housing Australia Future Fund which will support the development of 30,000 new social and affordable housing properties nationally in its first five years.
- Transfer of investment returns from the Housing Australia Future Fund to the National Housing Finance and Investment Corporation (NHFIC) to pay for social and affordable housing projects.
- \$1.6 billion for long term housing, and an additional \$100 million for crisis and transitional housing options to support women and children fleeing domestic and family violence, and older women on low incomes who are at risk of homelessness.
- Establishment of a National Housing Supply and Affordability Council, to ensure the Commonwealth plays a leadership role in increasing housing supply and improving housing affordability.
- Support for 10,000 households a year to purchase their own home through provision of shared equity support.
- Commitment to a **National Housing Accord**, a plan to build one million homes in five years in partnership with state and territory governments and investors including the major banks and superannuation funds. The package included \$350 million in Federal funding to construct 10,000 affordable homes over the five-year period. This is on top of the \$10 billion **Housing Australia Future Fund** commitment.

Other Federal Government initiatives include:

- The **National Housing and Homelessness Agreement (NHHA)** came into effect on 1 July 2018, and recognises the Commonwealth and the State's mutual interest in improving housing outcomes across the housing spectrum, including outcomes for Australians who are homeless or at risk of homelessness. The NHHA establishes Commonwealth funding and associated conditions on the State.
- The 2017-2018 budget included a **Housing Affordability Package** that included a National Housing Infrastructure Facility to fund critical infrastructure to provide affordable housing supply. The package included releasing suitable Commonwealth land for housing development and specifying housing supply targets in a new National Housing and Homelessness Agreement (NHHA) with the States and Territories.
- The **Commonwealth Rental Assistance Scheme (CRAS)** provides supplement payments to Australians renting in the private market who receive a Centrelink pension, allowance or income support.
- **First Home Super Saver (FHSS) Scheme** introduced in the 2017–18 Federal Budget to reduce pressure on housing affordability. The FHSS scheme enables eligible people to save money for a first home using their superannuation fund arrangements.
- The **First Home Loan Deposit Scheme (FHLDS)** supports eligible first home buyers by guaranteeing their loan to build or purchase a first home with as little as 5% deposit, without incurring Lenders Mortgage Insurance. The Scheme is administered by the **National Housing Finance and Investment Corporation (NHFIC)**. On 8 May 2021, under the 2021- 2022 Budget, the Australian Government announced the extension of the FHLDS (New Homes) and the establishment of a new program called the Family Home Guarantee, which provides eligible single parents with dependants the opportunity to build a new home or purchase an existing home with a deposit of 2%, subject to the individual's ability to service a home loan.



## The action plan – structure and accountability

Three strategic focus areas provide a structure to guide Council actions over the next 5 years.

### Strategic Focus 1 - Planning and Regulation

This strategic focus outlines how Council will guide Knox's housing and infrastructure to meet the changing needs of our community, particularly our most vulnerable residents.

Our commitments:

- Council will set a target for voluntary developer contributions of up to 5% (depending on the delivery model) for social housing that supports the most vulnerable in our community.
- Council will consider the use of under-utilized Council-owned land in appropriate locations for the purpose of developing social and affordable housing.
- Council will seek to embed environmental design standards and good quality design that encompasses energy efficiency.
- Council will encourage appropriate location and diversification of stock for social and affordable housing developments.
- Council will take a person-centered approach to the regulation of rooming houses in Knox.
- Council will encourage the provision of accessible and well-designed housing.

### Strategic Focus 2 - Advocacy and Targeted Support

This strategic focus determines how Council will play a key role in research, advocacy and policy issues that relate to improving access to social and affordable housing for our most vulnerable residents. It also outlines how Council will support specific groups in the community.

Our commitments:

- Council will advocate for social and affordable housing that meet the diverse needs of the community.
- Council will advocate for public housing renewal projects in Knox to embed a community development approach and support the liveability of our neighbourhoods and communities.
- Council will remain informed about the housing needs of our community as they continue to evolve.

### Strategic Focus 3 - Collaboration and Partnerships

This strategic focus supports Council's commitment to work in a collaborative and coordinated way to create and improve the physical, social, natural, cultural and economic environments that promote health and wellbeing.

Our commitments:

- Council will lead local and regional responses to facilitate social and affordable housing outcomes.
- Council will advocate for public housing renewal in Knox and no reduction to current supply of social housing for local residents.



### Strategic Focus 1 Planning & Regulation

This strategic focus outlines how Council will guide Knox’s housing and infrastructure to meet the changing needs of our community, particularly our most vulnerable residents.

Action	Council Role	Anticipated outcome	Responsible Department	Timeframe	Resourcing
1.1 Adopt the definitions of social and affordable housing and minimum supply of social housing targets outlined in this strategy.	Plan	Consistent definitions and targets are used across the review of the Knox Housing Strategy 2015, the Knox Planning Scheme and the Sale of Council Land and Buildings Policy.	Community Wellbeing City Futures	Year 1-3  Revised definitions to be updated as relevant documents are reviewed.	No impact
1.2 Using the principles outlined in Appendix 1 of this strategy, negotiate with developers for a voluntary 5% contribution of social housing in private land developments including strategic investigation sites where rezoning is required.	Regulate	Developers make voluntary contributions to social housing supply in Knox. This could include (in order of preference) land, dwellings or monetary contributions.	City Futures	Year 1-5  As planning amendments arise.	No impact
1.3 Consider opportunities as part of planning applications with a large dwelling yield for applicants to contribute to social and/or affordable housing outcomes where an additional uplift is being sought	Plan Regulate	Negotiation of social and affordable housing outcomes in circumstances where an uplift beyond the planning scheme controls is being sought and a trade-off is appropriate to be negotiated, on the basis of the location and form of contribution, along with the planning outcomes	City Planning and Building, City Futures	Year 1-5  As suitable planning applications are considered.	Existing operational budget

**RESOURCES:** **No impact** – this action can be integrated to existing business plan activities and doesn’t require separate resources  
**Existing operational budget** – this action will require funding or staff time, but it is already accounted for in the relevant department’s budget  
**Future Council budget initiative** – this action will be subject to future Council budget processes; external funding is unlikely  
**External funding to be sought** – this action will not proceed unless external funding is gained





Action	Council Role	Anticipated outcome	Responsible Department	Timeframe	Resourcing
and a trade-off could be supported.		would be acceptable. Large applications would be those yielding 20 or more dwellings and an application may include a negotiation as part of an appeal process.			
1.4 Establish a transparent procedure for holding and reinvesting financial contributions received through developer negotiations, to maximise social and/or affordable housing outcomes.	Regulate	Section 173 voluntary monetary contributions are available to support local social and affordable housing projects as deemed appropriate by Council.	Community Wellbeing, City Futures	Year 2-3	Existing operational budget
1.5 Incorporate the findings of this strategy in the review of the Knox Housing Strategy 2015.	Regulate Plan	A revised Knox Planning Scheme that strengthens and clarifies Knox City Council’s position on social and affordable housing, and encourages the diversification of housing stock within the municipality, particularly one and two bedroom dwellings.	City Futures	Year 2-5	Future Council budget initiative
1.6 As part of the review of the Knox Housing Strategy, undertake a detailed audit of local planning controls and provisions to identify unintended barriers to	Research	Any identified barriers are amended, facilitating an increase in the availability of social and affordable housing within Activity Centres.	City Futures City Planning and Building	Year 2-5	To be resourced alongside Action 1.5

**RESOURCES:** **No impact** – this action can be integrated to existing business plan activities and doesn’t require separate resources  
**Existing operational budget** – this action will require funding or staff time, but it is already accounted for in the relevant department’s budget  
**Future Council budget initiative** – this action will be subject to future Council budget processes; external funding is unlikely  
**External funding to be sought** – this action will not proceed unless external funding is gained



Action	Council Role	Anticipated outcome	Responsible Department	Timeframe	Resourcing
facilitating the supply of affordable housing types.					
1.7 Promote diverse housing options (including social and affordable housing) as an appropriate outcome of structure plans, Strategic Investigation Sites and other new residential developments.	Plan	Promote diverse housing options (including social and/or affordable housing) as an appropriate outcome of structure plans or renewal strategies for Activity Centres.	City Futures	Year 1-5  To be actioned as opportunities arise.	No impact
1.8 Undertake an audit of surplus and under utilised Council and other publicly owned land within or in close proximity to designated Activity Centres with a view to identifying a short-list of potential sites for social and affordable housing partnerships.	Research	Under-utilised land is identified for potential social and affordable housing in Knox.	Community Wellbeing City Futures Property Services	Year 1-2	Existing operational budget
1.9 In consultation with the community housing sector develop a coordinated and best practice approach to the development of a healthy and regulated rooming house sector.	Regulate	The development of a rooming house policy that is supported by the local community sector; Enhanced safety and suitability of rooming houses for people experiencing homelessness.	Community Wellbeing, Community Access & Support City Safety & Health	Year 2-3	Existing operational budget

**RESOURCES:** **No impact** – this action can be integrated to existing business plan activities and doesn't require separate resources  
**Existing operational budget** – this action will require funding or staff time, but it is already accounted for in the relevant department's budget  
**Future Council budget initiative** – this action will be subject to future Council budget processes; external funding is unlikely  
**External funding to be sought** – this action will not proceed unless external funding is gained



Action	Council Role	Anticipated outcome	Responsible Department	Timeframe	Resourcing
1.10 Explore how the policy on the disposal of Council land considers social and affordable housing outcomes for sites suitable for residential development.	Plan	Suitability of land for social and affordable housing projects is considered when Council considers sale of Council land.	Procurement & Property, Community Wellbeing	Year 1-2	Existing operational budget
1.11 Continue to plan for and support diverse housing to meet changing community needs through a review of the Social and Affordable Housing Strategy 2023-27.	Research	A review of the Social and Affordable Housing Strategy 2023-27 is conducted and reported to Council	Community Wellbeing	Year 5	Existing operational budget

**RESOURCES:** **No impact** – this action can be integrated to existing business plan activities and doesn't require separate resources  
**Existing operational budget** – this action will require funding or staff time, but it is already accounted for in the relevant department's budget  
**Future Council budget initiative** – this action will be subject to future Council budget processes; external funding is unlikely  
**External funding to be sought** – this action will not proceed unless external funding is gained



### Strategic Focus 2 Advocacy & Targeted Support

This strategic focus determines how Council will play a key role in research, advocacy and policy issues that relate to improving access to social and affordable housing for our most vulnerable residents. It also outlines how Council will support specific groups in the community.

Action	Council Role	Anticipated outcome	Responsible Department	Timeframe	Resourcing
2.1 Strongly advocate to State and Federal Government for an increase in social and affordable housing resources based on evidence, and support local agencies and networks and agencies in their advocacy to government. (Refer Appendix 2)	Research Advocate	Local state and federal representatives (including government departments and elected representatives) are informed on local housing needs.	Community Wellbeing	Year 1-5  As opportunities arise, including State and Federal government elections	Existing operational budget
2.2 Undertake community campaigns to raise awareness and support for people who experience homelessness or need social housing in Knox including opportunities for community based action (e.g. Homes for Homes initiative).	Educate & Advocate	Increased community support and understanding of the need for social and affordable housing projects in Knox.	Community Wellbeing, Community Access & Support	Year 1-5  Annual campaign or awareness message	Existing operational budget
2.3 Implement the Homelessness and Rough Sleeping policy and procedure to provide direction for decision making and	Provide	People sleeping rough in Knox are provided with appropriate support to ensure their health and safety.	Community Access & Support	Year 1-2  Policy due for review in Year 2	Existing operational budget

**RESOURCES:** **No impact** – this action can be integrated to existing business plan activities and doesn't require separate resources  
**Existing operational budget** – this action will require funding or staff time, but it is already accounted for in the relevant department's budget  
**Future Council budget initiative** – this action will be subject to future Council budget processes; external funding is unlikely  
**External funding to be sought** – this action will not proceed unless external funding is gained



Action	Council Role	Anticipated outcome	Responsible Department	Timeframe	Resourcing
management processes in relation to homelessness and rough sleeping in the Knox municipality.					(funded to June 2024)
2.4 Seek funding to allow Council to undertake social housing projects, and to continue to understand the housing needs for the Knox municipality.	Research	Funding is secured to support research of housing needs and the development of social housing projects in Knox.	Community Wellbeing	Year 1-5  Initiate funding applications as opportunities arise	Existing business activity
2.5 Actively support and advocate for initiatives that engage with residents living in public and social housing to build community connections and resilience to prevent homelessness through the provision of appropriate support services.	Provide Advocate	Knox public and social housing residents are supported	Community Access & Support	Year 1-2	Existing operational budget (funded to December 2024)
2.6 Continue to support older persons (over 55 years) who are at risk of homelessness by providing the housing support service and guiding the application of Council’s nomination rights over designated older persons sites	Provide Advocate	Residents of Knox are prioritised allocation of public housing for seniors in Knox	Community Access & Support	Year 1-5	Existing operational budget

**RESOURCES:** **No impact** – this action can be integrated to existing business plan activities and doesn’t require separate resources  
**Existing operational budget** – this action will require funding or staff time, but it is already accounted for in the relevant department’s budget  
**Future Council budget initiative** – this action will be subject to future Council budget processes; external funding is unlikely  
**External funding to be sought** – this action will not proceed unless external funding is gained



Action	Council Role	Anticipated outcome	Responsible Department	Timeframe	Resourcing
of public housing within the Knox municipality.					
2.7 Discuss issues associated with affordable housing in the community engagement process for structure plans and other place based strategic plans for Activity Centres and other sites.	Educate	The community understands challenges associated with housing affordability in Knox.	City Futures	Year 1-5  To be included as plans are developed or reviewed	No impact
2.8 Advocate for changes to the formal Confirmation of Aboriginality requirement for access to the Aboriginal Housing Victoria waiting list.	Advocate Partner	Eligible persons are more readily able to access the housing waitlist with Aboriginal Housing Victoria.	Community Wellbeing	Year 1-3	Existing operational budget
2.9 Promote Council grant opportunities to social housing providers to support programs and events that benefit Knox social housing residents.	Fund	Social housing providers and residents can access Council grants to increase belonging and support the health and wellbeing of social housing residents.	Community Wellbeing	Year 2-5	No impact

**RESOURCES:** **No impact** – this action can be integrated to existing business plan activities and doesn't require separate resources  
**Existing operational budget** – this action will require funding or staff time, but it is already accounted for in the relevant department's budget  
**Future Council budget initiative** – this action will be subject to future Council budget processes; external funding is unlikely  
**External funding to be sought** – this action will not proceed unless external funding is gained



### Strategic Focus 3 - Collaboration & Partnerships

This strategic focus supports Council’s commitment to work in a collaborative and coordinated way to create and improve the physical, social, natural, cultural and economic environments that promote health and wellbeing

Policy statements that support these actions:

- Council will lead local and regional responses to facilitate social and affordable housing outcomes.
- Council will advocate for public housing renewal in Knox with no reduction to current supply of social housing for local residents

Action	Council Role	Anticipated outcome	Responsible Department	Timeframe	Resourcing
3.1 Continue to support and facilitate the Eastern Affordable Housing Alliance (EAHA).	Partner Advocate	The Eastern Affordable Housing Alliance is supported to advocate for improved housing affordability and to increase the supply of social and affordable housing across the region.	Community Wellbeing	Year 1-5  In line with the EAHA Strategic Plan and annual workplans.	Existing operational budget (shared by 6 Councils)
3.2 Continue to contribute to and participate in the Regional Local Government Homelessness and Social Housing Charter Group.	Partner	Knox City Council is informed and active in the Regional Local Government Homelessness and Social Housing Charter to address the urgent need for increased social housing and a more effective, integrated and supported homelessness services system.	Community Wellbeing	Year 1-2	Existing operational budget

**RESOURCES:** **No impact** – this action can be integrated to existing business plan activities and doesn’t require separate resources  
**Existing operational budget** – this action will require funding or staff time, but it is already accounted for in the relevant department’s budget  
**Future Council budget initiative** – this action will be subject to future Council budget processes; external funding is unlikely  
**External funding to be sought** – this action will not proceed unless external funding is gained



Action	Council Role	Anticipated outcome	Responsible Department	Timeframe	Resourcing
3.3 Further consult with registered community housing providers to determine their preferred delivery and partnership models for working with Council.	Research	Council is positioned to make informed decisions regarding potential partnerships with Community Housing providers.	Community Wellbeing	Year 2-3	Existing operational budget
3.4 Consult with State Government on selective redevelopment of existing concentrations of public housing (for which Council manages nomination rights) that are older or poorly maintained to increase the diversity and sustainability of stock.	Research Advocate	State Government housing assets within Knox City Council are appropriately managed and diverse to meet local housing needs.	Community Access & Support, Community Wellbeing	Year 1-5  As initiated by State Government	Existing operational budget
3.5 Convene a social and affordable housing implementation group comprising key Council officers to monitor the implementation of the strategy and identify opportunities for advocacy and/or housing projects.	Provide	Council receives expert advice on opportunities for social and affordable housing developments in Knox	Community Wellbeing	Year 1-5  To meet a minimum of twice per year	Existing operational budget

**RESOURCES:** **No impact** – this action can be integrated to existing business plan activities and doesn't require separate resources  
**Existing operational budget** – this action will require funding or staff time, but it is already accounted for in the relevant department's budget  
**Future Council budget initiative** – this action will be subject to future Council budget processes; external funding is unlikely  
**External funding to be sought** – this action will not proceed unless external funding is gained





Action	Council Role	Anticipated outcome	Responsible Department	Timeframe	Resourcing
3.6 Undertake a transparent and competitive expression of interest process with Community Housing Providers when appropriate Council owned sites are identified for social housing development.	Provide	Partners are appointed based on a robust process that assesses their financial capacity, experience in the delivery of similar projects, ability to support identified needs in Knox and capacity to meet safer design and environmental sustainability principles in the design of new homes.	Community Wellbeing	Year 1-5  Actioned as opportunities arise	Existing operational budget
3.7 Conduct regular meetings with Homes Victoria to: <ul style="list-style-type: none"> <li>• Ensure Council is informed of opportunities to increase social and affordable housing in Knox</li> <li>• Provide timely advocacy of the social and affordable housing needs of Knox residents.</li> </ul>	Advocate	Council is informed of projects and policies implemented by Homes Victoria and opportunities to deliver social housing outcomes in Knox	Community Wellbeing	Year 1-5  Seek a minimum 2 meetings per year	No impact
3.8 Work with the Municipal Association of Victoria to support the development of a Local Government compact with Homes Victoria.	Advocate	Council is an active participant in the development of a Local Government Compact with the Victorian State Government.	Community Wellbeing	Year 1	No impact

**RESOURCES:** **No impact** – this action can be integrated to existing business plan activities and doesn't require separate resources  
**Existing operational budget** – this action will require funding or staff time, but it is already accounted for in the relevant department's budget  
**Future Council budget initiative** – this action will be subject to future Council budget processes; external funding is unlikely  
**External funding to be sought** – this action will not proceed unless external funding is gained



## Monitoring and Evaluation

The actions in this strategy will be monitored by Council during this period through regular reports to Council and the community. The strategy will assist Council to develop opportunities that increase the supply of social and affordable housing in Knox and guide decision making required to implement the actions within this strategy.

### Key Performance Indicators

Housing affordability and the provision of social and affordable housing is influenced by a broad range of market and non-market factors, many of which are outside the direct influence of Council. These high-level indicators will guide Council's efforts to improve affordable outcomes for Knox:

Indicator	Source	Frequency
Number of affordable rental dwellings for very low and low income households created as a result of partnerships between Council and Community Housing Providers and/or the private sector.	Data can be collected by Council	Mid- and end of plan reviews
Net change (loss/gain) in Social (Public and Community) Housing. (Target: increase 57 dwellings per year)	Homes Victoria (HV) and Community Housing Providers	Mid- and end of plan reviews
Number of affordable rental dwellings for very low and low income households created through other agencies or mechanisms, including HV and local Community Housing Providers.	Data can be collected by Council	Mid- and end of plan reviews
Number of affordable housing dwellings for very low and low income renters and low income purchasers provided through the market.	Published data bases and primary analysis/research	Mid- and end of plan reviews
Increase in supply of lower cost housing types/products created through the market.	Published data bases and primary analysis/research	Mid- and end of plan reviews
Reduction in local homelessness, including appropriate accommodation of people living temporarily with others, or living in inappropriate, unsafe or severely overcrowded accommodation.	Specialist Homelessness Services	Mid- and end of plan reviews
Reduction in the proportion of very low and low income households in housing stress.	Census	Next due 2027 (from 2026 Census)
Retention of diverse income, age and employment groups in the LGA.	Census	Next due 2027 (from 2026 Census)



## Appendix 1: Guidance on negotiating voluntary developer contributions

One of the tools and strategies available to Council in addressing the social and affordable housing shortfall is to engage with landowners and developers through the planning process to secure voluntary contributions, which are then formalised as part of a Section 173 agreement.

Whilst contributions are legislated in other states, in Victoria, contributions are considered voluntary with specific structures, percentages and delivery models to be agreed with each landowner. Many councils, including Knox, have negotiated affordable housing contributions as part of a rezoning process, demonstrating that in certain circumstances and with the right policy approach, developers can contribute towards an increase in supply.

In developing a policy position and guidance to inform negotiations, Council notes:

- The Planning and Environment Act 1987 objectives of planning include 'to facilitate the provision of affordable housing in Victoria'. Together with State Government support, this provides a foundation for Council to establish a policy basis and process of negotiation of outcomes through the planning process.
- There is no State Government or State-wide consistent methodology applied to calculate a percentage and delivery arrangement. Each council, landowner and site agreement is subsequently unique.
- The evidence of social and affordable housing need provides a clear strategic basis for Council to request an affordable housing inclusion when considering planning amendments and applications. Council notes that to address total need will require Federal and State Governments and that it needs to consider what contribution could be reasonably borne by landowners/developers.
- The level of contribution and how the landowner/developer facilitates the social and affordable housing outcome depends on whether they gift land or completed dwellings, or apply a discount to land or dwellings sold to a registered housing agency.
- Council notes that the likely uplift in land value is driven by the planning controls, and that other community infrastructure contributions and the 2023 Windfall Gains Tax may also influence the level of contribution a landowner/developer could make towards a social or affordable housing outcome.

### Principles to inform future negotiations

To provide transparent advice and practice guidelines to ensure that Council and landowners or developers can reach an agreement within the normal planning timelines, Council will apply the following principles to inform landowner/developer negotiations.

- (1) Knox has a significant shortfall of social and affordable housing that requires action by governments, the private and not-for-profit sectors. In accordance with the Planning and Environment Act 1987 and its policy objectives, Knox Council will continue to engage in negotiations with landowners/developers to achieve voluntary contributions towards addressing this demand.
- (2) Whilst contributions are made on a voluntary basis, in setting these principles, we expect landowners and developers to identify and factor in a contribution early in their land acquisition, development assessment and planning application.
- (3) Reflecting that the highest levels of housing stress is experienced by very-low and low income households, Council's priority is to achieve social housing outcomes. That is, housing that is owned and managed as rental housing by a registered housing agency.



- (4) A range of delivery models will be considered in determining how a contribution could be realised which could include the gifting of land; sale of land or dwellings at discount to market value; or gifting of completed dwellings to a registered housing provider.
- (5) Whilst Council’s preference is for outcomes to be realised on the site the negotiation is related to, monetary contributions may be included in agreements as a ‘fallback’ option, where a land or dwelling contribution is unable to be achieved during the delivery stage.
- (6) Previously, voluntary contributions have been sought whilst undertaking a planning amendment for Strategic Investigation Sites. In future, Council will explore the potential to seek social and/or affordable housing outcomes when planning applications (of more than 20 dwellings) arise where an additional uplift is being sought by an application and a trade-off could be supported in suitable locations. For example, providing for height or density limits to be exceeded in order to realise a social or affordable housing outcome. This will be subject to planning and design considerations.

**Target Percentage**

**This Knox Social and Affordable Housing Strategy 2023-27 recommends a target of 5% voluntary contributions, with flexibility to consider a lower percentage depending on the delivery model.**

The rationale for this target is based on a position advocated by Dr Marcus Spiller of SGS Economics and Planning, that one-third of all social housing need to be met by the private sector on the basis of sharing the cost of essential infrastructure three ways between Federal and State Governments and the private sector.

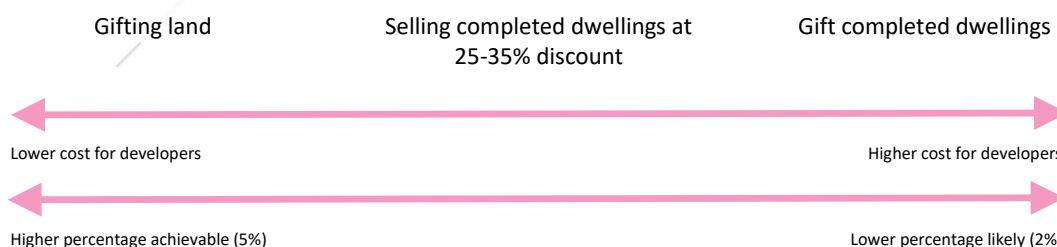
To meet social housing need by 2041, a target of 57 additional social housing dwellings per year has been identified. If one-third of this was to be met by private developers, this equates to 19 dwellings per year.

To achieve 19 dwellings per year, 5.3% of all building approvals need to be social housing (based on an average of 353 building approvals per year in Knox over the past five years).

A target of 5% is consistent with the previous Knox Affordable Housing Strategy 2015-2020, and comparable with other Eastern Region local government areas.

**Delivery Models**

Council will consider a range of models for achieving a voluntary contribution. The diagram below is intended to provide guidance only, reflecting a willingness to scale the percentage value to the type of delivery model and cost to developers.



Council’s preferred outcome is for the gifting of land to a community housing organisation (CHO), for the purpose of developing and managing social housing. This outcome is most likely to achieve a 5% contribution, whilst also providing flexibility for the CHO to draw upon their expertise in the development of homes that meet the needs



of the nominated target cohort. In the instance of apartment developments, a discounted sale or a gifting of completed units may be more appropriate.

The *Planning and Environment Act* provides further guidance on what is considered ‘appropriate’ affordable housing. Considerations that Council and landowners are expected to give regards to when determining an appropriate affordable housing outcome include how dwellings are allocated, affordability, longevity, tenure, type of housing (form and quality), location of the site (including proximity to amenities, employment and transport), and integration of the physical build.

The Knox Social and Affordable Housing Strategy and Action Plan 2023-27 provides guidance on Council’s expectations in relation to many of these considerations. Early engagement and collaboration between developers and community housing organisations will further address these considerations, and be considered favorably in negotiations.

#### **Examples of recent contributions secured in Knox**

Under the previous Knox Affordable Housing Action Plan 2015-2020, the following voluntary contributions have been secured. A range of delivery models have been utilised, with the percentage adjusted accordingly.

Outcomes have been focused on the provision of social housing, in line with Council’s preference to secure housing owned and managed by a community housing provider.

Site	Outcome
Harcrest Estate	3% contribution of the developable land to be chosen by the ‘Director of Housing’ and available for purchase by the ‘Director of Housing’ at 30% of the General Market Value prior to any lot being made available to the public.
Jenkins Estate	The provision of no less than 3% of the total number of dwellings across the entire site as social housing.
Stamford Park	No less than 5% of the total number of dwellings in the development will be transferred to a nominated housing provider, with the cost of constructing dwellings to be financed by the housing provider.  Should no provider be contracted, a monetary payment is in place to meet an equivalent contribution.
Kingston Links	A mixture of monetary contributions (\$4.5 million) and provision of land for 20 social housing dwellings to be gifted to a social housing provider.



## Appendix 2:

### Social and Affordable Housing Advocacy Priorities

The below advocacy positions are current as of the development and adoption of the Knox Social and Affordable Housing Strategy 2023-27.

Any future amendments will require a report to Council and endorsement by a majority of Councillors at a Council meeting.

#### Knox City Council calls on the Victorian State Government to:

- Amend Victorian Planning Provisions to introduce mandatory inclusionary zoning and developer contributions to social and affordable housing
- Commit to long-term predictable funding streams for social and affordable housing that are allocated based on evidence of need.
- Deliver new supported social housing and resourcing for assertive outreach to address the homelessness and rough sleeping needs.
- Commit to data transparency and sharing to inform collaborative planning for social and affordable housing
- Work with Council to redevelop and renew public housing stock in Knox to better meet the needs of the community, without displacing current residents
- Commit to working with Eastern Metropolitan Councils and relevant housing stakeholders to identify and develop appropriate State-owned land across the Eastern Metropolitan Region
- Continue to recognise the need for Council's to collect rates from social housing properties in order to provide the services and supports that residents need to participate fully in community life
- Ensure that a minimum of 50% of windfall gains tax is directed towards funding social housing projects in the municipality it was collected.

#### Knox City Council calls on the Federal Government to:

- Work with the states and territories to develop a:
  - National Indigenous Housing Strategy that delivers equity in housing outcomes for Aboriginal people, and a
  - National Housing and Homelessness Strategy with a holistic and long-term vision for improved connection and efficiencies in homelessness prevention; early intervention and response; including a plan for an additional 500,000 affordable dwellings across Australia over 5 years to meet the current shortfall
- Commit to national, state and regional targets, as supported by Infrastructure Victoria, to increase provision of social housing in Australia to meet the current shortfalls
- Increase investment in social and affordable housing to meet community needs
- Increase the maximum rate of Commonwealth Rental Assistance by at least 50%
- Investigate tax and other incentives that encourage the supply of social and/or affordable housing

## 8.5 Contract 3022 - Civil Works Panel Contract

### SUMMARY: Project Delivery Engineer, Zander Beard

This report considers and recommends the appointment of a panel of contractors for Contract 3022 Civil Works Contract utilising their submitted schedule of rates.

### RECOMMENDATION

That Council:

1. Accepts the tenders shown in table 1 for Contract 3022: Civil Works, at their tendered schedule of rates for a period of 3 years from the date of awarding by Council to 30 June 2026, with the option of a 2-year extension at Council's discretion, allowing for a maximum contract term of 5 years.

*Table 1: Recommended contractors and respective categories*

Category	Contractor
<b>Category A</b> Civil Works (Total of 10)	<ul style="list-style-type: none"> <li>• APS Drainage</li> <li>• AWS Services VIC Pty Ltd</li> <li>• Blue Peak Holdings Pty Ltd</li> <li>• Entracon Civil Pty Ltd</li> <li>• Etheredge Mintern Pty Ltd</li> <li>• Fulton Hogan Industries Pty Ltd</li> <li>• J&amp;R Earthworks</li> <li>• Jaydo Construction Pty Ltd</li> <li>• Prestige Paving Pty Ltd</li> <li>• Uniscape Pty Ltd</li> </ul>
<b>Category B</b> Drainage – Restricted Access (Total of 9)	<ul style="list-style-type: none"> <li>• APS Drainage</li> <li>• Blue Peak Holdings Pty Ltd</li> <li>• J&amp;R Earthworks</li> <li>• Jaydo Construction Pty Ltd</li> <li>• JCAM Civil</li> <li>• Plumbtrax Pty Ltd</li> <li>• M Tucker &amp; Sons Pty Ltd</li> <li>• Prestige Paving Pty Ltd</li> <li>• Veolia Water Technologies</li> </ul>
<b>Category C</b> Trenchless Drainage (Total of 5)	<ul style="list-style-type: none"> <li>• Adept Civil Group</li> <li>• Environmental Services Group</li> <li>• M Tucker &amp; Sons Pty Ltd</li> <li>• Plumbtrax Pty Ltd</li> <li>• Veolia Water Technologies</li> </ul>
<b>Category D</b> Bridge & Culvert Maintenance (Total of 3)	<ul style="list-style-type: none"> <li>• AWS Services VIC Pty Ltd</li> <li>• CopeAg Pty Ltd</li> <li>• AXIS Infrastructure Pty Ltd</li> </ul>
<b>Category E</b> Concrete – Renewal and Upgrade (Total of 3)	<ul style="list-style-type: none"> <li>• D'atri Concrete Constructions Pty Ltd</li> <li>• Santilli Paving Co P/L</li> <li>• Uniscape Pty Ltd</li> </ul>

---

**Category F**  
*Plant & Labour Hire*  
*(Total of 20)*

All Successful Tenderers for Categories A-E were appointed to Category F to be utilised for validation of any variations from works undertaken outside the scope of the Schedule of Rates.

---

- 2. Note the annual contract cost could reach \$15 million therefore the initial 3 years has potential to be in the order of \$45 million including GST. If the extension options are executed, then the total cost of the contract has a potential value of \$75 million including GST.**
- 3. Note expenditure under this contract in 2022/23 is in accordance with Council's adopted budget and expenditure in future years will be in accordance with the approved budget allocations.**
- 4. Authorise the Chief Executive Officer (or such person as they nominate) to execute the contract agreements with the above contractors.**
- 5. Authorise the Chief Executive Officer (or such persons as they nominate) to negotiate and execute the contract extension to Contract 3022 with the above contractors to the maximum 5 years contract term.**
- 6. Note all tenderers will be advised accordingly.**

## **1. INTRODUCTION**

The proposed Knox Council Contract 3022 is for the execution and delivery of general civil and drainage works throughout the Knox local government municipality.

The objective of this new contract is to consolidate all separate Civil Works contracts within a single consolidated contract. The contract will provide faster quoting processes for the categories tendered, as the contract panel are evaluated as compliant and capable against the evaluation criteria – making quotes a ‘price and availability’ exercise. Projects over the procurement policy tender threshold will still be tendered.

The current Knox Council Contract 2561 for Concrete Renewal, Upgrade and Associated Works commenced on 1 July 2020 for an initial four-year term. This contract is due to expire on 30 June 2024. Both contracts (2561 & 3022) will be available for use during the period, until contract 2561 expires.

## **2. DISCUSSION**

### **2.1 Background**

Currently Council operates and maintains three separate Schedule of Rates Contracts to undertake civil construction and maintenance works across the municipality. A summary of these current or recently expired Contracts is provided below;

- a) The recently expired Knox Council Contract 2264 “Supply for Earthworks – Excavation, Disposal and Plant Hire” was awarded on 3 July 2017 for a four-year term with an optional one-year extension which was enacted in June 2021 bringing this contract to full maturity and expiry on 2 July 2022.
- b) The current Knox Council Contract 2358 for Drainage Renewal, Repairs and Upgrade commenced on 1 July 2018 for an initial three-year term through to 30 June 2021. In May 2021 Council elected to enact the 24-month extension option on this contract. This contract is due to reach full maturity and expiry on 30 June 2023.



- c) The current Knox Council Contract 2561 for Concrete Renewal, Upgrade and Associated Works commenced on 1 July 2020 for an initial four-year term. This contract is due to expire on 30 June 2024.

All three contracts have been extremely valuable to the day-to-day operation and maintenance of Councils assets. The proposed Contract 3022 aims to combine the successes from each of these contracts with a number of contractual and oversight improvements including the ability for a single contractor to complete a full package of works rather than a project requiring to effectively be split into each of the above individual facets of Civil Construction.

## **2.2 Proposed Categories**

The proposed new Contract introduces a category system for appointing Contractors allowing for Council to complete a single expanded tender process rather than multiple individual tenders. The proposed Categories for Contract 3022 are as follows;

- Category A – and pavement formations
- Category B – Drainage Minor Works / Restricted Access renewal and upgrade works
- Category C – Trenchless Drainage renewal and upgrade / Specialised re-lining, boring & drilling etc.
- Category D – Bridge & Culvert Maintenance / Specialised bridge, road and culvert renewal and maintenance
- Category E – Concrete renewal Civil Works, earthworks and upgrade
- Category F – Tendered rates for Wet-Hire Plant, and Labour Hire rates. Completion of this schedule was mandatory for contractors bidding for any of Categories A – E.

## **2.3 Schedule of Rates**

Council compiled schedules for each of the Categories to include items that are or are expected to be regularly utilised. Suppliers were required to fully populate the Schedule of Rates for each of the Categories in which they were submitting a tender.

## **2.4 Tenders Received**

A total of 70 users downloaded the tender documents from Council's e-tendering portal, with 30 submitting a response.

The Tender Evaluation Panel consisted of suitably qualified panel members experienced in the evaluation of these type of works.

All members of the Panel signed the Conflict of Interest and Confidentiality Agreements indicating that they had no conflict of interest or association with any of the submitting tenderers. Refer to Attachment 1 – Procurement Report for the detailed tender evaluation.

## **3. CONSULTATION**

Consultation has occurred with potential tenderers and stakeholders during the phases of tender preparation/advertising including current contract offices and relevant Council staff. The Tender Assessment Panel included representation from 3 separate teams/departments all are likely to utilise the contract for future works.

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

The evaluation for environmental management took into consideration company initiatives to reduce carbon emissions, using recycled materials and renewable energy.

Respondents demonstrated a commitment to lowering emissions through various means. The industry has demonstrated ongoing development of products with environmental benefits.

Implementation of the recommendation is considered to have a reduction in carbon emissions assisting with Council's Net Zero 2030 target, the Community Net Zero 2040, exposure to climate risks or climate change adaptation. For example, the Contract stipulates the utilisation of recycled concrete as a crushed rock replacement not only recycling a heavy carbon producing product (concrete) but also reducing the reliance on finite resource quarry products.

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

In relation to this group of projects, the delivery of this contract will improve Council's assets and maintain infrastructure integrity well into the future while providing greater amenity to residents.

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

Financial records indicate the expenditure for previous contracts and projects to be approx. \$10m per annum. It is anticipated that the annual expenditure could increase to \$15.0m during the term of the contract. The Schedule of Rates Contract will be awarded for 3 years with the option of a 2-year extension based on satisfactory service delivery.

The overall cost of the contract for the initial 3 years is therefore estimated to be in the order of \$45m including GST. If the extension option is executed, then the total cost of the contract is expected to be in the order of \$75m including GST.

Any expenditure under this contract will be in accordance with the approved budget allocations.

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

This contract will support the delivery of several Councils Capital Works Programs aimed to not only maintain existing assets but also improve or upgrade for specific projects. The contract conditions have been refined further to ensure that disruption and inconvenience to local residence is minimised, whilst the scoring criteria for appointing suppliers provided a 20% weighting to those that supported the local economy and/or had expansive social practices.

Several the recommended suppliers are located within the Knox municipality or have employees living in the area. It was noted during the assessment that there had also been a rise in the number of suppliers that had developed their own Reconciliation Action Plans (RAPs) to assist Aboriginal and Torres Strait Islanders.

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

##### **Neighbourhoods, Housing & Infrastructure**

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

Strategy 2.3 - Provide, maintain and advocate for accessible and sustainable ways to move around Knox.

**9. CONFLICT OF INTEREST**

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

**10. CONFIDENTIALITY**

**Attachment 1 is 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:**

- Private commercial information that, if released, would unreasonably expose tenderers to disadvantage because it would release financial information about the business that is not available to their competitors.

**Report Prepared By:                      Project Delivery Engineer, Zander Beard**  
**Report Authorised By:                 Director, Infrastructure, Grant Thorne**

**Attachments**

Nil

## 8.6 Audit and Risk Committee - Biannual Report

### **SUMMARY: Governance Officer, Damian Watson**

**This report presents to Council the Audit and Risk Committee Biannual Report - March 2023, in accordance with the requirements of the Local Government Act 2020 (LGA 2020) and the Audit and Risk Committee Charter February 2023 (the Charter).**

### **RECOMMENDATION**

**That Council receive and note the Audit and Risk Committee Biannual Report - March 2023, as set out in Attachment 1 to the report.**

#### **1. INTRODUCTION**

The Audit and Risk Committee (the Committee) is a Committee established in accordance with section 53 of the LGA 2020.

Under the LGA 2020 and its Charter, the Committee is required to formally report on its activities twice annually to Council.

#### **2. DISCUSSION**

This report provides Council with a summary of the matters that the Committee has addressed in the reporting period in discharging its responsibilities under its Charter.

#### **3. CONSULTATION**

The Report has been prepared in consultation with the Committee Chairperson and the report was presented to the Audit and Risk Committee and endorsed at its March 2023 meeting.

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

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

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

Nil

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

Nil.

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

Nil.

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

##### **Civic Engagement & Integrity**

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

**9. CONFLICT OF INTEREST**

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

**10. CONFIDENTIALITY**

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

**Report Prepared By: Governance Officer, Damian Watson**

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

**Attachments**

1. Attachment 1 - ARC Report - March 2023 [8.6.1 - 8 pages]



Knox City Council

# Audit and Risk Committee

Biannual Report  
March 2023



## **1. Background and Purpose of this Report**

The Audit and Risk Committee (the Committee) is a committee established in accordance with section 53 and 54 of the Local Government Act 2020 (LGA). Under the Charter, the Committee is to formally report on its operations to the Council twice annually.

This report meets the reporting requirements to Council as mandated by section 54(5) OF the Local Government Act 2020 and importantly provides Council with a summary of the matters that the Committee has addressed in the reporting period in discharging its responsibilities under its Charter

The Committee's Charter is set by the Council and was last revised and approved by the Committee on 8 December 2022 before being adopted by Council on 27 February 2023.

## **2. Period of Reporting**

This report covers the Audit and Risk Committee Meetings on 8 December 2022 and 9 March 2023.

## **3. Committee Membership and Meetings**

The composition of the Committee in accordance with its Charter is three independent members and two Council representatives. Councillor members are appointed by Council annually, for a 12-month term, which may be renewed subject to Council resolution. Independent members are appointed by Council for a three-year term following an external selection process.

The Chief Executive Officer and Senior Management representatives attended meetings of the Committee, by invitation, to assist in meeting discussions and procedures. Representatives from the internal and external auditors also attend to present on matters related to internal and external audit activities.

The Mayor, Councillor Marcia Timmers-Leitch, and Councillor Susan Laukens were appointed to the Audit and Risk Committee at the Council Meeting on 14 November 2022.

The following table provides details of the Committee members and meeting attendance during the reporting period.

Attendee	Role	8/12/2022 Quarterly	9/03/2023 Quarterly
Ms. Lisa Tripodi	Independent Chair (17 March 2022- 8 March 2023)	Yes	Yes
Mr. Homi Burjorjee	Independent Member	Yes	Yes
Mr. Geoff Harry	Independent Member Elected Chairperson on 9 March 2023	Yes	Yes
Cr Marcia Timmers-Leitch	Council Member	Yes	Yes
Cr Susan Laukens	Council Member	Yes	Yes



#### 4. Committee Responsibilities

The Committee's Charter is used to develop an Annual Work Plan which guides the agenda and activities at each meeting during the year and on Behalf of the Committee.

Relevant obligations under the Charter were addressed during the reporting period.

##### 4.1 Chief Executive Officer Report

The Committee received quarterly update from the Chief Executive Officer Bruce Dobson on matters including:

- Code of Conduct and Fraud matters
- The organisational restructure which took effect on 1 September 2022.
- Outcomes of a Conflict-of-Interest Investigation
- Mayor, Deputy Mayor and Councillor Assignments
- 2023/24 Budget Process
- Municipal Association Local Government Sector Financial Sustainability
- Organisational changes in the Customer and Performance Directorate
- Updates to the Audit and Risk Committee Charter
- VAGOs Report into Regulating Private Pool and Spa Safety





#### 4.2 Internal Audit

The Strategic Internal Audit Plan (SIAP) for the 2023 was reviewed and endorsed at the 8 December 2022 Committee meeting. Progress against the adopted SIAP is monitored at each meeting. Council's internal audit service provider (Crowe) continued the practice of preparing Memorandums of Audit Planning for each internal audit for consideration by the organisation and review by the Committee prior to their execution. This assists in logistical planning and contributes to ensuring the focus of internal audits remains aligned to the risk profile of the organisation and the expectations of the Committee.

The Committee considered and endorsed the Memorandum of Audit Planning scopes for Internal Audits to be completed or commenced in calendar year 2023:

December 2022	March 2023
<ul style="list-style-type: none"> <li>• Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• Event Management</li> </ul>

The following Internal Audit reports have been presented to the Committee:

December 2022	March 2023
<ul style="list-style-type: none"> <li>• Fraud &amp; Corruption Awareness</li> <li>• Statutory Planning</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safe Standards</li> </ul>

Recommendations contained within all reports were accepted or partially accepted (1) by Management for implementation.



### Actions from Completed Internal Audits

Addressing outstanding Internal Audit Actions from previous Internal Audit Reviews remains a prime focus of the Committee, with a revised reporting format providing the Committee with greater oversight on the progress of these actions.

The summary below reflects the half year to the March 2023 Audit and Risk Committee Meetings. Following the August 2022 meeting, there were 21 open Internal Audit actions with 8 of those actions behind schedule. As at the March 2023 meeting there are only 3 actions that remain behind schedule.

	High Risk	Moderate Risk	Low Risk	Total
Opening Balance of Open Internal Audit Actions (August 2022)	0	14	7	21
New Internal Audit Actions created in the Period	3	50	16	69
Internal Audit Actions Closed in the Period	2	21	6	29
Closing Balance of Open Internal Audit Actions (March 2023)	<b>1</b>	<b>43</b>	<b>17</b>	<b>61</b>

### **4.3 External Audit**

VAGO conducted a performance audit into Grants Funding at Knox City Council and their report, Fraud Control Over Local Government Grants, and an update was presented to the Audit and Risk Committee in December 2022. All nine recommendations agreed by officers at the time of the review have been completed. The ninth recommendation was endorsed by the Committee at its Meeting in December 2022 to include grant-related fraud risks in Council's Risk Management Framework and Fraud and Corruption Control Framework.

### **4.4 Risk Management**

The Committee noted the Quarterly Risk Management updates, inclusive of a report summarising significant operational risks (residual rating of high or above), and the Strategic and Operational Risk profile.



#### 4.5 Governance and Compliance Reports

Informing areas of focus by the Committee were various reports including:

- Quarterly Compliance Report detailing ongoing compliance with relevant legislation detailing any compliance breaches and engagement with various oversight bodies including the Office of the Victorian Information Commissions, Ombudsman, Local Government Inspectorate and IBAC
- Councillor Expenses Reports as required by the Local Government Act 2020
- Monitoring Governance Reports
- Audit and Risk Committee Self-Assessment Report
- Council Delegations Report

The Committee also received reporting which monitors reports released by State based integrity agencies (VAGO, IBAC, Ombudsman Victoria) that may be relevant to Council via Crowe's Curious Eyes Report. Where appropriate management provides comments on the implications of the findings for Council.

#### 4.6 Financial and ICT Reporting

During the period, the Committee received and considered:

- Quarterly Financial Report Statements
- ICT Portfolio Updates.

#### 4.7 Fraud Prevention systems and controls

There were no material matters of fraud and corruption reported to the Committee during the reporting period.

#### 4.8 Reporting to Council

The Committee reports formally to the Council at least twice per annum. The Committee Chairperson is invited to present to the Council annually and did so on 24 October 2022. This Report is also provided to the Council Meeting held on 26 April 2023.

Minutes of Committee meetings are provided to all Councillors as soon as practical after each meeting via Council's online portal.



#### 4.9 Summary of Findings and Recommendations

Date	Title	Outcome
8/12/2022	Actions from Previous Audit and Risk Committee Meetings	Noted
8/12/2022	Actions from Internal Audits	Noted
8/12/2022	Annual Work Plan 2022	Noted
8/12/2022	ICT Portfolio Health Update	Noted
8/12/2022	Chief Executive Officer Report	Noted
8/12/2022	Quarterly Risk Management Update	Noted
8/12/2022	Crowe Internal Audit Progress Report- December 2022	Noted
8/12/2022	Curious Eyes Report- December 2022	Noted
8/12/2022	Fraud Awareness Internal Audit	Noted
8/12/2022	Statutory Planning Internal Audit	Noted
8/12/2022	Annual Work Plan - Strategic Internal Audit Plan 2023	Noted
8/12/2022	Risk Management Internal Audit MAP	Endorsed
8/12/2022	Implementation Update - VAGO Fraud Control over Local Government Grants Audit	Noted
8/12/2022	Councillor Expenses – Q1 2022/23	Noted
8/12/2022	Quarterly Compliance Report- December 2022	Noted
8/12/2022	Monitoring Governance Report	Noted
8/12/2022	Audit and Risk Committee Self-Assessment	Noted
8/12/2022	Council Delegations Report	Noted
8/12/2022	Review of Audit and Risk Committee Charter - December 2022	Endorsed
8/12/2022	Quarterly Financial Report- September 2022	Noted
9/3/2023	Actions from Previous Audit and Risk Committee Meetings	Noted
9/3/2023	Actions from Internal Audits	Noted
9/3/2023	Annual Work Plan 2023	Noted
9/3/2023	Chief Executive Officer Report- March 2023	Noted
9/3/2023	Quarterly Risk Management update	Noted
9/3/2023	ICT Portfolio Health Update	Noted
9/3/2023	Crowe Internal Audit Progress Report	Noted
9/3/2023	Curious Eyes Report- October to December 2022	Noted
9/3/2023	Child Safe Standards Internal Audit Report	Noted
9/3/2023	Events Management Internal Audit MAP	Endorsed
9/3/2023	Review and Update of External Audit Strategy and Plan	Noted
9/3/2023	Councillor Expenses – Q2 2022/23	Noted
9/3/2023	Quarterly Compliance Report - March 2023	Noted
9/3/2023	Biannual Report of the Audit and Risk Committee - March 2023	Endorsed
9/3/2023	Quarterly Financial Report- March 2023	Noted

## 5. Conclusion

The Committee benefits from the combined knowledge of Councillor and independent members during meetings. The Committee acknowledges the contribution of all members who perform their responsibilities with diligence and professionalism. The Committee also acknowledges the contribution of our audit representatives from VAGO and Crowe, and Council staff supporting the Committee.

The Committee acknowledges the contribution of outgoing Chairperson and Independent Member, Lisa Tripodi, whose maximum term expires on 31 May 2023.



9 Supplementary Items

10 Notices of Motion

11 Urgent Business

12 Questions Without Notice

13 Confidential Items