

MINUTES

Meeting of Council

Held at the
Civic Centre
511 Burwood Highway
Wantirna South
On
Monday 24 June 2024



The Agenda for the Meeting of Council, Monday 24 June 2024, 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 7:04pm.

PRESENT:

<i>Cr J Dwight (Mayor)</i>	<i>Chandler Ward</i>
<i>Cr Y Allred (Via Zoom)</i>	<i>Baird Ward</i>
<i>Cr M Timmers-Leitch (Via Zoom)</i>	<i>Collier Ward</i>
<i>Cr S Grasso</i>	<i>Dinsdale Ward</i>
<i>Cr M Baker</i>	<i>Dobson Ward</i>
<i>Cr S Laukens</i>	<i>Friberg Ward</i>
<i>Cr L Cooper</i>	<i>Scott Ward</i>
<i>Cr D Pearce</i>	<i>Taylor Ward</i>
<i>Cr N Seymour</i>	<i>Tirhatuan Ward</i>
<i>Mr B Dobson</i>	<i>Chief Executive Officer</i>
<i>Mr G Curcio</i>	<i>Director - Customer and Performance</i>
<i>Mr G Thorne</i>	<i>Director – Infrastructure</i>
<i>Mr M Kelleher</i>	<i>Director - City Livability</i>
<i>Ms J Chalkley</i>	<i>Director – Connected Communities</i>
<i>Ms S Weerheim</i>	<i>Acting Manager, Governance and Risk</i>

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

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

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1 Apologies and Requests for Leave of Absence

Councillor Dwight requested a leave of absence for the period 5 July 2024 to 10 July 2024 inclusive.

Pursuant to Section 130 of the Local Government Act 2020 (the Act) and Chapter 5 of the Governance Rules of Knox City Council, Councillor Dwight declared a material conflict of interest in this item on the grounds that it would be inappropriate for Councillor Dwight to vote on her own request for a leave of absence.

Councillor Dwight left the meeting at 7:09pm before the discussion and vote on item 1.

The Deputy Mayor, Councillor Grasso assumed the role as Chairperson.

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Baker

That Councillor Dwight be granted Leave of Absence for the period 5 July 2024 to 10 July 2024 inclusive.

CARRIED

Councillor Dwight returned to the meeting at 7:10pm following the vote on item 1 and resumed as Chairperson.

2 Declarations of Conflict of Interest

Councillor Dwight foreshadowed declaring a conflict of interest in Item 8.4, Contract 3301: Parks and Open Space Maintenance and in Item 11.1 Urgent Business.

3 Confirmation of Minutes

The Chairperson, Councillor Jude Dwight, invited Councillors to raise any opposition to the Minutes of the Meeting of Council held on Monday 27 May 2024. There being none, the Chairperson declared the Minutes be confirmed.

4 Presentations, Petitions and Memorials

Nil.

5 Reports by Councillors

5.1.1 Councillor Laukens

Councillor Laukens reported attending the following meetings:

- Meeting at Waterford Valley Golf Course
- Knox Arts and Culture Committee Meeting
- Municipal Association of Victoria Mayor and CEO Dinner
- Riding with U3A Riding Group
- Memorial Service for Mr Joseph Cullen, CEO 'Your Library'
- Meeting with Armenian National Committee of Australia representative Sebastian Majarian
- 'Your Library' Ltd Board meeting
- Knox Community Safety, Health and Wellbeing Advisory Committee Meeting
- Council's Transformation Governance Committee Meeting
- Line Dancing Class with Guest Speakers in recognition of World Elder Abuse Awareness Day at the Rowville Community Centre
- Official Opening of the Stamford Park Wetlands
- Gilbert Park Official Opening
- Pop-up Meet Your Councillor Community Session
- Knox Sports and Leisure Awards
- Eastern Transport Coalition Meeting
- Knox Over 55's Zest4Life Event

Councillor Laukens also:

- Outlined she has held conversations with residents regarding vegetation over footpaths and noted:
 - Footpaths, which are taken for granted, are there to assist a variety of people with different ages and abilities in an unobstructed way and should be cleared of vegetation hanging over residential fences.
 - Residents should look out for vegetation on footpaths and help neighbours to remove any obstructive vegetation.
- Thanked Council's Community Laws team for handling complaints regarding vegetation.
- Met with the Executive Director of the Armenian National Committee of Australia, Michael Kolokossian, and attended an event acknowledging the inter-generational trauma of the Armenian community in Knox, stemming from an unrecognised genocide.
- Encouraged Councillors to meet with the Melbourne Armenian community to engage with them and understand their struggles.
- Acknowledged Matilda from Ferntree Gully North Primary School, who is in the Chamber for the Council meeting.

5.1.2 Councillor Baker

Councillor Baker reported attending the following meetings:

- Knox Sport and Leisure Awards
- Meeting at Mountain District Learning Centre
- Knox Disability Advisory Committee Meeting
- Council's Transformation Governance Committee Meeting
- 2024 Knox Sport and Leisure Awards

Councillor Baker also:

- Congratulated the volunteer nominees and award recipients at the Knox Sport and Leisure Awards and acknowledged all volunteers who attended.

5.1.3 Councillor Grasso

Councillor Grasso reported attending the following meetings:

- Met with the Second and Third Bayswater Scout Group for their fundraising mini-market and sausage sizzle lunch to help them get to their next Scouts Jamboree in Queensland, including their leader Shona Ashworth.
- Attended a Community Engagement session to hear the community's views on the Knox Central Early Planning Stage which was held at the new Knox Library.
- Met with Mary Doyle MP to discuss how Council can work with the Federal Government to achieve better outcomes in the municipality.
- Attended the Bayswater Strikers Junior Girls Soccer Club Gala Day and met Club President Nick King and Club Secretary Kyle Chandler, recognising the inclusivity of the club and the new turf, lights, fences, coaches boxes and facilities contributed by Council at Guy Turner Reserve
- Engaged in the Comedy Night Fundraiser at the Fairpark Junior Football Club at the recently re-opened Fairpark Reserve.
- Joined Councillor Dwight and Jackson Taylor MP for a site tour of Lewis Park and Blind Creek, and participated in tree planting, as part of the 'Reimagining Blind Creek Project' update in partnership with Melbourne Water, Council, DECA, Wurundjeri Woi Wurrung Cultural Heritage Aboriginal Corporation and the Friends of Blind Creek Billabong, noting:
 - The project aims to transform Blind Creek and Lewis Park into a massive park with walking trails and boardwalks;
 - The transformation of the creek running at surface level benefits the biodiversity of the area, the environment and the community;
 - There are ducks in the area; and
 - A total of 700 plants will be planted as part of the project.
- As a member of the Knox Recreation and Leisure Advisory Committee, she attended the Knox Sport and Leisure Awards and praised the guest speaker in former Matilda's goalkeeper Melissa Barbieri who spoke about the importance of inclusivity and equal access in sport.

- Met with Council officers and an accredited community languages interpreter at Bayswater Library to hear the views of residents regarding the proposed sale of 58-60 Station Street, Bayswater, noting there is still time for residents to provide feedback via Council's Have Your Say page or at the Community Engagement Session at 10am at Bayswater Library on Tuesday 25 June.

Councillor Grasso also:

- Received enquiries regarding the issuing of a liquor license to a proposed new bottle shop in Station Street in Bayswater; waste collection preferences; and dropped leaves from trees potentially adversely affecting road surfaces.
- Acknowledged the recognition of volunteer groups such as the Lewis Park Parkrun at the Knox Community Awards.

5.1.4 Councillor Cooper

Councillor Cooper:

- Acknowledged that the Knox Sport and Leisure Awards were a fantastic celebration of the community's dedication to promote health and wellness with the awards marking the contribution of passionate volunteers and clubs to the community.
- Congratulated all award recipients and nominees and noted that it was great to see so many nominations.
- Congratulated the Events and Leisure teams at Council along with the ranking panel and members of the Recreation and Leisure Advisory Committee for the Knox Sport and Leisure Awards and praised the Master of Ceremonies Eleonore Smith and guest speaker Melissa Barbieri who shared her story.

5.1.5 Councillor Seymour

Councillor Seymour:

- Acknowledged the attendance of former Mayor and Councillor Karin Orpen in the Gallery.
- Thanked members of the community for engaging with her social media posts and emails regarding waste and for providing insightful feedback regarding this issue.
- Noted resident concerns about excessive weeds on roadsides, noting that VicRoads and the Department of Transport are responsible for some roads and median strips. Council is advocating to the Department of Transport to address this issue.
- Another concern raised is about youth crime in Knox.
- Noted the State Government announced Plan for Victoria Reforms with an additional 45,000 dwellings for Knox by 2052. This will adversely test the infrastructure and growth in the municipality, with likely greater infill and upward density and a lack of green spaces. Noted that Council has been given tight deadlines to give feedback to the State Government. The community can also provide feedback via: [Developing a new plan for Victoria | Engage Victoria](#)
- Celebrated the completion of the Stamford Park Wetland project and encouraged the community to visit this site.

5.1.6 Councillor Allred

Councillor Allred reported attending the following meetings:

- Knox Over 55's Zest4Life Event at Fairpark Reserve
- Youth Advisory Committee Meeting
- Knox Sport and Leisure Awards
- Memorial Service for Mr Joseph Cullen, CEO 'Your Library'
- Knox Early Years Advisory Committee Meeting

Councillor Allred also:

- Congratulated the award nominees and recipients and acknowledged the work behind the scenes by officers to deliver the Knox Sport and Leisure Awards.

5.1.7 Councillor Timmers-Leitch

Councillor Timmers-Leitch reported attending the following meetings:

- Wantirna College Rubbish Campaign Focus Meeting
- Joseph Cullen (CEO Your Library) Memorial Service
- Early Years Advisory Committee Recruitment Interview Panel
- Audit and Risk Committee Meeting
- First Friends of Dandenong Creek World Environment Day Planting Event
- Municipal Association of Victoria 'Why Stand?' Filming
- Collier Ward Sporting Clubs chat at Templeton Reserve
- Templeton Netball Club Development Plan Meeting
- Youth Advisory Committee Meeting
- Guides Barbeque at Bunnings Warehouse in Bayswater
- Meeting with Daniela De Martino MP
- Australian Institute of Company Directors 2024 Victorian Women's Lunch
- Knox Sport and Leisure Awards
- Early Years Advisory Committee Meeting

5.1.8 Councillor Dwight

Councillor Dwight reported attending the following meetings:

- Knox Learning Alliance Meeting
- Knox Over 55's Zest4Life Event
- Memorial Service for Mr Joseph Cullen, CEO 'Your Library'
- 19th Victorian Aboriginal Remembrance Service at the Shrine of Remembrance
- First Friends of Dandenong Creek World Environment Day Planting event
- Boronia Park Family Day
- Radio Eastern 98.1FM Mayoral Monthly Interview
- Meeting with Allan Small AFSM, President of Vietnam Veterans – Outer Eastern Melbourne
- Meeting with Michael Galea, State Member for the South Eastern Metropolitan Region

- Meet your Councillor event at The Basin
- The Basin Traders Meeting at The Basin Bakery
- Friends of Koolunga Native Reserve Lizard Demonstration and Planting
- Meeting with Mary Doyle MP
- Line Dancing Class with Guest Speakers in recognition of World Elder Abuse Awareness Day at the Rowville Community Centre
- Official Opening of Stamford Park Wetlands
- Gilbert Park Official Opening
- Knox Sport and Leisure Awards
- Dandenong Ranges Women's Pain Forum hosted by Daniela De Martino MP
- Council's Audit and Risk Committee Meeting
- Council's Transformational Governance Committee
- Meeting with Nat Wild of Redefine Life Boronia

Councillor Dwight also:

- Acknowledged that events have slowed down during the winter months which has allowed for more one on one meetings with residents who have raised concerns about the cost of living, food relief and the appearance of Knox.
- Thanked Councillor Seymour for raising the housing targets issue which has gained more traction compared to 'Plan for Victoria' and acknowledged feedback from residents regarding the absurdity of the housing targets which rely on a developer market which does not currently exist, noting there are concerns regarding the impacts on infrastructure, roads and drainage.
- Encouraged people to visit the 'Engage Victoria' website ([Developing a new plan for Victoria | Engage Victoria](#)) to provide feedback on housing targets which close at the end of August 2024, along with the 'Plan for Victoria' consultation.
- Noted that the reforms to the Local Government Act were recently passed with Local Government Victoria looking to consult in the sector about Councillor Codes of Conduct and Governance Rules. Public consultation on these issues is open until 17 July.

6 Planning Matters

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

SUMMARY

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

RECOMMENDATION

That the planning applications decided under delegation reports (between 01 May 2024 to 31 May 2024 be noted.

RESOLUTION

MOVED: Councillor Baker

SECONDED: Councillor Cooper

That the planning applications decided under delegation reports (between 01 May 2024 to 31 May 2024 be noted.

CARRIED

6.2 Report in Response to Notice of Motion No. 142 - Green Areas and Rural Strategy (GARS) Heritage Recommendations

SUMMARY

This report responds to the Notice of Motion (NoM) Number 142 (Attachment 1) presented by Councillor Baker, Dobson Ward Councillor at the 29 January 2024 Council meeting. The NoM requested:

“That Council resolve to receive a report at a Council Meeting by July 2024 (or such later meeting as agreed with the Mayor) that provides a brief high level status update on the Heritage Study (1993); the status of the sites identified and recommended by the adopted Green Areas and Rural Strategy (GARS) for heritage investigation, including the Avenue of Honour situated in Lysterfield; and advise on a future pathway (or options) and resourcing implications for giving effect to these recommendations.”

Based on a desktop assessment and review of unsuccessful business cases prepared in 2019/20 and 2020/21 by City Futures for the preparation of a municipal-wide heritage study, officers estimate that a heritage study/assessments will need to be prepared to provide up-to-date recommendations for places (Aboriginal and post-European) to be protected within the Heritage Overlay. Based on the 2019/20 and 2020/21 business cases, the GARS recommendations and further updates required to the Avenue of Honour heritage citation, it is estimated an upper threshold of \$1,516,000 is required to complete the full assessments. As per the discussion contained in 1.4 of this report, any updates to the heritage citation for the Avenue of Honour would be the responsibility of the Yarra Ranges Council as the existing trees fall within their municipal boundary.

This does not include costs associated with the preparation of any planning scheme amendment(s) to protect places of local cultural heritage value in the Knox Planning Scheme. Should Council resolve to undertake this work, preparation of this study and assessments would need to be funded through a separate business case and engagement of heritage consultants with specialisation in both Aboriginal and post-European heritage. As this work has not been planned as part of the City Futures work program, a review of its programming would also need to be undertaken.

In this report, officers have identified the steps and associated timelines, resourcing and costs relevant to updating and protecting heritage places in the Knox Heritage Study (1993), GARS and the Avenue of Honour. Although not subject of this NOM, officers have also identified costings associated with the preparation of a Thematic Environmental History (TES). A TES documents historical themes of settlement in a municipality and is the principle document which helps guide best practice prioritisation of a Council's heritage work program. Officers have also identified that a Cultural Values Assessment (CVA), which identifies the traditional and contemporary cultural heritage values of places for Traditional Owners, also assists to inform further Aboriginal Heritage work. It is important to note that the Knox Heritage Study is now over 30 years old.

Whilst officers acknowledge that undertaking this work is important, progressing a heritage study has not been identified in the current City Strategy work program, with the exception of assisting with investigating a Cultural Values Assessment as identified in Council's adopted Reconciliation Action Plan (RAP). Progressing this work has also not been factored into Council's long-term

financial forecast and no business case funding is available to provide budgetary support at this time.

It should be noted that the 27 places in the Context Report are places that are also identified in the City of Knox Heritage Study 1993.

RECOMMENDATION

That Council resolve to:

1. Note the response from officers in relation to the Notice of Motion No. 142 of 29 January 2024.
2. Note that further investigation of Heritage Overlay Schedule 43 (Avenue of Honour) will be undertaken as part of a future correctional planning scheme amendment work program.

RESOLUTION

MOVED: Councillor Baker

SECONDED: Councillor Seymour

That Council resolve to:

1. Note the response from officers in relation to the Notice of Motion No. 142 of 29 January 2024.
2. Note that further investigation of Heritage Overlay Schedule 43 (Avenue of Honour) will be undertaken as part of a future correctional planning scheme amendment work program.

CARRIED

7 Public Question Time

Question Time commenced at 7:47pm.

The following questions were raised with Council:

7.1.1 Question One - Robert Mason

In the spirit of transparency will council make public, information relating to the profile makeup of Knox Community Panel, members selected to contribute to the development of the Council and Health & Wellbeing Plan, ie breakdown of membership from each ward, age group profile and gender mix?

The Director Customer and Performance, Greg Curcio responded:

- We strongly believe in transparency as part of Council's planning and decision-making processes. With regards to the deliberative panel formed as part of the 2025-29 Council and Health and Wellbeing Plan, an engagement report is currently being prepared by the external consultant who supported the process and will be made public once it is made available to Council. This will include participant demographics of age, gender, suburb, household type, past participation, years connected to Knox, information about typically underrepresented cohorts, as well as insights and outcomes of the sessions themselves.
- As an initial insight, we received 467 expressions of interest to participate in the Community Panel, with 56 participants selected. Although there were some last-minute cancellations and unexpected illnesses which affected the numbers at individual sessions, which is anticipated in programs like this, the large amount of interest meant that the selected participants closely represented the demographics of the Knox community.

7.1.2 Question Two - Robert Mason

Further to Question 1, are any members of the selected Knox Community Panel declared candidates for the upcoming Knox Council election?

The Director Customer and Performance, Greg Curcio responded:

- Council is not aware of any members of the panel being declared as candidates for the upcoming Local Government elections. One of the selection criteria for participation in the Community Panel was that applicants were not a current member of government.

7.1.3 Question Three - Karin Orpen

Will Knox Council keep the annual lease for the land on our Scout Halls to \$10 per annum?

7.1.4 Question Four - Karin Orpen

Will Council waive the \$250 fire services levy per site that Scouts are now being asked to pay?

Councillor Dwight responded to both of Ms Orpen's questions:

- We – both Councillors and Council – sincerely appreciate the role scouts play in the Knox community. With regard to future lease arrangements and fire services levies, there has not been any decision made. Council officers are currently meeting with representatives

from Scouts Victoria to discuss the future lease arrangements, in advance of an officer report being presented to a Council meeting for a decision to be made. There is no change to the lease arrangements while the Budget is being endorsed tonight.

- Thank you for your interest and advocacy. The report and recommendations will be included in the agenda prior to the Council meeting as per our usual practice.

7.1.5 Question Five - Barbara

I recently became aware of housing proposal for the 8/9 hectares of land on which this Council sits which proposes 3000-5000 homes on this property, discussed since 2016, under State targets I believe. I am now aware, thanks to the Council's circulation of information about the State Governments Plan for Housing Targets across Victoria, that the 2051 draft Knox housing targets are an 47,000, additional to the current 63,100 houses. All of the inner metro councils have targets that come close to doubling their housing stock (however not regional). This astronomical increase will impact on infrastructure, services, drainage, exit roads onto main thoroughfares, education etc. Whilst Council wants residents to consult, is there an actual plan to ensure as many residents as possible are informed and included in the consultation? I am sure many would be totally unaware of this enormous proposal, whilst their opinions are crucial about the city in which they live and have come to love. As this is the largest proposal I've seen in 50 years that I have resided in Knox, I am keen to see what Council will do to proactively raise awareness and feedback.

The Director City Liveability, Matt Kelleher responded:

- This question covers a number of topics including planning work Council is undertaking for the Knox Central precinct, along with the State Government's Plan for Victoria and the draft housing targets that the Victorian Government has issued for each Council across the state.
- The Victorian Government is preparing a new strategy to guide the growth of Melbourne and the state, known as 'Plan for Victoria' and the Premier and Minister for Planning made recent announcements via the media about draft housing targets the State Government plans to establish for each Council area across Victoria. This work follows the government's Housing Statement from last year that is planning for 800,000 additional dwellings across Victoria over the next 10 years. Plan Victoria expands that to establish housing targets for each Council area to accommodate growth up to 2051. As you've identified, the Government has set a draft target of an additional 47,000 within Knox by 2051, which would be a total of 110,100 dwellings, representing a 74.5% increase in dwellings in Knox by 2051.
- The State Government is undertaking consultation across the community and with local councils until end of August. Similar to the community, Council has received limited information about what actions and recommendations will form part of Plan Victoria or how the housing targets were derived for Knox. It is understood that the Government has undertaken some form of modelling across Victoria and the Council may be provided with further information in the coming weeks. Council will be making a submission through the current engagement process based on its previously adopted positions on urban development, housing, transport, sustainability and economic growth.
- A media release to raise awareness about the new draft housing targets set by the State Government and Plan for Victoria have been issued via Council's website and e-newsletter and the community is encouraged to participate in the consultation process, with the link

to the Government Engage Victoria page provided on Council's Website within the news article you mentioned.

- As identified within its Council Plan, Knox Council is also at the start of the process of reviewing its Housing Strategy, last developed in 2015, which will guide future decisions about housing in Knox. Council will undertake extensive engagement with the Knox community and other stakeholders to seek feedback as this strategy is developed over the next 2 years. This is the key local strategy that Council is responsible for that guides how and where development occurs across Knox. If indeed a housing target is established by the Victorian Government, this is the strategy that works through how that is addressed for Knox, which is something Council controls and for which it will initiate consultation.
- As mentioned, Council is also planning for the future development of the Knox Central precinct, which is the Council land between Burwood Highway and Lewis Park, next to Westfield Knox. Future plans will feature green spaces for recreation and passive open space, along with a mix of housing and employment opportunities. It is an important precinct because of its location and size; and as Knox's key activity centre will be primarily for higher density housing to help create a new heart of Knox. The future population is expected to be between 3,000 – 5,000 people (rather than dwellings) and Council will plan for services to support the future population ensuring development is sustainable and high quality. Planning for Knox Central supports Council's own Housing Strategy along with responding to State Government housing targets.

7.1.6 Clarification - Barney Zwartz

Councillor Dwight noted she received a request from Mr Barney Zwartz to clarify a comment she made in response to his question during at the June 2024 Council meeting, at which time she said "removing the pines in the open area at Koolunga was an action in the 1994 Koolunga Management Plan" referencing Actions 2.3 - 2.7 from the 1994 Plan.

Councillor Dwight noted that preceding these actions, the Plan states "The trees planted to open grassed areas in the Daffodil Road Reserve do not represent a management problem for the Reserve and can be considered outside the bushland guidelines for the site."

Councillor Dwight responded to note that she stands corrected regarding the 1994 Plan and invited Mr Zwartz to have a meeting with her to discuss the matter further.

Question Time Concluded at 8:05pm.

8 Officer Reports

8.1 Annual Budget 2024-25

SUMMARY

In accordance with Section 94 of the *Local Government Act 2020* (the Act), Council is required to prepare and adopt an annual budget by 30 June each year.

Key components of the Annual Budget 2024-25 include:

- The Budget invests \$125.6 million in a wide range of services to the community to ensure Knox is a place where people and businesses can thrive.
- A \$76.6 million capital works program of which \$37.4 million is allocated to maintaining and renewing community assets and \$39.2 million is to be invested in new and upgraded community assets.
- Continuation of the \$100 rebate in relation to rates and charges for all eligible recipients.
- The Budget includes a 2.75% increase in overall rates and charges (excluding the waste charges) in accordance with the rate cap requirements outlined in Section 94(3) of the Act, and in line with the increase in rates permissible under the State Government determined rate cap.
- The Budget includes Council's Residential Garbage Charge has been set at \$428.20, which is a \$6.70 reduction from last year's charge.
- The Budget includes new borrowings in 2024-25 of \$21.800 million to fund capital works projects.

RECOMMENDATION

That Council resolve to:

1. Adopt the Annual Budget 2024-25 as set out in Attachment 1 in accordance with Section 94 of the *Local Government Act 2020* and as defined by the *Local Government (Planning and Reporting) Regulations 2020*;
2. Declare the Rates, Levies and Annual Service Charges for the 2024-25 financial year provided in Attachment 2;
3. Grant rate rebates for the 2024-25 financial year as per Attachment 2, paragraphs 12 – 15.
4. Adopt the updated Revenue and Rating Plan 2021-2025 as set out in Attachment 3;
5. Adopt the Financial Plan 2024-2034 as set out in Attachment 4;
6. Authorise the Chief Executive Officer to procure up to \$21.800 million of loan borrowings from Treasury Corporation of Victoria, up to 30 June 2025 within the following criteria:
 - a. All loan parcels drawn down will be greater than \$1 million; and
 - b. All loan parcels will be fixed rate and over a period of 10-years; and
 - c. All loan parcels will be drawn down progressively based on cash flow requirements.
7. Authorise the Chief Executive Officer to sign and seal all relevant documents necessary to give effect to the above resolution.

RESOLUTION

MOVED: Councillor Dwight

SECONDED: Councillor Laukens

That Council resolve to:

1. Adopt the Annual Budget 2024-25 as set out in Attachment 1 in accordance with Section 94 of the *Local Government Act 2020* and as defined by the *Local Government (Planning and Reporting) Regulations 2020*, subject to the following amendment:
 - In the '2024-25 Fees & Charges' Appendix (Attachment 8.1.1 to the report on page 156 of 496 of the published Agenda) move the new fee for "Confirmation Bond" from the 'Kindergarten Services' section to the 'Long Day Care' section.
2. Declare the Rates, Levies and Annual Service Charges for the 2024-25 financial year provided in Attachment 2;
3. Grant rate rebates for the 2024-25 financial year as per Attachment 2, paragraphs 12 – 15.
4. Adopt the updated Revenue and Rating Plan 2021-2025 as set out in Attachment 3;
5. Adopt the Financial Plan 2024-2034 as set out in Attachment 4;
6. Authorise the Chief Executive Officer to procure up to \$21.800 million of loan borrowings from Treasury Corporation of Victoria, up to 30 June 2025 within the following criteria:
 - a. All loan parcels drawn down will be greater than \$1 million; and
 - b. All loan parcels will be fixed rate and over a period of 10-years; and
 - c. All loan parcels will be drawn down progressively based on cash flow requirements.
7. Authorise the Chief Executive Officer to sign and seal all relevant documents necessary to give effect to the above resolution.

PROCEDURAL MOTION

MOVED: Councillor Baker

SECONDED: Councillor Grasso

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

CARRIED

PROCEDURAL MOTION

MOVED: Councillor Cooper

SECONDED: Councillor Baker

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

CARRIED

The substantive motion was put and CARRIED

8.2 State Inquiry Submission

SUMMARY

The Victorian Government Economy and Infrastructure Committee is undertaking an inquiry on local government funding and service delivery in Victoria. A submission has been prepared in line with the terms of reference as set out by the committee. This report presents the submission to Council for endorsement. Submissions are due to the Committee by 28 June 2024.

RECOMMENDATION

That Council resolve to:

1. Endorse the submission (Attachment 1) to the Economy and Infrastructure Committee relating to the inquiry on local government funding and service delivery in Victoria.
2. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer selects) to upload the submission to the inquiry.

RESOLUTION

MOVED: Councillor Dwight

SECONDED: Councillor Laukens

That Council resolve to:

1. Endorse the submission (Attachment 1) to the Economy and Infrastructure Committee relating to the inquiry on local government funding and service delivery in Victoria; and
2. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer selects) to upload the submission to the inquiry.

CARRIED

PROCEDURAL MOTION

ADJOURNMENT

MOVED: Councillor Laukens

SECONDED: Councillor Pearce

That Council adjourn the Meeting for 10 Minutes.

CARRIED

The Meeting was adjourned at 8:43pm and resumed at 8:55pm with all Councillors present.

8.3 Bayswater Parking Management Plan

SUMMARY

A draft Bayswater Parking Management Plan for the Bayswater Activity Centre was developed after public consultation in February 2020 and a parking study in March 2022. The draft plan was presented to the public in February 2024. The draft Bayswater Parking Management Plan has been refined in response to the consultation and is now being presented for Council to discuss the Plan.

RECOMMENDATION

That Council adopt the Bayswater Parking Management Plan as presented in Attachment 1.

RESOLUTION

MOVED: Councillor Grasso

SECONDED: Councillor Timmers-Leitch

That Council adopt the Bayswater Parking Management Plan as presented in Attachment 1.

CARRIED

8.4 Contract 3301: Parks and Open Space Maintenance

SUMMARY

This report considers and recommends the appointment of contractors for delivery of services under Contract 3301 - Parks and Open Space Maintenance.

Services delivered under this contract include; garden maintenance, family and children's centre yard maintenance, reactive services, mulch supply and install, plumbing and electrical services.

RECOMMENDATION

That Council:

1. Accepts the tenders submitted by the listed contractors below for Contract 3301 – Parks and Open Space Maintenance for schedule of rate work relating to the categories specified, for an initial period of three years, commencing 1 July 2024 until 30 June 2027.

Category	Recommended Tenderer/s
Garden Maintenance Round 30	Skyline Landscape Services (VIC) Pty Ltd Landlinks Environmental Services Pty Ltd LD TOTAL PTY LTD (SANPOINT) Munns Parks and Gardens Pty Ltd South East Garden & Lawn Care
Garden Maintenance Round 31	Skyline Landscape Services (VIC) Pty Ltd Landlinks Environmental Services Pty Ltd LD TOTAL PTY LTD (SANPOINT) Munns Parks and Gardens Pty Ltd Operation Revegetation Pty Ltd South East Garden & Lawn Care
Garden Maintenance Round 32	Skyline Landscape Services (VIC) Pty Ltd Landlinks Environmental Services Pty Ltd LD TOTAL PTY LTD (SANPOINT) Munns Parks and Gardens Pty Ltd South East Garden & Lawn Care
Garden Maintenance Round 33	Skyline Landscape Services (VIC) Pty Ltd Landlinks Environmental Services Pty Ltd LD TOTAL PTY LTD (SANPOINT) Munns Parks and Gardens Pty Ltd South East Garden & Lawn Care
Garden Maintenance Round 34	Skyline Landscape Services (VIC) Pty Ltd Landlinks Environmental Services Pty Ltd LD TOTAL PTY LTD (SANPOINT) Munns Parks and Gardens Pty Ltd South East Garden & Lawn Care
Garden Maintenance Round 35	Skyline Landscape Services (VIC) Pty Ltd Landlinks Environmental Services Pty Ltd LD TOTAL PTY LTD (SANPOINT) Munns Parks and Gardens Pty Ltd

	South East Garden & Lawn Care
Garden Maintenance Round 36	Skyline Landscape Services (VIC) Pty Ltd Landlinks Environmental Services Pty Ltd LD TOTAL PTY LTD (SANPOINT) Munns Parks and Gardens Pty Ltd South East Garden & Lawn Care
Garden Maintenance Round 37	Skyline Landscape Services (VIC) Pty Ltd Landlinks Environmental Services Pty Ltd LD TOTAL PTY LTD (SANPOINT) Munns Parks and Gardens Pty Ltd South East Garden & Lawn Care
Garden Maintenance Round 38	Skyline Landscape Services (VIC) Pty Ltd Landlinks Environmental Services Pty Ltd LD TOTAL PTY LTD (SANPOINT) Munns Parks and Gardens Pty Ltd South East Garden & Lawn Care
Family and Childrens Centres	Skyline Landscape Services (VIC) Pty Ltd Landlinks Environmental Services Pty Ltd LD TOTAL PTY LTD (SANPOINT) Munns Parks and Gardens Pty Ltd South East Garden & Lawn Care
Mulch Supply and Installation:	Ecodynamics Services Landlinks Environmental Services Pty Ltd LD Total Pty Ltd (Sanpoint) Munns Parks and Gardens Pty Ltd Skyline Landscape Services (VIC) Pty Ltd
Reactive Works	Landlinks Environmental Services Pty Ltd LD Total Pty Ltd (Sanpoint) Munns Parks and Gardens Pty Ltd Skyline Landscape Services (VIC) Pty Ltd Yarra Ranges Fire Management Pty Ltd
Plumbing Trades:	Bayliss Plumbing & Roofing Services Pty Ltd DBS Plumbing Services Pty Ltd Hydrotech Services Pty Ltd
Electrical Trades:	DBS Electrical Services (VIC) Pty Ltd Eco Electrical Services Pty Ltd Howelec Electrical Contractors P/L Wallgates Pty Ltd

2. Authorise the Chief Executive Officer (or such person they nominate) to formalise and execute all required contract documentation.
3. Authorise the Chief Executive Officer (or such person they nominate) to execute all parts of this contract including extensions and annual CPI increase; and
4. Authorise the Chief Executive Officer (or such person they nominate) to advise all tenderers accordingly.

Pursuant to Section 130 of the Local Government Act 2020 (the Act) and Chapter 5 of the Governance Rules of Knox City Council, Councillor Dwight declared a general conflict of interest in this item on the grounds that she is a personal friend of a proprietor of a recommended tenderer to this contract who would stand to materially benefit from being awarded the contract.

Councillor Dwight left the meeting at 9:02pm before the discussion and vote on item 8.4

The Deputy Mayor, Councillor Grasso, assumed the role as Chairperson.

RESOLUTION

MOVED: Councillor Cooper

SECONDED: Councillor Allred

That Council:

- 1. Accepts the tenders submitted by the listed contractors below for Contract 3301 – Parks and Open Space Maintenance for schedule of rate work relating to the categories specified, for an initial period of three years, commencing 1 July 2024 until 30 June 2027.**

Category	Recommended Tenderer/s
Garden Maintenance Round 30	Skyline Landscape Services (VIC) Pty Ltd Landlinks Environmental Services Pty Ltd LD TOTAL PTY LTD (SANPOINT) Munns Parks and Gardens Pty Ltd South East Garden & Lawn Care
Garden Maintenance Round 31	Skyline Landscape Services (VIC) Pty Ltd Landlinks Environmental Services Pty Ltd LD TOTAL PTY LTD (SANPOINT) Munns Parks and Gardens Pty Ltd Operation Revegetation Pty Ltd South East Garden & Lawn Care
Garden Maintenance Round 32	Skyline Landscape Services (VIC) Pty Ltd Landlinks Environmental Services Pty Ltd LD TOTAL PTY LTD (SANPOINT) Munns Parks and Gardens Pty Ltd South East Garden & Lawn Care
Garden Maintenance Round 33	Skyline Landscape Services (VIC) Pty Ltd Landlinks Environmental Services Pty Ltd LD TOTAL PTY LTD (SANPOINT) Munns Parks and Gardens Pty Ltd South East Garden & Lawn Care
Garden Maintenance Round 34	Skyline Landscape Services (VIC) Pty Ltd Landlinks Environmental Services Pty Ltd LD TOTAL PTY LTD (SANPOINT)

	Munns Parks and Gardens Pty Ltd South East Garden & Lawn Care
Garden Maintenance Round 35	Skyline Landscape Services (VIC) Pty Ltd Landlinks Environmental Services Pty Ltd LD TOTAL PTY LTD (SANPOINT) Munns Parks and Gardens Pty Ltd South East Garden & Lawn Care
Garden Maintenance Round 36	Skyline Landscape Services (VIC) Pty Ltd Landlinks Environmental Services Pty Ltd LD TOTAL PTY LTD (SANPOINT) Munns Parks and Gardens Pty Ltd South East Garden & Lawn Care
Garden Maintenance Round 37	Skyline Landscape Services (VIC) Pty Ltd Landlinks Environmental Services Pty Ltd LD TOTAL PTY LTD (SANPOINT) Munns Parks and Gardens Pty Ltd South East Garden & Lawn Care
Garden Maintenance Round 38	Skyline Landscape Services (VIC) Pty Ltd Landlinks Environmental Services Pty Ltd LD TOTAL PTY LTD (SANPOINT) Munns Parks and Gardens Pty Ltd South East Garden & Lawn Care
Family and Childrens Centres	Skyline Landscape Services (VIC) Pty Ltd Landlinks Environmental Services Pty Ltd LD TOTAL PTY LTD (SANPOINT) Munns Parks and Gardens Pty Ltd South East Garden & Lawn Care
Mulch Supply and Installation:	Ecodynamics Services Landlinks Environmental Services Pty Ltd LD Total Pty Ltd (Sanpoint) Munns Parks and Gardens Pty Ltd Skyline Landscape Services (VIC) Pty Ltd
Reactive Works	Landlinks Environmental Services Pty Ltd LD Total Pty Ltd (Sanpoint) Munns Parks and Gardens Pty Ltd Skyline Landscape Services (VIC) Pty Ltd Yarra Ranges Fire Management Pty Ltd
Plumbing Trades:	Bayliss Plumbing & Roofing Services Pty Ltd DBS Plumbing Services Pty Ltd Hydrotech Services Pty Ltd
Electrical Trades:	DBS Electrical Services (VIC) Pty Ltd Eco Electrical Services Pty Ltd Howelec Electrical Contractors P/L

	Wallgates Pty Ltd
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- 2. Authorise the Chief Executive Officer (or such person they nominate) to formalise and execute all required contract documentation.
- 3. Authorise the Chief Executive Officer (or such person they nominate) to execute all parts of this contract including extensions and annual CPI increase; and
- 4. Authorise the Chief Executive Officer (or such person they nominate) to advise all tenderers accordingly.

CARRIED

Councillor Dwight returned to the meeting at 9:06pm following the vote on item 8.4 and resumed as Chairperson.

8.5 Contract 3339: Maintenance of Open Spaces & Road Reserves

SUMMARY

This Report considers and recommends the appointment of Contractors for Contract No. 3339 Maintenance of Open Spaces and Road Reserves.

RECOMMENDATION

That Council :

1. Accepts the tenders submitted by the listed contractors below for Contract 3339 - Maintenance of Open Spaces and Road Reserves for schedule of rate work relating to the categories specified, for an initial period of two years and ten months, commencing 1 September 2024 until 30 June 2027.

Contractor Name	Category Awarded
Skyline landscapes Pty Ltd	Main Roads and Outer Separators Reserve, Road Closures and Other Areas (Area 2) Reserve, Road Closures and Other Areas (Area 3)
Sanpoint Pty Ltd T/A LD Total (LD Total)	Reserve, Road Closures and Other Areas (Area 1) Significant Lawns Roadsides and Undeveloped Blocks
South East Garden & Lawn Care Pty Ltd	Linear Paths

2. Authorise the Chief Executive Officer (or such person they nominate) to formalise and execute all required contract documentation;
3. Authorise the Chief Executive Officer (or such person they nominate) to execute all parts of this contract including extensions and annual CPI increase; and
4. Advise all tenderers accordingly.

RESOLUTION

MOVED: Councillor Laukens

SECONDED: Councillor Grasso

That Council :

1. Accepts the tenders submitted by the listed contractors below for Contract 3339 - Maintenance of Open Spaces and Road Reserves for schedule of rate work relating to the categories specified, for an initial period of two years and ten months, commencing 1 September 2024 until 30 June 2027.

Contractor Name	Category Awarded
Skyline landscapes Pty Ltd	Main Roads and Outer Separators Reserve, Road Closures and Other Areas (Area 2) Reserve, Road Closures and Other Areas (Area 3)
Sanpoint Pty Ltd T/A LD Total (LD Total)	Reserve, Road Closures and Other Areas (Area 1) Significant Lawns Roadsides and Undeveloped Blocks
South East Garden & Lawn Care Pty Ltd	Linear Paths

- 2. Authorise the Chief Executive Officer (or such person they nominate) to formalise and execute all required contract documentation;**
- 3. Authorise the Chief Executive Officer (or such person they nominate) to execute all parts of this contract including extensions and annual CPI increase; and**
- 4. Advise all tenderers accordingly.**

CARRIED

8.6 Boronia Multipurpose Hub Stakeholder Consultation and Location Options

SUMMARY

The Boronia Multipurpose Hub forms part of one of four Big Move Projects outlined in the Boronia Renewal Strategy (revised in 2021) and endorsed by Council on 23 August 2021. The future location of the Boronia Multipurpose Hub is important to determine as it will directly impact on the precinct and several projects moving forward.

RECOMMENDATION

That Council resolves to:

1. Support the Project Control Group direction in determining Option 2, the Urban Model – Train Station Precinct (both 257 Dorset Road and the Public Transport Victoria carpark), as the preferred location/s and that this be subject to further feasibility investigation based on site selection criteria, spatial requirements and vision for Boronia; with Boronia Park as the alternative option.
2. Support raising the profile of the Public Transport Victoria (PTV) site through advocacy while undertaking strategic high-level discussions with Victoria Police regarding 257 and 259 Dorset Road, Boronia.
3. Support a detailed analysis of the preferred site to confirm feasibility of the location at 257 Dorset Road.
4. Support planning, design and implementation input from multiple areas of Council and Public Private Partnership / Joint Venture options to be explored.
5. Support scoping the feasibility of the preferred site through the 2025 –2026 Capital Works business case process, and/or through external funding if the opportunity arises.
6. Eliminate Dorset Square as a short-term viable option.

RESOLUTION

MOVED: Councillor Allred

SECONDED: Councillor Dwight

That Council resolves to:

1. **Support the Project Control Group direction in determining Option 2, the Urban Model – Train Station Precinct (both 257 Dorset Road and the Public Transport Victoria carpark), as the preferred location/s and that this be subject to further feasibility investigation based on site selection criteria, spatial requirements and vision for Boronia; with Boronia Park as the alternative option.**
2. **Support raising the profile of the Public Transport Victoria (PTV) site through advocacy while undertaking strategic high-level discussions with Victoria Police regarding 257 and 259 Dorset Road, Boronia.**
3. **Support a detailed analysis of the preferred site to confirm feasibility of the location at 257 Dorset Road.**
4. **Support planning, design and implementation input from multiple areas of Council and Public Private Partnership / Joint Venture options to be explored.**
5. **Support scoping the feasibility of the preferred site through the 2025 –2026 Capital Works business case process, and/or through external funding if the opportunity arises.**

6. Eliminate Dorset Square as a short-term viable option.

CARRIED

8.7 Child Friendly Cities Report

SUMMARY

The Victorian Charter for Child Friendly Cities and Communities is a statement of principles which local governments and organisations can use to inform the development of practices that are “child friendly”.

The Victorian Charter for Child Friendly Cities and Communities (CFCC, The Charter) was launched in 2013, with an extensive review undertaken in 2022 to refresh the CFCC, The Charter to ensure alignment with current protocols and practices.

Becoming a Child Friendly Cities is consistent with support already provided through Council's operational actions, capital programs, policies and strategies. Adopting The Charter formalises and gives public recognition to the role that Council plays in providing local environments that support the needs and aspirations of children, young people and their families. A commitment to the CFCC, The Charter builds upon the strong developmental outcomes that Council supports in both early years and youth and demonstrates Council's leadership and advocacy to other organisations across the broader community.

In 2021, Council endorsed the Child, Youth and Seniors Plan (CYSP). Adoption of the CFCC, The Charter is an action from the CYSP with recognition of Knox as a Child Friendly City. CFCC, The Charter principles are broad, reflect the Child, Youth and Seniors Plan themes and are consistent with Council current commitment to supporting children, young people and their families.

The updated CFCC, The Charter aligns with State and Federal strategies and international protocols and embraces the universal rights of children from birth to 17 years of age as defined in the United Nations Convention on the Rights of the Child (1990), United Nations Sustainable Development Goals (2016) and the Victorian Charter of Human Rights and Responsibilities (2006).

The updated CFCC, The Charter focuses on three key principles:

1. Act in the best interest of the child.
2. Freedom for children to express their individual opinions and right to have these considered in decisions that affect them.
3. Create equity for all children based on their needs.

Furthermore, the CFCC, The Charter provides organisations and individuals with a mandate to respond to the needs of children to:

- Uplift Child Safety and Child Friendly organisational culture.
- Improve the effectiveness and responsiveness of initiatives that support children to participate in civic life.
- Amplify the voice of the child in decision making forums.

This report seeks Council endorsement of the adoption of the Victorian Charter for Child Friendly Cities and Communities (CFCC, The Charter), an action from the Child, Youth and Seniors Plan endorsed by Council in October 2021.

RECOMMENDATION

That Council resolve to:

1. Authorise the Chief Executive Officer to adopt and become a signatory to the Victorian Charter for Child Friendly Cities and Communities.
2. Note that being a signatory to Child Friendly Cities and Communities reflects and aligns with objectives from the Child Youth and Seniors Plan (2021-2025), endorsed by Council in October 2021.
3. Note, that Knox City Council already undertakes many actions in line with The Charter and formal adoption would publicly recognise this ongoing work.
4. Note, that should the resolution be successful;
 - a. The Chief Executive Officer will write to Victorian Local Government Association and advise them of the adoption.
 - b. That Council will then receive a confirmation letter and signatory certificate issued from the Victorian Local Government Association.
 - c. An external communication campaign will commence to the community to celebrate the public recognition of Council commitment to The Charter.
 - d. An internal communication campaign to increase staff awareness to enhance the opportunity to involve children in decisions that affect them.
 - e. Council officers will continue to further embed the principles of the CFCC, The Charter within Council's existing funding and resourcing.

RESOLUTION

MOVED: Councillor Allred

SECONDED: Councillor Timmers-Leitch

That Council resolve to:

1. Authorise the Chief Executive Officer to adopt and become a signatory to the Victorian Charter for Child Friendly Cities and Communities.
2. Note that being a signatory to Child Friendly Cities and Communities reflects and aligns with objectives from the Child Youth and Seniors Plan (2021-2025), endorsed by Council in October 2021.
3. Note, that Knox City Council already undertakes many actions in line with The Charter and formal adoption would publicly recognise this ongoing work.
4. Note, that should the resolution be successful;
 - a. The Chief Executive Officer will write to Victorian Local Government Association and advise them of the adoption.
 - b. That Council will then receive a confirmation letter and signatory certificate issued from the Victorian Local Government Association.
 - c. An external communication campaign will commence to the community to celebrate the public recognition of Council commitment to The Charter.
 - d. An internal communication campaign to increase staff awareness to enhance the opportunity to involve children in decisions that affect them.
 - e. Council officers will continue to further embed the principles of the CFCC, The Charter within Council's existing funding and resourcing.

PROCEDURAL MOTION

MOVED: Councillor Dwight

SECONDED: Councillor Cooper

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

CARRIED

The substantive motion was put and CARRIED.

8.8 Revised Instrument of Delegation to Members of Council Staff

SUMMARY

Instruments of Delegation represent the formal delegation of powers by Council and enable the effective functioning of Council.

The Instrument of Delegation – Cemeteries and Crematoria has been revised to reflect changes to position titles within the organisation.

RECOMMENDATION

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

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

RESOLUTION

MOVED: Councillor Baker

SECONDED: Councillor Cooper

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

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

CARRIED

8.9 Capital Works Program Update

SUMMARY

The Works Report show projects on Council's Capital Works Program Report as of 4 June 2024.

RECOMMENDATION

That Council receive and note the Works Report, as at 4 June 2024.

RESOLUTION

MOVED: Councillor Laukens

SECONDED: Councillor Grasso

That Council receive and note the Works Report, as at 4 June 2024.

CARRIED

9 Supplementary Items

Nil.

10 Notices of Motion

10.1 Notices of Motion No. 150 - Rates

The following notice of motion was lodged by Councillor Pearce in accordance with Council's Governance Rules:

I hereby give notice that it is my intention to move the following motion at the Council Meeting on 26 June 2024:

That Council resolve:

1. To note the Proposed Budget 2024/25 anticipates that financial years 2024/25, 2025/26, 2026/27 and 2027/28 will be in line with the rate cap.
2. To note the Proposed 2024-25 Budget presented to Council on 22 April 2024 does not allocate any resources towards the [planning or] preparation of an application for a rate cap variation.

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Seymour

That Council resolve:

1. To note the Proposed Budget 2024/25 anticipates that financial years 2024/25, 2025/26, 2026/27 and 2027/28 will be in line with the rate cap.
2. To note the Proposed 2024-25 Budget presented to Council on 22 April 2024 does not allocate any resources towards the [planning or] preparation of an application for a rate cap variation.

CARRIED

10.2 Notice of Motion No. 151 - Waste Collection

The following notice of motion was lodged by Councillor Cooper in accordance with Council's Governance Rules:

I hereby give notice that it is my intention to move the following motion at the Council Meeting on 24 June 2024:

That Council resolve to receive a report by February 2025 (unless deferred in consultation with the Mayor) which:

1. Provides an update regarding the implementation of procedures enabling the community to select a bin size option (80L, 120L, 240L) which best meets their diverse needs within each of the current collection streams and frequencies (fortnightly general waste collection, fortnightly recyclables collection and weekly organic waste collection).
2. Explores the feasibility of introducing weekly residential kerbside recycling service immediately before and after Christmas and New Year's Days; to accommodate the peak seasonal needs for residential recycling.
3. Explores the feasibility of introducing procedures and systems for Renters of residential properties to be able to determine and pay for their preferred Kerbside bin services, if agreement cannot be reached with a Landlord and the service funded via the Landlord's rates is insufficient.
4. Provides an update to the Community regarding Knox Council's progress towards a soft plastics solution; including bench marking solutions currently offered by neighbouring local governments and whether Knox is in a position to replicate these offerings.
5. Facilitates consideration of tendering a new contract for general waste collection providing an additional fortnightly waste collection service to that provided under Contract 3149 (Kerbside Bin Based Collection Services) and provided on an alternate fortnightly basis to the existing service; including relevant timelines.
6. Provides a progress report on the Kerbside reforms, service outcomes delivered to the community and the effectiveness of the special consideration request and additional service supports; and note this resolution amends the previous decision of Council at the April 2024 Council meeting (Item 10.1, Resolution D) which requested a progress report by April 2025.

MOTION

MOVED: Councillor Cooper

SECONDED: Councillor Pearce

That Council resolve to receive a report by February 2025 (unless deferred in consultation with the Mayor) which:

1. Provides an update regarding the implementation of procedures enabling the community to select a bin size option (80L, 120L, 240L) which best meets their diverse needs within each of the current collection streams and frequencies (fortnightly general waste collection, fortnightly recyclables collection and weekly organic waste collection).
2. Explores the feasibility of introducing weekly residential kerbside recycling service immediately before and after Christmas and New Year's Day; to accommodate the peak seasonal needs for residential recycling.

3. Explores the feasibility of introducing procedures and systems for Renters of residential properties to be able to determine and pay for their preferred Kerbside bin services, if agreement cannot be reached with a Landlord and the service funded via the Landlord's rates is insufficient.
4. Provides an update to the Community regarding Knox Council's progress towards a soft plastics solution; including bench marking solutions currently offered by neighbouring local governments and whether Knox is in a position to replicate these offerings.
5. Facilitates consideration of tendering a new contract for general waste collection providing an additional fortnightly waste collection service to that provided under Contract 3149 (Kerbside Bin Based Collection Services) and provided on an alternate fortnightly basis to the existing service; including relevant timelines.
6. Provides a progress report on the Kerbside reforms, service outcomes delivered to the community and the effectiveness of the special consideration request and additional service supports; and note this resolution amends the previous decision of Council at the April 2024 Council meeting (Item 10.1, Resolution D) which requested a progress report by April 2025.

PROCEDURAL MOTION

MOVED: Councillor Pearce

SECONDED: Councillor Baker

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

CARRIED

PROCEDURAL MOTION

MOVED: Councillor Cooper

SECONDED: Councillor Pearce

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

CARRIED

The substantive motion was put and LOST.

A Division was called by Councillor Pearce

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

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

Abstention: Nil

LOST 4:5

PROCEDURAL MOTION

MOVED: Councillor Grasso

SECONDED: Councillor Cooper

That Council resolve to extend the Meeting until 11:00pm.

CARRIED

11 Urgent Business

Pursuant to Section 130 of the Local Government Act 2020 (the Act) and Chapter 5 of the Governance Rules of Knox City Council, Councillor Dwight declared a material conflict of interest in this item on the grounds that the subject matter relates to her attendance at the Greater South East Melbourne launch event in Canberra and the reimbursement of her travel expenses.

Under Rule 72.11 of Council's Governance Rules, Deputy Mayor Councillor Grasso assumed the role as Chairperson of the Meeting for this Item.

Councillor Dwight left the meeting at 10:25pm before the discussion and vote on item 11.1

PROCEDURAL MOTION

MOVED: Councillor Cooper

SECONDED: Councillor Pearce

That Council resolve to admit as an item of urgent business, consideration of the attendance and reimbursement of travel expenses for Councillor Dwight to join the Greater South East Melbourne delegation to launch the GSEM Jobs and Skills Roadmap in Canberra on 26 June 2024, pursuant to Rule 21 of Council's Governance Rules.

CARRIED

11.1 Greater South East Melbourne delegation

RESOLUTION

MOVED: Councillor Pearce

SECONDED: Councillor Timmers-Leitch

That Council resolves to:

- 1. Approve the attendance of Councillor Dwight to join the Greater South East Melbourne (GSEM) delegation to Canberra to launch the GSEM Jobs and Skills Roadmap and meet with Ministers and Shadow Ministers to present the funding and policy requests that emerged from the Jobs and Skills Summit; and**
- 2. That the costs of Councillor Dwight attending the launch of the GSEM Jobs and Skills Roadmap in Canberra are considered reasonably necessary for the performance of her role and that Council reimburse Councillor Dwight for reasonable associated travel expenses in accordance with Council's Councillor Support and Expenses Policy, noting that the costs of accommodation will be covered by GSEM.**

CARRIED

Councillor Dwight returned to the meeting at 10:34pm following the vote on item 11.1 and resumed as Chairperson.

12 Questions Without Notice

Nil.

13 Confidential Items

Nil.

MEETING CLOSED AT 10:34pm

Minutes of Meeting confirmed at the
Meeting of Council
held on Monday, 22 July 2024

.....
Chairperson

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

AGENDA



Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 24 June 2024 at 7:00 PM

This meeting will be conducted as a hybrid meeting

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Bruce Dobson

Chief Executive Officer

1 Apologies and Requests for Leave of Absence

2 Declarations of Conflict of Interest

3 Confirmation of Minutes

Confirmation of Minutes of Meeting of Council held on Monday 27 May 2024

4 Presentations, Petitions and Memorials

5 Reports by Councillors

6 Planning Matters

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

Final Report Destination: Council
Paper Type: For Noting
Author: Manager City Planning & Building, Paul Dickie
Manager: Manager City Planning & Building, Paul Dickie
Executive: Director, City Liveability, Matt Kelleher

SUMMARY

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

RECOMMENDATION

That the planning applications decided under delegation reports (between 01 May 2024 to 31 May 2024 be noted.

1. REPORT

Details of planning applications decided under delegation from 01 May 2024 to 31 May 2024 are attached. The applications are summarised as follows:

Application Type	No.
Building & Works: Residential	8
Other	8
Subdivision	7
Units	11
Tree Removal / Pruning	12
Single Dwelling	2
Change of Use	4
TOTAL	52

2. CONFIDENTIALITY

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

Attachments

Nil

Knox City Council

Report of Planning Applications Decided under Delegation

1 May 2024 and 31 May 2024

Ward	No/ Type	Address	Description	Decision
Baird	2023/6563	12 Sundew Avenue BORONIA VIC 3155	Buildings and works for the construction of two (2) residential buildings to be used for Community Care Accommodation	2/05/2024 Approved
Baird	2023/6473	55 Piperita Road FERNTREE GULLY VIC 3156	Construction of two (2) double storey dwellings	3/05/2024 Approved
Baird	2024/6105	42 Herbert Street BORONIA VIC 3155	Removal of two (2) Syzygium smithii (Lily Pilly)	3/05/2024 Approved
Baird	2023/6553	6 Davey Street BORONIA VIC 3155	Development of land for two (2) double storey and one (1) single storey dwellings (total (3) three dwellings)	3/05/2024 Notice of Decision
Baird	2023/6520	35 Edina Road FERNTREE GULLY VIC 3156	Development of the land for a double-storey dwelling to the rear of the existing dwelling and subdivision into two lots	16/05/2024 Notice of Decision
Baird	2024/6112	2/35 Cinerea Avenue FERNTREE GULLY VIC 3156	Two lot subdivision and removal of Easement E-1	29/05/2024 Approved
Baird	2022/6043	25 Aubrey Grove BORONIA VIC 3155	Construction of six (6) two storey dwellings and one (1) single storey dwelling (total of seven (7) dwellings)	21/05/2024 Notice of Decision
Baird	2024/6161	146A Boronia Road BORONIA VIC 3155	Buildings and works (alterations to the front façade and the addition of internally illuminated business identification signage)	23/05/2024 Approved
Baird	2024/6151	16 Duncan Avenue, BORONIA VIC 3155	6 lot subdivision (approved unit development)	31/05/2024 Approved

Ward	No/ Type	Address	Description	Decision
Chandler	2024/6011	22 Baldwin Avenue BORONIA VIC 3155	Construction of a single storey dwelling and the removal of vegetation	3/05/2024 Approved
Chandler	2024/6146	1A Shirley Court BORONIA VIC 3155	Removal of one (1) Gleditsia triacanthos (Honey Locust)	15/05/2024 Approved
Chandler	2024/6217	5 Garden Avenue BORONIA VIC 3155	The removal of one (1) Eucalyptus botryoides (Southern Mahogany) to facilitate footpath/curb and channel reinstatement	15/05/2024 Approved
Chandler	2024/6144	1/31 Bambury Street BORONIA VIC 3155	The Pruning of one (1) Liquidambar styraciflua (Sweetgum)	14/05/2024 Approved
Chandler	2024/6122	35 Miller Road THE BASIN VIC 3154	Removal of two (2) Hesperocyparis lusitanica (Mexican Cypress)	10/05/2024 Approved
Chandler	2024/9016	76 Stewart Street BORONIA VIC 3155	Construction of a Small Second Dwelling	15/05/2024 Approved
Chandler	2023/6442	18 Deborah Avenue BORONIA VIC 3155	Removal of two (2) trees	29/05/2024 Approved
Chandler	2024/6150	85 Beresford Drive BORONIA VIC 3155	Removal of two (2) Leptospermum petersonii (Lemon Scented Tea Tree), two (2) Pittosporum tenuifolium (Kohukohu), one (1) Alnus jorullensis (Evergreen Alder) and one (1) Yucca elephantipes (Spineless Yucca)	28/05/2024 Approved
Chandler	2024/6173	3 Tarakan Street BORONIA VIC 3155	Removal of one (1) Eucalyptus radiata (Narrow Leaved Peppermint) and two (2) Eucalyptus obliqua (Messmate)	29/05/2024 Approved
Chandler	2023/6514	19 Government Road THE BASIN VIC 3154	Buildings and Works for alterations and additions to the existing dwelling	21/05/2024 Approved
Chandler	2024/6121	19 Pope Avenue, BORONIA VIC 3155	Three (3) Lot Subdivision - Approved Development	31/05/2024 Approved
Chandler	2024/6187	21 Timewell Crescent, BORONIA VIC 3155	Removal of one (1) Eucalyptus scoparia (Wallangara White Gum)	31/05/2024 Approved

Ward	No/ Type	Address	Description	Decision
Collier	2024/6226	Salford Park 78/100 Harold Street WANTIRNA VIC 3152	Construction of a verandah	27/05/2024 Approved
Collier	2023/6555	65 Rachelle Drive WANTIRNA VIC 3152	Construction of a double storey dwelling to the rear of the existing dwelling	31/05/2024 Approved
Dinsdale	2023/6468	23 Kirrawee Avenue WANTIRNA SOUTH VIC 3152	Construction of 2 double-storey dwellings on a lot	3/05/2024 Notice of Decision
Dinsdale	2023/6012	43 Marlborough Road BAYSWATER VIC 3153	Buildings and Works under the Land Subject to Inundation Overlay associated with Community Care Accommodation	10/05/2024 Approved
Dinsdale	2024/6130	Knox City SC (MASTER) 425 Burwood Highway WANTIRNA SOUTH VIC 3152	Use of the land for a restricted recreation facility and waiver of the bicycle parking requirements	10/05/2024 Approved
Dinsdale	2023/6453	5 Somerset Street WANTIRNA SOUTH VIC 3152	The use and development of a medical centre, associated signage and reduction in car parking	13/05/2024 Approved
Dinsdale	2022/6690	216 Scoresby Road BORONIA VIC 3155	Construction of two (2) double storey dwellings and 2 lot subdivision	16/05/2024 Approved
Dinsdale	2024/6196	Knox City SC (MASTER) 425 Burwood Highway WANTIRNA SOUTH VIC 3152	Buildings and Works (shop front alterations and internally illuminated signage)	23/05/2024 Approved
Dobson	2023/6499	1130 Burwood Highway FERNTREE GULLY VIC 3156	Part demolition, alterations and additions to the facade of the existing building, including signage	15/05/2024 Approved
Dobson	2024/9027	22 Barrett Street UPPER FERNTREE GULLY VIC 3156	Buildings and works - Construction of a front fence	6/05/2024 Approved
Dobson	2023/6281	18 Lording Street FERNTREE GULLY VIC 3156	Development of the land for two (2) Double Storey Dwellings and Vegetation Removal	15/05/2024 Notice of Decision
Dobson	2024/6007	28 Harnett Street BORONIA VIC 3155	Buildings and works (alterations and extensions to the existing dwelling)	15/05/2024 Approved
Dobson	2024/6012	1 Dempster Street FERNTREE GULLY VIC 3156	Buildings and Works (New Warehouse) and reduction in carparking	20/05/2024 Approved

Ward	No/ Type	Address	Description	Decision
Dobson	2024/6093	1-3/3 Blackwood Park Road FERNTREE GULLY VIC 3156	Three Lot Subdivision (approved unit development)	15/05/2024 Approved
Dobson	2024/6142	68 Nathan Street FERNTREE GULLY VIC 3156	Removal of one (1) Acacia melanoxylon (Blackwood)	13/05/2024 Approved
Dobson	2024/6096	1&2/33 Austin Street FERNTREE GULLY VIC 3156	Two Lot Subdivision (Re-Subdivision of Existing Dwellings)	29/05/2024 Approved
Dobson	2023/6278	6 Gleeson Avenue LYSTERFIELD VIC 3156	The use and development of one dwelling and associated works outside the building and driveway envelopes	21/05/2024 Approved
Dobson	2024/6166	3 Dorothy Grove FERNTREE GULLY VIC 3156	Removal of one (1) Melaleuca styphelioides (Prickly Leaved Paperbark) and two (2) Cupressus sempervirens (Mediterranean Cypress)	28/05/2024 Approved
Dobson	2024/6193	KFC 1015 Burwood Highway FERNTREE GULLY VIC 3156	Buildings and works (alterations to the existing facade) and installation of business identification signage	27/05/2024 Approved
Friberg	2024/6143	Sh 57/1880 Ferntree Gully Road FERNTREE GULLY VIC 3156	Use of the land for an Indoor Recreation Facility (reformer pilates studio)	15/05/2024 Approved
Friberg	2022/6641	58 Holme Road FERNTREE GULLY VIC 3156	Development of a double storey dwelling to the rear of the existing dwelling	31/05/2024 Notice of Decision
Friberg	2024/6072	32 Elton Road FERNTREE GULLY VIC 3156	Development of two (2) double storey dwellings	30/05/2024 Notice of Decision
Friberg	2023/6537	154 Taylors Lane ROWVILLE VIC 3178	Construction of two (2) double storey dwellings	31/05/2024 Approved
Scott	2024/6156	5 Akuna Court KNOXFIELD VIC 3180	Removal of one (1) Eucalyptus botryoides (Southern Mahogany)	15/05/2024 Approved
Scott	2024/9033	1B White Road WANTIRNA SOUTH VIC 3152	Two Lot Subdivision (approved unit development)	30/05/2024 Approved

Ward	No/ Type	Address	Description	Decision
Tirhatuan	2024/6095	699 Stud Road SCORESBY VIC 3179	Three Lot Subdivision (approved unit development)	3/05/2024 Approved
Tirhatuan	2024/6158	PEPPERTREE HILL 206/15 Fulham Road ROWVILLE VIC 3178	Buildings and works - Construction of a verandah	10/05/2024 Approved
Tirhatuan	2024/6119	82/1470 Ferntree Gully Road KNOXFIELD VIC 3180	Change of use - Education centre (Product Training) and reduction in car parking	8/05/2024 Approved
Tirhatuan	2024/6057	18 Corporate Avenue ROWVILLE VIC 3178	Buildings and Works to an existing Warehouse, including the construction of a fence in the LSIO	22/05/2024 Approved
Tirhatuan	2024/6203	Stud Park SC 1101 Stud Road ROWVILLE VIC 3178	Alterations to buildings and works, reduction in carparking and signage	29/05/2024 Approved
Tirhatuan	2024/9031	800 Wellington Road ROWVILLE VIC 3178	Buildings and works to the existing warehouse	24/05/2024 Approved

6.2 Report in Response to Notice of Motion No. 142 - Green Areas and Rural Strategy (GARS) Heritage Recommendations

Final Report Destination:	Council
Paper Type:	For Noting
Author	Strategic Planner, Simon Chitre
Manager:	Manager City Futures, Shiranthi Widan
Executive:	Acting Director, City Liveability, Jonathan McNally

SUMMARY

This report responds to the Notice of Motion (NoM) Number 142 (**Attachment 1**) presented by Councillor Baker, Dobson Ward Councillor at the 29 January 2024 Council meeting. The NoM requested:

“That Council resolve to receive a report at a Council Meeting by July 2024 (or such later meeting as agreed with the Mayor) that provides a brief high level status update on the Heritage Study (1993); the status of the sites identified and recommended by the adopted Green Areas and Rural Strategy (GARS) for heritage investigation, including the Avenue of Honour situated in Lysterfield; and advise on a future pathway (or options) and resourcing implications for giving effect to these recommendations.”

Based on a desktop assessment and review of unsuccessful business cases prepared in 2019/20 and 2020/21 by City Futures for the preparation of a municipal-wide heritage study, officers estimate that a heritage study/assessments will need to be prepared to provide up-to-date recommendations for places (Aboriginal and post-European) to be protected within the Heritage Overlay. Based on the 2019/20 and 2020/21 business cases, the GARS recommendations and further updates required to the Avenue of Honour heritage citation, it is estimated an upper threshold of \$1,516,000 is required to complete the full assessments. As per the discussion contained in 1.4 of this report, any updates to the heritage citation for the Avenue of Honour would be the responsibility of the Yarra Ranges Council as the existing trees fall within their municipal boundary.

This does not include costs associated with the preparation of any planning scheme amendment(s) to protect places of local cultural heritage value in the Knox Planning Scheme. Should Council resolve to undertake this work, preparation of this study and assessments would need to be funded through a separate business case and engagement of heritage consultants with specialisation in both Aboriginal and post-European heritage. As this work has not been planned as part of the City Futures work program, a review of its programming would also need to be undertaken.

In this report, officers have identified the steps and associated timelines, resourcing and costs relevant to updating and protecting heritage places in the Knox Heritage Study (1993), GARS and the Avenue of Honour. Although not subject of this NOM, officers have also identified costings associated with the preparation of a Thematic Environmental History (TES). A TES documents historical themes of settlement in a municipality and is the principle document which helps guide best practice prioritisation of a Council’s heritage work program. Officers have also identified that

a Cultural Values Assessment (CVA), which identifies the traditional and contemporary cultural heritage values of places for Traditional Owners, also assists to inform further Aboriginal Heritage work. It is important to note that the Knox Heritage Study is now over 30 years old.

Whilst officers acknowledge that undertaking this work is important, progressing a heritage study has not been identified in the current City Strategy work program, with the exception of assisting with investigating a Cultural Values Assessment as identified in Council's adopted Reconciliation Action Plan (RAP). Progressing this work has also not been factored into Council's long-term financial forecast and no business case funding is available to provide budgetary support at this time.

It should be noted that the 27 places in the Context Report are places that are also identified in the City of Knox Heritage Study 1993.

RECOMMENDATION

That Council resolve to:

1. Note the response from officers in relation to the Notice of Motion No. 142 of 29 January 2024.
2. Note that further investigation of Heritage Overlay Schedule 43 (Avenue of Honour) will be undertaken as part of a future correctional planning scheme amendment work program.

1. DISCUSSION

1.1 Background

In response to a Notice of Motion raised by Councillor Baker at the 29 January 2024 Council Meeting, Council resolved to receive a report at a Council Meeting by July 2024 (or such later meeting as agreed with the Mayor) that provides a brief high level status update on:

- the City of Knox Heritage Study (1993);
- the status of the sites identified and recommended by the adopted Green Areas and Rural Strategy (GARS) for heritage investigation, including the Avenue of Honour situated in Lysterfield; and
- advise on a future pathway (or options) and resourcing implications for giving effect to these recommendations.

This report responds to each point separately below.

1.2 Status Update on the Knox Heritage Study 1993

The City of Knox Heritage Study 1993 is a technical document prepared on behalf of Council by expert heritage consultants and identifies and recommends buildings and places of historic importance within Knox for heritage protection. Some of these places have since been protected in the Heritage Overlay within the Knox Planning Scheme whilst others do not have statutory protection. The study is underpinned by a heritage pilot study conducted in Knox in 1991, which provides an inventory of buildings, places and trees of heritage value.

The City of Knox Heritage Study has not undergone any significant review or upgrade since 1993. The study is included as a reference document within Clause 21.05 (Built Environment and Heritage) of the Knox Planning Scheme and Clause 21.05-6 identifies the Study as not providing a comprehensive assessment of all places of historic and cultural significance in Knox. Future

Strategic Directions within the Knox Planning Scheme seek the preparation of a new heritage study for the municipality.

The City of Knox Heritage Study 1993 primarily makes recommendations regarding post-European buildings and associated vegetation. Regarding pre-European heritage, the study mentions that Aboriginal people have lived in the area for at least 20,000 years and provides a brief overview of their use of the land. This overview does not include specific information about Aboriginal cultural heritage. As the Study did not review or provide any recommendations regarding Aboriginal cultural heritage, there is a lack of understanding and direction relating to Aboriginal cultural heritage for the municipality. This is reiterated at Clause 21.05-6 (Heritage) of the Knox Planning Scheme which recognises the need to improve knowledge, understanding of and respect for Aboriginal cultural heritage sites within the municipality and to better reflect their significance in the built and natural environment.

In order to protect buildings and places of cultural significance in the Heritage Overlay, a heritage study and citations must be prepared that identify the heritage elements to be protected within the Heritage Overlay (Clause 43.01) of the Knox Planning Scheme (KPS). For the Heritage Overlay to be current, the underpinning Heritage Study must also be current. Given that over 30 years have elapsed since the 1993 The City of Knox Heritage Study was prepared, its lack of review and absence of Aboriginal cultural heritage; existing heritage controls and information within the Heritage Overlay are considered outdated and not reflective or representative of the breadth of existing heritage in the municipality.

Current industry best practice, including the Planning Practice Note PPN01 (which guides how Heritage Overlays within planning schemes should be prepared) now enable Aboriginal heritage places to be included within the Schedule to Clause 43.01. It is also standard practice to include the statement of significance for each heritage place identified in the Schedule to the Heritage Overlay. To include Aboriginal cultural heritage, a Cultural Values Assessment (CVA) (which could form part of a wider Heritage Study) must be undertaken by heritage consultants with expertise in Aboriginal cultural heritage, in conjunction with the Traditional Owners, in this case, both the Wurundjeri Woi Wurrung and the Bunurong. Additionally, any review of the Knox Heritage Study 1993 of post-European places is likely to require the preparation of updated heritage citations and Heritage Overlay Schedule in the Knox Planning Scheme.

There is a clear need to review and update the 1993 Heritage Study in line with the above. The City Futures Department has previously prepared two business cases seeking funding within the 2019-2020 and 2020-2021 budgets, in response to Council Plan actions of the time, to review the 1993 study, prepare a new Heritage Study for the municipality and undertake a TES. Neither business case was successful in receiving funding.

1.3 GARS Heritage Recommendations

GARS recommends a full review of Aboriginal and non-Aboriginal heritage values for the entire municipality. This is because a number of heritage sites within the GARS Study Area are part of large-scale landscape and environmental systems that need to be assessed in their broader heritage context and thematic history. Examples include the Dandenong Ranges and Lysterfield Park which form part of larger heritage areas. Hence undertaking a whole-of Knox study would be preferred to a piecemeal approach.

To assist with such a review, GARS includes a preliminary examination of places of heritage significance within the GARS Study Area and makes recommendations on the way forward. This has included a review of the 27 heritage places included in the Knox Heritage Study 1993. Some of these places are currently protected by the Heritage Overlay while some others do not have statutory protection in place. This has been informed by the report titled *Preliminary Heritage review: Knox Rural Heritage* (Context, 2017) which, through a combination of site inspections and desktop research, provides the following information:

- confirmation of whether the heritage places still exist;
- photographic evidence of the places;
- map of the places (analogue mapping) or provides an indication of the locality;
- preliminary assessment of the existing conditions of each place; and
- recommendations including whether further heritage investigation of the place is required.

Where sites have been able to be accessed and found, the majority of recommendations are to retain existing Heritage and other Overlays. Where sites were not found or insufficient information has been available, a recommendation for further investigation has been made. Many of the sites without current statutory protection are recommended for assessment. It should be noted that this preliminary review does not represent a fresh heritage assessment of the places. It should be noted that the *Preliminary Heritage review: Knox Rural Heritage* (Context, 2017) was a high-level study of heritage places within the GARS Precincts and was not a comprehensive municipal wide heritage review.

The list of GARS heritage sites and the Context Report heritage recommendations are within **Attachment 2** of this report.

1.4 Avenue of Honour

The Avenue of Honour is currently covered by Heritage Overlay (HO43- Avenue of Honour, Lysterfield Road, Lysterfield) in the Knox Planning Scheme. The HO43 intends to protect ten Silky Oaks (*Grevillea robusta*), and two English Oaks (*Quercus robur*).

Both the 1993 Heritage Study and the Preliminary Heritage review by Context identify the heritage significance of the Avenue of Honour. The Context review further advises that an updated heritage citation should be prepared and the Heritage Overlay should be retained, as reproduced below:

Initial recommendation

- *Of historic and social significance (HO43).*
- *Needs an updated citation possibly, given the description given in the Knox Heritage Study, but otherwise no further consideration required.*
- *Retain Heritage and Significant Landscape overlays.*

The full citations and photographs regarding HO43 comprise **Attachment 3** of this report.

Further investigation of the heritage control which applies to the Avenue of Honour indicates that the trees are situated on the Yarra Ranges Council side of Lysterfield Road however heritage overlays have historically been introduced in both the Knox and Yarra Ranges planning schemes to protect the trees (HO43 and HO218 respectively). The Yarra Ranges HO218 protects the Avenue of Honour trees under the Yarra Ranges Planning Scheme and also extends to the Knox side of Lysterfield Road. Whilst the Knox HO43 appears to protect eucalypt trees and is likely an anomaly within the planning scheme. A heritage assessment would need to be undertaken to confirm whether HO43 should be removed from the Knox Planning Scheme via a planning scheme

amendment. This correctional amendment will be included as part of a future correctional amendment work program.

The estimations provided in Attachment 4 to update the existing Avenue of Honour heritage citation would cost approximately \$2,000 - \$10,000 and the responsibility of Yarra Ranges Council. This does not include any associated changes required to the Heritage or Significant Landscape Overlays by way of a planning scheme amendment.

The estimated cost to undertake a heritage assessment of HO43 is estimated to be \$2000-\$10,000 and the responsibility of Knox City Council. This does not include any associated changes required to the Heritage or Significant Landscape Overlays by way of a planning scheme amendment.

1.5 Thematic Environmental History

Although not subject of this NOM, officers have highlighted indicative costs associated with the preparation of a Thematic Environmental History (TES). A TES documents historical themes of settlement in a municipality and is generally the principal document which helps guide and prioritise a Council's heritage work program. Further guidance on the preparation of a TES is provided by Heritage Victoria's *Victoria's Framework of Historical Themes*.

Preparation of a TES was the subject of the City Futures unsuccessful 2020/21 business case, to support a Council Plan action of the time, which estimated that \$150,000 was required to fund its preparation. This would represent the total cost of the TES as no planning scheme amendment is required to implement its findings, rather it supports subsequent heritage studies and citations.

1.6 Reconciliation Action Plan

Similar to the TES, it is now common practice to undertake a Cultural Values Assessment (CVA) prior to or in conjunction with an Aboriginal Heritage Study. A CVA is a high-level assessment that identifies the traditional and contemporary cultural heritage values of places of the Traditional Owners, (in this case, both the Wurundjeri Woi Wurrung and the Bunurong). A CVA must be undertaken by a qualified heritage consultant in conjunction with the Traditional Owners.

The CVA would focus on physical and environmental features as well as historical and contemporary narratives and themes that tell a story about the land and environment from the Traditional Owner's perspectives. The CVA also makes recommendations for the interpretation of these values into waterway, open space and land use planning subject to the final scope of works agreed with the Traditional Owners. The recommendations will also help direct subsequent heritage related work, including an Aboriginal Heritage Study.

This work is largely the remit of Action 8.1 of the 'Knox Reconciliation Action Plan June 2023-June 2025.' Action 8.1 seeks *'to explore opportunities to resource an Aboriginal/Values Study to inform management and planning.'* The Action is led by Community Wellbeing with assistance from City Futures (i.e. City Strategy). This Action is to be sourced via external funding by March 2024 and it is further noted that the action will not proceed unless external funding is gained.

Community Wellbeing officers sought to identify funding options mid-late 2023, however none were available at that time. Officers also commenced discussions with the Wurundjeri Woi Wurrung and Bunurong Traditional Owners, late 2023 and early 2024, to ascertain CVA costs, scope of works and timeframes etc. The process requires at least one (1) pre-meeting to

understand and set the scope of works, following which a quote will be provided. It can take several months to obtain an initial meeting with the Traditional Owners, however once the project has commenced, it can take in excess of 12 months to complete the CVA.

1.7 Future Pathway

To progress the protection of heritage within Knox, or at the very least within the GARS precincts, the following pathway with sequential steps is presented for consideration. These steps are best completed in the order outlined in the table below to comply with current heritage practice. Step Two in the table below is also identified as further strategic work to be undertaken in Clause 21.05-8 of the Knox Planning Scheme.

This pathway would require approved business cases within a future budget for the full costings proposed plus additional resources for associated planning scheme amendments to implement heritage controls. Attachment 4 also lists the estimated individual cost of acting on the 19 out of the 27 recommendations within the Context Report (including the Avenue of Honour). It should be noted that if a correctional amendment is required to remove HO43 from the Knox Planning Scheme as discussed in Section 1.4 of this report, the cost to undertake this heritage assessment may be less than estimated in Attachment 4.

It is also worth noting that the preparation of a Thematic Environmental History and Cultural Values Assessment may identify other places or elements of cultural heritage not identified in the 1993 Heritage Study or GARS which may increase the cost of the preparation of a heritage study/assessment further.

Table 1. Heritage Work Program - indicative costs

Pathway to Review Knox Heritage				
Step*	Scope	Resource Requirement	Timeframe to commence & complete	Cost (\$) **
1	Thematic studies to understand Aboriginal and European cultural values and settlement patterns. Studies can be undertaken concurrently.			
1(A)	Thematic Environment Study - Identifies historical themes of settlement (European) to guide future heritage work program.	Specialist Heritage Consultant	12-18 months	\$150,000 (TES)
1(B)	Cultural Values Assessment - Identifies the traditional & contemporary cultural heritage values of places for the Traditional Owners & recommends how to interpret those values into future heritage work.	Specialist Heritage Consultant in conjunction with Traditional Owners	2 years	CVA costs TBA***
Sub-total: Thematic Environmental History and Cultural Values Assessment				\$150,000 + CVA costs TBA
2	Full Review of 1993 Knox Heritage Study and Aboriginal Cultural Heritage Study <ul style="list-style-type: none"> Review the recommendations of the 1993 Knox Heritage Study, identify gaps and make 			

Pathway to Review Knox Heritage				
Step*	Scope	Resource Requirement	Timeframe to commence & complete	Cost (\$) **
	recommendations regarding Planning Scheme Controls. <ul style="list-style-type: none"> Understand Indigenous Cultural Heritage and provide guidance for places of cultural heritage significance including any Planning Scheme Controls. 			
2(A)	Full Heritage Study – informed by Thematic Environmental History.	Specialist Heritage Consultant	2-3 yrs	\$300,000
2(B)	Aboriginal Heritage Study – informed by Cultural Values Assessment	Specialist Heritage Consultant	2-3 yrs	\$70,000
Sub-total: Full Heritage Review and Aboriginal Heritage Study				\$370,000
3	Review GARS Heritage Places (Context Report)^ and in line with recommendations from the revised full heritage study <ul style="list-style-type: none"> Review & prepare heritage citations for 18 of 27 places, Costs are based on estimations provided in Attachment 4	Specialist Heritage Consultant	12-18 months^^	\$706,000, - \$1,130,000^^^
Sub-total: Review of GARS Heritage Places				\$706,000, - \$1,136,000
4	Planning Scheme Amendment <ul style="list-style-type: none"> Undertake changes to the Heritage Overlay Provisions within the Knox Planning Scheme to implement recommendations of heritage studies/assessments 	Officers Specialist Heritage consultants &/or Solicitors should a Panel be appointed	2 years (per amendment) Assumes multiple sites/properties grouped in one amendment	\$200,000 per amendment
Total		Mostly external specialists, some in-house officer work	Approx 8.5 years	\$1,426,000- \$1,856,000 CVA costs to be advised***

- *Each step largely needs to be completed before commencing the next stage – there is little overlap with work between stages.
- **Figures are based on 2019/20 and 2020/21 business cases and may be higher at current pricing. Does not include costs associated with preparation of planning scheme amendments to implement recommendations within Knox Planning Scheme.
- ***Obtaining quotes for a Cultural Values Assessment (CVA) and an Aboriginal Heritage Study, requires meetings with the Wurundjeri Woi Wurrung and Bunurong Aboriginal Corporations and can take significant

time periods to be arranged. Undertaking a CVA is listed as Action 8.1 of the Knox City Council Reconciliation Action Plan, which identifies that external funding is to be sought to complete this action.

- ^ There could be additional Heritage Places within the municipality outside the GARS identified in Step 2(A) which are not included in this Table of Works.
- ^^ Check Attachment 4 to verify.
- ^^^ Excludes costs to assess Avenue of Honour citation in Attachment 4.

2. ENGAGEMENT

No public consultation was required to respond to this NoM. Extensive public consultation was undertaken to support the development of the GARS.

A full review of the 1993 heritage study will involve community and stakeholder engagement. The extent of engagement required will be determined should approval be obtained to commence this work.

3. SOCIAL IMPLICATIONS

Acting upon the recommendations of this report will improve the social and cultural understanding of Knox's local cultural heritage values, including Aboriginal and post-European history. It is anticipated that the recommendations could inform other projects and programs across Council.

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL IMPLICATIONS

Not maintaining a current Heritage Study, particularly one that incorporates Aboriginal cultural heritage or important vegetation, may inhibit some programs to improve environmental outcomes for the municipality.

6. FINANCIAL AND RESOURCE IMPLICATIONS

Undertaking the steps identified in this report will require funding outside of general operational expenditure as identified within Section 1.7 of this report. The upper threshold for undertaking an updated assessment of the City of Knox Heritage Study 1993, outstanding GARS recommendations and updated citation for the Avenue of Honour is approximately \$1,516,000. This does not include costs associated with undertaking any planning scheme amendment(s) to protect places and elements of cultural heritage value within the Knox Planning Scheme or the TES or CVA. It is also worth noting that preparation of the Thematic Environmental History and Cultural Values Assessment may identify other places or elements of cultural heritage not identified in the 1993 Heritage Study or GARS which may increase the cost of the preparation of a heritage study/assessment further.

It is acknowledged that the heritage work identified above is important and should be undertaken to complete the understanding of the municipality's indigenous and non-indigenous heritage. At this stage, there are no resources allocated in the City Futures operating budget to fund this work, nor has it been identified as part of the City Strategy work program. In addition, it must further be noted that:

- Other than the Council Plan Initiative to 'Work in partnership with local First Nations people, relevant services and key networks to progress Reconciliation' (i.e. the Actions within the RAP), there are no other Council Plan Initiatives identified to support this heritage work program.
- The previous 2019/20 and 2020/21 Business Cases to undertake the TES and Full Heritage Study Review identified in the above Table were previously not supported.
- This project work is not factored into long-term financial forecasting and no business case funding is available to provide additional budgetary support. Any funding for this project will need to be offset by other cost savings within other projects across Council.

Notwithstanding the above, should additional funding become available, or Council's financial position changes, this work may be progressed further and included in future work plans.

7. RISKS

A thematic environmental history will begin the process of revisiting heritage within Knox. In the absence of an up-to-date Heritage Study, there is a risk of incremental loss/damage to and/or of places of heritage value within Knox.

8. KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Connection, Resilience & Wellbeing

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

Strategy 4.3 - Honour and integrate First Nations Culture into actions and environments.

Civic Engagement & Integrity

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

9. CONFLICT OF INTEREST

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

10. STATEMENT OF COMPATIBILITY

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

11. CONFIDENTIALITY

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

ATTACHMENTS

1. Attachment 1 - Notice of Motion 142 - GARS Heritage Recommendations - 2024-01-29 [6.2.1 - 1 page]
2. Attachment 2 - Heritage Table Recommendations [6.2.2 - 5 pages]
3. Attachment 3 - Avenue of Honour Lysterfield [6.2.3 - 3 pages]
4. Attachment 4 - Preliminary high level estimated costings and timeframes - Heritage Assessments [6.2.4 - 4 pages]



29 January 2024

Notice of Motion No.142

GARS Heritage Recommendations

I hereby give notice that it is my intention to move the following motion at the Council Meeting on 29 January 2024:

That Council resolve to receive a report at a Council Meeting by July 2024 (or such later meeting as agreed with the Mayor) that provides a brief high level status update on the Heritage Study (1993); the status of the sites identified and recommended by the adopted Green Areas and Rural Strategy (GARS) for heritage investigation, including the Avenue of Honour situated in Lysterfield; and advise on a future pathway (or options) and resourcing implications for giving effect to these recommendations.

Cr Meagan Baker
Dobson Ward

19 January 2024

The GARS heritage recommendations and recommendations from the Context Report are provided below in Attachment 2.

Context Heritage recommendations:

PRELIMINARY HERITAGE REVIEW

Table 2 Recommendations

Heritage Place/Item	Recommendations
1 - Western face, Dandenong Ranges (The whole of the western and part of the north-western slopes of the main Dandenong Range stretching from Montrose to the southern boundary of the Ferntree Gully National Park)	An integrated Aboriginal, Natural and cultural heritage assessment would be appropriate at the state or national levels.
2 - Dandenong Ranges	An integrated Aboriginal, Natural and cultural heritage assessment would be appropriate at the state or national levels.
3 - Salvation Army site, Liverpool Road, The Basin	Recommended for both Aboriginal and non-Aboriginal cultural heritage assessment. Potential Aboriginal, historic aesthetic and social values.
4 - Wicks Reserve, The Basin	Retain Heritage Overlay
5 - Tree, Basin-Olinda Road, The Basin	Retain Heritage Overlay
6 - Chandler Oak, Sheffield Road, The Basin (on the bank of Dobson's Creek)	Retain Heritage Overlay
7 - Clevedon Gardens, Clevedon Road, The Basin	Recommended for heritage assessment. Potential historic aesthetic and social values.
8 - Glen Elbourne, 79 Basin-Olinda Road, The Basin (near Hazel Dell)	Recommended for heritage assessment. Potential historic aesthetic and social values.
9 - Old Coach Road, The Basin	Recommended for heritage assessment. Potential historic and aesthetic values.
10 - Mountain Highway, The Basin	Recommended for heritage assessment. Potential historic aesthetic and social values.
11 - Lysterfield Valley (boundaries follow Napoleon Road, Ferny Creek, Glenfern and Kelletts Road and are contiguous with a section of the boundary of the Recorded Lysterfield Forest area)	Recommended for heritage assessment for sites within the landscape. Recommended for significant landscape assessment.
12 - Ferntree Gully Market Gardens and Dairy Farms, an area bounded by Napoleon Road, Ferny Creek, Glenfern Road and Kelletts Road.	Recommended for heritage assessment for sites within the landscape. Recommended for significant landscape assessment.
13 - Lysterfield Boys Farm Site, Powells Road, Lysterfield	Recommended for heritage assessment. Potential historic, aesthetic and social values. Potential archaeological value.
14 - Avenue of Honour, Lysterfield Road, Lysterfield	Retain heritage and significant landscape overlays.
15 - Former Lysterfield School, 1430 Wellington Road, Lysterfield	Recommended for heritage assessment. Potential historic, aesthetic and social values.
16 - Lysterfield Cheese Factory, Lysterfield Road, Lysterfield	Recommended for heritage assessment. Potential historic, aesthetic and social values.
17 - Lysterfield Lake Park, Lysterfield AND Lysterfield Forest Area, Lysterfield (Lysterfield Forest area is located south-west of the Dandenong Ranges. This area extends from south Belgrave across Wellington Road and includes the Lysterfield Reservoir and Catchment area)	Mainly public land. Recommend co-ordination with Parks Victoria and Melbourne Water for assessment of individual sites.

Heritage Place/Item	Recommendations
18 - Heany Park, Corner Golding Ave & Heany Rd, Rowville	Retain heritage and other overlays.
19 - Churchill National Park, Churchill Park Drive, Rowville	Public land. Co-ordinate with Parks Victoria. Recommend heritage assessment for specific sites within the Park.
20 - Lysterfield quarries	Heritage assessment not recommended.
21 - Clow Cottage, Dandenong Valley Parklands (Wellington Road?), Rowville	Retain heritage overlay. Recommend assessment to inform current listings.
22 - Chesterfield Farm, Ferntree Gully Rd, Scoresby	Retain heritage and other overlays.
23 - Boronia Road (west of Eastlink), Wantirna	Retain heritage and other overlays.
24 - Axford Road Ruin, Axford Road, Wantirna South	Recommend further investigation and heritage assessment.
25 - Bushy Park, 3 Bushy Park Lane, Wantirna South	Recommended for heritage assessment.
26 - Norton Park and Shepherds Bush, Nortons Lane, Wantirna South	Public land. Co-ordinate with Parks Victoria. Recommend heritage assessment for specific sites within the Park.
27 - Watercourses, Churchill National Park, Lysterfield Park, Dandenong Valley Parklands	Public land. Co-ordinate with Parks Victoria and Aboriginal Victoria. Recommend heritage assessment for specific sites within the Park. Recommend Aboriginal cultural heritage assessment.

GARS Heritage Recommendations

Number within Context Heritage Report	Heritage Place/ Item	Recommendation
1.	Western face of the Dandenongs The whole of the western and part of the north-western slopes of the main Dandenong Range stretching from Montrose to the southern boundary of the Ferntree Gully National Park	Undertake an Integrated Aboriginal, Natural and cultural heritage assessment to explore these different aspects of significance in a holistic manner
2.	Dandenong Ranges The whole of the Dandenong Ranges form a backdrop to Knox but are predominantly in Yarra Ranges	Undertake an integrated Aboriginal, Natural and cultural heritage assessment would be appropriate for the Dandenong Ranges. This would involve an initial assessment at the state level (for inclusion in the Victorian Heritage Register) which would involve other municipalities. There may also be a case for the identified heritage values to be nominated for inclusion in national level listing.
3.	Salvation Army site 1 Liverpool Road, The Basin	While there are no known archaeological reviews of the site, given that it contains 2 watercourses (Dobsons and Dandenong Creeks), it is identified as an area of cultural sensitivity. Recommended for both Aboriginal and non-Aboriginal cultural heritage assessment. Potential Aboriginal, historic, aesthetic and social values.
4.	HO5 Wicks Reserve (The Basin)	<ul style="list-style-type: none"> • Of historic and social/recreational significance. • Well documented and part of the area ESO, SLO and HO – no further research / assessment required. • Retain Environment, Heritage and Significant Landscape Overlays.
5.	HO54 One Oak Tree (Basin Olinda Road, The Basin)	<ul style="list-style-type: none"> • Intact and in good condition. • Of historic and aesthetic significance. • No further consideration required. • Retain Heritage Overlay.
6.	HO8 Chandler Oak Tree, Sheffield Road, The Basin	<ul style="list-style-type: none"> • Of historic and aesthetic significance due to age and size. • Well documented and no further consideration required. • Retain Heritage Overlay.
7.	Clevedon Gardens, Clevedon Road, The Basin	<ul style="list-style-type: none"> • Of historic significance as a site only. • Difficult to put forward as a HO without further investigation into the garden. • 'Tentative list' – although it's possibly too far removed from its historic origins (not a priority). • Recommended for further investigation. Potential historic aesthetic and social values
8.	Glen Elbourne Gardens	<ul style="list-style-type: none"> • Worth following up, either on an 'open day' or with the owner. • Note the large wholesale nursery next door and other properties going up the Dobson

Number within Context Heritage Report	Heritage Place/ Item	Recommendation
		<p>Creek valley to Olinda plus Old Coach Road – worth considering as part of a larger historic landscape unit.</p> <ul style="list-style-type: none"> • Worthy of further research and consideration. • Recommended for heritage assessment. Potential historic aesthetic and social values.
9.	Old Coach Road, The Basin	<ul style="list-style-type: none"> • Of historic significance. • Recommended for heritage assessment. Potential historic and aesthetic values.
10.	Mountain Highway, The Basin	<ul style="list-style-type: none"> • Further investigation is required to confirm the nature of the structure. • Recommended for heritage assessment. Potential historic aesthetic and social values.
11.	Lysterfield Valley (boundaries follow Napoleon Road, Ferny Creek, Glenfern and Kelletts Road and are contiguous with a section of the boundary of the Recorded Lysterfield Forest area)	<ul style="list-style-type: none"> • Recommended for heritage assessment for sites within the landscape. • Recommended for Significant Landscape Assessment
12.	Ferntree Gully Market Gardens and Dairy Farms, an area bounded by Napoleon Road, Ferny Creek, Glenfern Road and Kelletts Road.	<ul style="list-style-type: none"> • Recommended for heritage assessment for sites within the landscape. Recommended for significant landscape assessment. • Need for more research to establish the historic landscape character and to help define significant sites and boundaries.
13.	Lysterfield Boys Farm Site, Powells Road, Lysterfield	Not reviewed by GARS Report
14.	Avenue of Honour, Lysterfield Road, Lysterfield	<ul style="list-style-type: none"> • Of historic and social significance • Consider updating the heritage citation to incorporate the description provided in the Knox Heritage Study. • Retain Heritage and Significant Landscape overlays
15.	Former Lysterfield School, 1430 Wellington Road Lysterfield	<ul style="list-style-type: none"> • Recommended for heritage assessment. • Potential historic, aesthetic and social values.
16.	Lysterfield cheese factory, Lysterfield Road	<ul style="list-style-type: none"> • Place is also part of the Lysterfield valley landscape. • Recommended for heritage assessment. • Potential historic, aesthetic and social values.
17.	17 - Lysterfield Lake Park, Lysterfield AND Lysterfield Forest Area, Lysterfield (Lysterfield Forest area is located south-west of the Dandenong Ranges. This area extends from south Belgrave across Wellington Road and includes the Lysterfield Reservoir and Catchment area)	<ul style="list-style-type: none"> • Of historic (HO1) and environmental significance (ESO2) • Public land, recommend co-ordination with Parks Victoria for assessment of individual sites
18.	Heany Park, Corner Golding Ave & Heany Rd, Rowville	<ul style="list-style-type: none"> • Well documented, no further consideration • Retain heritage and other overlays

Number within Context Heritage Report	Heritage Place/ Item	Recommendation
19.	Churchill National Park, Churchill Park Drive, Rowville	<ul style="list-style-type: none"> Public land, co-ordinate with Parks Victoria. Recommend heritage assessment for specific sites within the Park
20.	Lysterfield quarries	Heritage assessment not recommended.
21.	Clow Cottage, Dandenong Valley Parklands (Wellington Road), Rowville	<ul style="list-style-type: none"> Retain heritage overlay. Recommend heritage assessment to inform current listings.
22.	Chesterfield Farm, Ferntree Gully Rd, Scoresby	<ul style="list-style-type: none"> Retain heritage and other overlays.
23.	Boronia Road (west of Eastlink), Wantirna	<ul style="list-style-type: none"> Further investigation required to determine extent. Retain heritage and other overlays.
24.	Axford Road Ruin, Axford Road Wantirna	<ul style="list-style-type: none"> Recommend further investigation and heritage assessment.
25.	Bushy Park, 3 Bushy Park Lane, Wantirna South	<ul style="list-style-type: none"> Recommended for heritage assessment.
26.	Norton Park and Shepherds Bush, Nortons Lane, Wantirna South	<ul style="list-style-type: none"> Public land - co-ordinate with Parks Victoria. Recommend heritage assessment for specific sites within the Park.
27.	Watercourses, Churchill National Park, Lysterfield Park, Dandenong Valley Parklands	<ul style="list-style-type: none"> Public land. Co-ordinate with Parks Victoria and Aboriginal Victoria. Recommend heritage assessment for specific sites within the Park. Recommend Aboriginal cultural heritage assessment.

Detailed Citations and Photographs of HO43 (Avenue of Honour, Lysterfield Road)

Specific details regarding HO43 are provided below.

City of Knox Heritage Study 1993

The 1993 Heritage Report includes the Avenue of Honour listing as per the extract below:

Memorial Avenue

North-east corner of Wellington Road and Lysterfield Road, Shire of Sherbrooke

An avenue of 10 silky oaks commemorating the men who returned and two English oaks commemorating men who died from the Lysterfield district who served in the First World War. Planted and cared for by Gus Powell, a pioneer of the Lysterfield district. A memorial plaque has been placed on the bank but many trees have died from neglect. The Shire of Sherbrooke is restoring the site.

Preliminary Heritage Review: Knox Rural Heritage (Context, 2017)

The Context preliminary heritage review 2017 (the Context review) provides initial recommendations for places of cultural heritage significance within the rural areas of Knox that are within the Protecting our Rural Land Study area and informed GARS recommendations.

The Context review and recommendations below provides a succinct overview of the Avenue of Honour.

Initial recommendation

- Of historic and social significance (HO43)
- Needs an updated citation possibly, given the description given in the Knox Heritage Study, but otherwise no further consideration required.
- Retain Heritage and Significant Landscape overlays.

PRELIMINARY HERITAGE REVIEW

14. Avenue of Honour, Lysterfield Road**Heritage Place/Item**

An Avenue of 10 Silky Oaks commemorating the men who returned and two English Oaks commemorating the men who died from the Lysterfield district who served in the First World War.

'Present and intact'

Yes

Assessment

There are two mature English Oaks (*Quercus robur*) at either end of the row, making 4 trees not 2, plus the 10 Silky Oaks mentioned, although several have been replanted in recent years (probably not surviving too well in that environment?). In the middle of the row there is a stone memorial cairn planted either side with 2 Aleppo Pines (*Pinus halepensis*) honouring the Second World War possibly, or indeed as a later introduction, or was it deliberately conceived as one feature? It does break up the continuity of the single species row though so may well be an 'intervention' at some point. The well-established pine trees look about 60 to 70 years old, so possibly planted in the 1950s after the Second World War? Anyway, an unusual but quirky planting (and very specific to the men of Lysterfield) that is more of a row than an Avenue!

Initial recommendation

- Of historic and social significance (HO43)
- Needs an updated citation possibly, given the description given in the Knox Heritage Study, but otherwise no further consideration required.
- Retain Heritage and Significant Landscape overlays.



Figure 37 Start of avenue along Lysterfield Road. The avenue is top and tailed by two English Oaks at either end with 10 Silky Oaks in between. Source: Context



Figure 38 War memorial in the middle of the row with two Aleppo Pines either side, breaking up the flow of the regularly spaced oak plantings. Source: Context

Avenue of Honour (Google Street Photographs)

Google Street View Photos from 2022 and 2023 viewing the Avenue of Honour below on the left-hand side of Lysterfield Road. Source: Google Maps



Preliminary high level estimated costings and timeframes for undertaking further heritage assessments for the places within the Context Report

Heritage Place/Item	Recommendations from Report	Estimated assessment requirements	Estimated cost range	Estimated timeframe
1 - Western face, Dandenong Ranges (The whole of the western and part of the north-western slopes of the main Dandenong Range stretching from Montrose to the southern boundary of the Ferntree Gully National Park)	An integrated Aboriginal, Natural and cultural heritage assessment would be appropriate at the state or national levels.	Full assessment of Aboriginal, natural and cultural values, including physical description and attributes, statement of significance, Traditional Owner engagement, community consultation, liaison with private and public landowners and agencies. May require archaeological investigations. If found to be of heritage significance, will require planning amendment to add to HO/VHI/VHR/NHL	\$100,000-150,000	12-18 months + planning amendment/statutory listing process
2 - Dandenong Ranges	An integrated Aboriginal, Natural and cultural heritage assessment would be appropriate at the state or national levels.	Full assessment of Aboriginal, natural and cultural values, including physical description and attributes, statement of significance, Traditional Owner engagement, community consultation, liaison with private and public landowners and agencies. May require archaeological investigations. If found to be of heritage significance, will require planning amendment to add to HO/VHI/VHR/NHL	\$100,000-150,000	12-18 months+ planning amendment/statutory listing process
3 - Salvation Army site, Liverpool Road, The Basin	Recommended for both Aboriginal and non-Aboriginal cultural heritage assessment. Potential Aboriginal, historic aesthetic and social values.	Full assessment of Aboriginal, landscape and cultural values, including physical description and attributes, statement of significance, Traditional Owner engagement, community consultation, liaison with landowners. If found to be of heritage significance, will require planning amendment to add to HO.	\$20,000-40,000	9-12 months+ planning amendment process
4 - Wicks Reserve, The Basin	Retain Heritage Overlay	No further assessment required		
5 - Tree, Basin-Olinda Road, The Basin	Retain Heritage Overlay	No further assessment required		
6 - Chandler Oak, Sheffield Road, The Basin (on the bank of Dobson's Creek)	Retain Heritage Overlay	No further assessment required		
7 - Clevedon Gardens, Clevedon Road, The Basin	Recommended for heritage assessment. Potential historic aesthetic and social values.	Full assessment of cultural heritage landscape/garden and guesthouse. If found to be of heritage significance, will require planning amendment to add to HO.	\$20,000-40,000	4-6 months + planning amendment process

Heritage Place/Item	Recommendations from Report	Estimated assessment requirements	Estimated cost range	Estimated timeframe
8 - Glen Elbourne, 79 Basin-Olinda Road, The Basin (near Hazel Dell)	Recommended for heritage assessment. Potential historic aesthetic and social values.	Full assessment of cultural heritage landscape/garden. If found to be of heritage significance, will require planning amendment to add to HO.	\$20,000-40,000	4-6 months + planning amendment process
9 - Old Coach Road, The Basin	Recommended for heritage assessment. Potential historic and aesthetic values.	Full assessment of cultural heritage landscape/road. May require archaeological investigations. If found to be of heritage significance, will require planning amendment to add to HO.	\$10,000-20,000	4-6 months + planning amendment process
10 - Mountain Highway, The Basin	Recommended for heritage assessment. Potential historic aesthetic and social values.	Full assessment of cultural heritage landscape & remnant buildings. May require archaeological investigations. If found to be of heritage significance, will require planning amendment to add to HO.	\$10,000-20,000	4-6 months + planning amendment process
11 - Lysterfield Valley (boundaries follow Napoleon Road, Ferny Creek, Glenfern and Kelletts Road and are contiguous with a section of the boundary of the Recorded Lysterfield Forest area)	Recommended for heritage assessment for sites within the landscape. Recommended for significant landscape assessment.	Full assessment of complex cultural heritage landscape & buildings. If found to be of heritage significance, will require planning amendment to add to HO.	\$20,000-40,000	4-6 months + planning amendment process
12 - Ferntree Gully Market Gardens and Dairy Farms, an area bounded by Napoleon Road, Ferny Creek, Glenfern Road and Kellets Road.	Recommended for heritage assessment for sites within the landscape. Recommended for significant landscape assessment.	Full assessment of complex cultural heritage landscape/farm & buildings. If found to be of heritage significance, will require planning amendment to add to HO.	\$20,000-40,000	4-6 months + planning amendment process
13 - Lysterfield Boys Farm Site, Powells Road, Lysterfield	Recommended for heritage assessment. Potential historic, aesthetic and social values. Potential archaeological value.	Full assessment of complex cultural heritage landscape/farm & buildings. May require archaeological investigations. If found to be of heritage significance, will require planning amendment to add to HO.	\$20,000-40,000	4-6 months + planning amendment process
14 - Avenue of Honour, Lysterfield Road, Lysterfield	Retain heritage and significant landscape overlays.	Update citation and amend HO43.	\$8,000-10,000	2-4 months + planning amendment process

Heritage Place/Item	Recommendations from Report	Estimated assessment requirements	Estimated cost range	Estimated timeframe
15 - Former Lysterfield School, 1430 Wellington Road, Lysterfield	Recommended for heritage assessment. Potential historic, aesthetic and social values.	Full assessment of cultural heritage landscape/gardens/grounds & school buildings. If found to be of heritage significance, will require planning amendment to add to HO.	\$10,000-20,000	4-6 months + planning amendment process
16 - Lysterfield Cheese Factory, Lysterfield Road, Lysterfield	Recommended for heritage assessment. Potential historic, aesthetic and social values.	Full assessment of complex cultural heritage landscape/farm & buildings. May require archaeological investigations. If found to be of heritage significance, will require planning amendment to add to HO.	\$20,000-40,000	4-6 months + planning amendment process
17 - Lysterfield Lake Park, Lysterfield AND Lysterfield Forest Area, Lysterfield (Lysterfield Forest area is located south-west of the Dandenong Ranges. This area extends from south Belgrave across Wellington Road and includes the Lysterfield Reservoir and Catchment area)	Mainly public land. Recommend co-ordination with Parks Victoria and Melbourne Water for assessment of individual sites.	Full assessment of Aboriginal, natural and cultural values, including physical description and attributes, statement of significance, Traditional Owner engagement, community consultation, liaison with private and public landowners and agencies	\$60,000-80,000	12-18 months + planning amendment process
18 - Heany Park, Corner Golding Ave & Heany Rd, Rowville	Retain heritage and other overlays.	No further assessment required		
19 - Churchill National Park, Churchill Park Drive, Rowville	Public land. Co-ordinate with Parks Victoria. Recommend heritage assessment for specific sites within the Park.	Full assessment of Aboriginal, natural and cultural values, including physical description and attributes, statement of significance, Traditional Owner engagement, community consultation, liaison with private and public landowners and agencies. May require archaeological investigations.	\$60,000-80,000	12-18 months + planning amendment process
20 - Lysterfield quarries	Heritage assessment not recommended.	No further assessment required		
21 - Clow Cottage, Dandenong Valley Parklands (Wellington Road?), Rowville	Retain heritage overlay. Recommend assessment to inform current listings.	Update citation and amend HO.	\$8,000-10,000	2-4 months + planning amendment process
22 - Chesterfield Farm, Ferntree Gully Rd, Scoresby	Retain heritage and other overlays.	No further assessment required		

Heritage Place/Item	Recommendations from Report	Estimated assessment requirements	Estimated cost range	Estimated timeframe
23 - Boronia Road (west of Eastlink), Wantirna	Retain heritage and other overlays.	Update citation and amend HO.	\$8,000-10,000	2-4 months + planning amendment process
24 - Axford Road Ruin, Axford Road, Wantirna South	Recommend further investigation and heritage assessment.	Full assessment of cultural heritage landscape/road. May require archaeological investigations. If found to be of heritage significance, will require planning amendment to add to HO.	\$20,000-40,000	6-9 months + planning amendment process
25 - Bushy Park, 3 Bushy Park Lane, Wantirna South	Recommended for heritage assessment.	Full assessment of complex cultural heritage landscape and remnant farm & buildings. May require archaeological investigations. If found to be of heritage significance, will require planning amendment to add to HO/VHI.	\$20,000-40,000	6-9 months + planning amendment/statutory listing process
26 - Norton Park and Shepherds Bush, Nortons Lane, Wantirna South	Public land. Co-ordinate with Parks Victoria. Recommend heritage assessment for specific sites within the Park.	Full assessment of Aboriginal, natural and cultural values, including physical description and attributes, statement of significance, Traditional Owner engagement, community consultation, liaison with private and public landowners and agencies. May require archaeological investigations. If found to be of heritage significance, will require planning amendment to add to HO/VHI/VHR.	\$60,000-80,000	12-18 months + planning amendment/statutory listing process
27 - Watercourses, Churchill National Park, Lysterfield Park, Dandenong Valley Parklands	Public land. Co-ordinate with Parks Victoria and Aboriginal Victoria. Recommend heritage assessment for specific sites within the Park. Recommend Aboriginal cultural heritage assessment.	Full assessment of Aboriginal, natural and cultural values, including physical description and attributes, statement of significance, Traditional Owner engagement, community consultation, liaison with private and public landowners and agencies. May require archaeological investigations. If found to be of heritage significance, will require planning amendment to add to HO/VHI/VHR.	\$100,000-150,000	12-18 months + planning amendment/statutory listing process
TOTAL COST			\$714,000 - \$1,140,000	

7 Public Question Time

8 Officer Reports

8.1 Annual Budget 2024-25

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

SUMMARY

In accordance with Section 94 of the *Local Government Act 2020* (the Act), Council is required to prepare and adopt an annual budget by 30 June each year.

Key components of the Annual Budget 2024-25 include:

- The Budget invests \$125.6 million in a wide range of services to the community to ensure Knox is a place where people and businesses can thrive.
- A \$76.6 million capital works program of which \$37.4 million is allocated to maintaining and renewing community assets and \$39.2 million is to be invested in new and upgraded community assets.
- Continuation of the \$100 rebate in relation to rates and charges for all eligible recipients.
- The Budget includes a 2.75% increase in overall rates and charges (excluding the waste charges) in accordance with the rate cap requirements outlined in Section 94(3) of the Act, and in line with the increase in rates permissible under the State Government determined rate cap.
- The Budget includes Council's Residential Garbage Charge has been set at \$428.20, which is a \$6.70 reduction from last year's charge.
- The Budget includes new borrowings in 2024-25 of \$21.800 million to fund capital works projects.

RECOMMENDATION

That Council resolve to:

1. Adopt the Annual Budget 2024-25 as set out in Attachment 1 in accordance with Section 94 of the *Local Government Act 2020* and as defined by the *Local Government (Planning and Reporting) Regulations 2020*;
2. Declare the Rates, Levies and Annual Service Charges for the 2024-25 financial year provided in Attachment 2;
3. Grant rate rebates for the 2024-25 financial year as per Attachment 2, paragraphs 12 – 15.
4. Adopt the updated Revenue and Rating Plan 2021-2025 as set out in Attachment 3;
5. Adopt the Financial Plan 2024-2034 as set out in Attachment 4;
6. Authorise the Chief Executive Officer to procure up to \$21.800 million of loan borrowings from Treasury Corporation of Victoria, up to 30 June 2025 within the following criteria:
 - a. All loan parcels drawn down will be greater than \$1 million; and
 - b. All loan parcels will be fixed rate and over a period of 10-years; and
 - c. All loan parcels will be drawn down progressively based on cash flow requirements.
7. Authorise the Chief Executive Officer to sign and seal all relevant documents necessary to give effect to the above resolution.

1. DISCUSSION

At its ordinary meeting of 22 April 2024, Council resolved to make available to the community its Proposed Budget 2024-25. The Proposed Budget 2024-25 was developed in line with the things the community told us were most important to them.

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

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

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

The accompanying community engagement report (Attachment 5) shares how the Budget has been informed by the community's feedback and closes the loop on this process. This report will also be available via the existing Have Your Say page.

It was noted at the ordinary meeting on 22 April 2024 that the Proposed Budget was pending final valuation data from the Valuer General. The final valuation data has been received and is reflected in the Annual Budget 2024-25 as set out in Attachment 1. The final valuation data has increased the budgeted rates income by \$0.004 million in 2024-25, although it has led to a slight decrease in the rate in the dollar to be levied as general rates.

Further adjustments from the Proposed Budget that are reflected in the Annual Budget 2024-25 are:

- The movement of \$4.350 million in property sales from the 2023-24 forecast to the 2024-25 budget resulting from timing movements, together with the corresponding written down value of the properties.
- An increase of \$0.300 million for the 2023-24 forecast capital works program for two senior exercise parks, leading to an increase of \$0.007 million for the 2024-25 budgeted depreciation.

The Annual Budget 2024-25 seeks to balance the competing demands for Council services and infrastructure using prudent financial management principles to provide long-term financial sustainability.

The budget invests \$125.6 million in services and \$76.6 million in the capital works program to ensure Knox is a place where people and businesses can thrive. It sets the groundwork to action the Council Plan and things that the community told Council were most important to them in the future while being conscious of what we need and can afford right now.

This is a forward-thinking, realistic and responsible budget influenced by many factors. It has been informed by conversations with our community about what is most important to them. It also reflects the significant financial constraints of the state government's mandated rate capping at 2.75 per cent, while inflation remains materially higher.

The budget includes significant investment in the capital works program of \$76.6 million with continued investment in asset renewal and new capital works to support the delivery of the Community and Council Plan.

Significant capital works for 2024-25 include:

- \$11.4 million to upgrade sporting pavilions, including Carrington Park Pavilion and, subject to grant funding, pavilions at Tormore and Wally Tew reserves;
- \$10.8 million on road surface renewal, road reconstruction and drainage asset renewal;
- \$5.3 million to renew sports reserves facilities, including Wally Tew and Lewis Park ovals, and Fairpark and Windermere cricket nets;
- \$4.8 million to improve footpaths and cycling paths, addition to \$1.2 million to deliver a dedicated cycling path along Chandler Road, Boronia;
- \$2.6 million in flood mitigation works on Forest Road, Boronia, and to create wetlands at Liberty Avenue, Egan Lee and Gilbert Park reserves;
- \$3 million in playground and recreation upgrades, including playground upgrades at Knox Gardens Reserve, Sovereign Crest Reserve and Roselyn Crescent Reserve;
- \$1.1 million to upgrade car parks in Stud Park Reserve, Carrington Park, Wantirna Reserve and Knox Park Reserve; and
- \$0.9 million to continue with LED streetlight replacement along major roads in Knox

The Annual Budget 2024-25 includes an increase in total general rates income of 2.75 percent as set by general order and in accordance with Section 94(3) of the *Local Government Act 2020*. The additional Council eligible pensioner rebate of \$100 continues.

The Budget includes Council's Residential Garbage Charge has been set at \$428.20, which is a \$6.70 reduction from last year's charge. The standard residential waste charge includes an 80L rubbish bin, 240L recycle bin and 240L food and garden bin. If residents have opted for a larger 120L rubbish bin then the charge has been set at \$481.30, which is a \$15.30 reduction from last year's charge. Both options also include two hard waste collections and a green bundled waste collection service. These charges have been set at an amount to ensure only full cost recovery 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.

Revenue and Rating Plan

The 2021-2025 Revenue and Rating Plan (Attachment 3) has had minor modifications to reflect the update for rates and charges for opportunity shops to apply for a rebate on general rates.

Financial Plan

The Financial Plan 2024-2034 (Attachment 4) comprises the Financial Statements and Financial Indicators across a 10-year period. The Financial Plan 2024-2034 has been updated in line with the 2024-25 Budget.

Borrowings

Sections 104 of the the Act gives Council the power to borrow. It states that Council cannot borrow money unless the proposed borrowings were included in its budget or a revised budget.

Council's 2024-25 Budget, if adopted at the meeting of Meeting of Council on 24 June 2024, includes borrowings of \$21.800 million. Council can borrow up to this amount without needing to revise the 2024-25 Budget, as per Section 104 of the Act.

Although Council has made provision for these borrowings in its budget, a resolution is required to authorise the Chief Executive Officer to draw down the borrowings as they are required and determine an appropriate term and interest rate.

Approval is being sought to borrow up to \$21.800 million through Treasury Corporation of Victoria (TCV), by progressively drawing down loan funds as required during the 2024-25 financial year, to assist in funding the \$76.6 million capital works program.

The 2024-25 Budget was developed through a comprehensive review process and sound financial management principles as required by Section 101 of the Act. Councillors, together with staff, rigorously analysed available information and financial data to ensure the Budget delivers Council's objectives and financial plans.

Council has a very robust and diligent budget setting framework in place, focused on delivering community services and infrastructure whilst ensuring the long-term financial sustainability of the organisation.

Council's budget is developed over a six-month period, during which extensive Councillor workshops are undertaken examining Council's financial position and proposed operational and capital expenditure for the budget year. An important component of this budget framework is the development of Council's long term Financial Plan (Plan). This Plan is an important "roadmap" that informs the affordability of investments Council makes in its community and provides assurance regarding long term financial sustainability.

Importantly, underpinning this Plan are principles that govern Council's financial decisions to ensure debt servicing can be managed within the context of Council's annual cash flow, and to ensure liquidity is always sufficient to repay any debt.

A further key consideration for undertaking borrowings is Councils Loan Borrowing Policy. Table 1 provides a summary of the policy requirements and demonstrates compliance with the policy requirements.

Table 1: Compliance with Loan Borrowing Policy

Policy Requirement	Compliance with Policy
Council will not undertake any borrowings for recurrent expenditure or for asset renewal works on the basis that it aims to meet these annual requirements from annual funding sources	Council's \$76.6 million of the 2024-25 Budget includes \$37.4 million for renewing community assets the remaining \$39.2 million is to be invested in new and upgraded community assets and funded through other sources such as loan borrowings
The loan term must not exceed (20) years	The loan term proposed is 10-years
The minimum loan threshold is \$1.0 million	The CEO will not be authorised to draw down loan parcels less than \$1 million
Total Debt Servicing (interest expense) to be below 5.0% of Total Revenue	Total debt servicing is 1.8% of total revenue for the 2024-25 Budget
Total Indebtedness to be below 80% of Annual Rate Revenue	Indebtedness is budgeted to be 56.03% of rate revenue for the 2024-25 Budget which is in line with the Treasury Corporate Victoria framework which requires interest bearing loans and borrowings to not exceed 60%.
Working Capital Ratio (Current Assets/Current Liabilities) must remain in excess of 100% or 1.0	Budgeted working capital ratio in 2024-25 is 123% or 1.23 Note: this includes undertaking borrowings of \$21.800 million

Treasury Corporation Victoria

Council has been approved to borrow through TCV however, the approval is subject to the following conditions:

- security is required in the form of a charge over the Council's General Rates
- the Council will be required to maintain compliance against the following financial covenants:
 - Interest Cover Ratio not to be less than 2:1 (Interest Cover Ratio = EBITDA : Interest Expense)
 - Interest bearing loans and borrowings not exceeding 60 per cent of Own Source Revenue (Interest bearing liabilities / Own Source Revenue)

Council's Financial Plan 2024-2034 demonstrates that the proposed new borrowings included in the 2024-25 Budget are within the required financial parameters set out by TCV.

TCV is the preferred lender with the most competitive rates available. The rates available through TCV are on average one per cent less than major lending institutions. TCV is able to borrow funds at a low cost as a result of its diverse funding sources, strong financial market standing, Government guarantee and that they operate as a not-for-profit entity. Their loan pricing policy passes this cost advantage on to their clients.

The objectives of the TCV loan framework are:

- to provide councils with access to lower cost debt which is ultimately to the benefit of ratepayers
- to provide councils with access to treasury information and advice which will result in more efficient debt management practices
- to incentivise councils to consider the strategic use of debt to fund capital expenditure that provides intergenerational community benefits
- to incentivise councils to bring forward community infrastructure delivery by providing increased opportunities to access affordable finance
- to support a range of local community projects which ultimately deliver on the objectives of both the Victorian Government and the local council and maximise community access and benefit.

Council's endorsement is sought for the budgeted borrowings of up to \$21.800 to be progressively drawn down over the 2024-25 financial year as required by Council's cash flow through TCV. The loan terms to be undertaken for each parcel drawn down is:

- the amount will not be less than \$1 million; and
- the interest rate will be fixed; and
- the period of the loan will be 10-years.

Approval is also sought to delegate authority to the Chief Executive Officer to determine the appropriate timing of these borrowings, which will be governed by the delivery of Council's capital works program. This delegation is important to ensure borrowings and associated interest are not incurred until required.

Council's Financial Plan 2024-2034 has been prepared based on a fixed rate loan structure. A principal and fixed interest loan facility provides Council with long-term certainty on the interest rate and repayment requirement. Entering into any fixed rate agreement requires Council to accept that if a decision is made to make additional repayments or end the loan term earlier, break costs would be incurred. Break costs are calculated at the time the event occurs, but depending on when this is, costs can be material.

Break costs mean all amounts including interest determined by the lender in good faith to be its costs and losses in respect of any fixed rate agreement and arising as a result of a failure to settle, early termination or repayment, including, without limitation, any loss of bargain, costs of funding

or loss or costs incurred as a result of that failure to settle, early termination or repayment, liquidation, obtaining or re-establishment of any hedge mechanism or related trading position, together with out of pocket expenses incurred by reason of the enforcement or attempted enforcement of its rights and obligations under any such hedge mechanism or relating trading mechanism.

2. ENGAGEMENT

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 October 2023, we asked the community which services deliver most value to the community and if there were any areas Council should prioritise in the Annual Budget 2024-25 or future budgets.

We conducted a survey via Have Your Say and received 310 responses, a significant increase in participation compared with previous years. Also as part of the engagement for the 2024-25 Budget the community was able to provide submissions to council, these were considered on the 4 December 2023 where community members had the opportunity to present their submission to councillors.

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.

Following the 22 April 2024 Council meeting, the Proposed Budget was available on Council's website, and the community was notified of its availability through a website news article, Knox news article, and an update to the existing Have Your Say page. The release of the Annual Budget 2024-25 with accompanying community engagement report (Attachment 5), closes the loop on this process and shares how the Budget has been informed by the community's feedback.

3. SOCIAL IMPLICATIONS

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

4. CLIMATE CHANGE CONSIDERATIONS

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

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

5. ENVIRONMENTAL IMPLICATIONS

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

6. FINANCIAL AND RESOURCE IMPLICATIONS

The Annual Budget 2024-25 has been prepared in accordance with the *Local Government Act 2020*, the *Local Government (Planning and Reporting) Regulations 2020* and relevant Australian Accounting Standards.

The Annual Budget 2024-25 Annual Budget closely accords with the financial framework established by Council in its Financial Plan 2024-2034 and Revenue and Rating Plan, and also aligns with the Financial Principles contained within the Annual Budget 2024-25.

The budget seeks to prioritise services to align with the available budget, improve infrastructure and deliver components of 42 Council Plan initiatives, while ensuring Council remains financially sustainable in the long-term to continue to invest in the future generations of our people and communities.

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

7. RISKS

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

8. KNOX COMMUNITY AND 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. STATEMENT OF COMPATIBILITY

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

11. CONFIDENTIALITY

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

ATTACHMENTS

1. Attachment 1: Annual Budget 2024-25 [**8.1.1** - 141 pages]
2. Attachment 2: Declaration of Rates and Charges [**8.1.2** - 14 pages]
3. Attachment 3: Revenue and Rating Plan 2021-2025 - updated April 2024 [**8.1.3** - 31 pages]
4. Attachment 4: Financial Plan 2024-25 to 2033-34 [**8.1.4** - 35 pages]
5. Attachment 5: Our Services and Budget Priorities community engagement report [**8.1.5** - 2 pages]

KNOX

your city



Annual Budget 2024-25

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Mayor & CEO's Introduction

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

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

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

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

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

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

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

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

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

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

Pleasingly, residents have reduced the amount of rubbish going to landfill since Council introduced the new food and garden bin service. This service change has seen an average 1,117 tonnes of rubbish diverted from landfill each month and 1,098 tonnes of food and garden waste recovered for compost each month. We are so pleased to see that through this change, about 72% of all kerbside waste is now diverted from landfill, up from 53% last year.

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



Cr Jude Dwight
Mayor



Bruce Dobson
Chief Executive Officer

Executive Summary

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

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

The Rate Rise

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

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

Refer to section 4.1.1 Rates and Charges for more information.

Operating Result

Planning for a surplus is fiscally responsible to maintain uninterrupted service delivery to our community and to provide essential funding for capital works including the redevelopment of community facilities. The expected operating result for the 2024-25 year is a surplus of \$19.631 million, with the budgeted surplus to be in excess of \$15 million in subsequent years. Operating surpluses enable Council to fund capital works such as upgrades or redevelopment of community facilities, and fund Council's repayment of loans.

Financial Sustainability

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

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

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

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

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

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

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

Funding in 2024-25

Delivery of ongoing services:

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

Capital works program:

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

Key Financial Statistics

	Budget 2024-25 \$'000	Budget 2023-24 \$'000
Total revenue	222,059	217,552
Total expenditure	202,428	193,110
Account result - surplus/(deficit) <i>(Refer Income Statement in Section 3.1)</i>	19,631	24,442
Underlying operating result - surplus/(deficit) <i>(Note: Underlying operating result is an important measure of financial sustainability as it excludes income which is to be used for capital, from being allocated to cover operating expenses.)</i>	8,113	18,898
Total Capital Works Program funded from	76,563	75,661
<i>Council operations (rates funded)</i>	28,833	36,048
<i>External grants and contributions</i>	11,713	6,446
<i>Borrowings</i>	21,800	15,480
<i>Asset sales</i>	14,217	17,687

Budget Influences

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

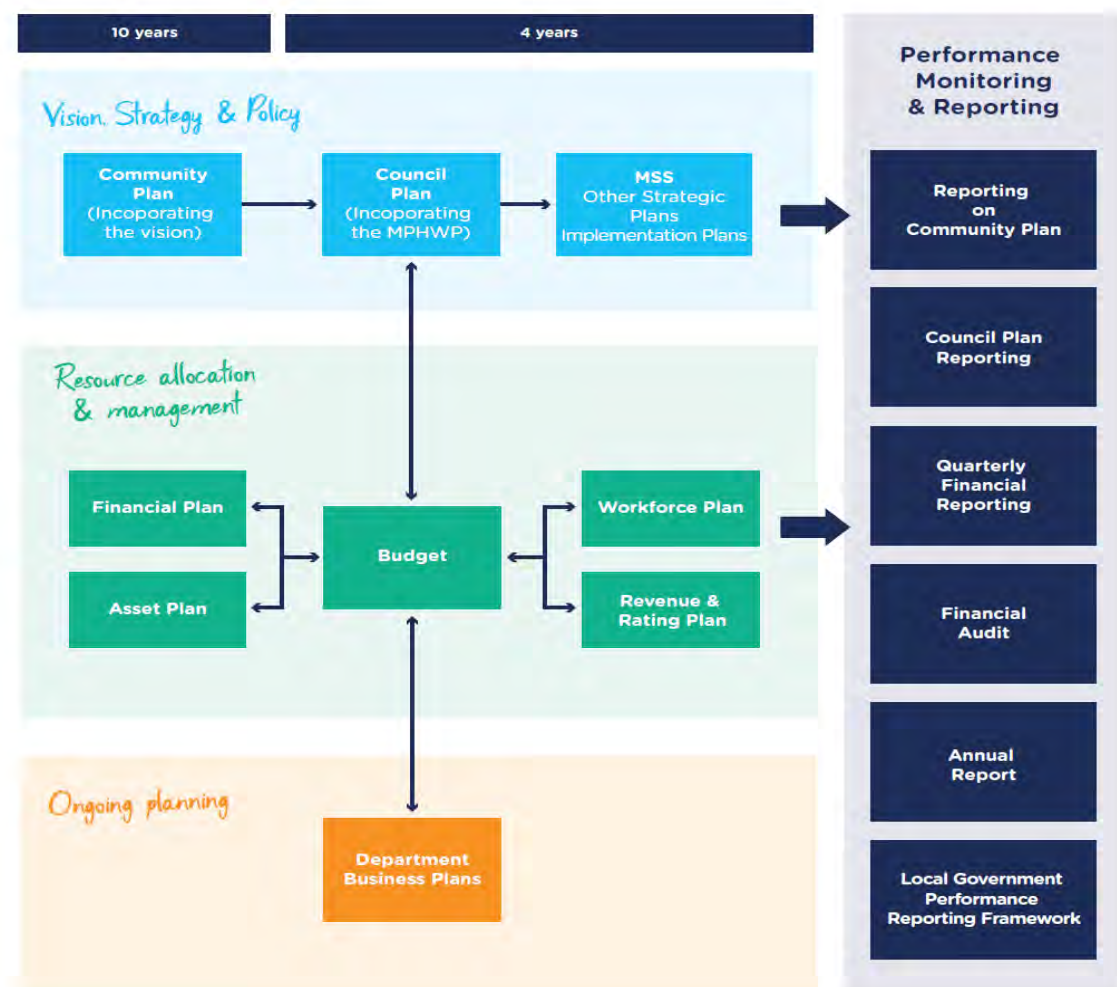
- **Rate Capping** – The Victorian State Government continues with a cap on rate increases. The cap for 2024-25 has been set at 2.75%, well below inflation. This follows the 2023-24 rate cap of 3.50% versus inflation of over 4%.
- **Pensioner \$100 rate rebate** – the State Government provides a pensioner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

1. Link to the Community and Council Plans

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

Planning and Accountability Framework

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



Our Community Vision

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

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

Key Directions

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



Opportunity and innovation

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



Neighbourhoods, housing and infrastructure

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



Natural environment and sustainability

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



Connection, resilience and wellbeing

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



Civic engagement and integrity

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

2. Services, Initiatives and Service Performance Indicators

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

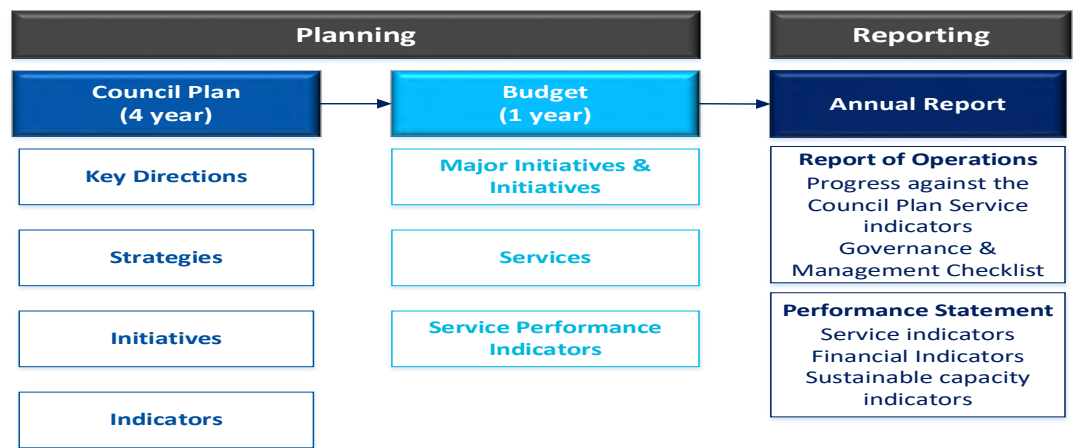
The Annual Budget includes the following information that will support the delivery of the Council Plan:

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

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

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

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



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



Opportunity and innovation

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

Strategies

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

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

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

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

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

Services

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

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

Initiatives

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

Major Initiative	Implement Council's decision regarding kindergarten review.
Initiatives	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.



Neighbourhoods, housing and infrastructure

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

Strategies

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

Plan for and support diverse housing to meet changing community needs

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

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

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

Services

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

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

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

Initiatives

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

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

Service Performance Indicators

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

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



Natural environment and sustainability

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

Strategies

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

Preserve and enhance our biodiversity, waterways and urban landscape

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

Lead by example and encourage our community to reduce waste

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

Services

Service		2022-23 Actual \$'000	2023-24 Forecast \$'000	2024-25 Budget \$'000
Open Space & Biodiversity				
This service focuses on improving and managing an integrated network of public open spaces, including the protection and enhancement of a network of habitat corridors across Knox. The service utilises research and best practice to support the local flora, fauna and ecosystems that contribute to a healthy natural environment. In addition, it manages and preserves trees and vegetation in public areas.	Inc	198	158	147
	Exp	12,512	14,133	14,882
	Net Deficit	12,314	13,975	14,735
Sustainability & Climate Response				
This service is responsible for guiding Council and the community's response to climate change, including energy efficiency and renewable energy initiatives, community education, and engagement programs on environmental sustainability and climate mitigation.	Inc	0	25	30
	Exp	913	955	1,009
	Net Deficit	913	930	979

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

Initiatives

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

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

Service Performance Indicators

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

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



Connection, resilience and wellbeing

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

Strategies

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

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

Foster inclusivity, equality, belonging and safety within our community

Support the community to identify and lead community strengthening initiatives

Honour and integrate First Nations culture into actions and environments

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

Services

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

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

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

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

Emergency Management

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

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

Festivals & Events

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

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

Food Safety

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

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

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

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

Initiatives

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

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

Service Performance Indicators

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

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



Civic engagement and integrity

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

Strategies

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

Provide opportunities for all people in Knox to have their say

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

Ensure our processes are transparent and our decisions are accountable

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

Services

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

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

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

Initiatives

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

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

Service Performance Indicators

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

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

Service Performance Indicators

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

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

Reconciliation with Budgeted Operating Result

Key Directions	Income \$'000	Expenditure \$'000	Net Cost \$'000
Opportunity and innovation	14,446	23,392	8,945
Neighbourhoods, housing and infrastructure	4,604	25,587	20,983
Natural environment and sustainability	5,183	48,397	43,214
Connection, resilience and wellbeing	11,430	31,014	19,584
Civic engagement and integrity	548	33,469	32,921
Total Net Cost of Activities and Initiatives	36,212	161,859	125,647
Non Attributable Expenditure			
Effective corporate governance			701
Depreciation			24,620
Amortisation - intangible assets			647
Amortisation - right of use assets			1,185
Capital projects - operational expenses			9,165
Borrowing costs			3,907
Finance costs - leases			343
Total Non Attributable Expenditure			40,568
Deficit before Funding Sources			166,216
Funding Sources			
Rates and charges			121,994
Garbage charges			26,046
Victoria Grants Commission (VGC) - grants - operating - recurrent			7,302
Interest			950
Developers' contributions			7,000
Grants - capital			11,513
Contributions and donations - capital			200
Contributions - non monetary assets			2,000
Net gain on disposal of property, infrastructure, plant & equipment			8,842
Total Funding Sources			185,847
Surplus / (Deficit) for the Year			19,631

3. Financial Statements

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

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

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

3.1 Comprehensive Income Statement

For the four years ending 30 June 2028

	Notes	Forecast	Budget	Projections		
		2023-24	2024-25	2025-26	2026-27	2027-28
		\$'000	\$'000	\$'000	\$'000	\$'000
INCOME / REVENUE						
Rates and charges	4.1.1	146,445	150,043	154,426	164,151	163,097
User fees	4.1.2	11,436	12,365	12,581	12,886	13,308
Statutory fees and fines	4.1.3	3,399	4,568	4,853	5,029	5,214
Grants - operating	4.1.4	23,885	22,365	18,323	18,687	19,090
Grants - capital	4.1.4	8,144	11,513	2,218	2,240	2,262
Contributions - monetary	4.1.5	11,387	8,596	8,460	8,534	8,605
Contributions - non-monetary	4.1.5	2,000	2,000	2,000	2,000	2,000
Net loss (gain) on disposal of property, infrastructure, plant and equipment		2,708	8,842	2,117	1,417	1,917
Other income	4.1.6	2,866	1,767	1,788	1,811	1,835
TOTAL INCOME / REVENUE		212,270	222,059	206,766	216,755	217,328
EXPENSES						
Employee costs	4.1.7	80,896	84,427	77,430	79,323	81,309
Materials and services	4.1.8	78,032	80,394	72,263	79,248	75,831
Contributions and donations	4.1.9	6,023	5,876	5,986	6,136	6,289
Depreciation	4.1.10	23,941	24,620	25,737	26,197	26,768
Amortisation - intangible assets	4.1.11	647	647	647	647	647
Depreciation - right of use assets	4.1.12	1,171	1,185	1,233	1,256	1,235
Borrowing costs		3,034	3,907	4,282	4,534	4,879
Finance costs - leases		293	343	459	427	393
Allowance for impairment losses		326	314	317	321	329
Other expense	4.1.13	775	715	727	753	754
TOTAL EXPENSES		195,138	202,428	189,081	198,842	198,434
SURPLUS / (DEFICIT) FOR THE YEAR		17,132	19,631	17,685	17,913	18,894
TOTAL COMPREHENSIVE RESULT		17,132	19,631	17,685	17,913	18,894
LESS						
Grants - capital - non recurrent		6,622	9,318	0	0	0
Contributions and donations - capital		3,325	200	0	0	0
Contributions - non-monetary		2,000	2,000	2,000	2,000	2,000
UNDERLYING SURPLUS (DEFICIT) FOR THE YEAR		5,185	8,113	15,685	15,913	16,894

3.2 Balance Sheet

For the four years ending 30 June 2028

	Notes	Forecast	Budget	Projections		
		2023-24	2024-25	2025-26	2026-27	2027-28
		\$'000	\$'000	\$'000	\$'000	\$'000
CURRENT ASSETS						
Cash and cash equivalents		47,339	41,326	43,707	48,226	51,570
Other financial assets		0	0	0	0	0
Trade and other receivables		23,071	23,741	24,507	25,865	26,062
Inventories		21	21	21	21	21
Prepayments		1,181	1,211	1,241	1,272	1,304
Other assets		1,043	1,069	1,096	1,123	1,151
TOTAL CURRENT ASSETS	4.2.1	72,655	67,368	70,572	76,507	80,108
NON CURRENT ASSETS						
Investments in associates		2,455	2,455	2,455	2,455	2,455
Property, infrastructure, plant and equipment		2,177,426	2,216,182	2,231,211	2,251,721	2,271,214
Right-of-use assets	4.2.4	4,670	4,762	6,603	5,898	5,236
Intangible assets		2,742	2,742	2,742	2,742	2,742
TOTAL NON CURRENT ASSETS	4.2.1	2,187,293	2,226,141	2,243,011	2,262,816	2,281,647
TOTAL ASSETS		2,259,948	2,293,509	2,313,583	2,339,323	2,361,755
CURRENT LIABILITIES						
Trade and other payables		20,795	21,291	21,800	22,320	22,854
Trust funds and deposits		2,652	2,718	2,786	2,856	2,927
Provisions		19,209	19,749	20,304	20,795	21,298
Interest-bearing loans and borrowings	4.2.3	8,269	10,385	11,649	13,762	15,793
Lease liabilities	4.2.4	1,058	778	979	970	1,055
TOTAL CURRENT LIABILITIES	4.2.2	51,983	54,921	57,518	60,703	63,927
NON CURRENT LIABILITIES						
Provisions		3,141	3,175	3,210	3,241	3,273
Interest-bearing loans and borrowings	4.2.3	74,401	84,964	82,924	88,092	89,019
Lease liabilities	4.2.4	3,769	4,164	5,961	5,404	4,759
TOTAL NON CURRENT LIABILITIES	4.2.2	81,311	92,303	92,095	96,737	97,051
TOTAL LIABILITIES		133,294	147,224	149,613	157,440	160,978
NET ASSETS		2,126,654	2,146,285	2,163,970	2,181,883	2,200,777
EQUITY						
Accumulated surplus		728,127	753,108	776,148	793,416	811,662
Reserves		1,398,527	1,393,177	1,387,822	1,388,467	1,389,115
TOTAL EQUITY		2,126,654	2,146,285	2,163,970	2,181,883	2,200,777

3.3 Statement of Changes in Equity

For the four years ending 30 June 2028

	Notes	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2024 FORECAST					
BALANCE AT BEGINNING OF THE FINANCIAL YEAR		2,109,522	698,440	1,374,530	36,552
Surplus/(deficit) for the year		17,132	17,132	0	0
Net asset revaluation gain (loss)		0	0	0	0
Transfer to other reserves		0	(11,194)	0	11,194
Transfer from other reserves		0	23,749	0	(23,749)
BALANCE AT END OF THE FINANCIAL YEAR		2,126,654	728,127	1,374,530	23,997
2025 BUDGET					
BALANCE AT BEGINNING OF THE FINANCIAL YEAR		2,126,654	728,127	1,374,530	23,997
Surplus/(deficit) for the year		19,631	19,631	0	0
Net asset revaluation gain (loss)		0	0	0	0
Transfer to other reserves	4.3.1	0	(11,498)	0	11,498
Transfer from other reserves	4.3.1	0	16,848	0	(16,848)
BALANCE AT END OF THE FINANCIAL YEAR	4.3.2	2,146,285	753,108	1,374,530	18,647
2026					
BALANCE AT BEGINNING OF THE FINANCIAL YEAR		2,146,285	753,108	1,374,530	18,647
Surplus/(deficit) for the year		17,685	17,685	0	0
Net asset revaluation gain (loss)		0	0	0	0
Transfer to other reserves		0	(11,545)	0	11,545
Transfer from other reserves		0	16,900	0	(16,900)
BALANCE AT END OF THE FINANCIAL YEAR		2,163,970	776,148	1,374,530	13,292
2027					
BALANCE AT BEGINNING OF THE FINANCIAL YEAR		2,163,970	776,148	1,374,530	13,292
Surplus/(deficit) for the year		17,913	17,913	0	0
Net asset revaluation gain (loss)		0	0	0	0
Transfer to other reserves		0	(11,590)	0	11,590
Transfer from other reserves		0	10,945	0	(10,945)
BALANCE AT END OF THE FINANCIAL YEAR		2,181,883	793,416	1,374,530	13,937
2028					
BALANCE AT BEGINNING OF THE FINANCIAL YEAR		2,181,883	793,416	1,374,530	13,937
Surplus/(deficit) for the year		18,894	18,894	0	0
Net asset revaluation gain (loss)		0	0	0	0
Transfer to other reserves		0	(11,637)	0	11,637
Transfer from other reserves		0	10,989	0	(10,989)
BALANCE AT END OF THE FINANCIAL YEAR		2,200,777	811,662	1,374,530	14,585

3.4 Statement of Cash Flows

For the four years ending 30 June 2028

	Notes	Forecast	Budget	Projections		
		2023-24	2024-25	2025-26	2026-27	2027-28
		\$'000	\$'000	\$'000	\$'000	\$'000
		Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
CASH FLOWS FROM OPERATING ACTIVITIES						
Rates and charges		145,157	149,652	153,950	163,095	163,213
User fees		11,244	12,170	12,378	12,676	13,088
Statutory fees and fines		3,317	4,484	4,766	4,939	5,120
Grants - operating		22,385	22,365	18,323	18,687	19,090
Grants - capital		6,950	11,513	2,218	2,240	2,262
Contributions - monetary		11,387	8,596	8,460	8,534	8,605
Interest received		1,513	950	950	950	950
Other receipts		1,353	817	838	861	885
Net movement in trust deposits		90	66	68	70	71
Employee costs		(80,154)	(83,853)	(76,839)	(78,801)	(80,774)
Materials and services		(77,232)	(80,352)	(72,110)	(79,088)	(75,664)
Contributions and donations		(6,023)	(5,876)	(5,986)	(6,136)	(6,289)
Short-term, low value and variable lease payments		(84)	(11)	0	0	0
Other payments		(691)	(704)	(727)	(753)	(754)
NET CASH PROVIDED BY / (USED IN) OPERATING ACTIVITIES	4.4.1	39,212	39,817	46,289	47,274	49,803
CASH FLOWS FROM INVESTING ACTIVITIES						
Proceeds from sale of property, infrastructure, plant and equipment		7,619	14,217	2,867	2,167	2,667
Payments for property, infrastructure, plant and equipment		(60,773)	(67,398)	(40,163)	(46,104)	(45,658)
Payments for investments		0	0	0	0	0
Proceeds from sale of investments		12,500	0	0	0	0
NET CASH PROVIDED BY / (USED IN) INVESTING ACTIVITIES	4.4.2	(40,654)	(53,181)	(37,296)	(43,937)	(42,991)
CASH FLOWS FROM FINANCING ACTIVITIES						
Finance costs		(2,916)	(3,925)	(4,301)	(4,554)	(4,900)
Proceeds from borrowings		15,480	21,800	10,000	19,700	17,400
Repayment of borrowings		(6,766)	(9,122)	(10,776)	(12,419)	(14,442)
Interest paid - lease liability		(293)	(343)	(459)	(427)	(393)
Repayment of lease liabilities		(1,042)	(1,059)	(1,076)	(1,118)	(1,133)
NET CASH PROVIDED BY / (USED IN) FINANCING ACTIVITIES	4.4.3	4,463	7,351	(6,612)	1,182	(3,468)
NET INCREASE (DECREASE) IN CASH HELD		3,021	(6,013)	2,381	4,519	3,344
Cash and cash equivalents at the beginning of the financial year		44,318	47,339	41,326	43,707	48,226
CASH AND CASH EQUIVALENTS AT END OF YEAR		47,339	41,326	43,707	48,226	51,570

3.5 Statement of Capital Works

For the four years ending 30 June 2028

	Notes	Forecast	Budget	Projections		
		2023-24	2024-25	2025-26	2026-27	2027-28
		\$'000	\$'000	\$'000	\$'000	\$'000
PROPERTY						
Land and Buildings		16,886	22,574	6,534	10,040	10,641
TOTAL PROPERTY		16,886	22,574	6,534	10,040	10,641
PLANT AND EQUIPMENT						
Plant, machinery and equipment		2,739	2,805	2,049	2,455	2,132
Fixtures, fittings and furniture		213	0	0	0	0
Computers and telecommunications		4,338	7,230	3,820	3,200	4,701
Artworks		385	150	285	288	290
TOTAL PLANT AND EQUIPMENT		7,675	10,185	6,154	5,943	7,123
INFRASTRUCTURE						
Roads		7,986	7,417	9,424	9,649	9,500
Bridges		340	993	973	996	944
Footpaths and cycleways		4,562	6,239	4,672	5,513	5,490
Drainage		4,652	6,741	6,183	5,504	5,174
Recreational, leisure and community facilities		22,301	15,361	7,432	9,945	8,760
Off street car parks		1,188	2,427	1,505	1,683	1,502
Other infrastructure		1,429	4,626	229	232	235
TOTAL INFRASTRUCTURE		42,458	43,804	30,418	33,522	31,605
TOTAL CAPITAL WORKS EXPENDITURE	4.5.1	67,019	76,563	43,106	49,505	49,369
REPRESENTED BY						
Asset renewal		36,860	37,437	32,942	35,853	37,188
Asset upgrade		14,566	32,844	7,619	11,582	10,311
Asset new		11,072	5,982	2,530	2,000	1,800
Asset expansion		4,521	300	15	70	70
TOTAL CAPITAL WORKS EXPENDITURE	4.5.1	67,019	76,563	43,106	49,505	49,369
CAPITAL WORKS FUNDING SOURCE						
EXTERNAL						
Loan proceeds		15,480	21,800	10,000	19,700	17,400
Grants - capital		8,144	11,513	2,218	2,240	2,262
Contributions - capital		3,325	200	0	0	0
TOTAL EXTERNAL FUNDING		26,949	33,513	12,218	21,940	19,662
INTERNAL						
Proceeds from sale of fixed assets		5,547	14,217	2,867	2,167	2,667
Movement in reserve funds		16,571	13,223	13,231	7,239	7,246
Rate funding		17,952	15,610	14,790	18,159	19,794
TOTAL INTERNAL FUNDING		40,070	43,050	30,888	27,565	29,707
TOTAL CAPITAL WORKS FUNDING SOURCES	4.5.1	67,019	76,563	43,106	49,505	49,369
LESS OPERATING PROJECTS EXPENDITURE						
Operating Projects Expenditure		6,246	9,165	2,943	3,401	3,711
NET CAPITAL WORKS (CAPITALISED EXPENDITURE EXCLUDING OPERATING PROJECTS EXPENDITURE)		60,773	67,398	40,163	46,104	45,658

3.6 Statement of Human Resources

For the four years ending 30 June 2028

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

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

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

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

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

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

3.7 Summary of Planned Human Resources Expenditure

For the four years ending 30 June 2028

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

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

4. Notes on the Financial Statements

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

4.1 Comprehensive Income Statement

4.1.1 Rates and charges

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

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

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

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

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

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

This will raise total rates and charges for 2024-25 to \$150,043,613, 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 2023-24 \$'000	Budget 2024-25 \$'000	Change \$'000	%
General rates *	117,653	122,070	4,417	3.8%
Rate rebates	(1,144)	(1,175)	(31)	2.7%
Residential garbage charge	26,266	26,046	(220)	(0.8%)
Service rates and charges	2,315	2,004	(311)	(13.4%)
Supplementary rates and rate adjustments	763	500	(263)	(34.5%)
Interest on rates and charges	592	598	6	1.0%
Total rates and charges	146,445	150,043	3,598	2.5%

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

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

Type or Class of Land	Budget 2023-24 cents/\$CIV	Budget 2024-25 cents/\$CIV	Change %
Differential rate for Vacant Land	0.45686	0.36626	(19.8%)
Differential rate for Derelict Land	0.45686	0.43951	(3.8%)
Differential rate for Retirement Village Land properties	0.11422	0.10988	(3.8%)
Differential rate for Commercial Land properties	0.38072	0.36626	(3.8%)
Differential rate for Industrial Land properties	0.40356	0.38824	(3.8%)
Differential rate for Residential Land properties	0.15229	0.14650	(3.8%)
Differential rate for Recreational Land properties	0.15229	0.14650	(3.8%)

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

Type or Class of Land	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Change \$'000	%
Rates				
Vacant Land	1,656	1,414	(242)	(14.6%)
Derelict Land	24	23	(1)	(2.5%)
Retirement Village Land	1,060	1,088	28	2.7%
Commercial Land	14,174	14,932	758	5.3%
Industrial Land	22,964	23,791	827	3.6%
Residential Land	78,482	81,267	2,785	3.5%
Recreational Land	56	54	(2)	(3.3%)
Total amount to be raised by general rates	118,416	122,570	4,154	3.5%

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

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

Type or Class of Land	Budget 2023-24 Number	Budget 2024-25 Number	Change Number	%
Vacant Land	328	360	32	9.8%
Derelict Land	4	5	1	25.0%
Retirement Village Land	1,889	1,890	1	0.1%
Commercial Land	2,496	2,529	33	1.3%
Industrial Land	3,738	3,769	31	0.8%
Residential Land	60,615	61,018	403	0.7%
Recreational Land	7	7	0	0.0%
Total number of assessments	69,077	69,578	501	0.7%

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

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

Type or Class of Land	Budget 2023-24 \$'000	Budget 2024-25 \$'000	Change \$'000	%
Vacant Land	351,600	386,168	34,568	9.8%
Derelict Land	4,345	5,325	980	22.6%
Retirement Village Land	927,960	990,485	62,525	6.7%
Commercial Land	3,635,244	4,076,946	441,702	12.2%
Industrial Land	5,631,925	6,127,920	495,995	8.8%
Residential Land	51,444,945	55,129,590	3,684,645	7.2%
Recreational Land	36,500	36,950	450	1.2%
Total value of land	62,032,519	66,753,384	4,720,865	7.6%

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

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

Notes:

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

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

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

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

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

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

	Forecast 2023-24	Budget 2024-25	Change	
	\$'000	\$'000	\$'000	%
Total General Rates to be Raised				
- Refer item 4.1.1(c)	118,416	122,570	4,154	3.5%
Total Service Charges and Service Rates to be Raised				
- Refer item 4.1.1(h)	31,463	30,803	(660)	(2.1%)
Total rates and charges	149,879	153,374	3,494	2.3%

4.1.1 (j) Fair Go Rates System Compliance

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

	2023-24	2024-25
Total Rates	\$ 113,676,168	\$ 118,803,324
Number of Rateable Properties	69,077	69,578
Base Average Rate	\$ 1,645.64	\$ 1,707.48
Maximum Rate Increase (set by the State Government)	3.50%	2.75%
Capped Average Rate	\$ 1,703.24	\$ 1,754.44
Maximum General Rates and Municipal Charges Revenue	\$ 117,654,834	\$ 122,070,415
Revenue	\$ 117,654,834	\$ 122,070,415
Budgeted Supplementary Rates	\$ 500,000	\$ 500,000
Budgeted Total Rates and Municipal Charges Revenue	\$ 118,154,834	\$ 122,570,415

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

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

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

4.1.1 (l) Differential rates

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

- A general rate of 0.36626% (0.36626 cents in the dollar of capital improved value) for all rateable Vacant Land; and
- A general rate of 0.43951% (0.43951 cents in the dollar of capital improved value) for all rateable Derelict Land; and
- A general rate of 0.10988% (0.10988 cents in the dollar of capital improved value) for all rateable Retirement Village Land; and
- A general rate of 0.14650% (0.14650 cents in the dollar of capital improved value) for all rateable Recreational Land; and
- A general rate of 0.38824% (0.38824 cents in the dollar of capital improved value) for all rateable Industrial Land; and
- A general rate of 0.36626% (0.36626 cents in the dollar of capital improved value) for all rateable Commercial Land; and
- A general rate of 0.14650% (0.14650 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 its strategic, statutory, and service provision obligations.

Types and Classes:

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

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

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

Retirement Village Land

Definitions/Characteristics:

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

Objective:

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

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

Types and Classes:

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

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

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

Types of Buildings:

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

Residential Land

Definitions/Characteristics:

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

Objective:

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

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

Types and Classes:

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

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

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

Types of Buildings:

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

Commercial Land

Definitions/Characteristics:

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

Objective:

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

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

Types and Classes:

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

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

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

Types of Buildings:

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

Industrial Land

Definitions/Characteristics:

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

Objective:

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

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

Types and Classes:

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

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

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

Types of Buildings:

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

Recreational Land

Definitions/Characteristics:

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

Objective:

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

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

Types and Classes:

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

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

4.1.2 User fees

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

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

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

4.1.3 Statutory fees and fines

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

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

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

4.1.4 Grants

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

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

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

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

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

4.1.5 Contributions

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

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

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

4.1.6 Other income

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

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

4.1.7 Employee costs

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

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

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

4.1.8 Materials and services

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

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

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

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

4.1.9 Contributions and donations

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

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

4.1.10 Depreciation

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Change \$'000	%
Property	5,266	5,390	124	2.4%
Plant and equipment	1,757	1,962	205	11.7%
Infrastructure	16,918	17,268	350	2.1%
Total depreciation	23,941	24,620	679	2.8%

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

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

4.1.11 Amortisation – Intangible assets

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

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

4.1.12 Depreciation – Right of use assets

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

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

4.1.13 Other expenses

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

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

4.2 Balance Sheet

4.2.1 Assets

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Change	
			\$'000	%
CURRENT ASSETS				
Cash and cash equivalents	47,339	41,326	(6,013)	(12.7%)
Other financial assets	0	0	0	0.0%
Trade and other receivables	23,071	23,741	670	2.9%
Inventories	21	21	0	0.0%
Prepayments	1,181	1,211	30	2.5%
Other assets	1,043	1,069	26	2.5%
TOTAL CURRENT ASSETS	72,655	67,368	(5,287)	(7.3%)
NON CURRENT ASSETS				
Investments in associates	2,455	2,455	0	0.0%
Property, infrastructure, plant and equipment	2,177,426	2,216,182	38,756	1.8%
Right-of-use assets	4,670	4,762	92	2.0%
Intangible assets	2,742	2,742	0	0.0%
TOTAL NON CURRENT ASSETS	2,187,293	2,226,141	38,848	1.8%
TOTAL ASSETS	2,259,948	2,293,509	33,561	1.5%

Cash and cash equivalents include cash held in the bank, petty cash, and the value of investments in term deposits or other highly liquid investments with short maturities of three months or less. Other financial assets include term deposits held with an original maturity of greater than 90 days. These balances are projected to decrease by \$6.013 million during 2024-25 mainly to fund the capital works program during the year.

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

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

Investments in associates is Council's 36.39% ownership interest in Your Library Limited.

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 \$38.756 million increase in this balance is attributable to the anticipated capitalisation of the budgeted capital works program of \$76.563 million and the contribution of non-monetary assets of \$2.000 million. This is offset by \$25.267 million in depreciation and amortisation expense, \$9.165 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 2023-24 \$'000	Budget 2024-25 \$'000	Change \$'000	%
CURRENT LIABILITIES				
Trade and other payables	20,795	21,291	496	2.4%
Trust funds and deposits	2,652	2,718	66	2.5%
Provisions	19,209	19,749	540	2.8%
Interest-bearing loans and borrowings	8,269	10,385	2,116	25.6%
Lease liabilities	1,058	778	(280)	(26.5%)
TOTAL CURRENT LIABILITIES	51,983	54,921	2,938	5.7%
NON CURRENT LIABILITIES				
Provisions	3,141	3,175	34	1.1%
Interest-bearing loans and borrowings	74,401	84,964	10,563	14.2%
Lease liabilities	3,769	4,164	395	10.5%
TOTAL NON CURRENT LIABILITIES	81,311	92,303	10,992	13.5%
TOTAL LIABILITIES	133,294	147,224	13,930	10.5%

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

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

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

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

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

4.2.3 Borrowings

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

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

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

4.2.4 Leases by category

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

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

4.3 Statement of Changes in Equity

4.3.1 Reserves

	Opening Balance \$'000's	Transfer to Reserve \$'000's	Transfer from Reserve \$'000's	Closing Balance \$'000's
Statutory Reserves				
Open Space	11,497	7,000	12,500	5,997
Total Statutory Reserves	11,497	7,000	12,500	5,997
Discretionary Reserves				
Aged Care Reserve	2,589	0	0	2,589
Basketball Stadium infrastructure	100	0	0	100
Defined Benefits Reserve	500	0	0	500
HACC Capital Grant	512	0	0	512
Library Reserve	1,505	0	0	1,505
Revegetation Net Gain	153	65	0	218
Scoresby Recreational Reserve	234	33	0	267
Social Housing Reserve	2,559	0	0	2,559
Unexpended Grants Reserve	4,348	4,400	4,348	4,400
Total Discretionary Reserves	12,500	4,498	4,348	12,650
Total Reserves	23,997	11,498	16,848	18,647

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:

Open space reserve

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

Aged care reserve

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

Basketball stadium infrastructure reserve

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

Defined benefits reserve

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

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.

Library reserve

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

Revegetation net gain reserve

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

Scoresby Recreation reserve

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

Social housing reserve

The purpose of this reserve is to provide funding for the planning, development, construction and/or purchase of social housing for the Knox Community.

Unexpended grants reserve

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

4.3.2 Equity

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Change \$'000	%
EQUITY				
Accumulated surplus	728,127	753,108	24,981	3.4%
Reserves	1,398,527	1,393,177	(5,350)	(0.4%)
TOTAL EQUITY	2,126,654	2,146,285	19,631	0.9%

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

- Asset revaluation reserve which represents the difference between the previously recorded value of assets and their current valuations.
- Other reserves that are funds that Council wishes to separately identify as being set aside to meet a specific purpose in the future and to which there is no existing liability. These amounts are transferred from the Accumulated Surplus of the Council to be separately disclosed.
- Accumulated surplus which is the value of all net assets less reserves that have accumulated over time. \$19.631 million of the \$24.981 million increase in accumulated surplus results directly from the surplus for the year. An amount of \$5.350 million (net) is budgeted to be transferred from other reserves to accumulated surplus. This reflects the usage of investment cash reserves to partly fund the capital works program. This is a transfer between equity balances only and does not impact on the total balance of equity.

The net increase in equity or net assets of \$19.631 million results directly from the 2024-25 financial year budgeted operating surplus.

4.4 Statement of Cash Flows

4.4.1 Net cash flows provided by/used in operating activities

Description	Forecast	Budget	Change	
	2023-24 \$'000	2024-25 \$'000	\$'000	%
Cash flow from operating activities				
Rates and charges	145,157	149,652	4,495	3.1%
User fees	11,244	12,170	926	8.2%
Statutory fees and fines	3,317	4,484	1,167	35.2%
Grants - operating	22,385	22,365	(20)	(0.1%)
Grants - capital	6,950	11,513	4,563	65.7%
Contributions - monetary	11,387	8,596	(2,791)	(24.5%)
Interest received	1,513	950	(563)	(37.2%)
Other receipts	1,353	817	(536)	(39.6%)
Net movement in trust deposits	90	66	(24)	(26.7%)
Employee costs	(80,154)	(83,853)	(3,699)	4.6%
Materials and services	(77,232)	(80,352)	(3,120)	4.0%
Contributions and donations	(6,023)	(5,876)	147	(2.4%)
Short-term, low value and variable lease payments	(84)	(11)	73	(86.9%)
Other payments	(691)	(704)	(13)	1.9%
Net cash provided by operating activities	39,212	39,817	605	1.5%

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

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

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

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

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

4.4.2 Net cash flows provided by/used in investing activities

Description	Forecast	Budget	Change	
	2023-24 \$'000	2024-25 \$'000	\$'000	%
Cash flow from investing activities				
Proceeds from sale of property, infrastructure, plant and equipment	7,619	14,217	6,598	86.6%
Payments for property, infrastructure, plant and equipment	(60,773)	(67,398)	(6,625)	10.9%
Payments for investments	0	0	0	0.0%
Proceeds from sale of investments	12,500	0	(12,500)	(100.0%)
Net cash used in investing activities	(40,654)	(53,181)	(12,527)	30.8%

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

The increase in net cash outflows from investing activities is due to a \$6.625 million increase in payments for property, infrastructure, plant and equipment, together with the redemption of \$12.500 million in term deposits that have an original maturity date greater than ninety days. This is partially offset by a \$6.598 million increase in proceeds from the sale of property, infrastructure, plant and equipment.

4.4.3 Net cash flows provided by/used in financing activities

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

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

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

4.5 Capital Works Program

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

4.5.1 Summary

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Change	
			\$'000	%
Property	16,886	22,574	5,688	33.7%
Plant and equipment	7,675	10,185	2,510	32.7%
Infrastructure	42,458	43,804	1,346	3.2%
Total contributions	67,019	76,563	9,544	14.2%

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

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

4.5.2 2024-25 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
Property Buildings	18,287	0	5,210	12,777	300	8,200	0	1,587	8,500
Replacements of components for all Council owned buildings based on Building Asset Management Systems	5,210	0	5,210	0	0				
Tormore Reserve - Facility Redevelopment (this will only be funded if State/Federal funding is confirmed)	6,040	0	0	6,040	0				
Carrington Park - Pavilion Upgrade	3,500	0	0	3,500	0				
Wally Tew Reserve - Pavilion Upgrade (this will only be funded if State funding is confirmed)	1,900	0	0	1,900	0				
Upper Ferntree Gully - Toilet Replacement	150	0	0	150	0				
Energy Retrofits in Community Buildings	150	0	0	150	0				
Early Years Landscaping Upgrades	100	0	0	100	0				
Rowville Community Centre Indoor Scoreboards	100	0	0	100	0				
Solar panels in Community Facilities	100	0	0	100	0				
Boronia Progress Hall - Access Ramp	90	0	0	90	0				
Update to Community Wellbeing Facilities Signage	84	0	0	84	0				
Millers Homestead Accessibility Upgrades	80	0	0	80	0				
Update to Family and Children Service Facilities Signage	70	0	0	70	0				
Early Years Hubs - Playspace works	70	0	0	70	0				
Installation of Electronic Entry System	66	0	0	66	0				
Family & Children Centres - Storage works	50	0	0	50	0				
Knox Regional Netball Centre - Line Marking	50	0	0	50	0				
Illoura Children and Family Centre - Playspace Upgrade	40	0	0	40	0				
Access Key Plans for Early Years Centres	40	0	0	40	0				
Indoor Leisure Sites Security Upgrades	30	0	0	30	0				
Kitchen Retrofitting Program at sports pavilions	25	0	0	25	0				
Coonara Community House Education Centre Sink Upgrade	12	0	0	12	0				
HV Jones Community Hall - Accessible Toilet	10	0	0	10	0				
HV Jones Community Room - Accessible Bathroom	10	0	0	10	0				
Marie Wallace Community Pavilion Upgrade	10	0	0	10	0				
Billoo Kindergarten - Storage & Verandah Extension (Design)	300	0	0	0	300				
Total Property	18,287	0	5,210	12,777	300	8,200	0	1,587	8,500
Plant and Equipment									
Plant, machinery and equipment	2,760	50	2,710	0	0	0	0	0	0
Installation of Electric Vehicle Charging Stations at Council Facilities	50	50	0	0	0				
Plant and machinery replacement program	2,710	0	2,710	0	0				
Computers and telecommunications	3,430	0	1,695	1,735	0	0	0	3,430	0
Artworks	150	150	0	0	0	0	0	150	0
Public Art Project	150	150	0	0	0				
Total Plant and Equipment	6,340	200	4,405	1,735	0	0	0	3,580	0

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

Capital Works Area	Project Cost \$'000	Asset Expenditure Types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expans'n \$'000	Grants \$'000	Contrib. \$'000	Council Cash* \$'000	Borrowings \$'000
Flood Mitigation Reactive Upgrade Works	250	0	0	250	0				
Various Flood Mitigation Upgrade Design	150	0	0	150	0				
193 Forest Rd, Boronia - Flood Mitigation Works	100	0	0	100	0				
Recreational, leisure and community facilities	10,718	0	6,838	3,880	0	490	0	6,348	3,880
Lewis Park - Oval 2 Sportsfield Renewal	1,750	0	1,750	0	0				
Wally Tew Reserve - Oval 1 Sportsfield Renewal	1,750	0	1,750	0	0				
Playground Renewal Program	845	0	845	0	0				
Fairpark Reserve - Cricket Net Renewal	400	0	400	0	0				
Windermere Reserve - Cricket Net Renewal	400	0	400	0	0				
Significant Municipal Site Renewal	160	0	160	0	0				
Public Tennis / Netball / Basketball Court Renewal	150	0	150	0	0				
Sporting Oval Fencing Renewal	140	0	140	0	0				
Exner Reserve - Tennis Court Renewal	130	0	130	0	0				
Knox Regional Netball Centre - Court renewal	130	0	130	0	0				
Reactive Sportsfield Surface Renewal	100	0	100	0	0				
Tormore Reserve - Safety Fencing Renewal	100	0	100	0	0				
Parkland Asset Renewal	95	0	95	0	0				
Park Furniture Renewal	95	0	95	0	0				
Reserve Paths Renewal	90	0	90	0	0				
Oversowing of Sportsfields	90	0	90	0	0				
Open Space Asset Artwork Renewal	83	0	83	0	0				
Bush Boulevard Renewal	80	0	80	0	0				
Sportsfield Infrastructure Replacement Program	75	0	75	0	0				
Irrigation Infrastructure Renewal	75	0	75	0	0				
Bayswater Oval - Sportsfield Renewal	50	0	50	0	0				
Reactive Park Signage Renewal	20	0	20	0	0				
Knox Gardens Reserve - Cricket Net Renewal (Design)	15	0	15	0	0				
Lakesfield Reserve - Cricket Net Renewal (Design)	15	0	15	0	0				
Lewis Park Stage 1, Waterways - Wantirna Reserve - Masterplan Implementation	1,500	0	0	1,500	0				
Lewis Park Reserve - Oval 2 Floodlighting Upgrade	1,000	0	0	1,000	0				
Gilbert Park, Knoxfield - Masterplan Implementation	300	0	0	300	0				
Kings Park Reserve - Masterplan Implementation	300	0	0	300	0				
Kings Park Reserve - Stormwater Harvesting Upgrade	200	0	0	200	0				
Harvesting Upgrade	120	0	0	120	0				
Wally Tew Reserve - Stormwater Harvesting Upgrade	120	0	0	120	0				
Replanting of priority areas within Knox including tree reserves and open space.	115	0	0	115	0				
Stockton Avenue Reserve - Footpath	50	0	0	50	0				
Dirt Jump Facility	50	0	0	50	0				
Major Crescent Reserve - Landscape Plan	50	0	0	50	0				
Schultz Reserve - Landscape Plan	50	0	0	50	0				
Lakesfield Reserve - Masterplan Design	25	0	0	25	0				

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

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

4.5.3 Works carried forward from 2023-24 year

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

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

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

4.6 Summary of Planned Capital Works Expenditure

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

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

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

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

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

5a. Targeted Performance Indicators

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

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

Targeted performance indicators – Service

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

Targeted performance indicators - Financial

Indicator	Measure	Notes	Actual 2022-23	Forecast 2023-24	Target 2024-25	Target Projections			Trend + / o / -
<i>Liquidity</i>									
Working capital (sufficient working capital is available to pay bills as and when they fall due)	Current assets compared to current liabilities Current Assets / Current Liabilities	5	163.35%	139.77%	100.00%	100.00%	100.00%	100.00%	o
<i>Obligations</i>									
Asset renewal (assets are renewed as planned)	Asset renewal compared to depreciation Asset Renewal and Upgrade Expenditure / Depreciation	6	186.26%	214.80%	100.00%	100.00%	100.00%	100.00%	o
<i>Stability</i>									
Rates concentration (revenue is generated from a range of sources)	Rates compared to adjusted underlying revenue Rate Revenue / Adjusted Underlying Revenue	7	70.19%	73.10%	71.27%	75.42%	76.44%	75.74%	+
<i>Efficiency</i>									
Expenditure level (resources are used efficiently in the delivery of services)	Expenses per property assessment Total Expenditure / No. of Assessments	8	\$3,030	\$2,825	\$2,909	\$2,694	\$2,809	\$2,780	o

Key to Forecast Trend:

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

5b. Financial Performances Indicators

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

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

Indicator	Measure	Notes	Actual 2022-23	Forecast 2023-24	Budget 2024-25	Projections			Trend + / o / -
Operating Position Adjusted underlying result (an adjusted underlying surplus is generated in the ordinary course of business)	Adjusted underlying surplus (or deficit) Adjusted Underlying Surplus (Deficit) / Adjusted Underlying Revenue	9	(9.14%)	2.59%	3.85%	7.66%	7.41%	7.85%	+
Liquidity Unrestricted cash (sufficient cash that is free of restrictions is available to pay bills as and when they fall due)	Unrestricted cash compared to current liabilities Unrestricted Cash / Current Liabilities	10	76.06%	66.24%	61.49%	72.46%	75.39%	76.04%	+
Obligations Loans and borrowings (level of interest bearing loans and borrowings is appropriate to the size and nature of Council's activities)	Loans and borrowings compared to rates Interest Bearing Loans and Borrowings / Rate Revenue	11	54.95%	56.45%	63.55%	61.24%	62.05%	64.26%	o
Loans and borrowings (level of interest bearing loans and borrowings is appropriate to the size and nature of Council's activities)	Loans and borrowings repayments compared to rates Interest and Principal Repayments / Rate Revenue	11	4.44%	6.61%	8.70%	9.76%	10.34%	11.86%	-
Indebtedness (level of long term liabilities is appropriate to the size and nature of a Council's activities)	Non-current liabilities compared to own-source revenue Non Current Liabilities / Own Source Revenue	12	43.33%	46.49%	49.63%	49.99%	49.91%	50.03%	o
Stability Rates effort (rating level is set based on the community's capacity to pay)	Rates compared to property values Rate Revenue / Property Values (CIV)	13	0.22%	0.24%	0.22%	0.23%	0.24%	0.24%	o
Efficiency Revenue level (resources are used efficiently in the delivery of services)	Average rate per property assessment General Rates Revenue / No. of Property Assessments	14	\$1,624	\$1,703	\$1,754	\$1,794	\$1,836	\$1,878	+

5c. Financial Performances Indicators

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

Indicator	Measure	Notes	Actual 2022-23	Forecast 2023-24	Budget 2024-25	Projections			Trend + / o / -
TCV loans framework indicators									
Interest bearing liabilities to own source revenue	Interest Bearing Liabilities / Own Source Revenue (excluding Open Space Contributions)	15	46.99%	51.88%	56.03%	57.28%	57.93%	59.17%	o
Interest cover ratio	EDITBA / Interest Expense	15	10.77	13.89	11.84	10.56	10.27	10.02	o

Key to Forecast Trend:

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

Notes on indicators

5a.1 Satisfaction with community consultation and engagement

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

5a.2 Sealed local roads below the intervention level

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

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

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

5a.4 Kerbside collection waste diverted from landfill

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

5a.5 Working capital

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

5a.6 Asset renewal

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

5a.7 Rates concentration

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

5a.8 Expenditure level

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

5b.9 Adjusted underlying result

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

5b.10 Unrestricted cash

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

5b.11 Debt compared to rates

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

5b.12 Indebtedness

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

5b.13 Rates effort

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

5b.14 Revenue level

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

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

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

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

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

6. Financial Strategies

Long Term Financial Plan

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

Financial Strategy Principles

Principles relating primarily to the operating budget:

Sustainable Budgeting Principle

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

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

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

Rating Revenue Principle

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

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

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

Waste Management Principle

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

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

Intergovernmental Funding Principle

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

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

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

Operating Projects Expenditure Principle

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

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

Amended Budget Principle

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

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

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

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

In the circumstance where additional cash surplus is identified (after taking into account cash requirements in future years), this surplus will firstly be considered for transfer into a defined benefits reserve and secondly for opportunities to reduce planned borrowing.

New expenditure identified (if any) should be considered within the overall priority listing of works across Knox. This may include bringing forward foreshadowed works in a staged approach. Existing commitments of staff and project management resources will be considered to ensure deliverability prior to endorsement of additional expenditure.

The Annual Report will detail performance against the original Budget as adopted by Council as the Budget.

Principles relating primarily to management of Council assets:

Asset Management Principle

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

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

Council will plan and appropriately resource the necessary work on infrastructure to ensure that all assets are maintained fit for purpose. Accurate asset date and condition assessments will be drawn upon to inform the annual budgeting and works programs.

Asset management involves anticipating and managing risk and asset failures. Council is committed to increasing expenditure on asset renewal in order to sustainably manage its community infrastructure. Appropriate expenditure is allocated to ensure that compliance and safety regulations are addressed for all assets.

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

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

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

Capital Projects Budgeting Principle

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

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

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

Council Reserves Principle

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

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

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

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

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

Property Holding Principle

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

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

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

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

Principles relating primarily to management of Council financial position:

Financial Principle

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

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

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

Cash Management Principle

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

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

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

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

Loan Borrowing Principle

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

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

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

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

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

7. Schedule of Fees and Charges

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

Knox City Council

2024-25 Fees & Charges



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

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

Knox City Council

2024-25 Fees & Charges



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

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

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

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

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

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

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Building Historical Searches Residential (Provision of Permit Details where there are 5 or more building permits that apply to the site)	Per Information	\$90.00	\$95.00	\$5.00	5.56%
Building Historical Searches Commercial (Provision of Permit Details where there are 5 or more building permits that apply to the site)	Per Information	\$280.00	\$300.00	\$20.00	7.14%
Essential Safety Measures determination - Type C Construction	Per Determination	\$860.00	\$895.00	\$35.00	4.07%
Essential Safety Measures determination - Type A or Type B Construction	Per Determination	\$1,720.00	\$1,790.00	\$70.00	4.07%
Performance Solution - Domestic	Per Solution	\$450.00	\$470.00	\$20.00	4.44%
Performance Solution - Commercial / Industrial	Per Solution	\$900.00	\$940.00	\$40.00	4.44%
Pre-Application Request (Building works on Council land) less than \$100,000	Per Request	\$450.00	\$470.00	\$20.00	4.44%
Pre-Application Request (Building works on Council land) \$100,000 or more	Per Request	\$860.00	\$900.00	\$40.00	4.65%
Swimming Pool or Spa Barrier Certificate of Compliance	Per Certificate	\$260.00	\$270.00	\$10.00	3.85%
Refund Request	Per Request	Variable	Variable		
Dishonoured Cheque Fee	Flat Rate	\$42.00	\$44.00	\$2.00	4.76%
<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 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
City Liveability - City Futures					
Custom and/or Printed Maps					
<i>Quoted prices available upon request</i>					
Electronic Files and/or Printed Copies	Per Request	Variable	Variable		
Electric Vehicle Charging					
Electric Vehicle Charging Station	per kWh	New Fee	20c	New Fee	New Fee
City Liveability - City Safety and Health					
TRAFFIC ENFORCEMENT, ANIMAL CONTROL & LOCAL LAWS					
<i>Fees relate to Council's Amenity Local Law, Domestic Animals Act and Road Rules Victoria.</i>					
<i>Infringement fines are set in legislation. Permit application, Annual Renewal & Registration fees are at Council's discretion and have been calculated based on cost recovery.</i>					
<i>For ease of use, administration fees have been rounded.</i>					
Permit Application Fees					
Application Fee (to be applied unless a separate application fee is specified below)	On Application	\$173.00	\$180.00	\$7.00	4.05%
Permit Fees					
Additional Animal Permit/ Renewal Fee	Annual	\$98.00	\$102.00	\$4.00	4.08%
Permit to keep a long or heavy vehicle on private land (in a residential area)	Annual	\$237.00	\$247.00	\$10.00	4.22%
Temporary Accommodation/Camping (on public or private land) Permit/ Renewal)	Per Permit	\$98.00	\$102.00	\$4.00	4.08%
Place a commercial waste bin on Council Land (Permit/ Renewal)	Annual	\$50.00	\$52.00	\$2.00	4.00%
Fireworks Council Land and Roads	Per Permit	\$98.00	\$102.00	\$4.00	4.08%
Permit (other) - i.e. any other permit triggered by the Local Law (Permit/ Renewal)	Annual	\$98.00	\$102.00	\$4.00	4.08%
Permit to display or sell goods or services on public land					
Permit fee for single day use	Charge	\$98.00	\$102.00	\$4.00	4.08%
Initial Permit/ Renewal fee for period up to 12 months	Per Permit	\$489.00	\$509.00	\$20.00	4.09%
Fitness Permit - Community Group / Not for profit (up to 10 sessions per week) - on public land not managed by Council's Leisure Services	6 Monthly	\$0.00	\$0.00	\$0.00	0.00%

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

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

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

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

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

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

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

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

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

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

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

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

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

Knox City Council

2024-25 Fees & Charges



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

ADDENDUM - Subsequent to the publication of the Agenda an error was identified in the 2024-25 Fees & Charges. The error relates to the new “Confirmation Bond” Fee as highlighted above, which is incorrectly listed under Kindergarten Services. The “Confirmation Bond” Fee should have been listed under Child Care - ‘Long Day Care’ section.

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Connected Communities - Community Access and Support					
HOME & COMMUNITY CARE SERVICES					
<p>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.</p> <p>The income ranges per annum, effective July 2019 are as follows:</p> <p>Individual Low fee < \$39,089 Medium fee \$39,089 - \$86,208 High fee > \$86,208</p> <p>Couple Low fee < \$59,802 Medium fee \$59,802 - \$115,245 High fee > \$115,245</p> <p>*Family (1 Child) Low fee < \$66,009 Medium fee \$66,009 - \$118,546 High fee > \$118,546</p> <p>*plus \$6,206 per additional child</p>					
HOME MAINTENANCE/MODIFICATIONS					
Clients pay for the cost of materials plus the hourly rate.					
Low:					
S - Single (Income Range less than \$39,089 pa) C - Couple (Income Range less than \$59,802 pa)	Per Hour	\$18.30	\$19.00	\$0.70	3.83%
Medium:					
S - Single (Income range \$39,089 - \$86,208 pa) C - Couple (Income range \$59,802 - \$115,245 pa)	Per Hour	\$23.50	\$24.40	\$0.90	3.83%
High:					
S - Single (Income range more than \$86,208 pa) C - Couple (Income range more than \$115,245 pa)	Per Hour	\$72.00	\$75.00	\$3.00	4.17%
Undisclosed income or compensation	Per Hour (& as per receipt for materials)	\$109.00	\$113.50	\$4.50	4.13%
Service Cancellation - less than 24 hours notice prior to service provision	Per Booking	100% of service booking	100% of service booking		

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Knox City Council

2024-25 Fees & Charges



Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
Customer and Performance - Governance and Risk					
OFFICE ACCOMMODATION					
<i>The Civic Centre meeting rooms are available for business and community functions at a competitive fee. The fee includes hall keeper and building costs to ensure cost recovery is achieved. Discounts and concessions apply under the policy for community and charitable organisations. Amounts have been rounded up to the nearest dollar as a practical fee for quoting and administering room bookings.</i>					
Non Profit / Charitable					
<u>Meeting Rooms 1 or 2</u>					
Monday to Friday 8.00am to 5.00pm	Per Hour	\$73.00	\$76.00	\$3.00	4.11%
Monday to Friday After 5.00pm for a minimum 3 Hours	Per Hour	\$122.00	\$127.00	\$5.00	4.10%
Saturday or Sunday for a minimum 3 Hours	Per Hour	\$159.00	\$166.00	\$7.00	4.40%
Commercial					
<u>Meeting Rooms 1 or 2</u>					
Monday to Friday 8.00am to 5.00pm	Per Day	\$749.00	\$779.00	\$30.00	4.01%
- Half Day Rate - 3 Hours or Less	Half Day	\$381.00	\$397.00	\$16.00	4.20%
Monday to Friday After 5.00pm	Per Day	\$1,331.00	\$1,385.00	\$54.00	4.06%
- Half Day Rate - 3 Hours or Less	Half Day	\$666.00	\$693.00	\$27.00	4.05%
Saturday or Sunday	Per Day	\$1,773.00	\$1,844.00	\$71.00	4.00%
- Half Day Rate - 3 Hours or Less	Half Day	\$892.00	\$928.00	\$36.00	4.04%

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

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

Knox City Council

2024-25 Fees & Charges



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

Description of Fees and Charges	Unit of Measure	Adopted 2023-24 Fee GST Incl. (where applicable)	Adopted 2024-25 Fee GST Incl. (where applicable)	Fee Increase / (Decrease) \$	Fee Increase / (Decrease) %
COUNCIL RESERVES					
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.					
Bonds (refundable)					
All access permits	Per Application	\$1,677.00	\$1,745.00	\$68.00	4.05%
Temporary on - site storage material bonds	Per Application	\$839.00	\$873.00	\$34.00	4.05%
Infrastructure - Green Spaces and Environment					
REFUSE DISPOSAL					
GARBAGE, WASTE & RECYCLE COLLECTION					
Residential:					
Residential Waste Charge - Standard Services (80L waste, 240L Recycle, 240L FOGO, Hard Waste, Bundled Green Waste)	Per Service	\$434.90	\$428.20	(\$6.70)	(1.54%)
Residential Waste Charge - Reduced Services (80L waste, 240L Recycle, Hard Waste, Bundled Green Waste)	Per Service	\$296.86	\$285.90	(\$10.96)	(3.69%)
Residential Waste Charge - Additional bin exempt (80L+120L waste, 240L Recycle, 240L FOGO, Hard Waste, Bundled Green Waste)	Per Service	\$434.90	\$428.20	(\$6.70)	(1.54%)
Additional Food and Organics Bin 240 litre (previously green waste only)	Per Bin	\$138.04	\$142.30	\$4.26	3.09%
Garbage Bin upgrade surcharge 120 litre	Per Bin	\$61.70	\$53.10	(\$8.60)	(13.94%)
Additional Recycle Bin 240 litre	Per Bin	\$91.03	\$72.65	(\$18.38)	(20.19%)
Additional Garbage Bin 120 litre	Per Bin	\$166.50	\$137.50	(\$29.00)	(17.42%)

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

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

2024-25 DECLARATION OF RATES, CHARGES AND REBATES

With respect to the 2024-25 financial and rating year and in accordance with Sections 158 and 169 of the *Local Government Act 1989*, Knox City Council declares:

1. That an amount of \$153,373,551 is intended to be raised by General Rates and Service Rates Charges, calculated as follows:

a. General Rates	\$122,570,416
b. Residential Garbage Charge	\$26,046,121
c. Optional Garbage Charges	\$4,757,014
2. General Rates will be raised by the application of differential rates.
3. Council considers that differential rates will contribute to the equitable and efficient delivery of Council functions that:
 - a. The respective objectives of each differential rate be those as specified in the schedule to this declaration;
 - b. The respective types or classes of land which are subject to each differential rate be those as defined in the schedule to this declaration;
 - c. The respective uses and levels of each differential rate in relation to those respective types or classes of land be those as described in the schedule to this declaration; and
 - d. The relevant use of, geographical locations of, planning scheme zonings of and types of buildings on the respective types or classes of land be those as identified in the schedule to this declaration.
4. That the General Rates will be raised by the application of the differential rates to the Capital Improved Value of each rateable land.
5. That seven (7) differential rating categories be declared for the rateable land have the characteristics specified below, which will form the criteria for the differential rate so declared:
 - a. **Vacant Land (refer Schedule A)**
Any Land on which there is no building.
 - b. **Derelict Land (refer Schedule A)**
Any land that contains a building that is ordinarily adapted for occupation which is abandoned, unoccupied and in a very poor condition resulting from both disuse and neglect.
 - c. **Retirement Village Land (refer Schedule A)**
Any Land which is used primarily for the purposes of a retirement village.
 - d. **Commercial Land (refer Schedule A)**
Any Land which is used primarily for commercial purposes.
 - e. **Industrial Land (refer Schedule A)**

Any Land which is used primarily for industrial purposes.

f. Recreation Land (refer Schedule A)

Any Land as defined as Cultural and Recreational Land in accordance with the *Cultural and Recreational Lands Act 1963*.

g. Residential Land (refer Schedule A)

Any Land which is not Vacant Land, Derelict Land, Retirement Village Land, Commercial Land, Industrial Land or Recreation Land.

6. The rates to apply to the differential categories declared are as follows:

Differential Category	Cents in the Dollar of Capital Improved Value
Vacant Land	0.36626
Derelict Land	0.43951
Retirement Village Land	0.10988
Commercial Land	0.36626
Industrial Land	0.38824
Residential Land	0.14650
Recreational Land	0.14650

7. No municipal charge to be declared.
8. Declare an annual service charge, to be known as the Residential Garbage Charge, in the sum of \$428.20 in respect of each separate parcel of Rateable Residential Land.
9. Declare an annual service charge, to be known as the Residential Garbage Charge, in the sum of \$428.20 in respect of each separate parcel of Rateable Residential Land, including an additional 120 litre bin for the collection of domestic waste where there are extra medical waste needs, or two or more children in disposable nappies.
10. Declare an annual service charge, to be known as the Residential Garbage Charge, in the sum of \$285.90 in respect of each separate parcel of Rateable Residential Land where it is shown that a food organics and garden organics bin is not required.
11. Declare an annual service charge for the collection and disposal of refuse in the sum of, and based on the criteria, as follows:
- a. Any land within Council's municipal district which is used primarily for residential purposes:
 - i. \$53.10 per service for each land, where the service is for the optional 120 litre bin used for the collection of domestic waste.
 - ii. \$142.30 for each additional 240 litre bin supplied in respect of the land for the collection of food and organic waste.
 - iii. \$137.50 for each additional 120 litre bin supplied in respect of the land for the collection of domestic waste.
 - iv. \$72.65 for each additional 240 litre recycling bin supplied in respect of the land.

- v. \$125.00 for each additional hard waste service in respect of the land.
- b. Any land within Council's municipal district which is used primarily for commercial or industrial purposes:
 - i. \$669.15 per service for each land, where the service is requested by the owner of the land (or the agent of the owner) and is for the collection and disposal of the contents of a bin at the frequency of once per week (waste and recycle).
 - ii. \$2,457.55 per service for each land, where the service is requested by the owner of the land (or the agent of the owner) and is for the collection and disposal of a bin at the frequency of five (5) times per week (waste and weekly recycle).
 - iii. \$465.25 per service for each land, where the service is requested by the owner of the land (or the agent of the owner) and is for the collection and disposal of the contents of a bin at the frequency of once per week – waste only.
 - iv. \$2,253.65 per service for each land, where the service is requested by the owner of the land (or the agent of the owner) and is for the collection and disposal of a bin at the frequency of five (5) times per week – waste only.
 - v. \$203.90 for each additional 240 litre recycling bin supplied in respect of the land.
 - vi. \$522.40 per annum for each office based premise, where the access to a waste removal service is requested by the owner of the land (or the agent of the owner) at Dorset Square, Boronia.
 - vii. \$1,348.60 per annum for each retail based premise, where the access to a waste removal service is requested by the owner of the land (or agent of the owner) at Dorset Square, Boronia.
 - viii. \$3,834.15 per annum for each food based premise less than 200 square metres, where the access to a waste removal service is requested by the owner (or agent of the owner) at Dorset Square, Boronia.
 - ix. \$8,801.70 per annum for each food based premise greater than 200 square metres, where the access to a waste removal service is requested by the owner (or agent of the owner) at Dorset Square, Boronia.
- c. Any land within Council's municipal district which is not rateable land:
 - i. \$495.05 per service for each land, where the service is requested by the owner of the land (or the agent of the owner) and is for the collection and disposal of the contents of a 240 litre bin at the frequency of once per week (waste and recycle).
 - ii. \$2,325.80 per service for each land, where the service is requested by the owner of the land (or the agent of the owner) and is for the collection and disposal of the contents of a 240 litre bin at the frequency of five (5) times per week (waste and weekly recycle).

- iii. \$389.00 per service for each land, where the service is requested by the owner of the land (or the agent of the owner) and is for the collection and disposal of the contents of a 120 litre bin at the frequency of once per week (waste and recycle).
 - iv. \$72.65 for each additional 240 litre recycling bin supplied in respect of the land.
 - v. \$125.00 for each additional hard waste service in respect of the land.
- 12. Declare a rebate to each owner of rateable land who is an eligible recipient within the meaning of the *State Concessions Act 2004*. The rebate in respect of each rateable land so owned is a maximum of \$100.00. This rebate is beneficial to the community as a whole in that it eases the rates burden of vulnerable ratepayers.
- 13. Declare a rebate, to be known as the Cultural and Recreational Community Land Rebate (refer Schedule A), to each owner of rateable Recreation Land. The rebate in respect of each rateable land so owned is a maximum of 35% of the general rates payable. This rebate is beneficial to the community as a whole as these organisations support cultural and social wellbeing of residents.
- 14. Declare a rebate, to be known as the Community Benefit Land Rebate (refer Schedule A) to each owner of eligible Community Benefit Land. The rebate in respect of each rateable land so owned is a maximum of 75% of the general rates payable. This rebate is beneficial to the community as a whole as it enhances the quality and health of habitat for threatened species.
- 15. Declare a rebate, to be known as the Opportunity Shop Rebate to each rateable property that meets the criteria set out in the Revenue and Rating Plan 2021-2025. The rebate in respect of each rateable property is up to 100% of the general rates payable. This rebate is beneficial to the community as a whole as these organisations provide support to the most vulnerable and therefore contribute to the social wellbeing of the community.
- 16. Subject to Sections 171, 171A, 172 of the *Local Government Act 1989*, Council will require a person to pay interest on any rates and charges which:
 - a. That person is liable to pay; and
 - b. Have not been paid by the date specified for their payment.
- 17. Interest is charged on all overdue rates in accordance with Section 172 of the *Local Government Act 1989*. The maximum interest rate is applied under Section 2 of the *Penalty Interest Rates Act 1983*. A lesser interest rate may be applicable when Ministerial Guidelines require this.
- 18. The dates for payments of rates and charges being as follows:
 - a. Payment in Full in a lump sum on or before 15 February 2025; or
 - b. Payment made by four (4) instalments, with instalments due as follows:
 - i. 1st Instalment 30 September 2024
 - ii. 2nd Instalment 30 November 2024

- iii. 3rd Instalment 28 February 2025
- iv. 4th Instalment 31 May 2025; or

c. Payment made by nine (9) instalments, with instalments due as follows:

- i. 1st Instalment 30 September 2024
- ii. 2nd Instalment 31 October 2024
- iii. 3rd Instalment 30 November 2024
- iv. 4th Instalment 31 December 2024
- v. 5th Instalment 31 January 2025
- vi. 6th Instalment 28 February 2025
- vii. 7th Instalment 31 March 2025
- viii. 8th Instalment 30 April 2025
- ix. 9th Instalment 31 May 2025

SCHEDULE A**Vacant Land****Definition/Characteristics:**

Any land on which there is no building.

Objective:

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

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

Types and Classes:

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

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

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

Derelict Land

Definition/Characteristics:

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

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

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

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

Dilapidated buildings

An owner or occupier of land:

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

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

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

Objective:

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

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

Types and Classes:

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

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

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

Retirement Village Land

Definitions/Characteristics:

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

Objective:

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

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

Types and Classes:

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

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

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

Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2021-22 financial year.

Commercial Land

Definitions/Characteristics:

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

Objective:

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

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

Types and Classes:

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

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

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

Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2021-22 financial year.

Industrial Land

Definitions/Characteristics:

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

Objective:

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

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

Types and Classes:

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

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

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

Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2021-22 financial year.

Recreational Land

Definitions/Characteristics:

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

Objective:

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

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

Types and Classes:

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

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Residential Land

Definitions/Characteristics:

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

Objective:

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

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

Types and Classes:

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

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

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

Types of Buildings:

All buildings which are now constructed on the land or which are constructed prior to the expiry of the 2021-22 financial year.

Community Land Rebates

In accordance with Section 169 of the *Local Government Act 1989*, Knox City Council declares the following rebates, to be known as Community Land Rebates.

1. A Cultural and Recreational Community Land Rebate will be granted under Section 169 of the *Local Government Act 1989* for all land that is:
 - a. Recreational Land as defined by the *Cultural and Recreational Lands Act 1963*; and
 - b. Subject to Council's Recreational Land Rate.

The rebate in respect of each rateable land so owned is a maximum of 35% of the general rates payable.

2. A Community Benefit Land Rebate will be considered under Section 169 of the *Local Government Act 1989* for all Community Benefit Land. Community Benefit Land, for the purposes of considering a rebate under Section 169 of the *Local Government Act 1989* is all land that:
 - a. Is vested in or occupied by a body corporate or unincorporate which exists for the purpose of providing or promoting cultural or sporting recreational or similar facilities or objectives, and is bound by its constitution or rules of association to apply its profits in promoting its objectives and prohibits the payment of any dividend or amount to its members;
 - b. Is subject to Council's Commercial Land Rate or Industrial Land Rate; and
 - c. Does not generate income from the operation of electronic gaming machines.

The owner of Community Benefit Land must apply for the Community Benefit Land Rebate each financial year. An application for a Community Land Rebate, submitted to the Chief Executive Officer for consideration, must include:

- d. A copy of the body's rules or constitution where incorporated, or evidence of the body's purposes where not incorporated;
- e. Audited financial statements;
- f. A statement outlining the community services delivered or to be delivered and/or community benefits provided or to be provided during the year in which the Community Benefit Land Rebate was/will be granted.

Where granted, the rebate in respect of each rateable land so owned is a maximum of 75% of the general rates payable.



Revenue and Rating Plan 2021-2025



Updated 11 April 2024

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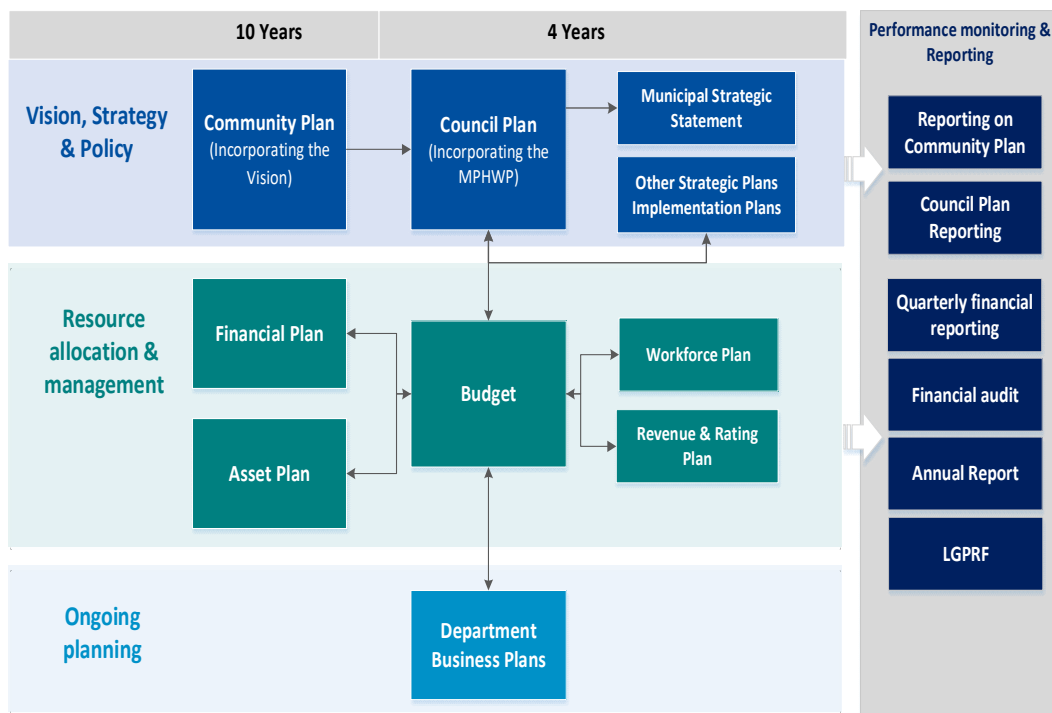
1. Purpose

The purpose of the Revenue and Rating Plan is to determine the most appropriate and affordable revenue and rating approach for Council which, in conjunction with other income sources, will adequately finance the objectives in the Council Plan.

The *Local Government Act 2020* requires each council to prepare a Revenue and Rating Plan to cover a minimum period of four years following each Council election. The Revenue and Rating Plan establishes the revenue raising framework within which the Council proposes to work.

This plan is an important part of Council's integrated planning framework, all of which is created to help Council achieve its community vision: *"Knox: where we connect with our people and our environment, ensuring they are safe, supported and have every opportunity to thrive"*.

Strategies outlined in this plan align with the key directions contained in the Community and Council Plans and will feed into our budgeting and long-term financial planning documents, as well as other strategic planning documents under our Council's strategic planning and reporting framework.



This plan will explain how Council calculates the revenue needed to fund its activities, and how the funding burden will be apportioned between ratepayers and other users of Council facilities and services.

In particular, this plan will set out decisions that Council has made in relation to rating options available to it under the *Local Government Act 1989* and *Local Government Act 2020* to ensure the fair and equitable distribution of rates across property owners. It will also set out principles that are used in decision making for other revenue sources such as fees and charges.

It is also important to note that this plan does not set revenue targets for Council, it outlines the strategic framework and decisions that inform how Council will go about calculating and collecting its revenue.

2. Introduction

Council provides a number of services and facilities to our local community, and in doing so, must collect revenue to cover the cost of providing these services and facilities.

Council's revenue sources include:

- Rates and Charges
- Waste and garbage charges
- Grants from other levels of Government
- Statutory Fees and Fines
- User Fees
- Cash and non-cash contributions from other parties (ie developers, community groups)
- Interest from investments
- Sale of Assets

Rates are the most significant revenue source for Council and make up over 70% of total annual revenue, with 14% of income from grants and 8% raised through user fees, statutory fees and fines and 6% from contributions and other income.

The introduction of rate capping under the Victorian Government's Fair Go Rates System (FGRS) has brought a renewed focus to Council's long-term financial sustainability. The FGRS continues to restrict Council's ability to raise rate revenue above the rate cap unless application is made to the Essential Services Commission for a variation. Maintaining service delivery levels and investing in community assets remain key priorities for Council. This strategy will address Council's reliance on rate income and provide options to actively reduce that reliance.

Council provides a wide range of services to the community, often for a fee or charge. The nature of these fees and charges generally depends on whether they relate to statutory or discretionary services. Some of these, such as statutory planning fees are set by State Government statute and are commonly known as regulatory fees. In these cases, councils usually have no control over service pricing. However, in relation to other services, Council has the ability to set a fee or charge and will set that fee based on the principles outlined in this Revenue and Rating Plan.

Council revenue can also be adversely affected by changes to funding from other levels of government. Some grants are tied to the delivery of council services, whilst many are tied directly to the delivery of new community assets, such as roads or sports pavilions. It is important for Council to be clear about what grants it intends to apply for, and the obligations that grants create in the delivery of services or infrastructure.

3. Community Engagement

During 2020-21 Council undertook a large research and engagement project to shape the future of Knox and inform the development of its new plans.

Almost 4,500 community members and organisations, businesses, stakeholders, partners and members of Council's Advisory Committees took part in various engagement activities to:

- Gain an understanding of the community's aspirations for the future of Knox.
- Test the data gathered through research.
- Gain feedback on the goals in the current plan.
- Identify priority areas for the community and Council.

Based on the information gathered through the engagement, five Key Directions were established to provide the framework for our plans and guide the work of Council.

Council and the community will work together, focusing on these Key Directions over the next 10 years to achieve our vision:

- **Opportunity and Innovation** - Knox strives to be a city of opportunity, embracing innovation and change, and providing local learning and employment opportunities. It's a place where people and business can thrive.
- **Neighbourhoods, Housing and Innovation** - Building on what's great about our city, Knox's housing and infrastructure will meet the changing needs of our community.
- **Natural Environment and Sustainability** - Knox's natural environment is protected and enhanced to ensure sustainability for future generations.
- **Connection, Resilience and Wellbeing** - Knox is a place to call home. Our community is strong, healthy and we support and respect each other.
- **Civic Engagement and Integrity** - Knox Council is a trusted and respected leader in our community, acting appropriately and ensuring all voices are heard

4. Rates and Charges

Rates are property taxes that allow Council to raise revenue to fund essential public services to cater to their municipal population. Importantly, it is a taxation system that includes flexibility for councils to utilise different tools in its rating structure to accommodate issues of equity and to ensure fairness in rating for all ratepayers.

Council has established a rating structure comprised of two key elements. These are:

- General Rates – Based on property values (using the Capital Improved Valuation methodology), which are indicative of perceived capacity to pay and form the central basis of rating under the *Local Government Act 1989*; and
- Service Charges – A ‘user pays’ component for council services to reflect benefits provided by Council to ratepayers who benefit from a service.

Striking a proper balance between these elements will help to improve equity in the distribution of the rate burden across residents.

Council makes a further distinction when applying general rates by applying rating differentials based on the purpose for which the property is used. That is, whether the property is used for residential, commercial / industrial, or if the land is vacant or property derelict. This distinction is based on the concept that different property categories should pay a fair and equitable contribution, taking into account the benefits those properties derive from the local community.

The Knox City Council rating structure comprises seven differential rates:

- Residential
- Retirement village
- Commercial
- Industrial
- Recreational
- Vacant land
- Derelict land

These rates are structured in accordance with the requirements of Section 161 ‘Differential Rates’ of the *Local Government Act 1989*, and the Ministerial Guidelines for Differential Rating 2013.

The formula for calculating General Rates, excluding any additional charges, arrears or additional supplementary rates is:

- Valuation (Capital Improved Value) x Rate in the Dollar (Differential Rate Type)

The rate in the dollar for each rating differential category is included in Council’s annual budget.

Rates and charges are an important source of revenue, accounting for around 70% of operating revenue received by Council. The collection of rates is an important factor in funding Council services.

Planning for future rate increases is therefore an essential component of the long-term financial planning process and plays a significant role in funding both additional service delivery and the increasing costs related to providing Council services.

Council is aware of the balance between rate revenue (as an important income source) and community sensitivity to rate increases. With the introduction of the State Government's Fair Go Rates System, all rate increases are capped to a rate declared by the Minister for Local Government, which is announced in December for the following financial year.

4.1 Rating Legislation

Following the introduction of the *Local Government Act 2020*, council operates under provisions in the *Local Government Act 1989* and the *Local Government Act 2020*.

The legislative framework set out in the *Local Government Act 1989* determines council's ability to develop a rating system. The framework provides significant flexibility for Council to tailor a system that suits its needs.

Section 155 of the *Local Government Act 1989* provides that a Council may declare the following rates and charges on rateable land:

- General rates under Section 158
- Municipal charges under Section 159
- Service rates and charges under Section 162
- Special rates and charges under Section 163

The recommended strategy in relation to municipal charges, service rates and charges and special rates and charges are discussed later in this document.

In raising Council rates, Council is required to primarily use the valuation of the rateable property to levy rates. Section 157(1) of the *Local Government Act 1989* provides Council with three choices in terms of which valuation base to utilise. They are: Site Valuation, Capital Improved Valuation (CIV) and Net Annual Value (NAV).

The advantages and disadvantages of the respective valuation basis are discussed further in this document. Whilst this document outlines Council's strategy regarding rates revenue, rates data will be contained in the Council's Annual Budget as required by the *Local Government Act 2020*.

Section 94(2) of the *Local Government Act 2020* states that Council must adopt a budget by 30 June each year (or at another time fixed by the Minister) to include:

- a) the total amount that the Council intends to raise by rates and charges;
- b) a statement as to whether the rates will be raised by the application of a uniform rate or a differential rate;
- c) a description of any fixed component of the rates, if applicable;
- d) if the Council proposes to declare a uniform rate, the matters specified in section 160 of the *Local Government Act 1989*; and
- e) if the Council proposes to declare a differential rate for any land, the matters specified in section 161(2) of the *Local Government Act 1989*.

Section 94(3) of the *Local Government Act 2020* also states that Council must ensure that, if applicable, the budget also contains a statement:

- a) that the Council intends to apply for a special order to increase the Council's average rate cap for the financial year or any other financial year; or
- b) that the Council has made an application to the ESC for a special order and is waiting for the outcome of the application; or
- c) that a special Order has been made in respect of the Council and specifying the average rate cap that applies for the financial year or any other financial year.

This plan outlines the principles and strategic framework that Council will utilise in calculating and distributing the rating burden to property owners, however, the quantum of rate revenue and rating differential amounts will be determined in the annual Knox City Council budget.

In seeking to achieve its primary objective, Council must have regard to the following objectives:

- a) Promote the social, economic and environmental viability and sustainability of the municipal district;
- b) Ensure resources are used efficiently and effectively;
- c) Improve the overall quality of life of the people in the local community;
- d) Promote appropriate business and employment opportunities;
- e) Ensure services and facilities provided are accessible and equitable
- f) Ensure the equitable imposition of rates and charges; and
- g) Ensure transparency and accountability in Council decision making.

The issue of equity must therefore be addressed in the Revenue and Rating Strategy, and this strategy has paid careful attention to this aspect.

In 2019 the Victorian State Government conducted a Local Government Rating System Review. The Local Government Rating System Review Panel presented their final report and list of recommendations to the Victorian Government in March 2020. The Victorian Government subsequently published a response to the recommendations of the Panel's report. However, at the time of publication the recommended changes have not yet been implemented, and timelines to make these changes have not been announced.

Exemptions from Rating

Section 154 of the *Local Government Act 1989* declares that all land is rateable with a number of exceptions including land occupied for municipal purposes, land used exclusively for charitable purposes, land used exclusively for religious or religious education purposes, and land used exclusively for certain clubs or memorials under the *Veterans Act 2005*, Returned Services Leagues and related associations as defined.

4.2 Rating Principles

Having determined that Council must review its rating strategy in terms of the equitable imposition of rates and charges, it is a much more vexed question in terms of how to define and determine what is in fact equitable in the view of Council.

In considering what rating approaches are equitable, Council needs to have regard to the principles of taxation which are:

- Wealth Tax
- Equity
- Efficiency
- Simplicity
- Benefit
- Capacity to Pay
- Diversity.

Wealth Tax

The "wealth tax" principle implies that the rates paid are dependent upon the value of a ratepayer's real property and have no correlation to the individual ratepayer's consumption of services or the perceived benefits derived by individual ratepayers from the expenditures funded from rates.

Equity

Equity is a subjective concept that is difficult to define. What is considered fair for one person may be considered unfair for another. There are two main equity concepts used to guide the development of rating strategies (and taxation more generally):

Horizontal equity – refers to justice or fairness in the treatment of like properties. In other words, ratepayers in similar situations should pay similar amounts of rates (ensured mainly by accurate property valuations, undertaken in a consistent manner, their classification into homogenous property classes and the right of appeal against valuation).

Vertical equity – refers to the justice or fairness in the treatment of properties in different circumstances. Those who are better off should pay more rates than those worse off (the rationale applies for the use of progressive and proportional income taxation. It implies a “relativity” dimension to the fairness of the tax burden). In the case of property rates, it may be considered equitable for one type of property to have to bear more or less of the rates burden than another type of property. In achieving vertical equity in its Revenue and Rating Strategy, Council must consider the valuation base it chooses to adopt to apply property rates and the application of the various rating tools available to it under the Act (e.g. differential rates).

Efficiency

Economic efficiency is measured by the extent to which production and consumption decisions by people are affected by rates.

Simplicity

How easily a rates system can be understood by ratepayers and the practicality and ease of administration.

Benefit

The extent to which there is a nexus between consumption/benefit and the rate burden. One of the more misunderstood elements of the rating system is that residents seek to equate the level of rates paid with the amount of benefit they individually achieve. The reality is however property rates are a system of taxation not dissimilar to P.A.Y.G tax. In paying a tax on salaries, it is rarely questioned what benefit is received with it being acknowledged that tax payments are required to pay for critical services such as health, education and social support. Local Government is not dissimilar, with rates being required to subsidise the delivery of services and capital works that would otherwise be unaffordable if charged on a case by case basis.

Capacity to Pay

The capacity of ratepayers or groups of ratepayers to pay rates. The valuation of property is an imperfect system in which to assess a resident’s capacity to pay annual rates but one which Council is restricted to under the Act. A frequently raised example is in relation to pensioners who may live in their family home which carries a high value, but live on a pension. The equity question for consideration however, is should Council support residents in this situation with lower rates that will eventually be to the financial benefit of estate beneficiaries? Or alternatively should the ability to defer rates (in total or in part) represent a more equitable outcome for all ratepayers?

Diversity

The capacity of ratepayers within a group to pay rates. Despite the “likeness” of members of property classes, there will also be considerable diversity with each class.

Summary

Simultaneously applying all of these criteria it is imperative to ensure a balanced approach as possible. The rating challenge for Council therefore is to determine the appropriate balancing of competing considerations.

4.3 Rates and Charges Revenue Principles

Property rates will:

- be reviewed annually;
- not change dramatically from one year to next; and
- be sufficient to fund current expenditure commitments and deliverables outlined in the Council Plan, Financial Plan and Asset Plan.

Differential rating should be applied as equitably as is practical and will comply with the *Ministerial Guidelines for Differential Rating 2013*.

4.4 Determining which Valuation Base to Use

Under the *Local Government Act 1989*, Council has three options as to the valuation base it elects to use. They are:

- Capital Improved Value (CIV) – Value of land and improvements upon the land.
- Site Value (SV) – Value of land only.
- Net Annual Value (NAV) – Rental valuation based on CIV.

For residential and farm properties, NAV is calculated at 5 per cent of the Capital Improved Value. For commercial and industrial properties, NAV is calculated as the greater of the estimated annual rental value or 5 per cent of the CIV.

Capital Improved Value (CIV)

Capital Improved Value is the most commonly used valuation base by local government with over 90% of Victorian councils applying this methodology. Based on the value of both land and all improvements on the land, it is generally easily understood by ratepayers as it equates to the market value of the property.

Under the CIV method Councils also have the ability to apply differential rates.

Section 161 of the *Local Government Act 1989* provides that a Council may raise any general rates by the application of a differential rate if:

- a) It uses the capital improved value system of valuing land; and
- b) It considers that a differential rate will contribute to the equitable and efficient carrying out of its functions.

Where a council does not utilise CIV, it may only apply limited differential rates in relation to farm land, urban farm land or residential use land.

Advantages of using Capital Improved Value (CIV)

- CIV includes all property improvements, and hence is often supported on the basis that it more closely reflects “capacity to pay”. The CIV rating method takes into account the full development value of the property, and hence better meets the equity criteria than Site Value and NAV.
- With the increased frequency of valuations (previously two year intervals, now annual intervals) the market values are more predictable and has reduced the level of objections resulting from valuations.
- The concept of the market value of property is more easily understood with CIV rather than NAV or SV.

- Most councils in Victoria have now adopted CIV which makes it easier to compare relative movements in rates and valuations across councils.
- The use of CIV allows council to apply differential rates which greatly adds to council's ability to equitably distribute the rating burden based on ability to afford council rates. CIV allows council to apply higher rating differentials to the commercial and industrial sector that offset residential rates.
- The Fire Services Property Levy is calculated on the CIV and continued use of this reinforces the principle of calculating rates based on CIV.

Disadvantages of using CIV

- The main disadvantage with CIV is the fact that rates are based on the total property value which may not necessarily reflect the income level of the property owner as with pensioners and low-income earners.

Site Value (SV)

There are currently no Victorian councils that use this valuation base. With valuations based simply on the valuation of land and with only very limited ability to apply differential rates, the implementation of Site Value in a Knox City Council context would cause a shift in rate burden from the industrial/commercial sectors onto the residential sector, and would hinder council's objective of a fair and equitable rating system.

In many ways, it is difficult to see an equity argument being served by the implementation of site valuation in the Knox City Council.

Advantages of Site Value

- There is a perception that under site value, a uniform rate would promote development of land, particularly commercial and industrial developments. There is, however, little evidence to prove that this is the case.
- Scope for possible concessions for urban farm-land and residential use land.

Disadvantages of using Site Value

- There would be further rating movements away from modern townhouse style developments on relatively small land parcels to older established homes on quarter acre residential blocks.
- Under SV, there will be a significant shift from the industrial/commercial sector onto the residential sector of council. The percentage increases in many cases would be in the extreme range.
- SV is a major burden on property owners that have large areas of land. Some of these owners may have much smaller/older dwellings compared to those who have smaller land areas but well developed dwellings - but will pay more in rates. A typical example is flats, units, or townhouses which will all pay low rates compared to traditional housing styles.
- The use of SV can place pressure on council to give concessions to categories of landowners on whom the rating burden is seen to fall disproportionately (e.g. Farm land and residential use properties). Large landowners, such as farmers for example, are disadvantaged by the use of site value.
- SV will reduce Council's rating flexibility and options to deal with any rating inequities due to the removal of the ability to levy differential rates.
- The community may have greater difficulty in understanding the SV valuation on their rate notices, as indicated by many inquiries from ratepayers on this issue handled by council's customer service and property revenue staff each year.
- The Fire Services Property Levy is calculated on the CIV and use of different valuations could also cause confusion as this levy is shown on the Rates Notice.
- SV may not necessarily reflect the income level/capacity to pay of the property owner.

Net Annual Value (NAV)

NAV, in concept, represents the annual rental value of a property. However, in practice, NAV is loosely linked to capital improved value for residential and farm properties. Valuers derive the NAV directly as 5 per cent of CIV.

In contrast to the treatment of residential and farm properties, NAV for commercial and industrial properties are assessed with regard to actual market rental. This differing treatment of commercial versus residential and farm properties has led to some suggestions that all properties should be valued on a rental basis.

Overall, the use of NAV is not largely supported. For residential and farm ratepayers, actual rental values pose some problems. The artificial rental estimate used may not represent actual market value, and means the base is the same as CIV but is harder to understand.

Summary Valuation Base

In choosing a valuation base, councils must decide on whether they wish to adopt a differential rating system (different rates in the dollar for different property categories) or a uniform rating system (same rate in the dollar). If a council was to choose the former, under the *Local Government Act 1989* it must adopt either of the CIV or NAV methods of rating.

Knox City Council will apply Capital Improved Value (CIV) to all properties within the municipality to take into account the fully developed value of the property. This basis of valuation takes into account the total market value of the land plus buildings and other improvements. This application is for the following reasons:

- CIV is considered to be the closest approximation to an equitable basis for distribution of the rating burden.
- CIV provides Council with the option to levy a full range of differential rates if required. Limited differential rating is available under the other rating bases.
- It should be noted that most of the 79 Victorian Councils apply CIV as their rating base and as such, it has a wider community acceptance and understanding than the other rating bases.

Differential rating allows (under the CIV method) council to shift part of the rate burden from some groups of ratepayers to others, through different “rates in the dollar” for each class of property.

The perceived advantages of utilising a differential system are:

- There is greater flexibility to distribute the rate burden between all classes of property, and therefore link rates with the ability to pay and reflecting the tax deductibility of rates for commercial and industrial premises;
- Differential rating allows Council to better reflect the investment required by Council to establish infrastructure to meet the needs of the commercial and industrial sector;
- Allows Council to reflect the unique circumstances of some rating categories where the application of a uniform rate may create an inequitable outcome; and
- Allows Council discretion in the imposition of rates to facilitate and encourage appropriate development of its municipal district in the best interest of the community.

The perceived disadvantage in applying differential rating is the justification of the differential rate can at times be difficult for the various rating groups to accept. Some rating categories may feel they are unfavourably treated because they are paying a higher level of rates than other ratepayer groups. This gives rise to queries, objections and complaints where the differentials may seem to be excessive.

Section 161(1) of the *Local Government Act 1989* outlines the requirements relating to differential rates, which include:

- a) A Council may raise any general rates by the application of a differential rate, if Council considers that the differential rate will contribute to the equitable and efficient carrying out of its functions.

- b) If a Council declares a differential rate for any land, the Council must specify the objectives of the differential rate, which must be consistent with the equitable and efficient carrying out of the Councils functions and must include the following:
 - i. A definition of the types or classes of land which are subject to the rate and a statement of the reasons for the use and level of that rate.
 - ii. An identification of the type or classes of land which are subject to the rate in respect of the uses, geographic location (other than location on the basis of whether or not the land is within a specific ward in Council's district).
 - iii. Specify the characteristics of the land, which are the criteria for declaring the differential rate.

Once the Council has declared a differential rate for any land, the Council must:

- a) Specify the objectives of the differential rates;
- b) Specify the characteristics of the land which are the criteria for declaring the differential rate.

The purpose is to ensure that Council has a sound basis on which to develop the various charging features when determining its revenue strategies and ensure that these are consistent with the provisions of the *Local Government Act 1989*.

The general objectives of each of the differential rates are to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. There is no limit on the number or types of differential rates that can be levied, but the highest differential rate can be no more than four times the lowest differential rate.

All three types of valuation method have a common basis in that rates are based on the property value which may not necessarily reflect the annual income of the ratepayer for example pensioners and low income earners.

4.5 Property Valuations

The *Valuation of Land Act 1960* is the principle legislation in determining property valuations. Under the *Valuation of Land Act 1960*, the Victorian Valuer-General conducts property valuations on an annual basis. Knox City Council applies a Capital Improved Value (CIV) to all properties within the municipality to take into account the full development value of the property. This basis of valuation takes into account the total market value of the land including buildings and other improvements.

The value of land is always derived by the principal of valuing land for its highest and best use at the relevant time of valuation.

Council needs to be mindful of the impacts of revaluations on the various property types in implementing the differential rating strategy outlined in the previous section to ensure that rises and falls in council rates remain affordable and that rating 'shocks' are mitigated to some degree.

There is a common misconception that if a property's valuation rises then Council receives a "windfall gain" with additional income. Any increase to total valuations of the municipality is offset by a reduction to the rate in dollar (ad valorem rate) used to calculate the rate for each property. The implementation of the Fair Go Rates System (also known as Rate Capping) places a cap on the average rates per assessment.

4.6 Supplementary Valuations

Supplementary valuations are carried out for a variety of reasons including rezoning, subdivisions, amalgamations, renovations, new constructions, extensions, occupancy changes and corrections. The Victorian Valuer-General is tasked with undertaking supplementary valuations and advises council on a monthly basis of valuation and Australian Valuation Property Classification Code (AVPCC) changes.

Supplementary valuations bring the value of the affected property into line with the general valuation of other properties within the municipality. Objections to supplementary valuations can be lodged in accordance with Part 3 of the *Valuation of Land Act 1960*. Any objections must be lodged with Council within two months of the issue of the supplementary rate notice.

4.7 Objections to Property Valuations

Part 3 of the *Valuation of Land Act 1960* provides that a property owner may lodge an objection against the valuation of a property or the Australian Valuation Property Classification Code (AVPCC) within two months of the issue of the original or amended (supplementary) Rates and Valuation Charges Notice (Rates Notice), or within four months if the notice was not originally issued to the occupier of the land.

A property owner must lodge their objection to the valuation or the AVPCC in writing to the Knox City Council. Property owners also have the ability to object to the site valuations on receipt of their Land Tax Assessment. Property owners can appeal their land valuation within two months of receipt of their Council Rate Notice (via Council) or within two months of receipt of their Land Tax Assessment (via the State Revenue Office).

4.8 Rating Differentials

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

Residential Land

Definitions/Characteristics:

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

Objective:

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

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

Types and Classes:

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

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

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

Types of Buildings:

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

Retirement Village Land**Definitions/Characteristics:**

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

Objective:

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

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

Types and Classes:

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

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

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

Types of Buildings:

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

Commercial Land**Definitions/Characteristics:**

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

Objective:

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

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

Types and Classes:

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

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

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

Types of Buildings:

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

Industrial Land**Definitions/Characteristics:**

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

Objective:

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

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

Types and Classes:

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

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

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

Types of Buildings:

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

Recreational Land**Definitions/Characteristics:**

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

Objective:

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

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

Types and Classes:

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

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Vacant Land**Definition/Characteristics**

Any land on which there is no building.

Objective:

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

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

Types and Classes:

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

Use and Level of Differential Rate:

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

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

Geographic Location:

Wherever located within the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Planning Scheme Zoning:

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

4.9 Municipal Charge

Another principle rating option available to Councils is the application of a municipal charge. Under Section 159 of the *Local Government Act 1989*, Council may declare a municipal charge to cover some of the administrative costs of the Council. The legislation is not definitive on what comprises administrative costs and does not require Council to specify what is covered by the charge.

The application of a municipal charge represents a choice to raise a portion of the rates by a flat fee for all properties, rather than sole use of the CIV valuation method.

Under the *Local Government Act 1989*, a council's total revenue from a municipal charge in a financial year must not exceed 20 per cent of the combined sum total of the Council's total revenue from the municipal charge and the revenue from general rates (total rates).

The municipal charge applies equally to all properties and is based upon the recovery of a fixed cost of providing administrative services irrespective of valuation. The same contribution amount per assessment to cover a portion of council's administrative costs can be seen as an equitable method of recovering these costs.

The argument against a municipal charge is that this charge is regressive in nature and would result in lower valued properties paying higher overall rates and charges than they would if it was removed. The equity objective in levying rates against property values is reduced by using a municipal charge as it is levied uniformly across all assessments.

Knox City Council's strategy position is that it will not apply a Municipal Charge.

4.10 Special Rates and Charges

The *Local Government Act 1989* recognises that councils need help to provide improved infrastructure for their local communities. Legislation allows councils to pass on the cost of capital infrastructure to the owner of a property that generally receives a unique benefit from the construction works. The technical explanation of a Special Charge comes from legislation (under the *Local Government Act 1989*) that allows councils to recover the cost of works from property owners who will gain special benefit from that work.

The purposes for which special rates and special charges may be used include road construction, kerb and channelling, footpath provision, drainage, and other capital improvement projects.

The special rate or special charges may be declared on the basis of any criteria specified by the council in the rate (Section 163 (2)). In accordance with Section 163 (3), council must specify:

- a. the wards, groups, uses or areas for which the special rate or charge is declared; and
- b. the land in relation to which the special rate or special charge is declared;
- c. the manner in which the special rate or special charge will be assessed and levied; and
- d. details of the period for which the special rate or special charge remains in force.

The special rates and charges provisions are flexible and can be used to achieve a wide range of community objectives. The fundamental principle of special rates and charges is proof "special benefit" applies to those being levied.

In relation to the performance of a function or the exercise of a power of the Council, if the Council considers that the performance of the function or the exercise of the power is or will be of special benefit to the persons required to pay the special rate or special charge, Section 163 of the *Local Government Act 1989* enables Council to declare a special rate or charge or a combination of both for the purposes of:

- Defraying any expenses; or
- Repaying with interest any advance made or debt incurred or loan raised by Council.

There are detailed procedural requirements that Council needs to follow to introduce a special rate or charge, including how Council can apply funds derived from this source.

Section 185 of the *Local Government Act 1989* provides appeal rights to VCAT in relation to the imposition of a special rate or charge. The Tribunal has wide powers, which could affect the viability of the special rate or charge. It can set the rate or charge completely aside if it is satisfied that certain criteria are not met. Council should be particularly mindful of the issue of proving that a special benefit exists to those that are being levied the rate or charge.

Differential rates are much simpler to introduce and less subject to challenge. There may be instances however where a special charge is desirable due to the raising of the levy by use of CIV not being equitable.

Special rates for retail associations are an effective tool utilised across the sector to assist in delivering the business development and employment strategies within the particular business district. The special rates collected from the businesses operating in these shopping centres/ business districts are utilised for projects endorsed by business district retail associations and provided to Council.

Special rates schemes are reviewed at their expiry and not during the budget process. Special charges are subject to consultation and resolution of Council for a charge to be declared.

Council's position is that it may consider the use of special rates and charges in instances that fit the following circumstances:

- Funding of narrowly defined capital projects (e.g. streetscape works) where special benefit can be shown to exist to a group of property owners.
- Raising funds for a dedicated purpose where the use of CIV is not the most equitable method of calculating property owner contributions.
- Covering the cost of an expense relating to a specific group of ratepayers (e.g. Business precincts).

Knox City Council does not have in place any special rates and charges.

4.11 Service Rates and Charges

Section 162 of the *Local Government Act 1989* provides council with the opportunity to raise service rates and charges for any of the following services:

- a. The provision of a water supply;
- b. The collection and disposal of refuse;
- c. The provision of sewage services;
- d. Any other prescribed service.

Council currently applies a Residential Garbage Service Charge for the collection and disposal of residential waste to all residential land properties eligible for a Council waste service. The Residential Garbage Charge provides for the collection and disposal of general waste, recyclables, food organics and green organics (FOGO), kerbside bundled green waste and kerbside hard rubbish.

For declared residential service areas, the service composition is an 80L general waste bin, a 240L recycling bin and a 240L green FOGO bin. In addition, kerbside bundled green waste and kerbside hard waste services are provided.

Residents may apply for an upgraded 120L general waste bin, a secondary 120L general waste bin, a secondary 240L recycling bin or a secondary 240L FOGO bin. These secondary bins all incur additional charges, except for where a valid exemption applies.

Timely delivery of these bins is dependent on the property owner making contact with Council and requesting a new or changed service.

Council retains the objective of setting the service charge for waste at a level that fully recovers the cost of the waste services. Waste services recovered in the waste charge are:

- Garbage collection service
- Kerbside recycling collection service
- Hard rubbish collection service
- Litter bin collection service
- Street cleaning service
- Landfill remediation
- Bundled green waste service
- Food organics and green organics (FOGO) waste collection service (from July 2023)

When determining the annual financial year waste service charge, Council will set the charge/fee levels through its annual budget and will determine value/movement in these charges with reference to changes in the cost of service delivery. The residential waste charge setting will be included as part of the budget engagement process annually.

Waste charges will be calculated on a full economic operating and capital replacement expenses cost recovery basis. This includes passing-on any cost increases resulting from State Government fees, legislation or levies associated with waste collection and disposal.

The garbage service charge is not capped under the Fair Go Rates System, and Council will allocate any surplus funds from this charge towards the provision of waste services.

User fees and charges are in place for the provision of commercial waste disposal and collection, industrial waste disposal and collection, and secondary residential services above those covered by the Residential Garbage Service Charge.

It is recommended that council retain the existing Residential Garbage Service Charge.

Whilst this same principle applies for rates in general, the mix of having a single fixed charge combined with valuation driven rates for the remainder of the rate invoice provides a balanced and equitable outcome.

4.12 Collection and Administration of Rates and Charges

The purpose of this section is to outline the rate payment options, processes, and the support provided to ratepayers facing financial hardship.

Payment Options

Rates and charges can be paid in full or by instalments on or before the following dates.

Payments in full must be paid by 15 February.

In accordance with section 167(1) of the *Local Government Act 1989* ratepayers have the option of paying rates and charges by way of four instalments. Payments are due on the prescribed dates below:

- 1st Instalment: 30 September
- 2nd Instalment: 30 November
- 3rd Instalment: 28 February
- 4th Instalment: 31 May

Knox City Council also offer payment by nine instalments, with due dates as follows:

- 1st Instalment: 30 September
- 2nd Instalment: 31 October
- 3rd Instalment: 30 November
- 4th Instalment: 31 December
- 5th Instalment: 31 January
- 6th Instalment: 28 February
- 7th Instalment: 31 March
- 8th Instalment: 30 April
- 9th Instalment: 31 May

Council offers a range of payment options including:

- in person at Council offices (cheques, money orders, EFTPOS, credit/debit cards and cash);
- online via Council's ratepayer portal, direct debit (available for in full, four and nine monthly instalment payments);
- BPAY;
- Telephone (credit card);
- Australia Post (over the counter); or
- by mail (cheques and money orders only).

The *Local Government Act 1989* provides that incentives for prompt payment may be offered. Discounts for early payment should be based on cash flow benefit to council.

Council does not offer incentives for prompt payment primarily as:

- It would only benefit cash rich ratepayers;
- Council already provides a number of payment options and methods for ratepayers to pay their rates; and
- It would be administratively cumbersome and costly.

Interest on Arrears and Overdue Rates

Interest is charged on all overdue rates in accordance with Section 172 of the *Local Government Act 1989*. The maximum interest rate applied is fixed under Section 2 of the *Penalty Interest Rates Act 1983*. A lesser interest rate may be applicable when released through the Ministerial Guidelines.

Pensioner Rebates

Holders of a Centrelink or Veteran Affairs Pension Concession card or a Veteran Affairs Gold card which stipulates TPI or War Widow may claim a rebate on their sole or principal place of residence. Upon initial application, ongoing eligibility is maintained, unless rejected by Centrelink or the Department of Veteran Affairs during the annual verification procedure. Upon confirmation of an eligible pensioner concession status, the pensioner rebate is deducted from the rate account before payment is required by the ratepayer.

With regards to new applicants, after being granted a Pensioner Concession Card (PCC), pensioners can then apply for the rebate at any time throughout the rating year. Retrospective claims up to a maximum of one previous financial year can be approved by Council on verification of eligibility criteria, for periods prior to this claims may be approved by the relevant government department.

In addition to the State Government pensioner rebate, Knox City Council offers a further flat rebate for each eligible property (currently \$100) which supplements the State rebate.

Community Land rebates

Council will declare two Community Land Rebates to acknowledge the contribution to Knox by community groups and bodies:

- Cultural and Recreational Community Land Rebate – a maximum rebate of 35% of the general rates payable will be applied to all rateable Recreational Land properties.
- Community Benefit Rebate – a maximum rebate of 75% of the general rates payable for all rateable Commercial Land or Industrial Land properties that apply and are successful in recognition as Community Benefit Land.

Opportunity Shop Rebate

Council will offer a 100% rebate on the general rates for opportunity shops who meet all of the following criteria:

1. The Valuation and Rates notice is issued in the name of the Opportunity Shop and/or the Opportunity Shop demonstrates it is responsible for payment of the rates
 - a. The facility is being operated solely as an opportunity shop
 - b. The operators of the Opportunity Shop are registered as a charitable institution.
2. The operators of the Opportunity Shop provide details with their application that the majority of profits from the shop are redistributed to the benefit of the Knox Community.
3. The operator of the Opportunity Shop provides copies of their annual financial statements with their application.

Deferred payments

Under Section 170 of the *Local Government Act 1989*, Council may defer the payment of any rate or charge for an eligible ratepayer whose property is their sole place of residency, allowing ratepayers an extended period of time to make payments or alternatively to forego payments on an indefinite basis until the ratepayer ceases to own or occupy the land in respect of which rates and charges are to be levied.

Deferral of rates and charges are available to all ratepayers who satisfy the eligibility criteria and have proven financial difficulties. Where Council approves an application for deferral of rates or charges, interest will continue to be levied on the outstanding balance of rates and charges but at an interest rate fixed annually by Council. This deferred interest rate will typically be well under the penalty interest rate levied by Council on unpaid rates and charges.

Ratepayers seeking to apply for such provision will be required to apply for a payment plan or extension via the Council website. If an online application cannot be made, Council can be contacted directly on 03 9298 8000.

Payment Assistance Policy

It is acknowledged at the outset that various ratepayers may experience financial hardship for a whole range of issues and that meeting rate obligations constitutes just one element of a number of difficulties that may be faced. The purpose of the Payment Assistance Policy is to provide options for ratepayers facing such situations to deal with the situation positively and reduce the strain imposed by financial hardship.

Ratepayers may elect to either negotiate a rate payment plan or apply for a rate deferral. Ratepayers seeking to apply for such provision will be required to apply for a payment plan or extension via the Council website. If an online application cannot be made, Council can be contacted directly on 03 9298 8000.

Council does not waive rates and charges levied on a property. Council assesses each case on its merits when considering assistance.

Debt recovery

Council makes every effort to contact ratepayers at their notified address but it is the ratepayers' responsibility to properly advise Council of their contact details. The *Local Government Act 1989* Section 230 and 231 requires the buyer of property, or their agents (e.g. solicitors and or conveyancers), to notify Council by way of notice of acquisition of an interest in land.

In the event that an account becomes overdue, Council will issue an overdue reminder notice which will include accrued penalty interest. In the event that the account remains unpaid, Council may take legal action without further notice to recover the overdue amount. All fees and court costs incurred will be recoverable from the ratepayer.

If an amount payable by way of rates in respect to land has been in arrears for three years or more, Council may take action to sell the property in accordance with the *Local Government Act 1989* Section 181.

Fire Services Property Levy

In 2013 the Victorian State Government passed legislation (the *Fire Services Property Levy Act 1989*) requiring the Fire Services Property Levy to be collected from ratepayers. Previously this was collected through building and property insurance premiums. The Fire Services Property Levy helps fund the services provided by the Metropolitan Fire Brigade (MFB) and Country Fire Authority (CFA), and all levies collected by Council are passed through to the State Government.

The Fire Services Property Levy is based on two components, a fixed charge, and a variable charge which is linked to the Capital Improved Value of the property. This levy is not included in the rate cap and increases in the levy are at the discretion of the State Government.

The pensioner concession for the Fire Services Property Levy applies to those who are eligible to receive a pensioner concession from their local council for rates. The pensioner concession is currently a \$50 reduction for the eligible pensioner's property, which is used exclusively as the owners' principal place of residence.

Property owners who currently receive a council rates concession for their principal place of residence automatically receive the Fire Services Property Levy concession.

5. Other Revenue Items

5.1 User Fees and Charges

Knox City Council provides a wide range of services, for which users pay a fee or charge which covers at least part of the cost of supply. The level of some fees and charges are statutorily set, however many are at the discretion of Council. Legislation provides for local governments to levy fees and charges.

User fees and charges are those that Council will charge for the delivery of services and use of community infrastructure.

Sound financial management of community service delivery requires fees and charges to reflect the cost of providing a service of a particular quality, moderated by considerations of affordability, accessibility and equity, as well as community expectations and values.

Council's financial resources are limited. The majority of Council's revenue comes from rates. Although a relatively small proportion; fees and charges are an important source of income and increasingly so in a rate-capped environment.

Examples of user fees and charges include:

- Kindergarten and Childcare fees
- Waste Management fees
- Aged and Health Care service fees
- Leases, recreational reserve and facility hire fees

The provision of infrastructure and services form a key part of council's role in supporting the local community and enhancing community wellbeing. In providing these, council must consider a range of 'Best Value' principles including service cost and quality standards, value-for-money, and community expectations and values. Council must also balance the affordability and accessibility of infrastructure and services with its financial capacity and in the interests of long-term financial sustainability.

Councils must also comply with the government's Competitive Neutrality Policy for significant business activities they provide and adjust their service prices to neutralise any competitive advantages when competing with the private sector.

In providing services to the community, council must determine the extent of cost recovery for particular services consistent with the level of both individual and collective benefit that the services provide and in line with the community's expectations.

Services are provided on the basis of one of the following pricing methods:

- a. Market Price
- b. Full Cost Recovery Price
- c. Subsidised Price

Market pricing (A)

This includes services that provide discretionary activities not mandated by legislation or agency agreements. These activities may provide revenue support and complement other social policy actions.

Ideally, the price should achieve full cost recovery and be at a level similar to those charged in the market as a whole. If a price less than full cost recovery is contemplated, Council may consider a review of whether it should provide the service, or whether there is a community service obligation that warrants a public interest test.

Council is required to price services that compete in the open market on a 'level playing field' basis and to make any decision to depart from a commercial basis for pricing of services transparent. Any Council service that competes in the open market may be subject to competitive neutrality requirements if it is a significant business activity as determined by market share or sales volume.

Full cost recovery price (B)

Full cost recovery price aims to recover all direct and overhead costs incurred by Council. This pricing should be used in particular where a service provided by council benefits individual customers specifically, rather than the community as a whole. In principle, fees and charges should be set at a level that recovers the full cost of providing the services unless there is an overriding policy or imperative in favour of subsidisation.

Subsidised pricing (C)

Subsidised pricing is where council subsidises a service by not passing the full cost of that service onto the customer. Subsidies may range from full subsidies (i.e. council provides the service free of charge) to partial subsidies, where council provides the service to the user with a discount. The subsidy can be funded from council's rate revenue or other sources such as Commonwealth and state funding programs. Full council subsidy pricing and partial cost pricing should always be based on knowledge of the full cost of providing a service.

Council will develop a table of fees and charges as part of its annual budget each year. Proposed pricing changes will be included in this table and will be communicated to stakeholders before the budget is adopted, giving them the chance to review and provide valuable feedback before the fees are locked in.

5.2 Statutory Fees and Charges

Where fees are set by State Government statute (Statutory Fees); Council has no ability to alter the fee. These fees are fixed and result in a growing cost to the general ratepayer to provide services as the level of cost recovery is diminished over time. Fees will be amended in line with any increases should one be determined by State Government over the course of the year.

Examples of statutory fees and fines include:

- Planning and subdivision fees
- Building and Inspection fees
- Infringements and fines
- Land Information Certificate fees

Penalty and fee units are used in Victoria's Acts and Regulations to describe the amount of a fine or a fee.

Penalty units

Penalty units are used to define the amount payable for fines for many offences. For example, the fine for selling a tobacco product to a person aged under 18 is four penalty units.

The rate for penalty units is indexed each financial year so that it is raised in line with inflation. Any change to the value of a penalty unit will happen on 1 July each year.

Fee units

Fee units are used to calculate the cost of a certificate, registration or licence that is set out in an Act or Regulation. For example, the cost of depositing a Will with the Supreme Court registrar of probates is 1.6 fee units.

The cost of fees and penalties is calculated by multiplying the number of units by the current value of the fee or unit. The exact cost may be rounded up or down.

5.3 Grants

Grant revenue represents income usually received from other levels of government. Some grants are singular and attached to the delivery of specific projects, whilst others can be of a recurrent nature and may or may not be linked to the delivery of projects.

Council will pro-actively advocate to other levels of government for grant funding support to deliver important infrastructure and service outcomes for the community. Council may use its own funds to leverage higher grant funding and maximise external funding opportunities.

When preparing its financial plan, council considers its project proposal pipeline, advocacy priorities, upcoming grant program opportunities, and co-funding options to determine what grants to apply for. Council will only apply for and accept external funding if it is consistent with the Community Vision and does not lead to the distortion of Council Plan priorities.

Grant assumptions are then clearly detailed in council's budget document. No project that is reliant on grant funding will proceed until a signed funding agreement is in place.

5.4 Contributions

Contributions represent funds received by council, usually from non-government sources, and are usually linked to projects.

Contributions can be made to council in the form of either cash payments or asset hand-overs.

Examples of contributions include:

- Monies collected from developers under planning and development agreements;
- Monies collected under developer contribution plans and infrastructure contribution plans;
- Contributions from user groups towards the upgrade of facilities;
- Assets handed over to council from developers at the completion of a subdivision, such as roads, drainage, and streetlights.

Contributions should always be linked to a planning or funding agreement. Council will not undertake any work on a contribution-funded project until a signed agreement outlining the contribution details is in place.

Contributions linked to developments can be received well before any council expenditure occurs. In this situation, the funds will be identified and held separately for the specific works identified in the agreements

5.5 Interest on Investments

Council receives interest on funds managed as part of its investment portfolio, where funds are held in advance of expenditure, or for special purposes. The investment portfolio is managed per council's Investment Policy, which seeks to invest public funds in a manner which will provide the highest investment return with the maximum security of invested capital while meeting the daily cash flow demands of Council.

5.6 Sale of Assets

Council's Asset Management Policy states that decisions to rationalise assets will be aligned with service planning requirements and relevant Council policies. Disposal of surplus assets shall be based on a lifecycle costs assessment and service planning demand data.

The purpose of council's Sale of Land and Buildings Policy is to:

- optimise the value of property assets to the community, including the evaluation of unused or redundant assets and realising the funds tied up in these assets in order to acquire, develop or improve other assets;
- guide the strategic management of its property portfolio for the long-term best interests of the community; and
- define the process for identifying and proceeding with the sale of any Council owned land (with or without improvements) and to identify how the proceeds from land sales are to be allocated.

The decision to sell Council owned land is made carefully, considering the current and future needs of the municipality, and maximising public value (both financial and non-financial).

KNOX
your city



Financial Plan 2024 - 2034

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1. Executive Summary

Purpose of the Long Term Financial Plan

Knox City Council's Long Term Financial Plan (LTFP) is the key financial planning document that is governed by a series of financial strategies and accompanying performance indicators that Council considers and adopts. It establishes the financial framework upon which sound financial decisions are made.

The LTFP covers a 10-year period from 2024-25 to 2033-34. The LTFP is a decision making tool and is not intended to be a document that specifically indicates what services/proposals or funds should be allocated; rather it identifies Council's current and projected financial capacity to continue delivering quality services, facilities and infrastructure, whilst living within our means.

This document outlines the key performance indicators, key assumptions and an overview of each key element of the Plan. Each year the 10-Year Financial is reviewed and updated to reflect the current circumstances of Council.

The Plan effectively takes the assumptions and budget parameters that have been applied to the 2024-25 budget (which covers a four-year period) and extends these out into years 5-10 to give a longer term view of Council's financial viability and outcomes.

Key Financial Challenges

The introduction of rate capping in the 2016-17 rating year by the State Government was a major change to the way that councils were able to raise rate revenue. The rate cap is often much lower than inflation. For Knox City Council rate revenue represents over 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's finances to remain sustainable and our services to remain affordable for the community, Council will need to continually assess the performance and future for current services to understand whether they are relevant and whether Council needs to continue to deliver them or whether there is a role for an alternative delivery model.

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

In addition, Council has obligations under a defined benefit superannuation scheme (operated by Vision Super) that may result in the need to make additional contributions to ensure that the liabilities of the fund are covered by its assets.

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

2. Legislative Requirements

Knox's integrated strategic planning and reporting framework (pictured below) illustrates the medium and long term plans that guide and manage our city.

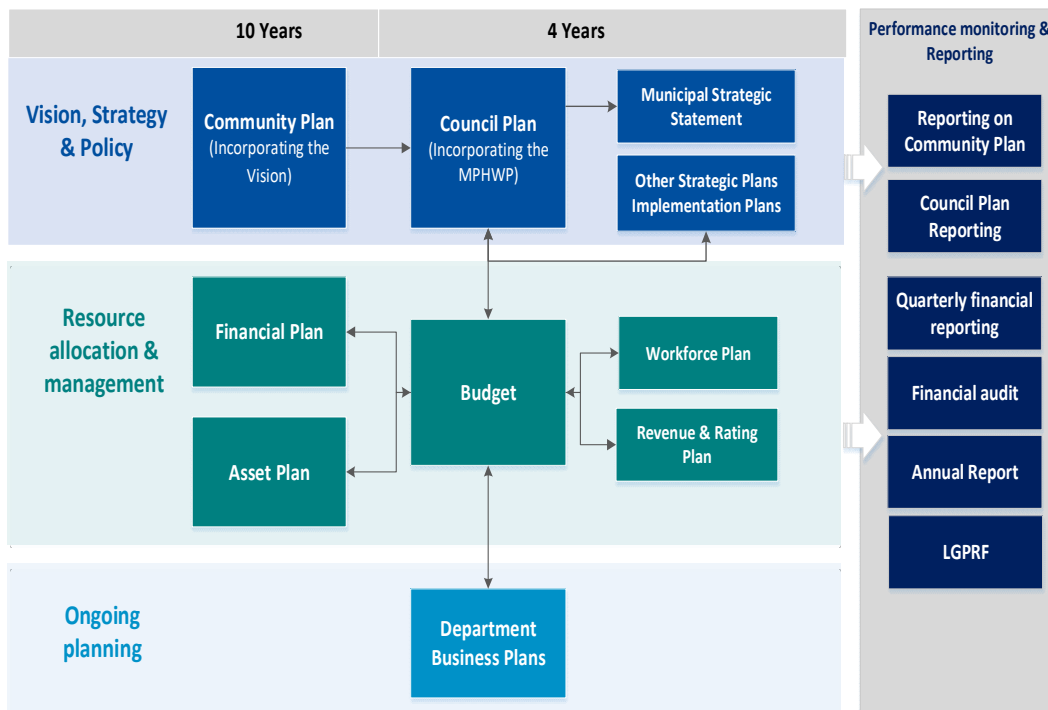
The Knox Community Plan 2021-2031 incorporates a Community Vision statement and describes our community's aspirations for the future. It sets out Key Directions which articulate what we, as a collective, need to focus on to achieve our vision.

Knox's Council Plan 2021-2025 provides direction to our organisation, describes how we're going to contribute to the achievement of the Community Vision and shows how we're going to measure our success. It also demonstrates our commitment to the health and wellbeing of our community by incorporating Knox's Municipal Public Health & Wellbeing Plan (MPHWP).

There are also a number of other plans that guide our work. They include plans about how we're going to manage our financial resources (the Financial Plan, Budget and Revenue and Rating Plan), how we're going to manage and maintain our assets (the Asset Plan) and how we can make sure we have the right staff to deliver our services and initiatives (the Workforce Plan).

This plan was a new requirement of the *Local Government Act 2020*, and is an important part of Council's integrated planning framework, all of which is created to help Council achieve its community vision:

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



2.1 Strategic Planning Principles

The Financial Plan provides a 10 year financially sustainable projection regarding how the actions of the Council Plan may be funded to achieve the Community Vision. The Financial Plan is developed in the context of the following strategic planning principles:

- a) Council has an integrated approach to planning, monitoring and performance reporting.
- b) Council's financial plan addresses the Community Vision by funding the aspirations of the Council Plan. The Council Plan aspirations and actions are formulated in the context of the Community Vision.
- c) The Financial Plan statements articulate the 10-year financial resources necessary to implement the goals and aspirations of the Council Plan to achieve the Community Vision.
- d) Council's strategic planning principles identify and address the risks to effective implementation of the Financial Plan. The financial risks are included at section 2.6 below.
- e) The Financial Plan provides for the strategic planning principles of progress, monitoring of progress and reviews to identify and adapt to changing circumstances.

2.2 Financial Management Principles

The Financial Plan demonstrates the following financial management principles:

- 2.2.1 Revenue, expenses, assets, liabilities, investments and financial transactions are managed in accordance with Council's financial policies and strategic plans.
- 2.2.2 Management of the following financial risks:
 - a) the financial viability of the Council (refer to section 3.1 Financial Policy Statements).
 - b) the management of current and future liabilities of the Council. The estimated 10 year liabilities are disclosed in section 4.2 Balance Sheet projections.
- 2.2.3 Financial policies and strategic plans are designed to provide financial stability and predictability to the community.
- 2.2.4 Council maintains accounts and records that explain its financial operations and financial position.

2.3 Community Engagement

During 2020-21 Council undertook a large research and engagement project to shape the future of Knox and inform the development of its new plans.

Almost 4,500 community members and organisations, businesses, stakeholders, partners and members of Council's Advisory Committees took part in various engagement activities to:

- gain an understanding of the community's aspirations for the future of Knox;
- test the data gathered through research;
- gain feedback on the goals in the current plan; and
- identify priority areas for the community and Council.

Based on the information gathered through the engagement, five Key Directions were established to provide the framework for our plans and guide the work of Council.

Council and the community will work together, focusing on these Key Directions over the next 10 years to achieve our vision:



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



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



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



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



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

In addition to the community engagement activities undertaken above, in late 2023 we asked our community to share their thoughts on the services and assets they think Council should prioritise. This information will help Council make important decisions about finances and assets, balance current and future community need, and ensure we achieve our Community Vision by delivering on our plans.

2.4 Service Performance Principles

Council services are designed to be purposeful, targeted to community needs and value for money. The service performance principles are listed below:

- a) Services are provided in an equitable manner and are responsive to the diverse needs of the community. The Council Plan is designed to identify the key services and projects to be delivered to the community. The Financial Plan provides the mechanism to demonstrate how the service aspirations within the Council Plan may be funded.
- b) Services are accessible to the relevant users within the community.
- c) Council provides quality services that provide value for money to the community. The Local Government Performance Reporting Framework (LGPRF) is designed to communicate council's performance regarding the provision of quality and efficient services.

2.5 Asset Plan Integration

Integration to the Asset Plan is a key principle of Council's strategic financial planning principles. The purpose of this integration is designed to ensure that future funding is allocated in a manner that supports service delivery in terms of the plans and the effective management of Council's assets into the future.

The Asset Plan identifies the operational and strategic practices which will ensure that Council manages assets across their life cycle in a financially sustainable manner. The Asset Plan, and associated asset management policies, provide council with a sound base to understand the risk associated with managing its assets for the community's benefit.

The Asset Plan is designed to inform the 10-year Financial Plan by identifying the amount of capital renewal, backlog and maintenance funding that is required over the life of each asset category. The level of funding will incorporate knowledge of asset condition, the risk assessment issues as well as the impact of reviewing and setting intervention and service levels for each asset class.

In addition to identifying the operational and strategic practices that ensure that Council manages assets across their life cycle in a financially sustainable manner, the Asset Plan quantifies the asset portfolio and the financial implications of those practices. Together the Financial Plan and Asset Plan seek to balance projected investment requirements against projected budgets.

2.6 Revenue and Rating Plan Integration

Integration to the Revenue and Rating Plan is a key principle of the Council's strategic financial principles. The purpose of this integration is to ensure that Council's revenue is raised from the community in a manner that supports council's longer term financial plans and broader plans as set out in the Council Vision.

The revenue raised by a local government is for delivering services and infrastructure to benefit those providing the revenue – the local community. The Revenue and Rating Plan is therefore linked to planned expenditure in the annual budget and strategic financial planning. They cannot be separated as any increase in spending by a council must be matched by revenue.

The Revenue and Rating Plan provides the framework for the setting of fees and charges, statutory charges, rates, and other Council income sources. It also makes assumptions regarding the levels of non-controlled revenues that the Council expects to generate over the four-year period, such as grants, subsidies, and contributions.

Additionally, it defines the amounts of rates to be generated either through a uniform rate, or from different ratepayer/property classes through municipal charges, differential rates, service rates and charges, and special rates and charges (where they have been adopted).

The Revenue and Rating Plan therefore defines what each source of revenue is, how income will be raised and the policy rationale/assumptions for each, to fund the Council's proposed expenditure detailed in their budget.

2.7 Financial Risk Management

Knox City Council uses the VAGO sustainability ratios and other ratios specific to Councils operating environment to assess risk whilst also utilising a Risk Management framework to document strategic and operational risks. Through the assessment of the internal and external environment that impacts the Council, Financial Sustainability has been assessed as a strategic risk. There are a number in controls in place to manage this risk.

Below is a summary of causes and controls around the City's financial sustainability strategic risk.

Strategic Risk: Unable to fund services and capital investment initiatives of the type / quality expected by the community.

Risk causes

- Change in fiscal policy (State or Federal grants)
- Inability to be resilient when faced with a disaster
- Inability to sufficiently fund the renewal of the asset base or reduce the asset base
- Inability to scale operational capability / reduce costs within funding envelope
- Lack of ongoing reviews for service effectiveness, or introduction of transformational efficiencies
- Interest rate rises; labour costs are not controlled; further rate capping
- Increasing and mixed expectations from Community. There are conflicting demands; some seeking increased and diverse services, others seeking a return to more traditional services
- Poor financial and/ or resource management, poor project management, poor compliance.

Controls in place

- 10 year financial plan and 4 year Revenue & Rating Plan which focuses on maintaining good working capital; appropriate reserves and surplus positions
- Procurement and delegations framework
- Advocacy and long term relationships across government and Local Government sector
- Service reviews where appropriate
- Strong focus on Asset Management and funding of renewals
- Relevant training and inductions for staff and Councillors

3. Financial Plan Context

This section describes the context and external / internal environment and consideration in determining the 10-year financial projections and assumptions.

3.1 Financial Policy Statements

This section defines the policy statements, and associated measures, that demonstrates Council's financial sustainability to fund the aspirations of the Community Vision and the Council Plan.

Policy Statement	Measure	Target	Forecast 2023-24	Budget 2024-25	Budget 2025-26	Budget 2026-27	Budget 2027-28	Budget 2028-29	Budget 2029-30	Budget 2030-31	Budget 2031-32	Budget 2032-33	Budget 2033-34
Consistent underlying surplus results	Adjusted underlying result greater than 2.50%	>2.50%	2.59%	3.85%	7.66%	7.41%	7.85%	9.36%	11.05%	12.21%	13.34%	14.36%	16.11%
Ensure Council maintains sufficient working capital to meet its debt obligations as they fall due	Current Assets / Current Liabilities greater than 1.00	>1.00	1.40	1.23	1.23	1.26	1.25	1.18	1.08	1.04	1.10	1.25	1.55
Allocate adequate funds towards renewal capital in order to replace assets and infrastructure as they reach the end of their service life	Asset Renewal and Upgrade Expenses / Depreciation above 1.00	>1.00	2.15	2.85	1.58	1.81	1.77	1.40	1.63	1.64	1.65	1.67	1.68
That Council applies loan funding to new capital and maintains total borrowings in line with rate and fee income and growth of the municipality	Total Interest Bearing Liabilities/Own Source Revenue (excluding Open Space) to remain below 60.00%	<60.00%	51.88%	56.03%	57.28%	57.93%	59.17%	48.51%	38.47%	28.71%	19.66%	12.94%	7.85%
Council can repay interest on outstanding interest bearing loans and borrowings	EBITDA / Interest Expense greater than 2.00	>2.00	13.89	11.84	10.56	10.27	10.02	11.39	14.43	18.74	25.91	38.16	62.26
Council could repay its borrowings commitment from the rate income	Interest and Principal Repayments on Interest Bearing Loans / Rate Revenue is less than 10.00%	<10.00%	7.52%	9.63%	10.76%	11.28%	12.79%	13.00%	12.53%	12.07%	10.88%	8.20%	6.07%
Council maintains sufficient unrestricted cash to ensure ongoing liquidity as well as to address unforeseen cash imposts if required	(Current Assets less Restricted Reserves) / Current Liabilities greater than 1.00	>1.00	1.17	1.11	1.21	1.24	1.22	1.15	1.03	0.98	1.06	1.23	1.52

3.2 Strategic Actions

Following a series of community engagement activities, Council has identified the following strategic actions that will support the community's aspirations identified in the Community Plan 2021-2031 and delivery of the Council Plan 2021-2025.

- That council adopt the budgeted statement of financial performance (Comprehensive Income Statement) as an integral part of the budget setting process for current and future budgets.
- That Council adopt the budgeted statement of financial position (Balance Sheet) as being an integral part of the budget setting process for current and future budgets.
- That Council adopt the budgeted statement of cash flows as being an integral part of the budget setting process for current and future budgets.
- That the working capital ratio be targeted to remain above a ratio of 1.0.
- That capital expenditure on asset renewal projects (and upgrades that have a significant renewal component) to exceed depreciation expense, and that the asset renewal gap be reduced.
- That debt funding be applied to growth infrastructure where necessary.
- That Council consider the most appropriate fees and charges strategy so that adequate funds are recovered to offset operational expenses in annual and future budgets.

3.3 Assumptions to the Financial Plan Statements

This section presents information regarding the assumptions to the Comprehensive Income Statement for the 10 years from 2023-24 to 2032-33. The assumptions comprise the annual escalations / movement for each item of the Comprehensive Income Statement.

	Budget 2023-24	Budget 2024-25	Budget 2025-26	Budget 2026-27	Budget 2027-28	Budget 2028-29	Budget 2029-30	Budget 2030-31	Budget 2031-32	Budget 2032-33	Budget 2033-34
Escalation Factors % Movements	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
CPI	3.50%	2.75%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Growth in Properties (number)	600	600	600	600	600	600	600	600	600	600	600
Rates and Charges	3.50%	2.75%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Supplementary Rates (\$'000)	500	500	500	500	500	500	500	500	500	500	500
Statutory Fees and Fines	3.50%	2.75%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
User Fees	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
Grants - Operating (excluding VGC)	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Grants - Operating (VGC)	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Grants - Capital (excluding VGC)	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grants - Capital (VGC and Roads to Recovery)	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Contributions - Monetary	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Contributions - Non-Monetary (\$'000)	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Other Income	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Employee Costs	3.91%	3.16%	2.91%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Materials and Services	3.50%	2.75%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Utilities	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
Contributions and Donations	3.50%	2.75%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Other Expenses	3.50%	2.75%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%

3.3.1 Rates and Charges

Planning for future rate increases has been an important component of the Financial Plan process. The State Government has introduced the *Fair Go Rates System* which sets out the maximum amount councils may increase rates in a year. The Financial Plan assumes a rate increase of 2.75 percent in 2024-25. The rates in 2025-26 and beyond have been based on the Department of Treasury and Finance CPI projections of 2.50 percent in December 2023.

The Financial Plan assumes an additional 600 property assessments per annum, while supplementary rates are anticipated to be \$0.500 million per annum. The average Rates per Assessment for 2024-25 is estimated at \$1,754.

Waste management charges are levied on the basis of cost recovery. This is consistent with the position of the majority of councils given that waste charges are outside the Minister's Rate Cap.

More information can be found in Council's *Revenue and Rating Plan 2021-2025*.

3.3.2 User Fees

User fees relate mainly to the recovery of service delivery costs from Council's extensive and highly diversified range of services provided to the community. Examples of user fees include:

- Childcare fees
- Waste Management fees
- Aged and Health Care service fees
- Leases, recreational reserve and facility hire fees

Council endeavours, as much as possible, to be a full cost recovery service provider.

3.3.3 Statutory Fees and Fines

Statutory fees are fees and fines levied in accordance with legislation. Examples of statutory fees and fines include:

- Planning and subdivision fees
- Building and Inspection fees
- Infringements and fines
- Land Information Certificate fees

Increases in the Financial Plan have been based on the projected CPI.

3.3.4 Grants

Council receives tied operating grant funding from State and Federal sources, with these operating grants budgeted to increase by 2 percent per annum.

Council receives untied Financial Assistance Grants via the Victorian Local Government Grants Commission. These grants are composed of an operating and capital component, and are anticipated to increase by 1 percent per annum. The Roads to Recovery grant is also anticipated to increase by 1 percent.

Council does not budget for capital grants for specific projects that have not been confirmed. However Council will pro-actively advocate to other levels of government for grant funding support to deliver important infrastructure and service outcomes for the community. Council may use its own funds to leverage higher grant funding and maximise external funding opportunities.

3.3.5 Contributions

Contributions represent funds received by council, usually from non-government sources, and are usually linked to projects. Contributions can be made to council in the form of either cash payments or asset hand-overs.

Examples of contributions include:

- Monies collected from developers under planning and development agreements;
- Monies collected under developer contribution plans and infrastructure contribution plans;
- Contributions from user groups towards the upgrade of facilities;
- Assets handed over to council from developers at the completion of a subdivision, such as roads, drainage, and streetlights.

Contributions linked to developments can be received well before any council expenditure occurs. In this situation, the funds will be identified and held separately for the specific works identified in the agreements.

Developer contributions are statutory contributions and are transferred to a restricted reserve until utilised for a specific purpose through the capital works program or delivered as works in kind by developers. Income of this nature is unpredictable and is directly contingent on developer activities in the municipality.

3.3.6 Other Income

Revenue from other income mainly comprises investment income plus the recovery of income from a variety of sources and rental income received from the hire or lease of Council buildings.

3.3.7 Employee Costs

Increases for employee costs reflect the salary increase for all staff pursuant to Council's Enterprise Bargaining Agreement. The increase in the Superannuation Guarantee of 0.5 percent each year through to 2025-26 has been factored into the employee cost increases.

3.3.8 Materials and Services

Material costs include items required for the maintenance and repairs of Council buildings, roads, drains and footpaths which are governed more by market forces based on availability rather than CPI. Other associated costs included under this category are utilities, waste management, materials for the supply of community meals, and consumable items for a range of services. Council also utilises external expertise on a range of matters, including legal services and audit. Discretionary material costs are budgeted to increase by CPI. Non-discretionary costs such as utility costs are budgeted to increase by 5 percent.

3.3.9 Contributions and Donations

Contributions and donations includes Council's annual contribution to the Eastern Regional Libraries Corporation. Council also offer a range of grants and funding to community members, organisations and businesses across a range of areas.

3.3.10 Depreciation and Amortisation

Depreciation estimates have been based on the projected life of Council's existing property, infrastructure, plant and equipment, together with the projected capital spending contained in this Financial Plan.

3.3.11 Borrowing Costs

Borrowing costs comprise the interest expense to service Council's loan portfolio that is described in Section 6.1 Borrowing Plan.

3.3.12 Other Expenses

Other expenses includes administration costs such as Councillor allowances, operating lease rentals and audit expenses.

4. Financial Plan Statements

This section presents information regarding the budgeted Financial Plan Statements for the 10 years from 2024-25 to 2033-34.

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

4.1 Comprehensive Income Statement

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Budget 2025-26 \$'000	Budget 2026-27 \$'000	Budget 2027-28 \$'000	Budget 2028-29 \$'000	Budget 2029-30 \$'000	Budget 2030-31 \$'000	Budget 2031-32 \$'000	Budget 2032-33 \$'000	Budget 2033-34 \$'000
INCOME											
Rates and charges	146,445	150,043	154,426	164,151	163,097	169,201	175,493	181,981	188,671	195,571	202,687
User fees	11,436	12,365	12,581	12,886	13,308	13,970	14,556	15,067	15,704	16,469	17,162
Statutory fees and fines	3,399	4,568	4,853	5,029	5,214	5,344	5,478	5,615	5,755	5,899	6,046
Grants - operating	23,885	22,365	18,323	18,687	19,090	19,396	19,708	20,026	20,350	20,678	21,012
Grants - capital	8,144	11,513	2,218	2,240	2,262	2,285	2,309	2,333	2,357	2,381	2,405
Contributions - monetary	11,387	8,596	8,460	8,534	8,605	8,637	8,670	8,703	8,737	8,772	8,807
Contributions - non-monetary	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Net loss (gain) on disposal of property, infrastructure, plant and equipment	2,708	8,842	2,117	1,417	1,917	1,917	1,917	1,417	417	417	417
Other income	2,866	1,767	1,788	1,811	1,835	1,801	1,725	1,666	1,653	1,713	1,895
TOTAL INCOME	212,270	222,059	206,766	216,755	217,328	224,551	231,856	238,808	245,644	253,900	262,431
EXPENSES											
Employee costs	80,896	84,427	77,430	79,323	81,309	83,342	85,426	87,562	89,751	91,995	94,295
Materials and services	78,032	80,394	72,263	79,248	75,831	76,808	77,615	78,939	80,288	82,667	83,074
Contributions and donations	6,023	5,876	5,986	6,136	6,289	6,446	6,607	6,772	6,941	7,115	7,293
Depreciation	23,941	24,620	25,737	26,197	26,768	27,132	27,545	28,159	28,499	28,958	29,448
Amortisation - intangible assets	647	647	647	647	647	647	647	647	647	647	647
Depreciation - right of use assets	1,171	1,185	1,233	1,256	1,235	1,246	1,248	1,220	1,220	1,268	1,235
Borrowing costs	3,034	3,907	4,282	4,534	4,879	4,637	3,913	3,158	2,375	1,668	1,096
Finance costs - leases	293	343	459	427	393	353	320	276	229	190	133
Allowance for impairment losses	326	314	317	321	329	337	345	354	363	372	381
Other expense	775	715	727	753	754	773	792	812	832	853	874
TOTAL EXPENSES	195,138	202,428	189,081	198,842	198,434	201,721	204,458	207,899	211,145	215,733	218,476
SURPLUS / (DEFICIT) FOR THE YEAR	17,132	19,631	17,685	17,913	18,894	22,830	27,398	30,909	34,499	38,167	43,955
TOTAL COMPREHENSIVE RESULT	17,132	19,631	17,685	17,913	18,894	22,830	27,398	30,909	34,499	38,167	43,955
LESS											
Grants - capital - non recurrent	6,622	9,318	0	0	0	0	0	0	0	0	0
Contributions and donations - capital	3,325	200	0	0	0	0	0	0	0	0	0
Contributions - non-monetary	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
UNDERLYING SURPLUS (DEFICIT) FOR THE YEAR	5,185	8,113	15,685	15,913	16,894	20,830	25,398	28,909	32,499	36,167	41,955

4.2 Balance Sheet

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Budget 2025-26 \$'000	Budget 2026-27 \$'000	Budget 2027-28 \$'000	Budget 2028-29 \$'000	Budget 2029-30 \$'000	Budget 2030-31 \$'000	Budget 2031-32 \$'000	Budget 2032-33 \$'000	Budget 2033-34 \$'000
CURRENT ASSETS											
Cash and cash equivalents	47,339	41,326	43,707	48,226	51,570	48,369	42,901	39,732	40,043	47,193	62,577
Other financial assets	0	0	0	0	0	0	0	0	0	0	0
Trade and other receivables	23,071	23,741	24,507	25,865	26,062	26,839	27,641	28,468	29,321	30,201	31,109
Inventories	21	21	21	21	21	21	21	21	21	21	21
Prepayments	1,181	1,211	1,241	1,272	1,304	1,337	1,370	1,404	1,439	1,475	1,512
Other assets	1,043	1,069	1,096	1,123	1,151	1,180	1,210	1,240	1,271	1,303	1,336
TOTAL CURRENT ASSETS	72,655	67,368	70,572	76,507	80,108	77,746	73,143	70,865	72,095	80,193	96,555
NON CURRENT ASSETS											
Investments in associates	2,455	2,455	2,455	2,455	2,455	2,455	2,455	2,455	2,455	2,455	2,455
Property, infrastructure, plant and equipment	2,177,426	2,216,182	2,231,211	2,251,721	2,271,214	2,281,843	2,298,551	2,315,679	2,333,529	2,352,008	2,371,113
Right-of-use assets	4,670	4,762	6,603	5,898	5,236	4,390	4,097	3,677	2,857	2,389	1,554
Intangible assets	2,742	2,742	2,742	2,742	2,742	2,742	2,742	2,742	2,742	2,742	2,742
TOTAL NON CURRENT ASSETS	2,187,293	2,226,141	2,243,011	2,262,816	2,281,647	2,291,430	2,307,845	2,324,553	2,341,583	2,359,594	2,377,864
TOTAL ASSETS	2,259,948	2,293,509	2,313,583	2,339,323	2,361,755	2,369,176	2,380,988	2,395,418	2,413,678	2,439,787	2,474,419
CURRENT LIABILITIES											
Trade and other payables	20,795	21,291	21,800	22,320	22,854	23,401	23,956	24,530	25,121	25,728	26,355
Trust funds and deposits	2,652	2,718	2,786	2,856	2,927	3,000	3,075	3,152	3,231	3,312	3,395
Provisions	19,209	19,749	20,304	20,795	21,298	21,814	22,343	22,885	23,441	24,010	24,594
Interest-bearing loans and borrowings	8,269	10,385	11,649	13,762	15,793	16,516	17,271	16,618	12,782	9,662	6,740
Lease liabilities	1,058	778	979	970	1,055	941	1,105	1,249	1,142	1,295	1,319
TOTAL CURRENT LIABILITIES	51,983	54,921	57,518	60,703	63,927	65,672	67,750	68,434	65,717	64,007	62,403
NON CURRENT LIABILITIES											
Provisions	3,141	3,175	3,210	3,241	3,273	3,306	3,340	3,374	3,409	3,445	3,482
Interest-bearing loans and borrowings	74,401	84,964	82,924	88,092	89,019	72,503	55,232	38,614	25,832	16,170	9,431
Lease liabilities	3,769	4,164	5,961	5,404	4,759	4,088	3,661	3,082	2,307	1,585	568
TOTAL NON CURRENT LIABILITIES	81,311	92,303	92,095	96,737	97,051	79,897	62,233	45,070	31,548	21,200	13,481
TOTAL LIABILITIES	133,294	147,224	149,613	157,440	160,978	145,569	129,983	113,504	97,265	85,207	75,884
NET ASSETS	2,126,654	2,146,285	2,163,970	2,181,883	2,200,777	2,223,607	2,251,005	2,281,914	2,316,413	2,354,580	2,398,535
EQUITY											
Accumulated surplus	728,127	753,108	776,148	793,416	811,662	833,842	860,089	890,845	926,190	965,202	1,009,000
Reserves	1,398,527	1,393,177	1,387,822	1,388,467	1,389,115	1,389,765	1,390,916	1,391,069	1,390,223	1,389,378	1,389,535
TOTAL EQUITY	2,126,654	2,146,285	2,163,970	2,181,883	2,200,777	2,223,607	2,251,005	2,281,914	2,316,413	2,354,580	2,398,535

4.3 Statement of Changes in Equity

	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2024 FORECAST				
BALANCE AT BEGINNING OF THE FINANCIAL YEAR	2,109,522	698,440	1,374,530	36,552
Surplus/(deficit) for the year	17,132	17,132	0	0
Net asset revaluation gain / (loss)	0	0	0	0
Transfer to other reserves	0	(11,194)	0	11,194
Transfer from other reserves	0	23,749	0	(23,749)
BALANCE AT END OF THE FINANCIAL YEAR	2,126,654	728,127	1,374,530	23,997
2025 BUDGET				
BALANCE AT BEGINNING OF THE FINANCIAL YEAR	2,126,654	728,127	1,374,530	23,997
Surplus/(deficit) for the year	19,631	19,631	0	0
Net asset revaluation gain / (loss)	0	0	0	0
Transfer to other reserves	0	(11,498)	0	11,498
Transfer from other reserves	0	16,848	0	(16,848)
BALANCE AT END OF THE FINANCIAL YEAR	2,146,285	753,108	1,374,530	18,647
2026 BUDGET				
BALANCE AT BEGINNING OF THE FINANCIAL YEAR	2,146,285	753,108	1,374,530	18,647
Surplus/(deficit) for the year	17,685	17,685	0	0
Net asset revaluation gain / (loss)	0	0	0	0
Transfer to other reserves	0	(11,545)	0	11,545
Transfer from other reserves	0	16,900	0	(16,900)
BALANCE AT END OF THE FINANCIAL YEAR	2,163,970	776,148	1,374,530	13,292
2027 BUDGET				
BALANCE AT BEGINNING OF THE FINANCIAL YEAR	2,163,970	776,148	1,374,530	13,292
Surplus/(deficit) for the year	17,913	17,913	0	0
Net asset revaluation gain / (loss)	0	0	0	0
Transfer to other reserves	0	(11,590)	0	11,590
Transfer from other reserves	0	10,945	0	(10,945)
BALANCE AT END OF THE FINANCIAL YEAR	2,181,883	793,416	1,374,530	13,937
2028 BUDGET				
BALANCE AT BEGINNING OF THE FINANCIAL YEAR	2,181,883	793,416	1,374,530	13,937
Surplus/(deficit) for the year	18,894	18,894	0	0
Net asset revaluation gain / (loss)	0	0	0	0
Transfer to other reserves	0	(11,637)	0	11,637
Transfer from other reserves	0	10,989	0	(10,989)
BALANCE AT END OF THE FINANCIAL YEAR	2,200,777	811,662	1,374,530	14,585
2029 BUDGET				
BALANCE AT BEGINNING OF THE FINANCIAL YEAR	2,200,777	811,662	1,374,530	14,585
Surplus/(deficit) for the year	22,830	22,830	0	0
Net asset revaluation gain / (loss)	0	0	0	0
Transfer to other reserves	0	(11,684)	0	11,684
Transfer from other reserves	0	11,034	0	(11,034)
BALANCE AT END OF THE FINANCIAL YEAR	2,223,607	833,842	1,374,530	15,235

	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2030 BUDGET				
BALANCE AT BEGINNING OF THE FINANCIAL YEAR	2,223,607	833,842	1,374,530	15,235
Surplus/(deficit) for the year	27,398	27,398	0	0
Net asset revaluation gain / (loss)	0	0	0	0
Transfer to other reserves	0	(11,731)	0	11,731
Transfer from other reserves	0	10,580	0	(10,580)
BALANCE AT END OF THE FINANCIAL YEAR	2,251,005	860,089	1,374,530	16,386
2031 BUDGET				
BALANCE AT BEGINNING OF THE FINANCIAL YEAR	2,251,005	860,089	1,374,530	16,386
Surplus/(deficit) for the year	30,909	30,909	0	0
Net asset revaluation gain / (loss)	0	0	0	0
Transfer to other reserves	0	(11,779)	0	11,779
Transfer from other reserves	0	11,626	0	(11,626)
BALANCE AT END OF THE FINANCIAL YEAR	2,281,914	890,845	1,374,530	16,539
2032 BUDGET				
BALANCE AT BEGINNING OF THE FINANCIAL YEAR	2,281,914	890,845	1,374,530	16,539
Surplus/(deficit) for the year	34,499	34,499	0	0
Net asset revaluation gain / (loss)	0	0	0	0
Transfer to other reserves	0	(11,827)	0	11,827
Transfer from other reserves	0	12,673	0	(12,673)
BALANCE AT END OF THE FINANCIAL YEAR	2,316,413	926,190	1,374,530	15,693
2033 BUDGET				
BALANCE AT BEGINNING OF THE FINANCIAL YEAR	2,316,413	926,190	1,374,530	15,693
Surplus/(deficit) for the year	38,167	38,167	0	0
Net asset revaluation gain / (loss)	0	0	0	0
Transfer to other reserves	0	(11,875)	0	11,875
Transfer from other reserves	0	12,720	0	(12,720)
BALANCE AT END OF THE FINANCIAL YEAR	2,354,580	965,202	1,374,530	14,848
2034 BUDGET				
BALANCE AT BEGINNING OF THE FINANCIAL YEAR	2,354,580	965,202	1,374,530	14,848
Surplus/(deficit) for the year	43,955	43,955	0	0
Net asset revaluation gain / (loss)	0	0	0	0
Transfer to other reserves	0	(11,924)	0	11,924
Transfer from other reserves	0	11,767	0	(11,767)
BALANCE AT END OF THE FINANCIAL YEAR	2,398,535	1,009,000	1,374,530	15,005

4.4 Statement of Cash Flows

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Budget 2025-26 \$'000	Budget 2026-27 \$'000	Budget 2027-28 \$'000	Budget 2028-29 \$'000	Budget 2029-30 \$'000	Budget 2030-31 \$'000	Budget 2031-32 \$'000	Budget 2032-33 \$'000	Budget 2033-34 \$'000
	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
CASH FLOWS FROM OPERATING ACTIVITIES											
Rates and charges	145,157	149,652	153,950	163,095	163,213	168,759	175,040	181,517	188,195	195,083	202,187
User fees	11,244	12,170	12,378	12,675	13,089	13,736	14,312	14,813	15,440	16,195	16,876
Statutory fees and fines	3,317	4,484	4,766	4,939	5,120	5,244	5,373	5,506	5,642	5,781	5,924
Grants - operating	22,385	22,365	18,323	18,687	19,090	19,396	19,708	20,026	20,350	20,678	21,012
Grants - capital	6,950	11,513	2,218	2,240	2,262	2,285	2,309	2,333	2,357	2,381	2,405
Contributions - monetary	11,387	8,596	8,460	8,534	8,605	8,637	8,670	8,703	8,737	8,772	8,807
Interest received	1,513	950	950	950	950	916	840	781	768	828	1,010
Other receipts	1,353	817	838	861	885	885	885	885	885	885	885
Net movement in trust deposits	90	66	68	70	71	73	75	77	79	81	83
Employee costs	(80,154)	(83,853)	(76,839)	(78,801)	(80,774)	(82,793)	(84,863)	(86,986)	(89,160)	(91,390)	(93,674)
Materials and services	(77,232)	(80,352)	(72,109)	(79,087)	(75,666)	(76,639)	(77,441)	(78,760)	(80,105)	(82,480)	(82,882)
Contributions and donations	(6,023)	(5,876)	(5,986)	(6,136)	(6,289)	(6,446)	(6,607)	(6,772)	(6,941)	(7,115)	(7,293)
Short-term, low value and variable lease payments	(27)	(11)	0	0	0	0	0	0	0	0	0
Other payments	(748)	(704)	(727)	(753)	(754)	(773)	(792)	(812)	(832)	(853)	(874)
NET CASH PROVIDED BY / (USED IN) OPERATING ACTIVITIES	39,212	39,817	46,289	47,273	49,803	53,279	57,509	61,311	65,415	68,846	74,466
CASH FLOWS FROM INVESTING ACTIVITIES											
Proceeds from sale of property, infrastructure, plant and equipment	7,619	14,217	2,867	2,167	2,667	2,667	2,667	2,167	1,167	1,167	1,167
Payments for property, infrastructure, plant and equipment	(60,773)	(67,398)	(40,163)	(46,104)	(45,658)	(37,157)	(43,652)	(44,684)	(45,746)	(46,834)	(47,950)
Payments for investments	0	0	0	0	0	0	0	0	0	0	0
Proceeds from sale of investments	12,500	0	0	0	0	0	0	0	0	0	0
NET CASH PROVIDED BY / (USED IN) INVESTING ACTIVITIES	(40,654)	(53,181)	(37,296)	(43,937)	(42,991)	(34,490)	(40,985)	(42,517)	(44,579)	(45,667)	(46,783)

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Budget 2025-26 \$'000	Budget 2026-27 \$'000	Budget 2027-28 \$'000	Budget 2028-29 \$'000	Budget 2029-30 \$'000	Budget 2030-31 \$'000	Budget 2031-32 \$'000	Budget 2032-33 \$'000	Budget 2033-34 \$'000
	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
CASH FLOWS FROM FINANCING ACTIVITIES											
Finance costs	(2,916)	(3,925)	(4,301)	(4,554)	(4,900)	(4,659)	(3,936)	(3,182)	(2,397)	(1,687)	(1,112)
Proceeds from borrowings	15,480	21,800	10,000	19,700	17,400	0	0	0	0	0	0
Repayment of borrowings	(6,766)	(9,122)	(10,776)	(12,419)	(14,442)	(15,793)	(16,516)	(17,271)	(16,618)	(12,782)	(9,662)
Interest paid - lease liability	(293)	(343)	(459)	(427)	(393)	(353)	(320)	(276)	(229)	(190)	(133)
Repayment of lease liabilities	(1,042)	(1,059)	(1,076)	(1,118)	(1,133)	(1,185)	(1,220)	(1,234)	(1,281)	(1,370)	(1,392)
NET CASH PROVIDED BY / (USED IN) FINANCING ACTIVITIES	4,463	7,351	(6,612)	1,182	(3,468)	(21,990)	(21,992)	(21,963)	(20,525)	(16,029)	(12,299)
NET INCREASE / (DECREASE) IN CASH HELD	3,021	(6,013)	2,381	4,518	3,344	(3,201)	(5,468)	(3,169)	311	7,150	15,384
Cash and cash equivalents at the beginning of the financial year	44,318	47,339	41,326	43,707	48,226	51,570	48,369	42,901	39,732	40,043	47,193
CASH AND CASH EQUIVALENTS AT END OF YEAR	47,339	41,326	43,707	48,226	51,570	48,369	42,901	39,732	40,043	47,193	62,577

4.5 Statement of Capital Works

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Budget 2025-26 \$'000	Budget 2026-27 \$'000	Budget 2027-28 \$'000	Budget 2028-29 \$'000	Budget 2029-30 \$'000	Budget 2030-31 \$'000	Budget 2031-32 \$'000	Budget 2032-33 \$'000	Budget 2033-34 \$'000
PROPERTY											
Land and Buildings	16,886	22,574	6,534	10,040	10,641	5,407	9,992	10,242	10,498	10,760	11,030
TOTAL PROPERTY	16,886	22,574	6,534	10,040	10,641	5,407	9,992	10,242	10,498	10,760	11,030
PLANT AND EQUIPMENT											
Plant, machinery and equipment	2,739	2,805	2,049	2,455	2,132	1,952	2,001	2,051	2,102	2,155	2,209
Office furniture and equipment	213	0	0	0	0	0	0	0	0	0	0
Computers and telecommunications	4,338	7,230	3,820	3,200	4,701	4,030	4,056	4,082	4,109	4,137	4,165
Artworks	385	150	285	288	290	297	304	311	318	326	335
TOTAL PLANT AND EQUIPMENT	7,675	10,185	6,154	5,943	7,123	6,279	6,361	6,444	6,529	6,618	6,709
INFRASTRUCTURE											
Roads	7,986	7,417	9,424	9,649	9,500	9,299	11,229	11,509	11,797	12,091	12,393
Bridges	340	993	973	996	944	968	992	1,017	1,042	1,068	1,095
Footpaths and cycleways	4,562	6,239	4,672	5,513	5,490	5,627	5,768	5,912	6,060	6,211	6,367
Drainage	4,652	6,741	6,183	5,504	5,174	4,554	4,668	4,785	4,904	5,026	5,151
Recreational, leisure and community facilities	22,301	15,361	7,432	9,945	8,760	5,979	6,129	6,284	6,444	6,607	6,771
Off street car parks	1,188	2,427	1,505	1,683	1,502	1,539	1,578	1,617	1,657	1,699	1,742
Other infrastructure	1,429	4,626	229	232	235	241	247	253	259	265	271
TOTAL INFRASTRUCTURE	42,458	43,804	30,418	33,522	31,605	28,207	30,611	31,377	32,163	32,967	33,790
TOTAL CAPITAL WORKS EXPENDITURE	67,019	76,563	43,106	49,505	49,369	39,893	46,964	48,063	49,190	50,345	51,529
REPRESENTED BY											
Asset renewal	36,860	37,437	32,942	35,853	37,188	28,989	37,912	38,861	39,836	40,832	41,853
Asset upgrade	14,566	32,844	7,619	11,582	10,311	8,988	7,087	7,189	7,292	7,399	7,508
Asset new	11,072	5,982	2,530	2,000	1,800	1,845	1,891	1,938	1,985	2,035	2,087
Asset expansion	4,521	300	15	70	70	72	74	75	77	79	81
TOTAL CAPITAL WORKS EXPENDITURE	67,019	76,563	43,106	49,505	49,369	39,893	46,964	48,063	49,190	50,345	51,529

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Budget 2025-26 \$'000	Budget 2026-27 \$'000	Budget 2027-28 \$'000	Budget 2028-29 \$'000	Budget 2029-30 \$'000	Budget 2030-31 \$'000	Budget 2031-32 \$'000	Budget 2032-33 \$'000	Budget 2033-34 \$'000
CAPITAL WORKS FUNDING SOURCE											
EXTERNAL											
Loan proceeds	15,480	21,800	10,000	19,700	17,400	0	0	0	0	0	0
Grants - capital	8,144	11,513	2,218	2,240	2,262	2,285	2,309	2,333	2,357	2,381	2,405
Contributions - capital	3,325	200	0	0	0	0	0	0	0	0	0
TOTAL EXTERNAL FUNDING	26,949	33,513	12,218	21,940	19,662	2,285	2,309	2,333	2,357	2,381	2,405
INTERNAL											
Proceeds from sale of fixed assets	5,547	14,217	2,867	2,167	2,667	2,667	2,667	2,167	1,167	1,167	1,167
Movement in reserve funds	16,571	13,223	13,231	7,239	7,246	7,254	6,762	7,770	8,778	8,786	7,794
Rate funding	17,952	15,610	14,790	18,159	19,794	27,687	35,226	35,793	36,888	38,011	40,163
TOTAL INTERNAL FUNDING	40,070	43,050	30,888	27,565	29,707	37,608	44,655	45,730	46,833	47,964	49,124
TOTAL CAPITAL WORKS FUNDING SOURCES	67,019	76,563	43,106	49,505	49,369	39,893	46,964	48,063	49,190	50,345	51,529
LESS OPERATING PROJECTS EXPENDITURE											
Operating Projects Expenditure	6,246	9,165	2,943	3,401	3,711	2,736	3,312	3,379	3,444	3,511	3,579
NET CAPITAL WORKS (CAPITALISED EXPENDITURE EXCLUDING OPERATING PROJECTS EXPENDITURE)	60,773	67,398	40,163	46,104	45,658	37,157	43,652	44,684	45,746	46,834	47,950

4.6 Statement of Human Resources

	Forecast 2023-24 \$'000 FTE	Budget 2024-25 \$'000 FTE	Budget 2025-26 \$'000 FTE	Budget 2026-27 \$'000 FTE	Budget 2027-28 \$'000 FTE	Budget 2028-29 \$'000 FTE	Budget 2029-30 \$'000 FTE	Budget 2030-31 \$'000 FTE	Budget 2031-32 \$'000 FTE	Budget 2032-33 \$'000 FTE	Budget 2033-34 \$'000 FTE
STAFF EXPENDITURE											
Employee costs - operating	80,896	84,427	77,430	79,323	81,309	83,342	85,426	87,562	89,751	91,995	94,295
Employee costs - capital	3,268	6,390	6,542	6,164	6,171	6,325	6,483	6,645	6,812	6,982	7,156
TOTAL STAFF EXPENDITURE	84,164	90,817	83,972	85,487	87,480	89,667	91,909	94,207	96,563	98,977	101,451
STAFF NUMBERS											
Full time equivalent (FTE) employees	725.39	696.57	658.57	658.57	658.57	658.57	658.57	658.57	658.57	658.57	658.57
TOTAL STAFF NUMBERS	725.39	696.57	658.57	658.57	658.57	658.57	658.57	658.57	658.57	658.57	658.57

4.7 Planned Human Resource Expenditure

	Budget 2024-25 \$'000	Budget 2025-26 \$'000	Budget 2026-27 \$'000	Budget 2027-28 \$'000	Budget 2028-29 \$'000	Budget 2029-30 \$'000	Budget 2030-31 \$'000	Budget 2031-32 \$'000	Budget 2032-33 \$'000	Budget 2033-34 \$'000
CEO										
Permanent - Full Time	3,591	3,682	3,776	3,872	3,969	4,068	4,170	4,274	4,381	4,490
Female	2,762	2,832	2,904	2,979	3,053	3,129	3,208	3,288	3,370	3,454
Male	829	850	871	894	916	939	962	986	1,011	1,036
Self-described gender	0	0	0	0	0	0	0	0	0	0
Permanent - Part Time	795	815	836	857	879	901	923	946	970	994
Female	795	815	836	857	879	901	923	946	970	994
Male	0	0	0	0	0	0	0	0	0	0
Self-described gender	0	0	0	0	0	0	0	0	0	0
TOTAL CEO	4,385	4,497	4,612	4,729	4,848	4,969	5,093	5,220	5,351	5,485
CITY LIVEABILITY										
Permanent - Full Time	11,838	12,036	12,337	12,645	12,961	13,285	13,618	13,958	14,307	14,665
Female	5,513	5,606	5,746	5,890	6,037	6,188	6,342	6,501	6,664	6,830
Male	6,324	6,430	6,591	6,756	6,925	7,098	7,275	7,457	7,643	7,835
Self-described gender	0	0	0	0	0	0	0	0	0	0
Permanent - Part Time	3,753	3,816	3,912	4,009	4,109	4,212	4,318	4,425	4,536	4,650
Female	2,853	2,901	2,974	3,048	3,124	3,202	3,282	3,364	3,448	3,535
Male	900	915	938	961	985	1,010	1,035	1,061	1,088	1,115
Self-described gender	0	0	0	0	0	0	0	0	0	0
TOTAL CITY LIVEABILITY	15,591	15,852	16,248	16,655	17,071	17,498	17,935	18,383	18,843	19,314
CONNECTED COMMUNITIES										
Permanent - Full Time	15,183	11,161	11,435	11,720	12,013	12,313	12,621	12,937	13,260	13,591
Female	13,618	10,010	10,257	10,512	10,774	11,044	11,320	11,603	11,893	12,190
Male	1,565	1,151	1,179	1,208	1,238	1,269	1,301	1,334	1,367	1,401
Self-described gender	0	0	0	0	0	0	0	0	0	0
Permanent - Part Time	15,143	11,131	11,405	11,689	11,981	12,280	12,588	12,902	13,225	13,555
Female	14,576	10,714	10,978	11,251	11,532	11,821	12,116	12,419	12,729	13,048
Male	567	417	427	438	449	460	471	483	495	508
Self-described gender	0	0	0	0	0	0	0	0	0	0
TOTAL CONNECTED COMMUNITIES	30,326	22,292	22,841	23,409	23,994	24,594	25,208	25,839	26,485	27,147

	Budget 2024-25 \$'000	Budget 2025-26 \$'000	Budget 2026-27 \$'000	Budget 2027-28 \$'000	Budget 2028-29 \$'000	Budget 2029-30 \$'000	Budget 2030-31 \$'000	Budget 2031-32 \$'000	Budget 2032-33 \$'000	Budget 2033-34 \$'000
CUSTOMER PERFORMANCE										
<i>Permanent - Full Time</i>	10,570	10,833	11,089	11,371	11,655	11,946	12,245	12,551	12,865	13,186
Female	7,225	7,405	7,580	7,772	7,967	8,166	8,370	8,579	8,794	9,013
Male	3,345	3,428	3,509	3,598	3,688	3,780	3,875	3,972	4,071	4,173
Self-described gender	0	0	0	0	0	0	0	0	0	0
<i>Permanent - Part Time</i>	4,589	4,703	4,814	4,936	5,060	5,186	5,316	5,449	5,585	5,724
Female	3,904	4,001	4,096	4,199	4,304	4,412	4,522	4,635	4,751	4,870
Male	685	702	719	737	755	774	793	813	834	854
Self-described gender	0	0	0	0	0	0	0	0	0	0
TOTAL CUSTOMER PERFORMANCE	15,158	15,536	15,903	16,307	16,714	17,132	17,561	18,000	18,450	18,911
INFRASTRUCTURE										
<i>Permanent - Full Time</i>	15,747	16,123	16,513	16,924	17,347	17,780	18,225	18,680	19,148	19,626
Female	3,149	3,225	3,303	3,385	3,469	3,556	3,645	3,736	3,830	3,925
Male	12,598	12,899	13,210	13,539	13,877	14,224	14,580	14,944	15,318	15,701
Self-described gender	0	0	0	0	0	0	0	0	0	0
<i>Permanent - Part Time</i>	1,171	1,199	1,228	1,259	1,290	1,322	1,355	1,389	1,424	1,460
Female	950	973	996	1,021	1,047	1,073	1,100	1,127	1,155	1,184
Male	221	226	232	238	243	250	256	262	269	275
Self-described gender	0	0	0	0	0	0	0	0	0	0
TOTAL INFRASTRUCTURE	16,919	17,323	17,741	18,182	18,637	19,103	19,580	20,070	20,572	21,086
Casuals, temporary and other expenditure	2,048	1,931	1,978	2,028	2,078	2,130	2,184	2,239	2,295	2,352
Capitalised labour costs	6,390	6,542	6,164	6,171	6,325	6,483	6,645	6,812	6,982	7,156
TOTAL STAFF EXPENDITURE	90,817	83,972	85,487	87,480	89,667	91,909	94,207	96,563	98,977	101,451

	Budget 2024-25 FTE	Budget 2025-26 FTE	Budget 2026-27 FTE	Budget 2027-28 FTE	Budget 2028-29 FTE	Budget 2029-30 FTE	Budget 2030-31 FTE	Budget 2031-32 FTE	Budget 2032-33 FTE	Budget 2033-34 FTE
CEO										
Permanent - Full Time	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00
Female	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Male	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Self-described gender	0	0	0	0	0	0	0	0	0	0
Permanent - Part Time	8.47	8.47	8.47	8.47	8.47	8.47	8.47	8.47	8.47	8.47
Female	8.47	8.47	8.47	8.47	8.47	8.47	8.47	8.47	8.47	8.47
Male	0	0	0	0	0	0	0	0	0	0
Self-described gender	0	0	0	0	0	0	0	0	0	0
TOTAL CEO	24.47	24.47	24.47	24.47	24.47	24.47	24.47	24.47	24.47	24.47
CITY LIVEABILITY										
Permanent - Full Time	86.00	86.00	86.00	86.00	86.00	86.00	86.00	86.00	86.00	86.00
Female	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00
Male	46.00	46.00	46.00	46.00	46.00	46.00	46.00	46.00	46.00	46.00
Self-described gender	0	0	0	0	0	0	0	0	0	0
Permanent - Part Time	39.84	39.84	39.84	39.84	39.84	39.84	39.84	39.84	39.84	39.84
Female	30.29	30.29	30.29	30.29	30.29	30.29	30.29	30.29	30.29	30.29
Male	9.55	9.55	9.55	9.55	9.55	9.55	9.55	9.55	9.55	9.55
Self-described gender	0	0	0	0	0	0	0	0	0	0
TOTAL CITY LIVEABILITY	125.84	125.84	125.84	125.84	125.84	125.84	125.84	125.84	125.84	125.84
CONNECTED COMMUNITIES										
Permanent - Full Time	123.00	107.00	107.00	107.00	107.00	107.00	107.00	107.00	107.00	107.00
Female	111.00	97.00	97.00	97.00	97.00	97.00	97.00	97.00	97.00	97.00
Male	12.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
Self-described gender	0	0	0	0	0	0	0	0	0	0
Permanent - Part Time	107.48	85.48	85.48	85.48	85.48	85.48	85.48	85.48	85.48	85.48
Female	103.46	82.28	82.28	82.28	82.28	82.28	82.28	82.28	82.28	82.28
Male	4.02	3.20	3.20	3.20	3.20	3.20	3.20	3.20	3.20	3.20
Self-described gender	0	0	0	0	0	0	0	0	0	0
TOTAL CONNECTED COMMUNITIES	230.48	192.48	192.48	192.48	192.48	192.48	192.48	192.48	192.48	192.48

	Budget 2024-25 FTE	Budget 2025-26 FTE	Budget 2026-27 FTE	Budget 2027-28 FTE	Budget 2028-29 FTE	Budget 2029-30 FTE	Budget 2030-31 FTE	Budget 2031-32 FTE	Budget 2032-33 FTE	Budget 2033-34 FTE
CUSTOMER PERFORMANCE										
Permanent - Full Time	105.00	105.00	105.00	105.00	105.00	105.00	105.00	105.00	105.00	105.00
Female	72.00	72.00	72.00	72.00	72.00	72.00	72.00	72.00	72.00	72.00
Male	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00
Self-described gender	0	0	0	0	0	0	0	0	0	0
Permanent - Part Time	27.05	27.05	27.05	27.05	27.05	27.05	27.05	27.05	27.05	27.05
Female	23.01	23.01	23.01	23.01	23.01	23.01	23.01	23.01	23.01	23.01
Male	4.04	4.04	4.04	4.04	4.04	4.04	4.04	4.04	4.04	4.04
Self-described gender	0	0	0	0	0	0	0	0	0	0
TOTAL CUSTOMER PERFORMANCE	132.05	132.05	132.05	132.05	132.05	132.05	132.05	132.05	132.05	132.05
INFRASTRUCTURE										
Permanent - Full Time	167.00	167.00	167.00	167.00	167.00	167.00	167.00	167.00	167.00	167.00
Female	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00
Male	134.00	134.00	134.00	134.00	134.00	134.00	134.00	134.00	134.00	134.00
Self-described gender	0	0	0	0	0	0	0	0	0	0
Permanent - Part Time	9.14	9.14	9.14	9.14	9.14	9.14	9.14	9.14	9.14	9.14
Female	7.41	7.41	7.41	7.41	7.41	7.41	7.41	7.41	7.41	7.41
Male	1.72	1.72	1.72	1.72	1.72	1.72	1.72	1.72	1.72	1.72
Self-described gender	0	0	0	0	0	0	0	0	0	0
TOTAL INFRASTRUCTURE	176.14	176.14	176.14	176.14	176.14	176.14	176.14	176.14	176.14	176.14
Casuals, temporary and other expenditure	7.60	7.60	7.60	7.60	7.60	7.60	7.60	7.60	7.60	7.60
TOTAL STAFF NUMBERS	696.57	658.57	658.57	658.57	658.57	658.57	658.57	658.57	658.57	658.57

5. Financial Performance Indicators

The following table highlights Council's projected performance across a range of key financial performance indicators. These indicators provide an analysis of Council's 10-year financial projections and should be interpreted in the context of the organisation's objectives and financial management principles.

Indicator	Measure	Notes	Forecast 2023-24	Budget 2024-25	Budget 2025-26	Budget 2026-27	Budget 2027-28	Budget 2028-29	Budget 2029-30	Budget 2030-31	Budget 2031-32	Budget 2032-33	Budget 2033-34	Trend + / o / -
Operating Position														
Adjusted Underlying Result (an adjusted underlying surplus is generated in the ordinary course of business)	<u>Adjusted Underlying Surplus (Deficit)</u> <u>Adjusted Underlying Revenue</u>	1	2.59%	3.85%	7.66%	7.41%	7.85%	9.36%	11.05%	12.21%	13.34%	14.36%	16.11%	+
Liquidity														
Working Capital (sufficient working capital is available to pay bills as and when they fall due)	<u>Current Assets</u> <u>Current Liabilities</u>	2	1.40	1.23	1.23	1.26	1.25	1.18	1.08	1.04	1.10	1.25	1.55	o
Unrestricted Cash (sufficient cash that is free of restrictions is available to pay bills as and when they fall due)	<u>Unrestricted Cash</u> <u>Current Liabilities</u>	3	66.24%	61.49%	72.92%	75.82%	76.45%	68.39%	56.15%	50.66%	54.90%	69.81%	97.74%	+
Obligations														
Loans and Borrowings (level of interest bearing loans and borrowings is appropriate to the size and nature of Council's activities)	<u>Interest Bearing Loans and Borrowings</u> <u>Rate Revenue</u>	4	56.45%	63.55%	61.24%	62.05%	64.26%	52.61%	41.31%	30.35%	20.47%	13.21%	7.98%	+
Loans and borrowings (level of interest bearing loans and borrowings is appropriate to the size and nature of Council's activities)	<u>Interest and Principal Repayments</u> <u>Rate Revenue</u>	4	6.61%	8.70%	9.76%	10.34%	11.86%	12.09%	11.65%	11.24%	10.08%	7.40%	5.32%	o
Indebtedness (level of long term liabilities is appropriate to the size and nature of a Council's activities)	<u>Non Current Liabilities</u> <u>Own Source Revenue(Excluding Open Space)</u>	5	48.21%	51.57%	51.97%	51.78%	51.91%	41.21%	30.99%	21.73%	14.75%	9.56%	5.86%	+
Asset Renewal (assets are renewed as planned)	<u>Asset Renewal and Upgrade Expenditure</u> <u>Depreciation</u>	6	2.15	2.85	1.58	1.81	1.77	1.40	1.63	1.64	1.65	1.67	1.68	o

Indicator	Measure	Notes	Forecast 2023-24	Budget 2024-25	Budget 2025-26	Budget 2026-27	Budget 2027-28	Budget 2028-29	Budget 2029-30	Budget 2030-31	Budget 2031-32	Budget 2032-33	Budget 2033-34	Trend + / o / -
Stability														
Rates Concentration (revenue is generated from a range of sources)	Rate Revenue	7	73.10%	71.27%	75.42%	76.44%	75.74%	76.03%	76.35%	76.85%	77.44%	77.64%	77.83%	o
	Adjusted Underlying Revenue													
Rates Effort (rating level is set based on the community's capacity to pay)	Rate Revenue	8	0.24%	0.22%	0.23%	0.24%	0.24%	0.25%	0.25%	0.26%	0.27%	0.28%	0.28%	o
	Property Values (CIV)													
Efficiency														
Expenditure Level (resources are used efficiently in the delivery of services)	Total Expenditure		\$2,825	\$2,909	\$2,694	\$2,809	\$2,780	\$2,803	\$2,817	\$2,841	\$2,862	\$2,900	\$2,914	o
	No. of Assessments													
Revenue Level (resources are used efficiently in the delivery of services)	Residential Rate Revenue		\$1,774	\$1,799	\$1,823	\$1,931	\$1,864	\$1,904	\$1,946	\$1,989	\$2,033	\$2,078	\$2,125	o
	No. of Residential Assessments													

Key to Forecast Trend

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

Notes on indicators

5.1 Adjusted underlying results

Adjusted underlying result is the net surplus or deficit for the year (per Australian Accounting Standards) adjusted for non-recurrent grants used to fund capital expenditure, non-monetary asset contributions, and contributions to fund capital expenditure other than grants and non-monetary asset contributions. It is an indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. Improvement in financial performance is expected over the period. The adjusted underlying result is anticipated to continue to improve over the ten-year period.

5.2 Working capital

Working capital (current assets / current liabilities) is the proportion of current liabilities represented by current assets. It is a general measure of the organisation's liquidity and its ability to meet its commitments as and when they fall due. The working capital ratio is anticipated to remain around 1.00 for the ten-year period, with an increase in the current year forecast due to the carry-forward of capital works.

5.3 Unrestricted cash

Unrestricted cash means all cash and cash equivalents other than restricted cash, including cash that will be used to fund capital expenditure from the previous financial year. Restricted cash means cash and cash equivalents, within the meaning of Accounting Standard *AASB 107 Statement of Cash Flows*, that are not available for use other than for a purpose for which it is restricted. The decline from the current year forecast demonstrates a reduction of cash and cash equivalents together with the utilisation of interest-bearing loans and borrowings to fund the Capital Works Program. Council will continue to review and strengthen this position in future budgets.

5.4 Debt compared to rates

Loans and borrowings means interest bearing loans and borrowings compared to rates and charges revenue. The balance of interest bearing loans and borrowings is shown as a percentage of rates revenue. Loans and borrowings also refers to interest and principal repayments compared to rate revenue. The ratio describes Council's cash flow debt repayment capacity through the inclusion of interest and principal repayments on interest bearing loans and borrowings as a percentage of rate revenue. The trend indicates an increased reliance on debt against annual rate revenue over to fund major initiatives in the Capital Works Program, with this debt then being progressively paid down over the ten-year period.

5.5 Indebtedness

Indebtedness compares non-current liabilities to own source revenue (excluding open space reserve). Own source revenue is defined as adjusted underlying revenue other than revenue that is not under the control of Council (including government grants). Interest-bearing borrowings budgeted to be taken out through to 2027-28 to fund a component of the Capital Works Program has the indebtedness remaining steady over the next four years, followed by decreases for the remainder of the ten-year period.

5.6 Asset renewal

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

Council will continue to improve asset renewal and upgrade decisions based on asset performance (condition, risk-criticality, utilisation, capacity and maintenance history) when better data becomes available.

Through asset management improvement actions, we will progressively improve the selection and timing of renew and upgrade options of our assets as they reach the end of their useful lives. We will continue to improve decision-making capability and transparency of decisions through use of tools and robust processes.

Annual renewal programs are prioritised by condition and remaining life, with consideration to functional hierarchy.

5.7 Rates concentration

Rates concentration is measured as rate revenue compared to adjusted underlying revenue. Adjusted underlying revenue is defined as total income excluding non-recurrent grants used to fund capital expenditure, non-monetary asset contributions, and contributions to fund capital expenditure from sources other than grants and non-monetary contributions. Rates concentration reflects the extent of reliance on rate revenues to fund all of Council's on-going services. The trend is relatively steady for rates concentration.

5.8 Rates effort

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

6. Strategies and Plans

6.1 Borrowing Strategy

6.1.1 Current Debt Position

Council is expecting to have borrowings of \$82.670M as at 30 June 2024.

Council has budgeted to access further debt funding to complete a range of major infrastructure projects.

6.1.2 Future Borrowing Requirements

The following table highlights Council's projected loan balance, including new loans and loan repayments for the 10 years of the Financial Plan.

	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Budget 2025-26 \$'000	Budget 2026-27 \$'000	Budget 2027-28 \$'000	Budget 2028-29 \$'000	Budget 2029-30 \$'000	Budget 2030-31 \$'000	Budget 2031-32 \$'000	Budget 2032-33 \$'000	Budget 2033-34 \$'000
OPENING BALANCE	73,956	82,670	95,349	94,573	101,854	104,812	89,019	72,503	55,232	38,614	25,832
Plus new loans	15,480	21,800	10,000	19,700	17,400	0	0	0	0	0	0
Less principal repayment	(6,766)	(9,121)	(10,776)	(12,419)	(14,442)	(15,793)	(16,516)	(17,271)	(16,618)	(12,782)	(9,661)
CLOSING BALANCE	82,670	95,349	94,573	101,854	104,812	89,019	72,503	55,232	38,614	25,832	16,171
Interest payment	2,916	3,925	4,301	4,554	4,900	4,659	3,936	3,182	2,397	1,687	1,112

6.1.3 Performance Indicators

The following table highlights Council's projected performance across a range of debt management performance indicators.

Performance Indicator	Target	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Budget 2025-26 \$'000	Budget 2026-27 \$'000	Budget 2027-28 \$'000	Budget 2028-29 \$'000	Budget 2029-30 \$'000	Budget 2030-31 \$'000	Budget 2031-32 \$'000	Budget 2032-33 \$'000	Budget 2033-34 \$'000
Total Borrowings / Rate Revenue	Below 60%	56.45%	63.55%	61.24%	62.05%	64.26%	52.61%	41.31%	30.35%	20.47%	13.21%	7.98%
Debt Servicing / Rate Revenue	Below 5%	1.99%	2.62%	2.79%	2.77%	3.00%	2.75%	2.24%	1.75%	1.27%	0.86%	0.55%
Debt Commitment / Rate Revenue	Below 10%	6.61%	8.69%	9.76%	10.34%	11.86%	12.09%	11.65%	11.24%	10.08%	7.40%	5.32%
Indebtedness / Own Source Revenue	Below 60%	46.49%	49.63%	49.99%	49.91%	50.03%	39.78%	29.94%	21.02%	14.28%	9.26%	5.69%

6.2 Reserves Strategy

6.2.1 Current Reserves

Open space reserve

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

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.

City futures fund

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

Defined benefits reserve

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

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.

Library reserve

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

Revegetation net gain reserve

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

Scoresby Recreation reserve

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

Social housing reserve

The purpose of this reserve is to provide funding for the planning, development, construction and/or purchase of social housing for the Knox Community.

Stamford Park reserve

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

Unexpended grants reserve

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

6.2.2 Reserve Usage Projections

The table below discloses the balance and annual movement for each reserve over the 10-year life of the Financial Plan. Total amount of reserves, for each year, is to align with the Statement of Changes in Equity.

Reserves	Statutory / Discretionary	Forecast 2023-24 \$'000	Budget 2024-25 \$'000	Budget 2025-26 \$'000	Budget 2026-27 \$'000	Budget 2027-28 \$'000	Budget 2028-29 \$'000	Budget 2029-30 \$'000	Budget 2030-31 \$'000	Budget 2031-32 \$'000	Budget 2032-33 \$'000	Budget 2033-34 \$'000
Open Space Reserve	Statutory											
Opening balance		17,247	11,497	5,997	497	997	1,497	1,997	2,997	2,997	1,997	997
Transfer to reserve		6,250	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000
Transfer from reserve		(12,000)	(12,500)	(12,500)	(6,500)	(6,500)	(6,500)	(6,000)	(7,000)	(8,000)	(8,000)	(7,000)
Closing balance		11,497	5,997	497	997	1,497	1,997	2,997	2,997	1,997	997	997
Statutory Reserves Summary	Total Statutory											
Opening balance		17,247	11,497	5,997	497	997	1,497	1,997	2,997	2,997	1,997	997
Transfer to reserve		6,250	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000
Transfer from reserve		(12,000)	(12,500)	(12,500)	(6,500)	(6,500)	(6,500)	(6,000)	(7,000)	(8,000)	(8,000)	(7,000)
Closing balance		11,497	5,997	497	997	1,497	1,997	2,997	2,997	1,997	997	997
Aged Care Reserve	Discretionary											
Opening balance		2,960	2,589	2,589	2,589	2,589	2,589	2,589	2,589	2,589	2,589	2,589
Transfer to reserve		0	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		(371)	0	0	0	0	0	0	0	0	0	0
Closing balance		2,589	2,589	2,589	2,589	2,589	2,589	2,589	2,589	2,589	2,589	2,589
Basketball Stadium Infrastructure Reserve	Discretionary											
Opening balance		100	100	100	100	100	100	100	100	100	100	100
Transfer to reserve		0	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		0	0	0	0	0	0	0	0	0	0	0
Closing balance		100	100	100	100	100	100	100	100	100	100	100
City Futures Reserve	Discretionary											
Opening balance		246	0	0	0	0	0	0	0	0	0	0
Transfer to reserve		0	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		(246)	0	0	0	0	0	0	0	0	0	0
Closing balance		0	0	0	0	0	0	0	0	0	0	0
Defined Benefits Reserve	Discretionary											
Opening balance		0	500	500	500	500	500	500	500	500	500	500
Transfer to reserve		500	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		0	0	0	0	0	0	0	0	0	0	0
Closing balance		500	500	500	500	500	500	500	500	500	500	500
HACC Capital Reserve	Discretionary											
Opening balance		512	512	512	512	512	512	512	512	512	512	512
Transfer to reserve		0	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		0	0	0	0	0	0	0	0	0	0	0
Closing balance		512	512	512	512	512	512	512	512	512	512	512

Reserves	Statutory / Discretionary	2023-24 \$'000	2024-25 \$'000	2025-26 \$'000	2026-27 \$'000	2027-28 \$'000	2028-29 \$'000	2029-30 \$'000	2030-31 \$'000	2031-32 \$'000	2032-33 \$'000	2033-34 \$'000
Library Reserve	Discretionary											
Opening balance		2,642	1,505	1,505	1,505	1,505	1,505	1,505	1,505	1,505	1,505	1,505
Transfer to reserve		0	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		(1,137)	0	0	0	0	0	0	0	0	0	0
Closing balance		1,505	1,505	1,505	1,505	1,505	1,505	1,505	1,505	1,505	1,505	1,505
Revegetation Net Gain Reserve	Discretionary											
Opening balance		88	153	218	283	348	413	478	543	608	673	738
Transfer to reserve		65	65	65	65	65	65	65	65	65	65	65
Transfer from reserve		0	0	0	0	0	0	0	0	0	0	0
Closing balance		153	218	283	348	413	478	543	608	673	738	803
Scoresby Recreational Reserve	Discretionary											
Opening balance		203	234	267	302	338	376	415	455	496	538	581
Transfer to reserve		31	33	35	36	38	39	40	41	42	43	44
Transfer from reserve		0	0	0	0	0	0	0	0	0	0	0
Closing balance		234	267	302	338	376	415	455	496	538	581	625
Social Housing Reserve	Discretionary											
Opening balance		2,559	2,559	2,559	2,559	2,559	2,559	2,559	2,559	2,559	2,559	2,559
Transfer to reserve		0	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		0	0	0	0	0	0	0	0	0	0	0
Closing balance		2,559	2,559	2,559	2,559	2,559	2,559	2,559	2,559	2,559	2,559	2,559
Stamford Park Reserve	Discretionary											
Opening balance		1,386	0	0	0	0	0	0	0	0	0	0
Transfer to reserve		0	0	0	0	0	0	0	0	0	0	0
Transfer from reserve		(1,386)	0	0	0	0	0	0	0	0	0	0
Closing balance		0	0	0	0	0	0	0	0	0	0	0
Unexpended Grants Reserve	Discretionary											
Opening balance		8,609	4,348	4,400	4,445	4,489	4,534	4,580	4,626	4,673	4,720	4,767
Transfer to reserve		4,348	4,400	4,445	4,489	4,534	4,580	4,626	4,673	4,720	4,767	4,815
Transfer from reserve		(8,609)	(4,348)	(4,400)	(4,445)	(4,489)	(4,534)	(4,580)	(4,626)	(4,673)	(4,720)	(4,767)
Closing balance		4,348	4,400	4,445	4,489	4,534	4,580	4,626	4,673	4,720	4,767	4,815
Discretionary Reserves Summary	Total Discretionary											
Opening balance		19,305	12,500	12,138	12,283	12,428	12,576	12,726	12,877	13,030	13,184	13,339
Transfer to reserve		4,944	4,498	4,545	4,590	4,637	4,684	4,731	4,779	4,827	4,875	4,924
Transfer from reserve		(11,749)	(4,348)	(4,400)	(4,445)	(4,489)	(4,534)	(4,580)	(4,626)	(4,673)	(4,720)	(4,767)
Closing balance		12,500	12,650	12,283	12,428	12,576	12,726	12,877	13,030	13,184	13,339	13,496
Total Reserves Summary	Statutory & Discretionary											
Opening balance		36,552	23,997	18,647	13,292	13,937	14,585	15,235	16,386	16,539	15,693	14,848
Transfer to reserve		11,194	11,498	11,545	11,590	11,637	11,684	11,731	11,779	11,827	11,875	11,924
Transfer from reserve		(23,749)	(16,848)	(16,900)	(10,945)	(10,989)	(11,034)	(10,580)	(11,626)	(12,673)	(12,720)	(11,767)
Closing balance		23,997	18,647	13,292	13,937	14,585	15,235	16,386	16,539	15,693	14,848	15,005

Our Services and Budget Priorities Survey Results

In October 2023, we conducted a survey to help us better understand what services our community value the most

Our Services and Budget Priorities survey had two distinct purposes:

- To inform our Budget 2024-25 and future budgets
- To inform our service planning program

We are pleased to share the Our Services and Budget Priorities survey results with you. These results have been used to inform the development of our Budget 2024/25.

Who completed the survey?

310 responses from the Knox community

13 members of the community requested to attend the public submission meeting

Which services do you think deliver most value to the community?

Respondents were asked to help us understand which services they believe deliver most value to the community by allocating points to the service area. They had a total of 1,000 points to allocate across all 24 external facing services according to their priority, with a higher points allocation signifying a higher priority.

From the responses received, this community engagement confirmed that the services the community place the highest value on are:

<p>Open Space and Biodiversity</p> <ul style="list-style-type: none">• 67% of participants selected Open Space and Biodiversity as a highly valued service• 28% of free text submissions mentioned Open Space and Biodiversity	<p>Roads and Transport</p> <ul style="list-style-type: none">• 67% of participants selected Roads and Transport as a highly valued service• 26% of free text submissions mentioned Roads and Transport
<p>Waste</p> <ul style="list-style-type: none">• 62% of participants selected Waste as a highly valued service• 11% of free text submissions mentioned Waste	<p>Libraries</p> <ul style="list-style-type: none">• 61% of participants selected Libraries as a highly valued service• 6% of free text submissions mentioned Libraries
<p>Seniors</p> <ul style="list-style-type: none">• 57% of participants selected Seniors as a highly valued service• 7% of free text submissions mentioned Seniors	<p>Sports and Leisure</p> <ul style="list-style-type: none">• 55% of participants selected Sports and Leisure as a highly valued service• 8% of free text submissions mentioned Sports and Leisure
<p>Health</p> <ul style="list-style-type: none">• 54% of participants selected Health as a highly valued service• 4% of free text submissions mentioned Health	<p>Sustainability and Climate Response</p> <ul style="list-style-type: none">• 52% of participants selected Sustainability and Climate Response as a highly valued service• 11% of free text submissions mentioned Sustainability and Climate Response
<p>Early Years</p> <ul style="list-style-type: none">• 46% of participants selected Early Years as a highly valued service• 11% of free text submissions mentioned Early Years	<p>Community Laws</p> <ul style="list-style-type: none">• 42% of participants selected Community Laws as a highly valued service• 2% of free text submissions mentioned Community Laws

Are there any areas you think Council should prioritise in the Annual Budget 2024/25 or future budgets?

We received 123 text submissions on the Budget. These text submissions were analysed and grouped together by theme. The key themes identified by our community included:

- Maintaining roads and potholes, and addressing traffic congestion
- Improving transport services
- Investing in cyclist safety and bike paths
- Maintaining and potential widening of footpaths
- Maintaining roadside and private property trees
- Investing in open space and biodiversity, including tree canopy monitoring and management of environmental weeds
- Investing in sustainability and climate change
- Providing waste collection services, including hard rubbish collections and enforcement of hard rubbish compliance
- Supporting libraries and library programs
- Increasing social connection through library, community, and small social activities
- Investing in LGBTIQ+ strategy and initiatives for community and council staff
- Improving planning decisions regarding townhouses and density of homes, limiting building heights to two storeys, ensuring compliance with the planning scheme and balancing growth
- Upgrading parks and playgrounds
- Upgrading and maintaining sports clubs, supporting local sporting groups, and investing in facilities to accommodate girls and women in sport
- Maintaining council buildings and properties
- Supporting suburb centre hubs (e.g. Ferntree Gully Village/Boronia Junction)
- Ensuring access to kindergarten providers and early years services
- Supporting people at risk of homelessness
- Providing services for seniors to enable them to remain living at home
- Ensuring efficient and effective use of council resources and staffing

Thank you for your feedback

Thank you to those community members who completed the survey and participated in the public submission meeting held in December 2023.

We appreciate your time, the insights you gave, and the feedback you provided.

You have helped to inform our Budget 2024/25 which includes operational net spend of:

- \$14.7 million on Open Space and Biodiversity
- \$7.3 million on Roads and Transport
- \$24.6 million on Waste
- \$5.1 million on Libraries
- \$2.7 million on Seniors
- \$4.7 million on Sports and Leisure
- \$0.6 million on Health
- \$1.0 million on Sustainability and Climate Response
- \$8.1 million on Early Years
- \$0.4 million on Community Laws

And highlights of our capital works program including:

- \$10.8 million on resurfacing and reconstructing local roads and renewing our drainage
- \$5.3 million to renew sports reserves facilities
- \$4.8 million to improve footpaths and cycling paths
- \$11.4 million to upgrade sporting pavilions (subject to grant funding)
- \$1.1 million to upgrade car parks
- \$2.6 million for flood mitigation
- \$3 million in playground and recreation upgrades
- \$0.9 million to continue with LED streetlight replacement



8.2 State Inquiry Submission

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

SUMMARY

The Victorian Government Economy and Infrastructure Committee is undertaking an inquiry on local government funding and service delivery in Victoria. A submission has been prepared in line with the terms of reference as set out by the committee. This report presents the submission to Council for endorsement. Submissions are due to the Committee by 28 June 2024.

RECOMMENDATION

That Council resolve to:

1. Endorse the submission (Attachment 1) to the Economy and Infrastructure Committee relating to the inquiry on local government funding and service delivery in Victoria.
2. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer selects) to upload the submission to the inquiry.

1. DISCUSSION

On 3 May 2023, the Victorian Legislative Council agreed to the following motion:

That this House requires the Economy and Infrastructure Committee to inquire into, consider and report, by 28 November 2024, on local government funding and service delivery in Victoria, including but not limited to:

- *The effects of cost shifting from the state and federal governments to local councils in an examination of vertical and horizontal fiscal imbalances;*
- *Whether local councils are adequately delivering on their core service delivery objectives;*
- *The overall revenue structure of local government;*
- *Whether the existing revenue structure is sustainable and appropriate or if alternative models of funding would be more sustainable and appropriate; and*
- *Any other related matters.*

Submissions for this inquiry are due by 28 June 2024. A submission for the inquiry has been prepared, refer to Attachment 1.

The submission addresses the terms of reference set out by the committee and makes a number of recommendations including that the committee consider a fairer and more balanced approach to calculation of the annual rate cap. The recommendations included in the submission are:

1. That the Essential Services Commission (ESC) be required to consider adjustments to correct historically set rate caps that were insufficient to meet the indexation of local government costs.
2. That Local Government Victoria (LGV) engages with the sector and establishes a more detailed report on assets, similar to the required schedule Report on Infrastructure Assets for NSW councils, to ensure transparency in reporting of assets and the capacity of councils

to fund the necessary maintenance and capital investments. The outcome of this report should be mandated to be taken into account by the ESC when recommending the rate cap.

3. That the Minister of Local Government, LGV and local government peak bodies reengage with a model like the Victorian State-Local Government Agreement established in 2014, which seeks to enable consultation, co-design, and a fair balance of cost apportioning to achieve the best outcomes across policy domains. Recent engagement has not adhered to the responsibilities or intent of the agreement, and in some cases has resulted in significant costs being shifted to local government.
4. That LGV engages with the sector and establishes an assessment framework for financial sustainability of local government, and mandates the ESC is required to consider this in recommending the rate cap annually.

The submission requests the committee note:

1. Unlike the Commonwealth and Victorian governments, the revenue base of local government does not grow in line with economic growth, due to the impact of rate capping and the Financial Assistance Grant funding model – with rates and operating grants contributing 80% of revenue in the local government sector. This means while the Commonwealth and Victorian Governments can respond to demands for higher living standards as the economy grows (e.g. additional funding for better health services and better education), the local government sector is significantly constrained to meet the demand of the community for higher living standards, and is in fact needing to reduce service levels and infrastructure provision due to growing financial pressures.
2. That as a percentage of total Commonwealth Government taxation revenue (excluding GST), the amount of Financial Assistance Grants made available to local government decreased from 0.76% to 0.57% from 2011/12 to 2021/22.
3. That the vertical fiscal imbalance that exists results in the local government sector being vulnerable to policy settings of other levels of government, including the allocation of grant funding and transfers to local government from other levels of government.

2. ENGAGEMENT

Engagement with internal stakeholders was undertaken in developing the submission (Attachment 1).

Collaboration has occurred in gathering insights across the sector which has been coordinated through FinPro. FinPro represents all Victorian Local Government Councils, 5 regional library corporations and over twenty other organisations and is affiliated with CPA Australia and has representation on the Public Sector Committee of CPA Australia.

3. SOCIAL IMPLICATIONS

There are no direct social implications related to this report.

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL IMPLICATIONS

There are no direct environmental implications related to this report.

6. FINANCIAL AND RESOURCE IMPLICATIONS

While there are no direct financial implications related to this report, the submission (Attachment 1) details that the local government sector is facing financial sustainability challenges. The sector has a deteriorating adjusted underlying result, deteriorating unrestricted cash and insufficient investment in the renewal of assets.

In the Local Government Victoria report on 2022-23 budgets, 55 of 79 councils were budgeting for an adjusted underlying deficit.

Local governments, as the primary providers of services that directly impact households and communities, can significantly contribute to national and state government priorities through effective service delivery. However, this is contingent upon adequate funding. With rates being a critical income source, the current rate cap set below inflation, combined with limited revenue collection options and other factors including cost-shifting, imposes significant financial challenges on local governments.

7. RISKS

The submission (Attachment 1) provides an opportunity to raise financial sustainability risks facing the local government sector with the Victorian government through the committee review.

The current revenue structures for local government place the sector in a difficult financial position, reducing the capacity to support contemporary living standards for Victorian communities. While the Commonwealth Government and the Victorian Government are able to earn uncapped taxation revenue that increases with economic and population growth, supporting increasing living standards, the local government sector is reliant upon insufficient rate revenue, and Financial Assistance Grants that have not increased in real terms on a per capita basis since 1995.

In the absence of change, the short, medium and long term financial sustainability of Victorian local government entities cannot be assured. This will have a direct impact on local services and ultimately hurt our communities, and represents a lost opportunity across shared State, Federal and Local Government policy objectives.

A key difference between local government and Federal and State government is that local government's main income stream (rates) is set by another level of government.

Rate capping was introduced in Victoria in 2016. The rate cap has cumulatively been set well below inflation, which has been particularly prevalent during and post the COVID pandemic. In addition, inflation itself understates the true level of cost increases applicable to local government, particularly with escalating infrastructure costs in recent years. Between 2021-22 and 2023-24 the rate cap has been set at 9% lower than inflation.

In considering capital expenditure of local government it is important to note that the Victorian Budget 2024-25 highlights the financial sustainability challenges councils currently face in Victoria. Throughout the budget material, the State Government highlights the 22 percent increase in

infrastructure costs since 2021. This is an even more challenging weight to bear for local government with the most recent rate cap set at 2.75 percent.

8. KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Civic Engagement & Integrity

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

9. CONFLICT OF INTEREST

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

10. STATEMENT OF COMPATIBILITY

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

11. CONFIDENTIALITY

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

ATTACHMENTS

1. Attachment 1 - Submission [8.2.1 - 29 pages]

Knox City Council

Submission to Victorian Legislative Council Economy and Infrastructure Committee Inquiry into Local Government funding and services

knox



Executive Summary

Local government enables the economic, social and cultural development of the municipal area it represents, supports individuals and groups, and provides a wide range of services for the wellbeing of the local community. This submission has been developed by Knox City Council to respond to the Victorian Legislative Council Economy and Infrastructure Committee Inquiry into Local Government funding and services.

As the delivery level of government for services that impact households and communities, local government can help achieve state and national government priorities through related core service delivery - but **only if there is adequate funding provided to support sustainability.**

A key difference between local government and Federal and State government is that local government's main income stream (rates) is set by another level of government.

The **Victorian government has many controls over local government** that can materially impact council operations including legislating how much rates can be collected, legislating additional activities councils must perform and cost shifting. Additionally, these changes are often implemented without prior consultation with the local government sector.

Local governments manage a wide array of essential services and infrastructure. Council populations range from 3,000 people to more than 340,000. The largest local government area spans 22,000 square kilometers, and the smallest just 8.6. Budgets range from \$13 million to \$580 million and collectively councils manage over \$140 billion in physical assets and infrastructure. Knox City Council in 2023-24 has budgeted to spend \$115 million on services and \$76 million on infrastructure. Knox City Council manages an asset base of over \$2 billion.

The financial constraints imposed by insufficient rate caps and reduced grant funding threaten the sustainability of services and capacity to renew infrastructure needed by our communities. For instance, since the introduction of rate capping, there has been a significant increase in councils operating at a deficit, as highlighted by the Victorian Auditor General's Office (VAGO) report, which noted a decline in the sector's adjusted underlying result since 2018-19. This necessarily will result in declining service capacity and will negatively impact on the communities we serve.

Conclusion

The current revenue structures for local government place the sector in a difficult financial position, reducing the capacity to support contemporary living standards for Victorian communities. While the Commonwealth Government and the Victorian Government are able to earn uncapped taxation revenue that increases with economic and population growth, supporting increasing living standards, the local government sector is reliant upon insufficient rate revenue, and Financial Assistance Grants that have not increased in real terms on a per capita basis since 1995.

In the absence of change, the short, medium and long term financial sustainability of Victorian local government entities cannot be assured. This will have a direct impact on local services and ultimately hurt our communities, and represents a lost opportunity across shared State, Federal and Local Government policy objectives.

RECOMMENDATIONS**Knox City Council make the following Recommendations to the Committee:**

1. That the Essential Services Commission (ESC) be required to consider adjustments to correct historically set rate caps that were insufficient to meet the indexation of local government costs.
2. That Local Government Victoria (LGV) engages with the sector and establishes a more detailed report on assets, similar to the required schedule Report on Infrastructure Assets for NSW councils, to ensure transparency in reporting of assets and the capacity of councils to fund the necessary maintenance and capital investments. The outcome of this report should be mandated to be taken into account by the ESC when recommending the rate cap.
3. That the Minister of Local Government, LGV and local government peak bodies reengage with a model like the Victorian State-Local Government Agreement established in 2014, which seeks to enable consultation, co-design, and a fair balance of cost apportioning to achieve the best outcomes across policy domains. Recent engagement has not adhered to the responsibilities or intent of the agreement, and in some cases has resulted in significant costs being shifted to local government.
4. That LGV engages with the sector and establishes an assessment framework for financial sustainability of local government, and mandates the ESC is required to consider this in recommending the rate cap annually.

Knox City Council requests that the following be noted by the Committee:

1. Unlike the Commonwealth and Victorian governments, the revenue base of local government does not grow in line with economic growth, due to the impact of rate capping and the Financial Assistance Grant funding model – with rates and operating grants contributing 80% of revenue in the local government sector. This means while the Commonwealth and Victorian Governments can respond to demands for higher living standards as the economy grows (e.g. additional funding for better health services and better education), the local government sector is significantly constrained to meet the demand of the community for higher living standards, and is in fact needing to reduce service levels and infrastructure provision due to growing financial pressures.
2. That as a percentage of total Commonwealth Government taxation revenue (excluding GST), the amount of Financial Assistance Grants made available to local government decreased from 0.76% to 0.57% from 2011/12 to 2021/22.
3. That the vertical fiscal imbalance that exists results in the local government sector being vulnerable to policy settings of other levels of government, including the allocation of grant funding and transfers to local government from other levels of government.

Terms of Reference (1) and (3) - The overall revenue structure of local government and The effects of cost shifting from the state and federal governments to local councils in an examination of vertical and horizontal fiscal imbalances

As the delivery level of government for services that impact households and communities, local government can help achieve national and state government priorities through related core service delivery – **but only if there is adequate funding available to local government.**

The main source of revenue for Victorian councils is rates and charges, accounting for 69% of total adjusted underlying revenue, followed by recurrent operating grants (11%), user fees (10%) and statutory fees and fines (5%).

Critical to the approach and considerations of the Committee is an accurate understanding and appreciation of the financial sustainability of local government in Victoria. It is critical because the current financial position and future sustainability of local government underpins and is impacted by the matters outlined in the Terms of Reference.

Changes are needed to enable councils to generate sufficient revenue to avoid a significant deterioration in the sustainability and services provided by local government.

The Victorian Auditor General Office (VAGO) in its recent report (Results of 2022–23 Audits: Local Government)¹ noted:

That the sector's financial performance improved slightly. A number of revenue and income streams increased, but growth in councils' expenses outpaced this for another year. VAGO however noted that the financial performance of the sector would have declined had the Australian Government not advanced 100 per cent of the 2023–24 financial assistance grants in 2022–23.

We note that relying on early payment of financial assistance grants is not a sustainable model for councils, and as the situation worsens, **the early payment is clouding analysis of Council's true financial performance and position.**

The same VAGO report also states that:

The adjusted underlying result indicator measures a council's ability to generate a surplus from its ordinary course of business (excluding capital receipts) to fund its capital spending. It is important that councils generate enough money to deliver community services. A longer-term negative trend in this indicator could force councils to reduce the services they offer their communities.

In 2022–23 the sector's adjusted underlying result deteriorated.

¹ <https://www.audit.vic.gov.au/report/results-2022-23-audits-local-government?section=>

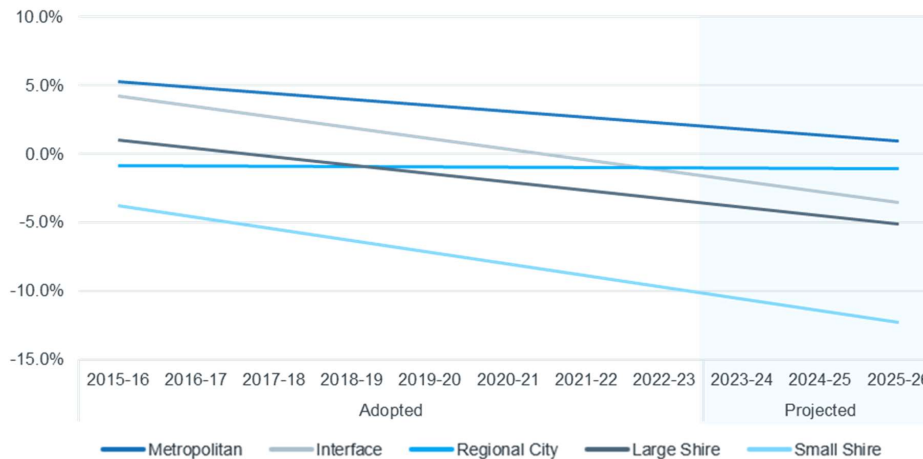
The following table is a summary of the deterioration of the sector's adjusted underlying result since before the COVID pandemic. The deterioration would have been larger if not for an increase in earlier grant payments.

Adjusted Underlying Result	2022-23 Number of Councils	2018-19 Number of Councils
Surplus	41	56
Deficit	37	23

Source – VAGO (2023)

Achieving an underlying operating surplus is critical to being financial sustainable. However, as evidenced by the table, **there is a deterioration in the number of councils reporting an underlying operating surplus** in 2022-23 compared to the results in 2018-19 (prior to the pandemic). However, as VAGO notes, the prepayment of financial assistance grants avoided a much higher number of councils reporting a deficit.

The below figure provides the trendline in the adjusted underlying result ratio over recent years. All Council cohorts (79 in total) except for regional city councils show a declining trend in the ratio in the budgets adopted from 2015-16 to 2022-23 and projections through to 2025-26.



Source: FinPro Analysis (unpublished), LGV Budget Summary Report data (various years)

In response to dwindling cash reserves, the Victorian state government suggests the sector increase its level of debt. This approach raises concerns about the long-term financial sustainability of councils. While taking on debt can provide temporary relief, it is not a sustainable solution in the face of ongoing financial challenges and ceilings on the extent of debt councils can take on further limit the effectiveness of this approach. Debt can be appropriately used to fund certain infrastructure, but should not be used to 'prop up' a

council's operating position. **A dependency on increasing debt levels while constraining own source revenue capability will only continue to erode the financial sustainability of councils.**

Councils have been taking on more debt, as 30 June 2023, councils' net assets totalled \$137 billion. This is an increase of \$7 billion, or 5.4 per cent, from 2021–22.

Example 1: Debt (borrowings)

Councils will generally seek to borrow to fund intergenerational capital works projects. If a council is at a point of needing to borrow to service general operating activities for consecutive years, the council would not be considered financially sustainable.

A key difference between local government and Federal and State government when it comes to borrowings is local government's main income stream (rates) is set by another level of government.

The Victorian government also has many other controls over local government that can materially impact council operations including legislating how much rates can be collected, legislating additional activities councils must perform and cost shifting.

Current interest rates through Treasury Corporation Victoria (TCV) for a 10-year principal and interest loan are approximately 5.10%. The rate cap for 2024-25 is 2.75%. To take out borrowings at these rates also requires other efficiencies to be able to service the debt.

This operating environment places councils at much higher risk of not being able to service debt without material impacts to either services or asset renewal.

Rate capping in Victoria

Rate capping was introduced in Victoria in 2016. The rate cap has cumulatively been set well below inflation, which been particularly prevalent during and post the COVID pandemic. In addition, inflation itself understates the true level of cost increases applicable to local government, particularly with escalating infrastructure costs in recent years. The table below shows between 2021-22 and 2023-24 the rate cap has been set at 9% lower than inflation, while comparing between 2018-19 to 2023-24 the difference is 7.2%.

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	Total
Rate cap	2.25	2.5	2	1.5	1.75	3.5	13.5
CPI Melbourne (inflation)	1.7	1.7	1.4	4	7	4.9	20.7
Variance %	0.55	0.8	0.6	-2.5	-5.25	-1.4	-7.2

The current methodology results in a rate cap which does not accurately reflect Council expenses. The longer this continues, the greater the problem becomes, as the erosion of the rate base becomes a compounding problem. The current methodology does not consider past inflation and nor does it take into account one of local government's biggest costs being civil construction. While local governments have some ability to seek to align staff costs with

or close to the rate cap level, this has also had consequences including impacting cost of living for staff and making it more challenging to retain skilled staff in a competitive labour environment. Service contract costs are generally indexed by at least CPI, and so when the rate cap is set at a lower level, the council's financial position deteriorates.

The current rate cap system has enabled the rate cap to be set below what is required to meet actual cost base increases (acknowledged by the Essential Services Commission in the advice to the Minister in setting the 2024-25 rate cap)². No adjustment has been advised to, or by, the Minister for significant differences in prior year rate caps compared to actual increase in the base costs of the local government sector, despite the Essential Services Commission (ESC) noting the difference is contributing to the deterioration in council cash reserves.

In the ESC advice on the rate cap for 2024-25, the ESC noted that due to the rate capping framework being only forward-looking, differences between the rate cap and actual inflation should be expected. However, the differences for 2021-22 and 2022-23 were larger than in previous years, with the Melbourne CPI at 4% in 2021-22 and 7% in 2022-23 versus the 1.5% and 1.75% rate caps for the respective financial years. The gap here is significant.

The ESC also stated that:

In our view, the gap between the rate cap and inflation, rising construction costs, and the expectation of future wage increases have the potential to present major cost pressures on councils going forward.

The ESC is responsible for recommending the rate cap to the Minister for Local Government annually. The rate cap for 2024-25 for local government has been set at 2.75% even with the acknowledgement by the ESC of the major cost pressures facing local government going forward. For the 2023-24 year, the rate cap was set by the Minister at 3.50%, despite the ESC recommending a 4.00% cap.

Since the introduction of rate capping in Victoria in 2016-17, the financial position of the local government sector has deteriorated. **The current rate cap system is not providing sufficient rate revenue to match the actual increase in the cost base of existing services and infrastructure**, as outlined by ESC in providing advice to the Minister. The impact of inadequate rate capping is demonstrated by the impact of the rate peg in NSW, which has led to a large number of NSW councils applying for large special variations to correct the impact of the rate peg and resulting rate shocks across NSW communities.

Like all organisations, local governments are confronting emerging challenges related to cybersecurity. The escalating cyber threats and the necessary upgrades and maintenance of infrastructure are unprecedented in scale, imposing significant cost pressures. These challenges are particularly acute given the rate cap environment, which is well below the rate of inflation.

A further complexity of the rate capping system is 79 Victorian councils started with slightly different average rates, which was influenced by decisions made of prior councils. **This is**

² <https://www.esc.vic.gov.au/local-government/annual-council-rate-caps/our-advice-setting-council-rate-caps#tabs-container2>

leading to a permanent gap between lower and higher rating councils. This discrepancy is not taken into account when calculating the rate cap. This is having a direct impact on communities with councils that have lower rates income but the same number of residents as neighbouring or surrounding councils, in not being able to deliver the same level of services or infrastructure to their communities.

Example 2: Difference in where Councils commenced rate capping

Had Knox Council entered the rate capping regime with the same average property rate as a comparable surrounding metropolitan council—with similar numbers of assessments and residents (70,000 assessments and approximately 161,000 people)—Knox would be generating an additional \$12 million in rate income annually as of 2023-24.

When rate capping commenced, every council was in a different position on the rates starting grid. There is significant inequity in the current system. Knox itself has one of the lowest residential rates in metropolitan Melbourne and is heavily constrained financially. The disparity in the rate capping system is creating an imbalance in the services and facilities available to the community. The continuation of rate capping is exacerbating this imbalance, further impacting the quality of services and infrastructure provided to residents.

The application of the rate cap system is resulting in a deterioration in the financial position and long-term sustainability of local government, yet the system has not made adjustment for this. Without a change to the system, it is likely the history will repeat in the future setting of the rate cap, further deteriorating the financial position of local government.

Rate cap variation

In the published 2023-24 Council Budgets Summary report, LGV states that:

Based on 2023-24 adopted budgets 70 of 79 Victorian councils have adopted a 3.50 per cent rate rise in line with the rate cap ... No councils applied to the ESC for a higher cap for 2023-24 and no councils have applied for a higher cap since the 2019-20 budget year. Of the 17 higher cap applications the ESC have assessed since 2016-17, 13 applications have been approved in full or in part.

Reference to a lack of higher cap applications is not evidence that local government finances are sound. The lack of submissions is evidence that the higher cap application process is a significant burden on local government. Suggesting that councils can simply apply for higher rate cap ignores the reality that the application process is administratively complex and involves a significant amount of work, diverting resources away from other council priorities, as well as the complexity of decision making in a political environment.

The process requires extensive community consultation to understand if the proposal is broadly supported by a community; along with demonstrating a range of alternate funding and revenue generating opportunities have been exhausted. The ESC then makes a determination on whether the rate cap exemption is approved. Rate cap variations can be requested to occur over a number of financial years however a once-off variation increase to

the rate base is only a band-aid solution if the rate cap continues to be set at a level well below inflation, while also not taking into account the previous years actual outcome of inflation.

The Victorian Government rate capping system as it currently operates is undermining the financial sustainability of councils across the state. The disparity between the rate cap and CPI, combined with the absence of mechanisms to address cost increases surpassing income, has significant implications for the Victorian local government sector's ability to adequately fund their operations and infrastructure. Merely suggesting that councils apply for rate cap variations fails to acknowledge the challenges posed by the burdensome nature of the Victorian application process, which strongly deters councils from pursuing such variations.

Cost shifting from State Government

Further exacerbating the deterioration in the underlying financial position of local government is the impact of cost shifting. Sustained cost shifting from the Victorian Government onto local government is having a significant impact on the financial position of the sector. This outcome is inconsistent with the 2014 Victorian State Government and Local Government Agreement³ which was developed to improve the cooperation between the levels of government and to protect local government from the impact of Victorian Government decisions – including cost shifting. **Recent state governments have not adhered to the responsibilities outlined in the agreement**, including the commitment to undertake impact assessments and consulting with local government prior to making decisions that have a financial impact on local government.

Following a period of focus during 2000 to 2013, including an Australian House of Representatives Inquiry in 2003⁴ and a tripartite intergovernmental agreement in 2006⁵, there has been little to no research completed on the impact of cost shifting on local government in Victoria.

The House of Representatives Committee Inquiry into Local Government and Cost Shifting in 2003 acknowledged that cost shifting has long been recognised as a significant contributor impacting the sustainability of local government.

Examples of cost shifting to Victorian councils include (but are not limited to):

- Libraries
- School crossing supervision
- Maternal and child health
- Early years infrastructure
- Building services
- Urban planning – policy and implementation

³ <https://www.localgovernment.vic.gov.au/our-partnerships/victorian-state-local-government-agreement>

⁴ https://www.aph.gov.au/parliamentary_business/committees/house_of_representatives_committees?url=efpa/localgovt/report.htm

⁵ [IGA.pdf \(alga.com.au\)](#)

- State infrastructure projects
- Environmental protection.

Example 3: Cost Shifting Library Funding

The State government budgets for both 2023-24 and 2024-25 have omitted previously agreed funding to support libraries across the State. The original agreement stipulated that the State would cover 50% of library funding; however, this commitment has gradually diminished, with annual increases ranging from 0% to 1% over several years. By 2024-25, the State's contribution has reduced to 20% for Knox.

This remaining 20% has not been formally documented in the State budget released in May 2024. In 2023-24, the library grant was only secured through extensive lobbying, but did not see indexation applied. The remaining 30% of the funding has been gradually covered by the council. However, continuing this within the constraints of a rate cap system, which is well below inflation, is not feasible.

It is imperative to secure certainty for the grant funding, along with a forward commitment to annual increases in line with inflation, to ensure communities continue to benefit from a service that supports some of the most vulnerable residents.

Population growth

The Victorian Government's official population forecasts suggest that Metropolitan Melbourne's population will increase between 2021 to 2051 by over 3 million people to 8 million. To accommodate this growth more than 46,000 additional dwellings will be required every year – or 895 dwellings every week for the next 25 years and beyond.⁶

From the local government area projections that are available to 2036 this growth will not be evenly spread. The State government has had a longstanding ambition to accommodate 70% of population growth within established areas rather than in new greenfield development.

Major investment will need to go into both new and established areas to accommodate population growth putting even greater pressure on council finances and infrastructure delivery pipelines. Increasing population size needs to be considered in a holistic approach including infrastructure planning and investment from the Federal and State governments to achieve the desired outcomes.

Cost won't be the only barrier, space will become scarcer and scarcer.

⁶ MAV Shaping metropolitan Melbourne: A discussion paper
https://www.mav.asn.au/__data/assets/pdf_file/0006/35079/Submission-on-Shaping-Metropolitan-Melbourne-23dec23.pdf

Example 4: Population Movements

Population increases are often associated with a rise in dwellings and, consequently, an increase in rate revenue. However, this is not necessarily the case for councils such as Knox, which is an already established suburb with minimal new dwellings constructed annually.

In Knox, over 13,000 homes (21%) have only one occupant, many of whom are residents aged 70 and above living in large family homes they have occupied for decades. As these residents relocate to smaller dwellings or aged care facilities, their homes are typically purchased by families.

While this shift is beneficial from a housing perspective, it poses challenges for council services and infrastructure.

The number of residents per home can increase significantly, from one individual to between four and eight, without any corresponding increase in rate revenue to support the additional services or infrastructure required to support the increased population.

Coupled with the rate cap being significantly below inflation, this situation inevitably leads to decreased services and infrastructure for the community.

Commonwealth funding

Local government remains highly vulnerable to changes in approach from other levels of government to address the vertical fiscal imbalance. A key example of this was during the 2014-15 Federal budget when the Commonwealth Government placed a freeze on the indexation of Financial Assistance Grants for three years. **The impact of that freeze has been ongoing, with an accumulated impact of more than \$600 million lost revenue to councils over the three years.** Arguably, the biggest impact would have been felt by councils in regional, rural and remote Australia that have the greatest dependency and least capacity to replace the reduced funding with other funding sources. However, this also impacts metropolitan councils, in particular, in States which are most impacted by increases in migration and increasing population with more complex requirements, such as Victoria.

While both the Commonwealth Government and state taxation revenues increase in line with economic growth, the funding allocated to Financial Assistance Grants for local government grows at a lower rate via the multiplication factor including CPI and population growth. Effectively, **the funding made available to local government through Financial Assistance Grants has not increased on a per capita basis since at least 1995.** In fact, due to the freezing of the indexation for three years, the allocation of a per capita basis will have reduced. Furthermore, as a percentage of total Commonwealth taxation revenue, Financial Assistance Grants have decreased significantly over time.

Of note is that the Commonwealth Government taxation revenue (excluding GST) has increased by 65% over the last 10 years and 31% in the last 5 years. In parallel, **Victorian Government taxation revenue for the states has increased by 98% over the last 10 years and 34% over the last 5 years.** By comparison, **local government taxation revenue** (municipal rates) in Victoria **has only increased by 54% over the last 10 years and 16% over the last 5 years.** These are stark differences and illustrate the challenges that local governments face.

The quantum of the Financial Assistance Grants provided to Local Government should be increased to at least 1.0% of Commonwealth Revenue, and this increase should not be achieved through the reduction of other current funding programs and infrastructure investment made by the Commonwealth Government. This fairer level of funding for Local Government would significantly improve the financial sustainability of the sector, but more importantly, it would ensure that initiatives, programs and infrastructure is continued to be sustainably delivered by local councils for local communities.

Unlike the Commonwealth and Victorian governments, the revenue base of local government does not grow in line with economic growth, due to the impact of rate capping and the Financial Assistance Grant funding model – with rates and operating grants contributing 80% of revenue in the local government sector. This means while the Commonwealth and Victorian Governments can respond to demands for higher living standards as the economy grows (e.g. additional funding for better health services and better education), the local government sector is significantly constrained to meet the demand of the community for higher living standards. This constraint will impact negatively on the communities that local governments serve.

Recommendations:

- 1 That the Essential Services Commission (ESC) be required to consider adjustments to correct historically set rate caps that were insufficient to meet the indexation of local government costs.
- 2 That Local Government Victoria (LGV) engages with the sector and establishes a more detailed report on assets, similar to the required schedule Report on Infrastructure Assets for NSW councils, to ensure transparency in reporting of assets and the capacity of councils to fund the necessary maintenance and capital investments. The outcome of this report should be mandated to be taken into account by the ESC when recommending the rate cap.
- 3 That the Minister of Local Government, LGV and local government peak bodies reengage with a model like the Victorian State-Local Government Agreement established in 2014, which seeks to enable consultation, co-design, and a fair balance of cost apportioning to achieve the best outcomes across policy domains. Recent engagement has not adhered to the responsibilities or intent of the agreement, and in some cases has resulted in significant costs being shifted to local government.

Terms of Reference (2) – Whether local councils are adequately delivering on their core service delivery objectives

A snapshot of a small portion of services provided by Local Government in 2022-23:



Selected Victorian council activities based on 2022-23 data. Source: MAV

A constraint in preparing the following response is the problem of defining what services are “core” for the local government sector. Past reviews have defined core services as those that all, or a majority of, councils provide.

Each council typically manages between 30 to over 200 specialised services to benefit the community. Delivering these important community services requires expert and often niche skill sets. **If the mechanism for calculating the rate cap is not addressed, councils will ultimately either need to exit a broader range of services or further reduce service levels and will face the risk of deterioration of public assets such as roads and community facilities.** This will impact negatively on community wellbeing.

Furthermore, each council makes decisions on the range and levels of services provided, partly informed by the demand from the community, but also informed by the financial sustainability of the council and whether there is market or government failure in the provision of essential services to their local communities.

Councils and the communities they represent are diverse. Council populations range from 3,000 people to more than 340,000. The largest local government area spans 22,000 square kilometers, and the smallest just 8.6. Budgets range from \$13 million to \$580 million and collectively councils manage over \$140 billion in physical assets and infrastructure. Knox City Council in 2023-24 has budgeted to spend \$115 million on services and \$76 million on infrastructure. Knox City Council manages an asset base of over \$2 billion.

While the Local Government Act 2020 ⁷(the Act) and associated regulations define the obligations and powers of local government authorities, there is no clear definition of what constitutes core services. The Act aims to ensure that local government continues to be constituted as a democratically elected tier of government in Victoria and has the functions and powers necessary to enable councils to perform their role. The Act replaced the previous approach to prescribing how councils must operate to a more principles- based approach.

The Act also required a new planning and reporting framework – Integrated Strategic Planning

⁷ <https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020/019>

and Reporting Framework – which requires councils to prepare a 10-Year Financial Plan, 4-Year Budget, Asset Plan, Revenue and Rating Plan and a Workforce Plan. The current Local Government Performance Reporting Framework (LGPRF) is a mandatory system of performance reporting for all Victorian councils, made up of 59 measures from a range of service areas, including roads, planning, animal management and waste.

The role of local government in Victoria, as outlined in Division 1 of the Act, is to provide good governance in its municipal district for the benefit and wellbeing of the municipal community. The Act does not define the role any further than that. In performing this role, a council may perform any duties or functions or exercise any powers conferred on a council by the Act or any other piece of legislation. A council may perform any other function that it determines necessary to enable it to perform the role, subject to any limitations or restrictions imposed under the Act or any other piece of legislation.

While the Act does not define service obligations, there are a wide range of responsibilities or obligations outlined in over 120 pieces of Victorian legislation.

In addition to providing services, councils are also responsible for maintaining community infrastructure, such as roads and transport infrastructure, land and improvements, buildings, community and recreational facilities (including parks and gardens) and stormwater drainage. With depreciation an indicator of the consumption of assets and with depreciation being between 35-45% of local government costs, maintaining infrastructure is a core function of local government that needs to be adequately funded.

A deteriorating asset base will result in increased future costs as the frequency of maintenance increases and the cost of eventual intervention to renew the asset base increases. If local government is not funded adequately to complete cyclical preventative maintenance on assets or to renew asset components when needed, logically local government will not be financially sustainable over the medium to long term.

Councils also have extensive roles as regulators. The role of local government as a regulator has increased over time as a consequence of cost shifting, as well as mandated increased roles and responsibilities for local government through changes to legislation and other increased regulatory requirements.

Core services for each council may be considered to be identified through the annual budget document which lists the services provided. For each council these may be slightly different based on the different requirements of communities.

One of the key strengths of the 79 Councils is their deep understanding of the local community and the services that are most important to them. Local councils deliver a wide array of services and facilities that are often not provided by any other organization within the community. Services and infrastructure will continue to decline without an adjustment to the rate cap methodology.

Terms of Reference (4) - Whether the existing revenue structure is sustainable and appropriate or if alternative models of funding would be more sustainable and appropriate

The assessment of the medium to long term financial sustainability of local government provided in Appendix A (undertaken by FinPro⁸) contrasts with the assessment provided by LGV. **Local government in Victoria is not in a “sound position” as indicated by LGV, nor is it in “great shape” as indicated by the Minister of Local Government.**

The ESC has raised concerns regarding the historical deterioration of cash reserves, which is not consistent with local government being in a sound position or in great shape.

VAGO has raised concerns with expenditure increasing at a higher rate than revenue and highlights a deterioration in the adjusted underlying result.

FinPro has highlighted that the local government sector has a deteriorating adjusted underlying result, deteriorating unrestricted cash and insufficient investment in the renewal of assets.

In the LGV report on 2022-23 budgets, 55 of 79 councils were budgeting for an adjusted underlying deficit.

Furthermore, based the analysis in Appendix A (undertaken by FinPro), nearly all councils are either at a medium or high risk of not spending sufficiently on existing assets.

Local governments, as the primary providers of services that directly impact households and communities, can significantly contribute to national and state government priorities through effective service delivery. However, this is contingent upon adequate funding. With rates being a critical income source, the current rate cap set below inflation, combined with limited revenue collection options and continued cost shifting or updates to ministerial guidelines, imposes significant financial challenges on local governments.

Although reduced rates might appear beneficial to the community, the reality is that this leads to decreased services and facilities, and ultimately impacts negatively on the wellbeing of the community as a whole.

Recommendation:

- 4 That LGV engages with the sector and establishes an assessment framework for financial sustainability of local government, and mandates the ESC is required to consider this in recommending the rate cap annually.

⁸ FinPro represents all Victorian Local Government Councils, 5 regional library corporations and over twenty other organisations. It is affiliated with CPA Australia and has representation on the Public Sector Committee of CPA Australia.

Appendix A: Submission – Committee Inquiry into Local Government Funding and Service Delivery in Victoria



1.1.1 State Government Assessment of Local Government Financial Performance

In the following sections, FinPro provides commentary on the assessment published by LGV for the 2022-23 and 2023-24 adopted budgets.

1.1.1.1 Assessment of 2023-24 Budgets by LGV

LGV provides following summary of the financial position of local government:

Overall council finances remain sound. A large majority of councils are budgeting for operating surpluses, most have substantial cash and investments and debt levels remain low. 70 of 79 councils adopted a 3.5 per cent rate rise in line with the rate cap and all councils now have separate rates or charges for kerbside waste collection. Capital expenditure levels are consistent with the previous budget year.¹

The view of LGV was reinforced by the Minister in a letter responding to FinPro (dated 12th February 2024) which stated that:

Continued generalist advocacy and claims by the local government sector of widespread financial unsustainability are difficult to reconcile with facts. From the recently completed annual reporting period it is evident that the local government sector has emerged from the COVID-19 pandemic in good financial shape, with low debt and record levels of cash, while acknowledging that some councils – primarily small rural shires – face some challenges. Further, widespread capital underspend by the sector (averaging 26 per cent in 2022-23 equating to \$1.13 billion unspent) continues, a trend preceding the COVID-19 pandemic. In this context, the local government sector, led by FinPro, must specify how it plans to leverage its sound financial position to benefit residents and ratepayers and commit to concrete actions. (The Hon. Melissa Horne MP)

¹ Local Government Victoria, 2023-24 Council Budgets Summary

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The assessment by LGV, reinforced by the Minister, is based on the key conclusions outlined below:

Operating Results

In the published 2023-24 Council Budgets Summary report, LGV states that:

To remain financially sustainable councils should aim for small operating surpluses on average over multiple years. This is because continued operating deficits consume and reduce council financial resources over time, resulting in an unsustainable financial position. 71 of 79 Victorian councils are budgeting for an accounting operating surplus in 2023-24, while the remaining 8 councils are budgeting for an accounting operating deficit.

FinPro agrees that continued deficits consume and reduce council financial resources over time, but the more correct indicator of local government capacity to generate a surplus from normal business operations (as indicated by LGV in the report on 2022-23 budgets) is the adjusted underlying result not the accounting operating result. In contrast to the LGV assessment, FinPro provides analysis later in this report that provides clear trend of a deterioration in the adjusted underlying result for local government, resulting in the consumption and reduction of council financial resources.

The LGV assessment of the 2023-24 operating results is also inconsistent with the VAGO assessment that the 2022–23 audited results indicate the sector's adjusted underlying result deteriorated to 0.15%, compared to 1.41% in 2021–22. VAGO commented that the adjusted underlying result before the pandemic was greater than 4%. This deterioration is also noted in the analysis provided by FinPro later in this report.

It is also highlighted by ESC in the advice to the Minister in setting the 2024-25 rate cap that the increase in costs of local government services over recent financial years has been more than the rate cap set by the Minister, resulting in a deterioration of the cash reserves held by councils. This is recognition that the current rate cap system is impacting on the operating position of the local government sector. The ESC stated that:

In our view, the gap between the rate cap and inflation, rising construction costs, and the expectation of future wage increases have the potential to present major cost pressures on councils going forward.

As indicated above, in the published assessment of the 2023-24 budgets, LGV refers to the "accounting operating surplus" when reporting that 71 of 79 councils are planning for a surplus. This is inconsistent with the analysis and commentary in the report on 2022-23 budgets, in which LGV reported the operating surplus as well as the adjusted underlying result, and a comment that the adjusted underlying result is a better indicator to use to assess the financial position of councils over time.

It is important to note that the LGV notes in the report on 2022-23 budgets that while only 7 out of 79 councils planned to produce an accounting operating deficit, 55 out of 79 planned to produce an adjusted underlying deficit. LGV correctly notes that the adjusted underlying result is a better indicator of financial position because it removes revenue from developer contributions and non-recurrent capital grants in order to measure an entity's ability to generate a surplus in the ordinary course of business.

There is also no commentary from LGV that the operating results in 2022-23 and 2023-24 have been impacted by increased prepayment of the Financial Assistance Grants. As outlined below, VAGO has highlighted that the operating position of local government sector in 2022-23 would have been worse if the Commonwealth Government had not made an increase in the prepayment of grants.

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Capital Expenditure

In considering capital expenditure of local government it is important to note that in the Victorian Budget 2024-25 highlights the financial sustainability challenges councils currently face in Victoria. Throughout the budget material, the State Government highlights the 22 percent increase in infrastructure costs since 2021. This is an even more challenging weight to bear for local government with rates capped at just 2.75 percent.

In the published 2023-24 Council Budgets Summary report, LGV states that:

Collectively, Victorian councils are planning to spend \$4.15 billion on capital works in 2023-24, an amount unchanged from 2022-23, though the aggregate numbers mask variability at individual council level. It is also important to note that underspend on capital works remains significant. The Victorian Auditor General identified underspend on capital works of 28.9 per cent for 2021-22, equating to \$1.24 billion.

As indicated by LGV in reference to aggregate numbers masking variability, analysis of total capital works investments using consolidated amounts is inappropriate and leads to an incorrect assessment of the financial position of local government.

There are two key considerations that concerns the sector when assessing the capacity of local government to fund capital works:

- Investment in the renewal of existing assets in line with asset management plans, and
- Investment in upgrade of assets and new assets to meet growing demand.

While both are important to all councils, the significance of each is different across the cohorts of councils. The capacity of local government to renew assets is a fundamental need for long term financial sustainability. As outlined later in the FinPro assessment, councils are not renewing existing assets in a sustainable manner. The underspend in capital works will certainly include asset renewals, and is therefore a key concern for all councils, however, as the FinPro analysis shows, if this underspend had not occurred, the cash position of local government would have deteriorated further.

While not a desirable outcome, the underspend in capital works is deferring the short term deterioration of the financial position of local government, and likely deteriorating the longer term financial position.

For a majority of councils – more so the small shires and regional/rural councils – investing in new and upgraded assets is reliant upon grant funding. Uncertainty and other delays in grant funding frequently occurs, often outside the control of local government. Projects cannot start on time until the grant funding is confirmed, which can often be a significant period of time through the financial year.

FinPro acknowledges Councils have to be better at delivering capital works programs (as this is true) but it should be noted that there are a number of factors to take into account to assist in project delivery, including:

- High competition and accessibility for contractors;
- Increased cost of contractors (particularly between project initiation and delivery) and
- Timing and application process of State and Federal Grants.

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Cash and Investments

In the published 2023-24 Council Budgets Summary report, LGV states that:

Collectively, Victorian councils are budgeting to hold cash and investments worth \$5.99 billion as at 30 June 2024 (increased from \$5.28 billion as at 30 June 2023). The budgeted cash and investments position largely reflects the accumulation of rates and charges, user fees and bank interest. This is slightly offset by the decision of the Commonwealth Government to bring forward payment of 100 per cent of the 2023-24 estimated financial assistance grant allocations into the 2022-23 financial year. In the previous year only 75 per cent of the allocations were brought forward and paid in advance. The impact of this is that council budgets reflect the estimated financial assistance grants in the 2022-23 forecast actual figures rather than in the 2023-24 budget year. However the estimated collective impact of the brought forward payment is approximately \$235 million – only a small percentage of the \$5.99 billion total.

The analysis by LGV considers total cash and investments. Total cash and investments include developer contributions, cash received as a bond and unexpended grant funding, as well as other cash reserves for liabilities. When considering the financial position of local government, the more correct assessment is the amount of unrestricted cash at the discretion of the council.

FinPro provides analysis later in this report that highlights a deterioration in the unrestricted cash position for local government.

Based on a deterioration in the unrestricted cash across the sector, the assessment provided by LGV that increased cash is due to accumulation of rate and charges, user fees and bank interest is unsubstantiated and inconsistent with a deteriorating unrestricted cash position.

1.1.1.2 Assessment of 2022-23 Budgets by LGV

The assessment provided by LGV of the 2022-23 budgets concludes that:

The 2022-23 adopted budgets show that Victorian councils collectively remain in a strong and stable financial position.

The assessment appears to be in contrast with other findings made in the same report. In particular, LGV states that:

An adjusted underlying result removes the revenue from developer contributions and non-recurrent capital grants in order to measure an entity's ability to generate a surplus in the ordinary course of business.

....

An adjusted underlying result is a useful measure of financial performance over time since it excludes items that may fluctuate significantly or not be consistently received. Individually, 7 out of 79 councils are budgeting for an accounting operating deficit whilst 55 out of 79 councils are reporting an adjusted underlying deficit.

With 55 out of 79 councils budgeting for adjusted underlying deficits, this is most certainly not an indication that the sector is collectively in a strong and stable financial position.

LGV notes that the total planned capital expenditure of \$4.15 billion in 2022-23 represented a 0.6% decrease on the prior year but that over the 4-year budget projections, the collective capital spend of \$14.23 billion was up on the previous estimate.

In this report LGV states that:

The carrying-over of capital works remains common across Victorian councils, reflecting construction delays unforeseen at budget time.

LGV also notes that Victorian councils were expected to be impacted by supply chain issues and inflationary pressures, particularly with regards to delivery of their significant capital works program.

1.2 VAGO Assessment of Local Government Financial Performance

In the Results of 2022–23 Audits: Local Government report, VAGO provides the following assessment:

The sector's financial performance improved slightly. A number of revenue and income streams increased, but growth in councils' expenses outpaced this for another year. Financial performance would have declined had the Australian Government not advanced 100 per cent of the 2023–24 financial assistance grants in 2022–23.

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Councils' balance sheets remain strong and over the short term their financial health is fine. They face longer-term challenges that require sound financial planning and management to maintain this financial health. These challenges include:

- *Continued variability in government funding*
- *Constraints on their ability to grow own-sourced revenue*
- *Persistent inflation, increasing costs of materials and services*
- *Population growth, which increases demand for services*
- *Delivery of large capital works programs to maintain, renew and develop intergenerational assets*
- *Lack of maturity of internal processes and the level of integration between council budgets, asset management plans and the 10-year financial plans.*

VAGO noted that the financial performance would have declined had the Australian Government not advanced 100 percent of the 2023-24 financial assistance grant in 2022-23.

Regarding operating surpluses, VAGO states that:

The adjusted underlying result indicator measures a council's ability to generate a surplus from its ordinary course of business (excluding capital receipts) to fund its capital spending. It is important that councils generate enough money to deliver community services. A longer-term negative trend in this indicator could force councils to reduce the services they offer their communities.

In 2022–23 the sector's adjusted underlying result deteriorated to 0.15 per cent, compared to 1.41 per cent in 2021–22. The adjusted underlying result before the pandemic was greater than 4 per cent.

....

The adjusted underlying surplus includes the advance financial assistance grant payments from the Australian government. Had the total financial assistance grants not remained at the same percentage as the previous year, more councils would be reporting an adjusted underlying deficit.

VAGO provides the following table as a summary of the deterioration of the sector's adjusted underlying result since before the COVID pandemic and that the deterioration would have been larger if not for an increase in earlier grant payments.

Table 2.3. Councils' Adjusted Underlying Result

Adjusted Underlying Result	2022-23 Number of Councils	2018-19 Number of Councils
Surplus	41	56
Deficit	37	23

Source – VAGO (2023)

As evidenced by the table above extracted from the VAGO 2022-23 report, there is a deterioration in the number of councils reporting on underlying operating deficit in 2022-23 compared to the results in 2018-19 (prior to the pandemic). However, as VAGO note, the prepayment of financial assistance grants avoided a much higher number of councils reporting a deficit.

VAGO provides analysis on the capital works expenditure in 2022-23, noting that:

There has been an improvement in the number of councils that met or exceeded (capital works) budget, coming in at 16 councils. Of the 16 councils that met or exceeded their budget, we note that 12 are from either the small or large shire cohorts, both of which have smaller capital work programs. It appears that, as capital work programs get larger, more councils underspend.

1.3 Essential Services Commission Assessment of Local Government Financial Performance

The assessment provided by ESC is highly important to the local government sector as it is a required consideration in the ESC advice to the minister in setting the annual rate cap – in particular, the need for an adjustment to consumer price index to ensure local government remains to be sustainable. An incorrect assessment by ESC, or inadequate adjustment for sustainability of local government, has, in the view of FinPro, resulted in previous decisions to set rate caps lower than actual increases in the cost base and has contributed significantly to a deterioration in the financial sustainability of local government.

In forming advice to the Minister for the rate cap to apply for 2024-25, ESC analysed council financial data, price indices and economic forecasts. ESC also reviewed the analysis of 2023-24 budgets completed by LGV (of which FinPro has major concerns as outlined above), alongside the results of 2021-22 audits by VAGO.

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The ESC concluded that:

While council cash reserves are declining, the sector maintains low levels of debt and stable borrowing levels.

Council costs increased at a slower rate than inflation during 2022-23 but at a higher rate than the current rate cap of 3.5%.

Construction costs continued to rise but at a slower pace than last year.

Expected future wage increases have the potential to raise council costs in the future.

Major driving factors of the overall increase in CPI are not key council cost components.

In the analysis of cash reserves, which ESC noted were declining, it was noted that councils were utilising cash reserves due to low average rate increases relative to actual inflation. Furthermore, ESC noted that:

While most councils working capital ratios are still in an appropriate range, the downward trend may not be sustainable in the longer term.

ESC noted that while cash reserves were deteriorating, debt levels were low, and borrowings to fund assets was a viable option for councils facing reduced cash reserves.

ESC also stated that:

While lower rate caps can decrease the overall rate burden on a community, it is a blunt tool and must also be balanced against the long term sustainability of councils. In our view, well-functioning hardship policies and programs can be effective in supporting ratepayers experiencing vulnerability.

Despite acknowledging a decline in the cash reserves of council, highlighting the historical rate cap was lower than actual cost increases, noting that the downward trend in working capital ratios is not sustainable, highlighting that the local government cost base is not reflected by CPI and indicating lower rate caps need to be balanced against the long term sustainability of councils, ESC provided advice to the Minister that:

- The average rate cap be set equal to the 2024-25 CPI forecast by the Department of Treasury and Finance,
- No adjustment be made, and

- A uniform cap continues across all councils.

FinPro is of the view that this advice is inconsistent with the analysis provided, particularly given ESC acknowledged a deterioration in the local government financial indicators.

The suggestion by ESC that the use of borrowings is a responsible option for councils to address declining cash reserves is inappropriate for the majority of councils. Only councils with an adjusted underlying surplus and a growing revenue base are likely to be in a financial position to use borrowings to fund assets. Most councils are not in this position and rely on grant funding to invest in assets. As ESC noted, the cost base of councils has increased at higher rate than rate revenue and cash reserves are declining, on top of which increased borrowings will increase the deterioration in the sustainability of the council (without an adequate increase in revenue).

1.4 FinPro Assessment of Local Government Financial Performance

The following analysis has been completed substantially upon the same data that LGV and ESC used to make their assessments of the financial position for local government. One major exception is that FinPro has used the VAGO audit data for 2022-23 results to provide a more updated position for some of the following indicators.

Adjusted Underlying Result

As stated by LGV in the analysis of 2022-23 council budgets, the operating result includes capital revenue, developer contributions and other items that are not reflective of the normal business operations of local government. Delivery of capital works is a core component of local government, but capital expenditure is not reflected in the operating result, therefore including revenue for a capital purpose in an assessment of whether a council is sustainable is misleading.

Therefore, FinPro agrees with the LGV comment in the 2022-23 report that the adjusted underlying result is a more appropriate measure of the operating result of normal business. Furthermore, FinPro agrees with the LGV comment that a small adjusted underlying surplus is required for a council to be sustainable over the medium to long term.

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Figure 2.1 highlights the adjusted underlying result ratio for the different council cohorts using the same data that LGV used in its analysis. The ratio is a calculation of the adjusted underlying operating surplus (or deficit) as a percentage of adjusted underlying revenue. This measure is audited and reported in the Local Government Performance Reporting Framework.

The COVID pandemic significantly impacted reported adjusted underlying results, particularly in 2020-21. However, prior to the COVID council budgets had already indicated a deterioration in the adjusted underlying result. Furthermore, most councils adopted a budget for an adjusted underlying deficit in 2022-23. The forward projections indicate an improvement in the projected forward three financial year budgets. However, as LGV outlined in their assessment, most councils are forecasting an increase in expenditure to match projected rate caps, which is unlikely to occur in actuality based on historical outcomes.

Figure 2.1. Adjusted Underlying Result Ratio

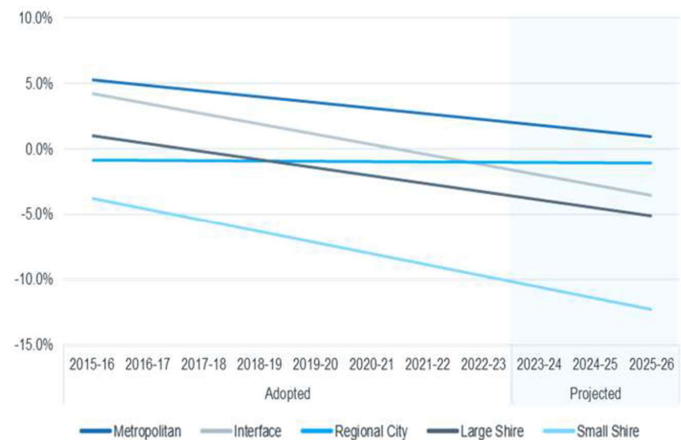


Source: AEC Analysis (unpublished), LGV Budget Summary Report data (various years)
Notes: The Australian Government has provided a prepayment of financial assistance grants over recent financial years. Given the analysis presented here is budgeted not actual, it is unlikely that councils planned to receive further payments of grants in advance.

AEC Group were engaged to assist with the preparation of the report.

Figure 2.2 provides the trendline in the adjusted underlying result ratio over the same period. All Council cohorts except for regional city councils show a declining trend in the ratio in the budgets adopted from 2015-16 to 2022-23 and projections through to 2025-26.

Figure 2.2. Adjusted Underlying Result Ratio Trendlines



Source: AEC Analysis (unpublished), LGV Budget Summary Report data (various years)

Figure 2.3 indicates the range of the adopted adjusted underlying ratio in the 2023-24 budget for each cohort and Figure 2.4 highlights the adjusted underlying result and the trend of the result for each council cohort. In contrast to the advice from LGV that councils need to produce a small surplus to be sustainable over the medium to long term, clearly a majority of the local government sector is not planning to produce a surplus with significant deficits instead expected.

A deteriorating adjusted underlying result is not sustainable, as noted by LGV, and is likely to result in continued deterioration of cash reserves (as indicated by ESC). These outcomes are inconsistent with the conclusion by LGV and supported by the Minister that the local government sector is in a sound financial position.

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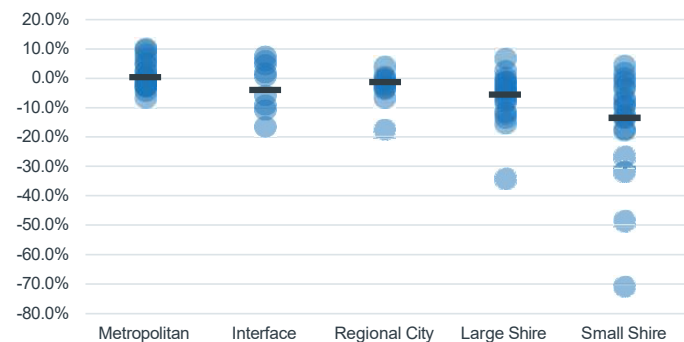


Further, reliance upon borrowings to address funding shortfalls associated with a deterioration in the adjusted underlying result is not a sustainable solution – additional borrowing without additional revenue will only further deteriorate the adjusted underlying result.

It is important to note that over the long term, councils cannot be expected to continue with adjusted underlying deficits without a deterioration in cash and/or infrastructure. Investing less than required to maintain assets on a consistent basis will ultimately lead to higher maintenance costs and higher costs to renew and bring assets to a satisfactory condition, leading to a further deterioration in financial sustainability. This has been noted by VAGO but has not been appropriately considered by LGV and ESC when concluding that local government is in a sound financial position.

There is a need to identify, highlight and advocate for the nexus between adjusted underlying operating deficits and the deterioration in infrastructure, leading to an increasing deterioration in the financial sustainability of local government.

Figure 2.3. Adjusted Underlying Operating Result Ratio – 2022-23 Budget

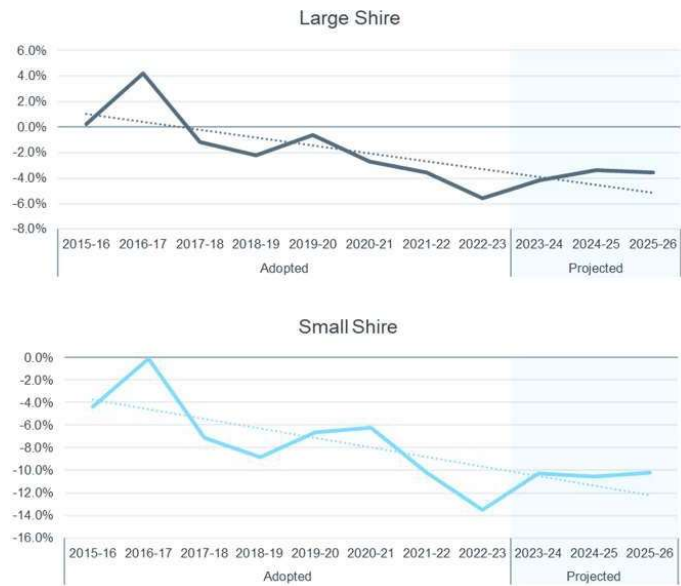


Source: AEC Analysis (unpublished), LGV Budget Summary Report data (2022-23)

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Figure 2.4. Adjusted Underlying Result Ratios by Council Cohort



Source: AEC Analysis (unpublished), LGV Budget Summary Report data (various years)

Unrestricted Cash Position

A key indicator of whether a council is sustainable is not total cash held, nor the trend of total cash held, but rather the ability to maintain adequate unrestricted cash. That is, the balance of cash after all other commitments and obligations to “cash back” reserves is considered.

Unless all financial commitments and obligations are identified and reported, the cash position of a council can be misleading. It is very possible that councils can be accumulating cash and have a deteriorating unrestricted cash balance – for example, due to accumulating developer contributions, grants received in advance and incomplete capital works from the prior year.

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The cash holdings of councils across Victoria have historically improved as a consequence of the brought forward payments of the Financial Assistance Grants from the Commonwealth Government. LGV estimates in its analysis of 2023-24 Council Budgets that the prepayment of grants accounted for an improvement in the cash position by \$235 million – LGV refers to this as being a small percentage of the total 5.99 billion in cash that Councils are budgeting to hold as at 30 June 2024. However, the \$235 million (or 3.9% of \$5.99 billion) is additional payment brought forward in 2022-23. The total Financial Assistance Grants payments received in advance as at 30 June 2023 is \$746 million (or 12.5% of \$5.99 billion) which is not a small percentage. Further, if considered as a proportion of unrestricted cash it increases to an estimated 23.2% of the \$3.34 billion of unrestricted cash held across all Councils.

The increase in cash due to the prepayment of grant funding would most likely materially improve the large shire and small shire councils more than the other council cohorts. Unless this cash is held in a reserve, it is important to note that the unrestricted cash position is likely to deteriorate in future when the Australian Government return to historical timing in payment of the grant funding.

In an attempt to assess whether there is a deterioration in unrestricted cash (consistent with the deterioration in the adjusted underlying operating position), FinPro analysed the unrestricted cash ratio reported through the Victorian Local Government Performance Reporting Framework.

Figures 2.5 and 2.6 illustrate the calculated total unrestricted cash and other financial assets held by all Victorian councils between 2018-19 and 2021-22. The calculation of the unrestricted cash and other financial assets has been performed using the unrestricted cash ratio, cash and other financial asset balances and includes corrections where necessary (FinPro analysed each council’s reported position and adjusted in accordance with financial statement notes).

There is a concerning decline in total unrestricted cash and other financial assets for metropolitan and interface councils, with smaller councils maintaining a stable cash position. It must be noted this includes the financial assistance grants received in advance, which, when corrected, will impact the outcomes significantly, deteriorating unrestricted cash for small councils in particular. This impact is not acknowledged by LGV in their assessment that local government is in a sound position.

ESC in its advice on the rate cap for 2024-25 was correct in highlighting that in recent years councils have been using cash reserves to sustain service levels.

LGV is incorrect in concluding that the increase in total cash is due to the accumulation of rate revenue, interest earned and fees and charges.

Figure 2.5. Total Unrestricted Cash and Other Financial Assets

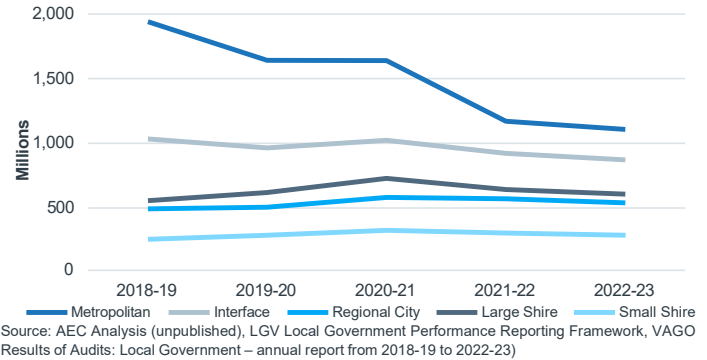
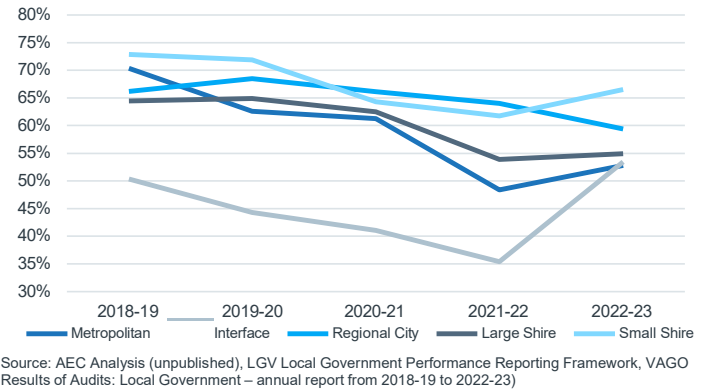


Figure 2.6. Proportion of Cash and Other Financial Assets Unrestricted



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Use of Borrowings

ESC advice on the rate cap for 2024-25 noted that while council cash reserves are declining, councils maintain a low level of debt and stable borrowing levels. ESC suggested that borrowing to fund the construction of “long-lived” assets can be a viable option for councils facing reduced cash reserves. LGV and the Minister have referred to the low level of debt as an indicator that local government is in a sound financial position.

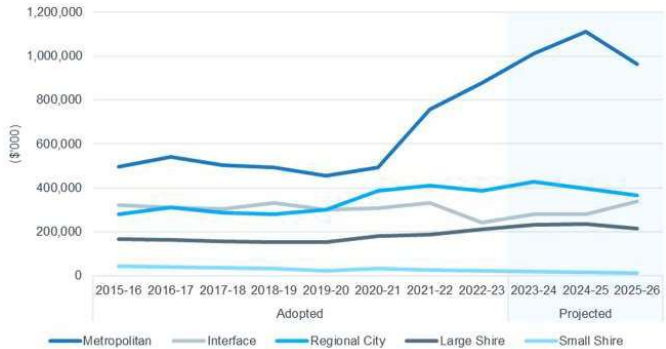
When further analysed, it is evident that the local government sector is using borrowings responsibly and in an affordable manner. Using borrowings to replace operating revenue is not responsible nor is it sustainable.

Analysis of historical and projected borrowings in Figures 2.7 and 2.8 highlights that total borrowings have increased for councils that are in a financial position to use borrowings (particularly metropolitan, large shire and regional cities). While interface councils have maintained historical levels of borrowings, the interface councils will also be receiving significant developer contributions to fund new and upgraded assets. It is worth noting that while unrestricted cash is deteriorating for metropolitan councils, total borrowings are increasing.

Increasing the use of borrowings by local government when facing declining unrestricted cash is fundamentally not sustainable. Additional revenue is necessary to pay for increased borrowings. This is a position that the state government is in and not a position that local government should be planning to achieve.

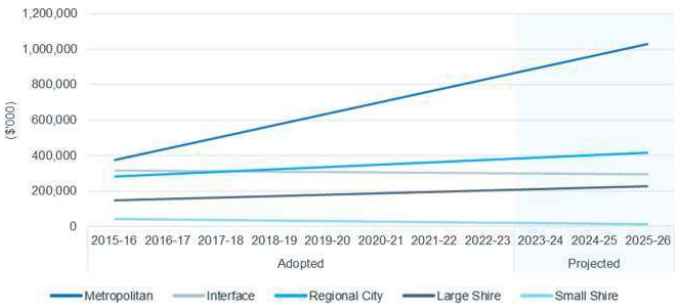
Responses from the council survey indicated that councils are conservative in the use of borrowings due to the additional cost and cash outlay obligations in the future as loans are repaid. The shire councils responded that they have limited ability to increase revenues to fund loan repayments which would then need to be funded by rates revenue, impacting their ability to fund service provision into the future.

Figure 2.7. Total Budgeted Borrowings



Source: AEC Analysis (unpublished), LGV Budget Summary Report data (various years)

Figure 2.8. Total Budgeted Borrowings Trendline



Source: AEC Analysis (unpublished), LGV Budget Summary Report data (various years)

Submission – Committee Inquiry into Local Government Funding and Service Delivery in Victoria



Maintaining Assets

The asset renewal and upgrade ratio is a long-term measure that assesses the spending on infrastructure assets compared to depreciation. It compares the rate of spending on existing assets through renewing, restoring, replacing or upgrading the existing assets with the financial consumption (depreciation) of the assets.

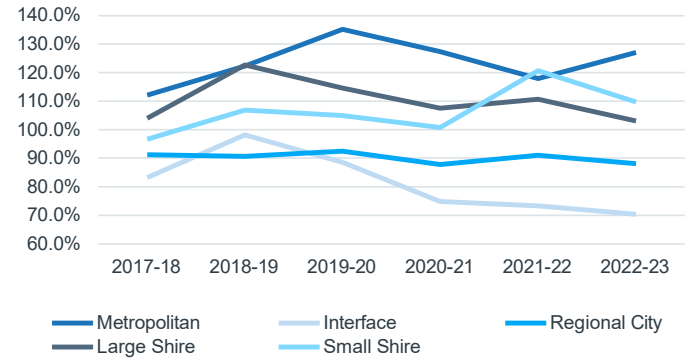
However, due to the inclusion of upgrade capital expenditure, this ratio shows a higher value than would be considered if the indicator considered only expenditure on asset renewal alone. This is particularly the case given a significant portion of upgrades is grant funded or funded through developer contributions.

FinPro is of the view that the local government sector should only be reporting and assessing a council's capacity to fund the renewal of assets, with any asset upgrades being excluded. Furthermore, a separate indicator should be used to assess a council's capacity to fund planned renewals for the year, as outlined in the asset management plans, with this indicator being audited.

There is a significant difference in reporting asset renewals including upgrades versus just asset renewals. Figure 2.9 indicates the renewal ratio including the expenditure on upgrade of assets and Figure 2.10 has been calculated by FinPro by removing the expenditure on upgrades, using the Capital Works Statement for respective financial years, as provided to FinPro by VAGO. While it is acknowledged that a significant portion of expenditure on upgrades is replacing an existing asset, the difference between the two graphs cannot be explained by this alone.

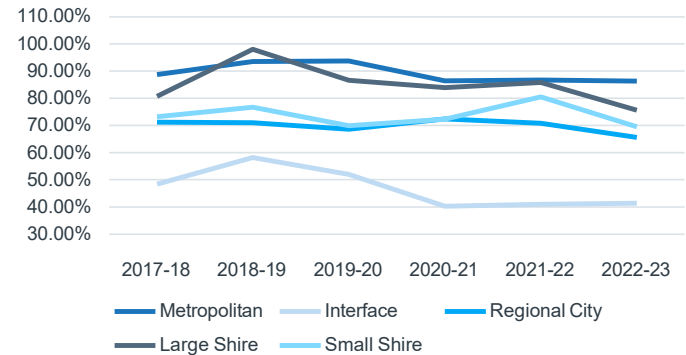
Figure 2.10 indicates that councils across all cohorts are not renewing assets at the same rate as they are consuming the assets (as measured by depreciation expense).

Figure 2.9. Renewal and Upgrade Ratio



Source: AEC Analysis (unpublished), VAGO data

Figure 2.10. Renewal Ratio (excluding upgrades)



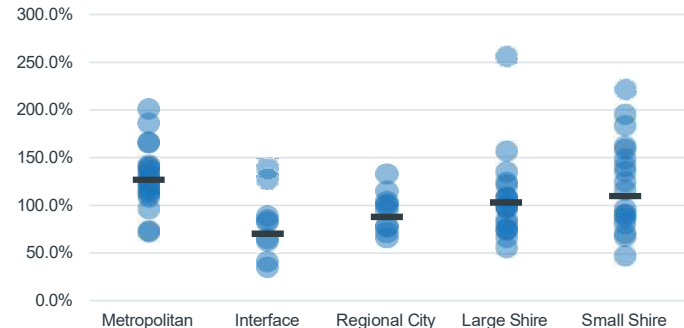
Source: AEC Analysis (unpublished), VAGO data

Submission – Committee Inquiry into Local Government Funding and Service Delivery in Victoria



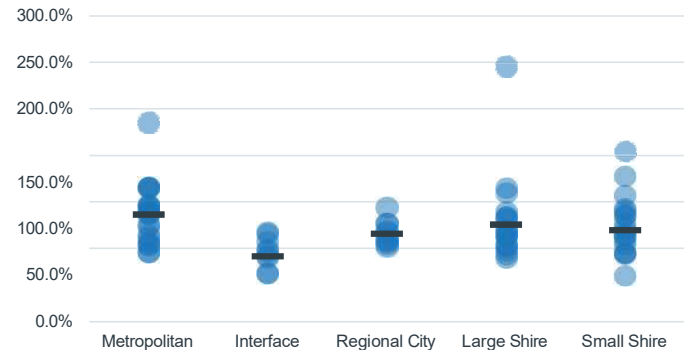
The spread of these two ratios also varies within each council cohort, with the following graphs illustrating the ratio spread for the 2022-23 result and the average for each cohort.

Figure 2.11. Renewal and upgrade ratio



Source: AEC Analysis (unpublished), VAGO data

Figure 2.12. Renewal ratio (excluding upgrades)



Source: AEC Analysis (unpublished), VAGO data

1.5 Risk Assessment of the Sustainability of Local Government

The assessment of the medium to long term financial sustainability of local government provided by FinPro above contrasts with the assessment provided by LGV. Local government in Victoria is not in a “sound position” as indicated by LGV, nor is it in “great shape” as indicated by the Minister.

ESC has raised concerns regarding the historical deterioration of cash reserves, which is not consistent with local government being in a sound position or in great shape.

VAGO has raised concerns with expenditure increasing at a higher rate than revenue and highlights a deterioration in the adjusted underlying result.

FinPro has highlighted that the local government sector has a deteriorating adjusted underlying result, deteriorating unrestricted cash and insufficient investment in the renewal of assets.

Applying the VAGO risk assessment criteria outlined in Table 2.1, high risk of short term and immediate sustainability concerns are indicated by an adjusted underlying result of less than 0% or a liquidity ratio of less than 0.75. Based on the 2023-24 budgets, all council cohorts except metropolitan councils have a trend of adjusted underlying deficits. In the LGV report on 2022-23 budgets, 55 of 79 councils were budgeting for an adjusted underlying deficit.

Furthermore, based on the FinPro analysis, nearly all councils are either at a medium or high risk of not spending sufficiently on existing assts.

8.3 Bayswater Parking Management Plan

Final Report Destination:	Council
Paper Type:	For Decision
Author	Senior Traffic Engineer, Deborah Wilding
Manager:	Manager Strategic Infrastructure, Matthew Hanrahan
Executive:	Grant Thorne

SUMMARY

A draft Bayswater Parking Management Plan for the Bayswater Activity Centre was developed after public consultation in February 2020 and a parking study in March 2022. The draft plan was presented to the public in February 2024. The draft Bayswater Parking Management Plan has been refined in response to the consultation and is now being presented for Council to discuss the Plan.

RECOMMENDATION

That Council adopt the Bayswater Parking Management Plan as presented in Attachment 1.

1. DISCUSSION

1.1 Background

Parking demand across Knox continues to increase, especially in activity centres where there is increasing development, retail, and commercial activity. This creates challenges in providing for the movement of people and goods through the municipality while still maintaining a safe and pleasant environment for people to live, work and play. The Knox Parking Policy was endorsed by Council in February 2018 to better manage the parking needs of the community and to shift from being reactive to strategic when managing parking issues. The Knox Parking Policy outlines a framework for progressively preparing parking management plans for each activity centre. So far, four parking management plans in Ferntree Gully, Upper Ferntree Gully, Boronia, and Wantirna have been endorsed and are progressively being implemented as required.

A parking management plan has now been prepared for the Bayswater Activity Centre after conducting two community consultation periods and undertaking an independent parking study for the centre. Once endorsed, proposed parking changes within the commercial area of the Parking Management Plan (Stage 1) will be implemented within three months. Restrictions proposed within surrounding residential areas (Stage 2) will only be implemented according to community demand and following further consultation with residents of each affected street.

1.2 Stage 1 – Consultation

The initial consultation survey was conducted in February 2020. This was a general online survey on community parking needs and issues for residents, visitors, workers, and business owners who use the activity centre. The survey was available on Council's website and advertised via the distribution of flyers to all Bayswater residents as well as businesses in the area, social media, and a 'Pop-up' session for 2 hours at Mountain High Shopping Centre.

The survey generated 207 responses with many concerns raised by residents. The comments and suggestions received from the survey, letters, emails, and Facebook posts were aggregated into

related issue responses. The key issues were then reviewed and considered as part of the draft Parking Management Plan.

The main points/issues raised were:

- Construct a multi-deck carpark at the train station (insufficient commuter parking).
- Install parking restrictions in congested streets (especially Pine Road and Myrtle Street).
- New developments should provide sufficient off-street parking for residents and visitors. Overdevelopment is leading to parking on-street.
- Provide more parking permits/all-day parking for business staff.
- Provide parking in the rail station carpark for shorter trips later in the day.
- Greater enforcement of parking restrictions.
- Feeling unsafe walking
- to the car.

This consultation was conducted just prior to Covid19 restrictions being enforced. Parking surveys therefore had to be delayed until traffic became consistent again and the shopping centre resumed trade.

1.3 Independent Parking study

An independent parking study was conducted for the commercial area and the surrounding residential streets in March 2022, once traffic started returning to the shopping centre after the Covid19 restrictions were eased.

The independent parking study provided data and feedback on existing parking conditions within the activity centre. This consisted of:

- Identifying all existing parking restrictions within the study area including the location and number of specialty parking zones (such as accessible, loading, taxi, and bus zones);
- Determining the extent of parking in carparks and on local streets within the study area;
- Analysing the observed car parking demand in the study area; and
- Providing recommendations for parking improvements for the study area in line with the Knox Parking Policy.

Recommendations from the independent parking study include:

- Providing 4-hour time-based restrictions along the south side of Station Street (between Pine Road and Scoresby Road) to assist with the parking turnover and access for residential visitors.
- Extending the 2-hour parking restrictions along the Mountain Highway service road between Church Street and Valentine Street (suggestion only).
- Providing longer term parking within the Pine Road carpark (near Coles).
- Providing an accessible car space in the Mountain Highway service road between Church Street and Valentine Street.
- Increasing enforcement of time-restricted spaces in the shopping centre and consider implementing enhanced enforcement methods such as parking overstay detection systems.

Further observations of parking in the Mountain Highway service road indicated parking is available in the existing 2-hour areas and additional 2-hour parking is not required.

The recommendations, other than extending the 2-hour parking restrictions along Mountain Highway service road, are included in the Parking Management Plan.

1.4 Stage 2 Consultation – Draft Bayswater Parking Management Plan

Through the consultation process, the draft Bayswater Parking Management Plan was presented in a map form with coloured lines indicating distinct types of restrictions (refer to the map shown in Attachment 1). This allowed residents to view individual restrictions in each street.

The draft Bayswater Parking Management Plan was available for public comment during February 2024. Community consultation was undertaken using Council's website – 'Have Your Say' page, social media posts, and the distribution of flyers to the Bayswater residents and businesses in the area. As a result of the second consultation process, 81 submissions from 60 contributors were received for the draft Bayswater Parking Management Plan providing support and comment on the draft plan. A summary of comments relating to various streets and responses are shown in Attachment 2.

1.5 Key issues from the Draft Bayswater Parking Management Plan

Submissions received from presenting the draft parking management plan for public comment have prompted the following changes to the draft Bayswater Parking Management Plan:

- Create 3-hour and 4-hour parking areas in the Pine Road carpark to cater for longer stays.
- Provide an additional accessible space in the Pine Road carpark.
- Remove the 2-hour parking proposed on the east side of Church Street.
- Review the Bayswater business permit allocation.
- 'No Parking' sections in King Street, for passing space, to be implemented at the same time as commercial restriction changes.

There may be minor adjustments required to parking restrictions at specific locations not considered in the Parking Management Plan. In this case, the affected residents or businesses will be notified as will the local councillor.

1.6 Actions for Implementation

The draft Bayswater Parking Management Plan (refer to attachment 1) is separated into 3 sections:

- Stage 1 – Inner Commercial Area
- Stage 2 – Outer Residential Area
- Proposed Timeline for implementation

Once the draft Bayswater Parking Management Plan is endorsed by Council, arrangements will be made to install any parking changes within the Stage 1 - Inner Commercial Area which include:

- The installation of 3 accessible bays
- Pine Road car park - 3-hour and 4-hour parking time limits
- Mountain Highway (north side between Valentine St and Railway Pde) – ½ hour time limits extended and simplified.
- Updating signs as needed to ensure compliance with the proposed operating times.

Within the Stage 2 – Outer Residential Area, some 'No Parking' areas along King Street are proposed to create passing areas. This change is in response to concerns previously raised by residents.

Businesses and residents will be notified prior to installing the proposed parking changes.

Other parking changes within the Stage 2 – Outer Residential Area, will only occur as requested and if supported by residents after further consultation with specific streets.

A proposed review of the current Bayswater business permits will include:

- Consultation with business owners
- Determining current staff parking needs
- Determining the number of permits to be allocated for each business.

Any remaining actions will be managed in line with the proposed timeline provided in the Bayswater Parking Management Plan.

2. ENGAGEMENT

The development of the parking management plan was undertaken in consultation with Council officers and independent traffic consultants. Two public consultation phases were provided. Flyers, posters, and messages on social media were used to direct the public to a survey and the draft plan on the Council website.

Stage 1 consultation was conducted in February 2020 seeking information from the public on parking needs and issues (207 responses were received). Stage 2 consultation was conducted in February 2024 seeking the public's response to the Draft Bayswater Parking Management Plan (81 responses were received). Feedback from this process was reviewed and where appropriate included in the Parking Management Plan. A summary of the Stage 2 public consultation is provided in Attachment 2.

Further consultation with residents within individual streets will be conducted as required. Parking issues within Bayswater are regularly discussed internally with staff as part of meetings held between Community Laws and the Traffic and Transport teams. The City Strategy and Planning team has also been kept informed about the Bayswater Parking Management Plan through the Bayswater Renewal Strategy process.

3. SOCIAL IMPLICATIONS

Providing a manageable parking environment encourages safe and equitable access and movement for various users.

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.

There is no overall increase or decrease in potential parking spaces or hard surfaces which will change climate conditions. However, through better management of the available parking spaces, there may be a slight reduction in emissions by:

- The reduction of vehicle movements (i.e., fewer motorists searching for parking or relocating a vehicle).
- Advocating for electric charging spaces within the activity centre to encourage the use of electric vehicles.

5. ENVIRONMENTAL IMPLICATIONS

Parking availability affects the quality of life of residents and the operation of businesses. It is, therefore, important that all parking needs are considered in a fair and equitable manner. This is particularly important given the growing demand for on street parking within the municipality.

6. FINANCIAL AND RESOURCE IMPLICATIONS

Some costs relating to the traffic study and consultation for the area have already been funded from existing operational budgets. Funding for future traffic studies, the implementation of parking signs, line marking changes and minor infrastructure changes has been included as part of the Capital Works budget under Local Road Safety Initiatives.

The costs for Bayswater are in the order of \$10,000 for signage changes and \$15,000 for the provision of 3 accessible parking spaces.

7. RISKS

The following risks have been identified in relation to this plan:

Risk Type	Cause /Description	Control/Treatment
Reputation	Individual customers may not support the proposed parking restriction changes and raise concerns through the media.	<ul style="list-style-type: none">• Opportunities have been provided through 2 public consultation stages with suggestions included in the parking plan where appropriate.• Further consultation/notification will occur with customers directly affected by future parking changes.
People (Health & Safety)	Parking for individual or special needs cannot be met.	<ul style="list-style-type: none">• Ensure consistent management of carparking with a variety of restriction types to cater for public needs.• Parking restrictions to be installed in line with the Knox Parking Policy• Provide accessible parking spaces in compliance with the Australian Standards and Building Code in each of the Council owned carparks.
Operational Performance	Changed/missing/damaged /incorrect signs or faded linemarking leads to a failure to comply with parking restrictions	<ul style="list-style-type: none">• Sufficient signs to be installed so motorists can determine and comply with the parking restrictions.• Yellow 'changed restriction' signs to be installed for at least 1 month where parking changes have occurred so that motorists are aware of the change.• The Maintenance team manage the maintenance of signs and line marking as part of their regular programs.• The Community laws team ensure signage is correct and clear before a fine is issued.

8. KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Neighbourhoods, Housing & Infrastructure

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

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. STATEMENT OF COMPATIBILITY

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

11. CONFIDENTIALITY

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

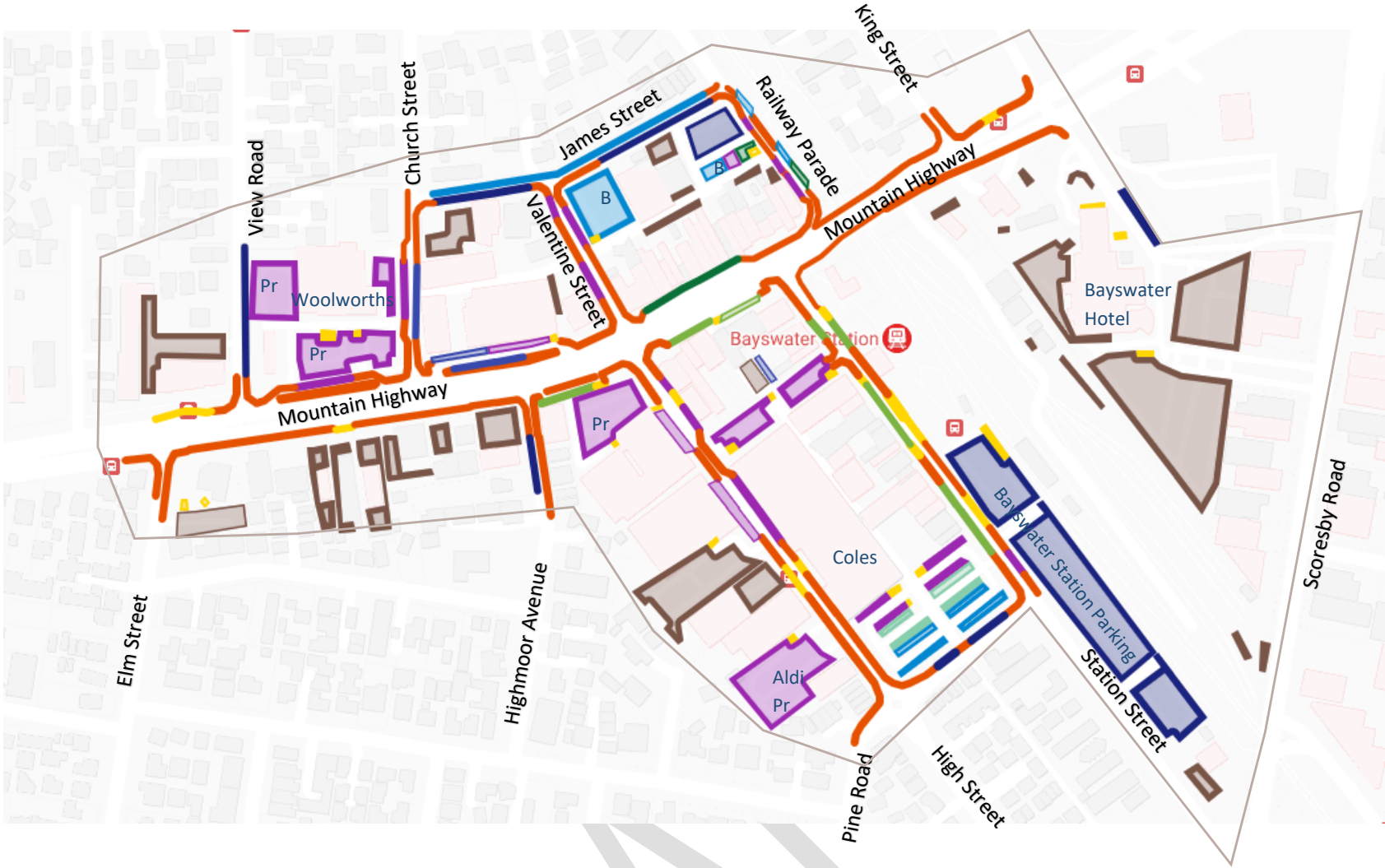
ATTACHMENTS

1. Attachment 1 - Draft Bayswater Parking Management Plan v2 June 2024 (3) [**8.3.1** - 3 pages]
2. Attachment 2 - Draft Bayswater Parking Management Plan Have Your Say Summary Comments (1) [**8.3.2** - 5 pages]

Attachment 1

DRAFT ONLY - Bayswater Parking Management Plan

Stage 1 - Inner Commercial Area – Shopping Centre and Station precinct



LEGEND

No Stopping

No Parking

Special Needs (Accessible, Bus, Taxi, Loading, Mail Zone, pick-up/drop-off, EV charging)

1/2 Hour 6am-8pm

1 Hour 6am-8pm

2 Hour 6am-8pm

3 Hour 6am-8pm

4 Hour 6am-8pm (in carparks), 4 hour 8am-6pm (James St)

Unrestricted

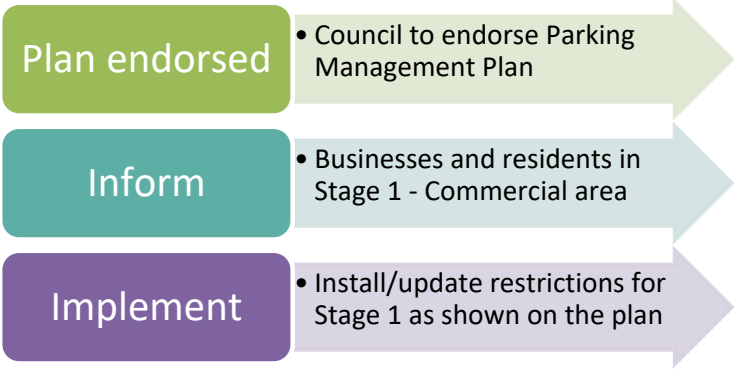
Private parking

Pr Private parking (time based for customers)

B Business permit parking

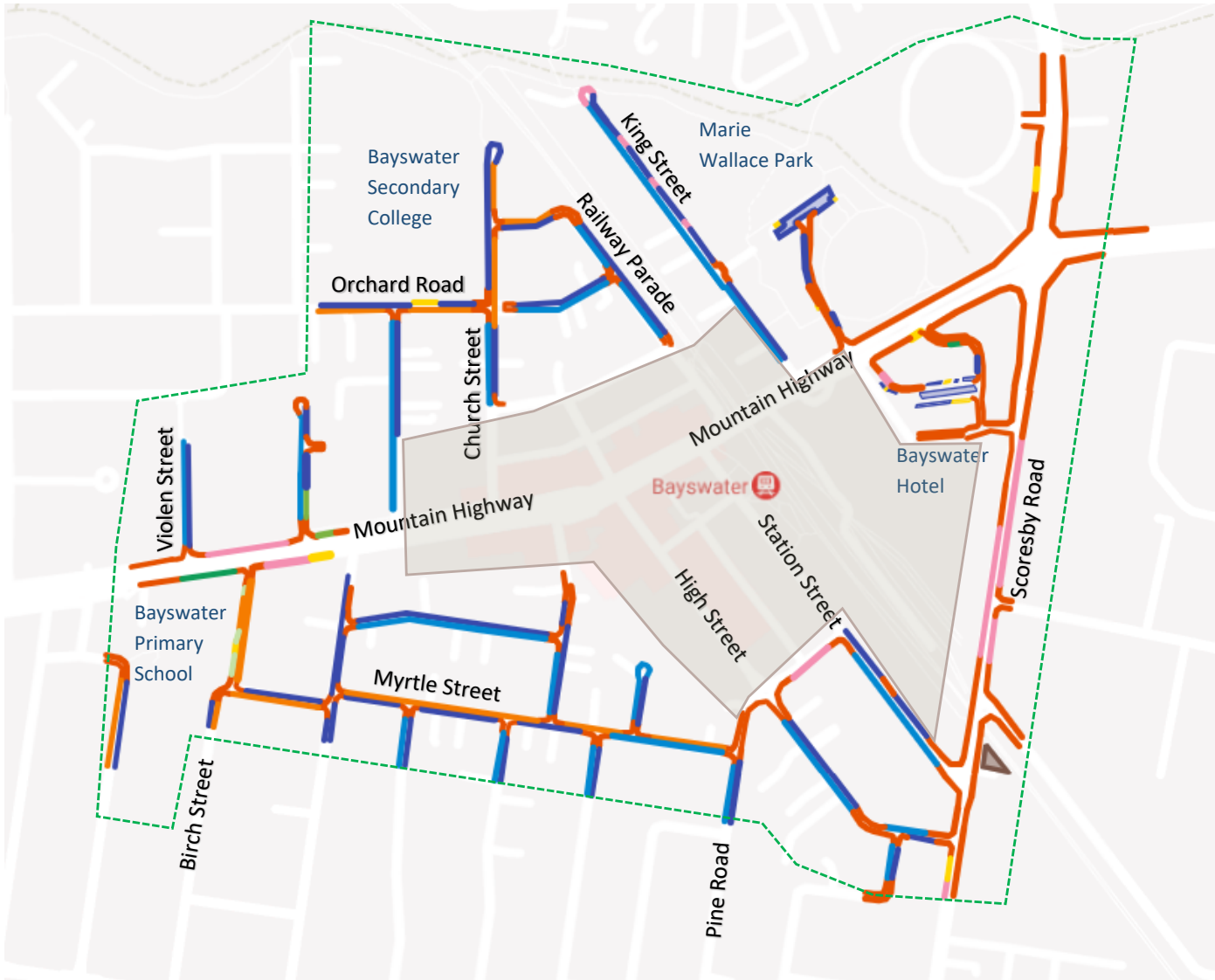
Boundary of Inner commercial section - Activity Centre

Stage 1 - Implementation for Inner Commercial Area



DRAFT ONLY - Bayswater Parking Management Plan

Stage 2 - Outer Residential Area



LEGEND

No Stopping

No Stopping (time based – 8am-6pm Mon-Fri, 8-9am/ 8.15-9.15am, 3-4pm School Days)

No Parking

Special Needs (Accessible, Bus, Loading, Mail Zone, CFA)

2 Minutes 8.15am-9.15am School days

15 minutes (all times, 8am-6pm Mon-Fri)

1 Hour 8am-6pm Mon-Fri

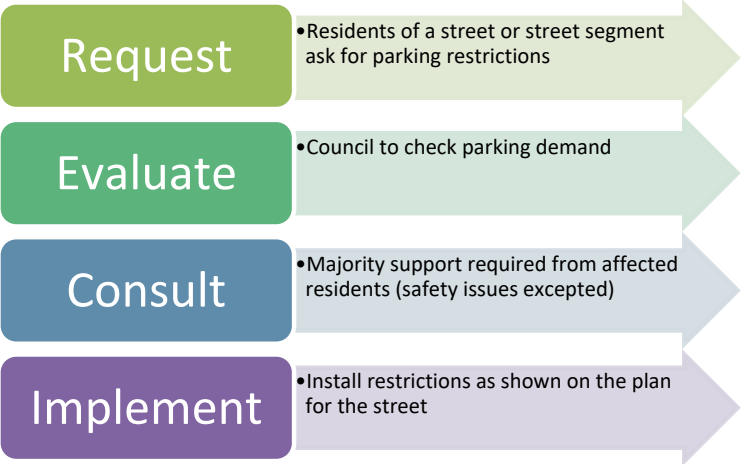
4 Hour 8am-6pm Mon-Fri

Unrestricted

Inner commercial section

Boundary of outer residential area

Stage 2 Implementation for Outer Residential Area

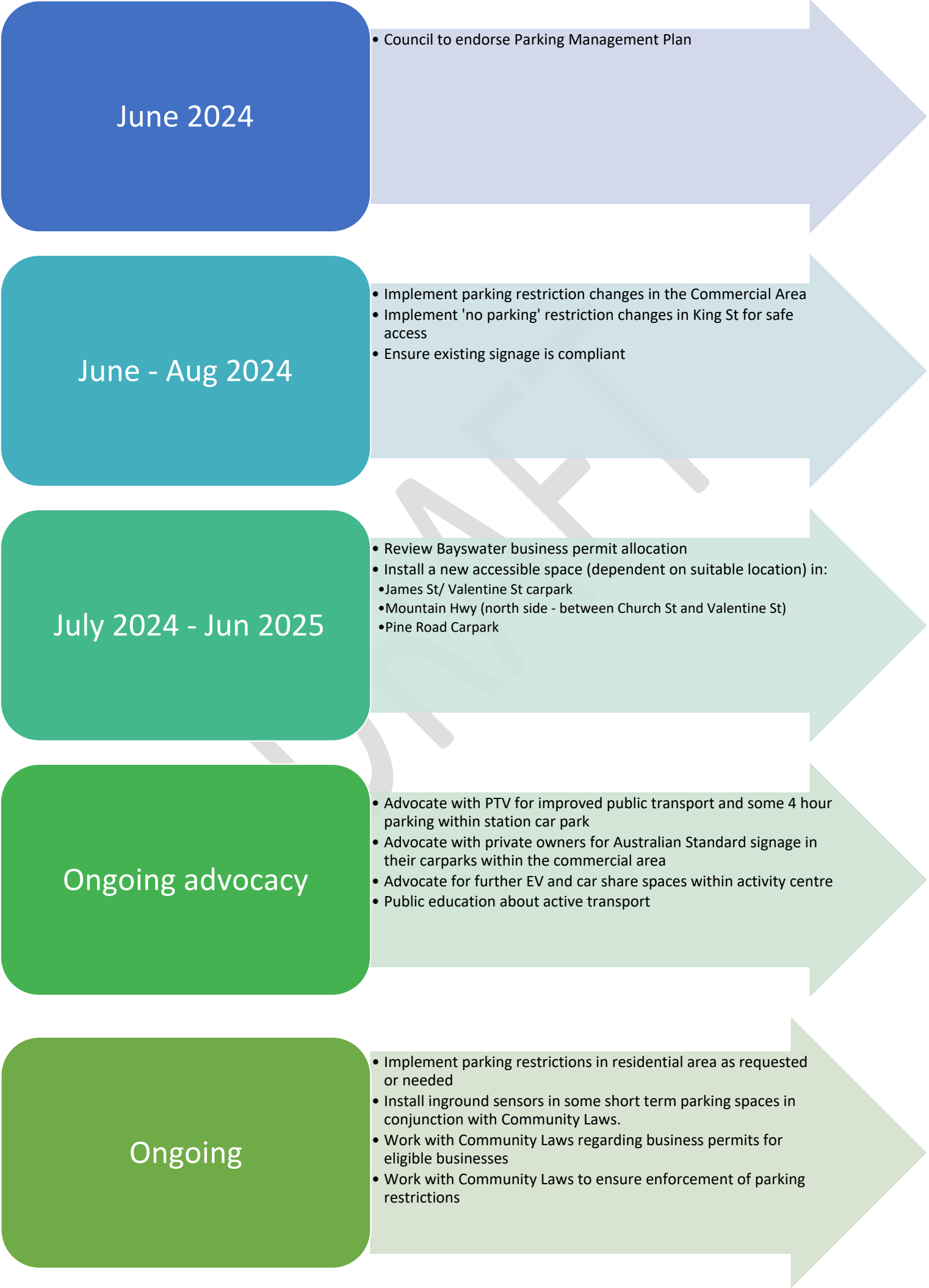


DRAFT ONLY - Bayswater Parking Management Plan

Proposed Timeline

The following timeline collates the actions identified as part of the investigation and consultation process for the development of the Bayswater Parking Management Plan and indicates the approximate time frames for the projects.

Action involving changes to parking restrictions on public roads can be managed by Council and completed within a 3-month period while actions involving advocacy are generally outside Council’s jurisdiction.



Attachment 2



Bayswater Parking Management Plan

- Have Your Say Consultation Summary

A summary of results from presenting the Draft Bayswater Parking Management Plan on the Have your Say page in February 2024.

Council received 81 comments from 60 contributors. These are grouped within the following themes.

Number of comments for theme	Themes	Response/Action
	Specific locations	
	Pine Rd carpark	
18	Staff moving cars every 2 hours as they don't have permits and all-day parking already taken	The parking plan will trial the introduction of 3-hour and 4-hour parking
13	Pine Rd carpark - needs 4-hour parking	The parking plan will trial the introduction of 3-hour and 4-hour parking
9	Pine Rd Carpark – needs all-day parking/permit parking for staff	Rail commuters are likely to utilise any all-day parking spaces. Permits were previously allowed in this carpark, however this only benefitted early arrivals and displaced customers. The trial with 3-hour and 4-hour parking will at least turnover parking allowing opportunities for both staff and customers to use the carpark for longer times.
4	Pine Rd carpark – support 3-hour parking	The parking plan will trial the introduction of 3 hour and 4 hour parking
2	Pine Rd carpark – needs 2-hour & 4-hour parking	The parking plan will trial the introduction of 3-hour and 4-hour parking and keep some 2-hour parking close to the shops for customers.

2	Pine Rd carpark – needs more accessible spaces	There are 3 accessible spaces in the Pine Road carpark which complies with the building code. 1 additional space adjacent to the main entrance to Mountain High will be considered.
1	Pine Road carpark – requesting more seniors spaces	There were previously 3 spaces marked for seniors however these spaces are not enforceable as officers are unable to determine a ‘senior’ by their car.
	Pine Rd	
1	Pine Rd – High St to Station St – Restrict parking for easier access during the day up to 6pm	The south side on Pine Road is already restricted which allows for 2 way through movements and parking on the north side. Further restrictions may push parking into other nearby streets and affect parking for residents.
1	Pine Rd – ensure traffic changes do not push traffic further along Pine Road	Although it is difficult to predict where drivers will park, two aims of the parking restrictions are to ensure access and to distribute the parking evenly so there is minimal impact to residents.
	Penguin Pk	
1	Penguin Pk – include some 1-hour or ½ hour parking for increased turnover & take away businesses	1-hour parking is available nearby in Station Street
	Macauley Place	
2	Macauley Place - unsafe for pedestrians when there are parked cars in laneway	Some sections of Macauley Place are privately owned and permit parking. Macauley PI shared zone project is on Council’s Capital works program to improve pedestrian safety.
2	Macauley Place – request pedestrian zone (especially at top end)	Macauley PI shared zone project is on Council’s Capital works program to improve pedestrian safety.
	Church St	
2	Church St – need 3 hours or leave unrestricted (Woolworths already have underutilised 2-hour area & longer times are required for hairdresser).	The 2-hour restrictions are existing on the west side of Church Street. Proposed restrictions on the east side have been removed to allow for longer term parking as investigations show a low parking demand.
	Mountain Hwy Service Rd	
1	Mountain Hwy – Church St to Valentine St – request accessible space	This is included in the draft plan
1	Mountain Highway – Church St to Valentine St – include some ½ hour parking for take away businesses	The current 2-hour parking is in low demand so there is no need to increase the restrictions.
	King St	

1	King St – congested with parking on both sides, especially weekends	The draft plan includes some passing areas along King St to address access and safety concerns
1	King St- include 'No parking' on residential side on weekends as it is difficult to exit driveways.	The draft plan includes some passing areas along King St to address access and safety concerns
	Station St	
1	Station St – support all day parking both sides	Parking will remain as all day parking for the time being. Additional parking restrictions may be considered if/when requested by residents and after further consultation.
	James St	
2	James/Valentine Intersection- remove parking at intersection as it makes turns difficult.	Parking is restricted on the south side at this location. T-intersections allow for parking on the continuous side of the road. Parking on the north side is restricted to 2 hours.
	Bayswater Railway Station	
2	Railway Station Carpark – fix parking/ insufficient parking for commuters	Bayswater Station carpark is managed by the Victorian State Government, not Council.
1	Railway Station carpark- parking required for seniors travelling by train outside peak times	Bayswater Station carpark is managed by the Victorian State Government, not Council.
1	Rail replacement busses should use the bus interchange rather than Station Street	Discussions have been held with Public Transport Victoria who indicate that there is insufficient room for both the route busses and the additional busses used in place of trains within the interchange area.
	Mountain High Centre	
1	Concerns relating to allowing a childcare centre at the site.	Parking was considered in line with the Planning Scheme
1	Insufficient planning for Mountain High complex	Parking was considered in line with the Planning Scheme
	Congestion in local streets	
1	Orchard Road, Railway Pde, James St & Valentine St – support parking restrictions	Additional parking restrictions can be considered if/when requested by residents and after further consultation.
2	Alwyn St & Elm St – congestion Friday afternoon due to place of worship meeting	Additional parking restrictions can be considered if/when requested by residents and after further consultation.

1	Increased congestion in residential streets due to increase in population not addressed	Additional parking restrictions can be considered if/when requested by residents and after further consultation.
	Paid Parking	
1	Request for paid parking for customers needing longer stay times (e.g. Hairdressing)	Paid parking is currently not being considered.
	Schools	
1	Restrictions near schools makes pick up difficult.	Some parking restrictions are required near schools for safety reasons
	General comments	
9	Time-based restrictions do not provide sufficient time for activities/work (2/3/4 hours not sufficient)	A variety of time-based restrictions are being provided throughout the activity centre.
6	Streets names were not marked on map/map could have been clearer	An upload error occurred on the 'Have your say' page which left off the street names. These will be included on the final plan.
8	No change required to parking/sufficient parking	There are very few changes to parking restrictions throughout the activity centre. Where there are opportunities to increase utilisation of parking, changes will be made.
6	Comments ambiguous/not supportive (understanding unclear)	Comments were unclear or not related to parking changes
5	General support for plan	Support is appreciated
1	Respond to feedback & Facebook	The communications team aim to respond to enquiries. Where there are too many responses, as through the 'Have your say' forum, we aim to investigate all concerns as part of the project.
3	Economic improvements needed to encourage more people to Bayswater activity centre.	This is a planning matter which may be addressed as part of the Bayswater Renewal Strategy.
2	Some business staff not given permits since covid.	Most businesses are only permitted 4 parking permits per business. We will review the permit allocation as part of the plan
1	Install/redesign roads with protected bike lanes	The Knox Cycling Action Plan is currently under review. Council aims to install the most appropriate bike infrastructure while considering the constraints of each location.
1	No more EV car spaces taking up general parking spaces	EV parking spaces are placed where there is a need for car charging. General parking is also available throughout the activity centre.

1	Residents should be able to park without a limit	Most residents have access to some unrestricted on-street parking. Some parking restrictions are needed to allow for visitor parking where the parking demand is high close to the activity centre. Residents' vehicles are generally provided off-street in private property.
1	Build more carpark	Carparks are generally provided in conjunction with requirements of the current planning scheme. The Plan focuses on managing existing parking.
1	Restrictions are revenue raising process	Parking restrictions are required to ensure there are opportunities for visitors to park in the area. Enforcement ensures people comply with the rules.

8.4 Contract 3301: Parks and Open Space Maintenance

Final Report Destination: Council
Paper Type: For Decision
Author: Project Officer – City Presentation, Matthew Goodson
Manager: Manager Green Spaces & Environment, Andrew Dodd
Executive: Director, Infrastructure, Grant Thorne

SUMMARY

This report considers and recommends the appointment of contractors for delivery of services under Contract 3301 - Parks and Open Space Maintenance.

Services delivered under this contract include; garden maintenance, family and children's centre yard maintenance, reactive services, mulch supply and install, plumbing and electrical services.

RECOMMENDATION

That Council:

1. Accepts the tenders submitted by the listed contractors below for Contract 3301 – Parks and Open Space Maintenance for schedule of rate work relating to the categories specified, for an initial period of three years, commencing 1 July 2024 until 30 June 2027.

Category	Recommended Tenderer/s
Garden Maintenance Round 30	Skyline Landscape Services (VIC) Pty Ltd Landlinks Environmental Services Pty Ltd LD TOTAL PTY LTD (SANPOINT) Munns Parks and Gardens Pty Ltd South East Garden & Lawn Care
Garden Maintenance Round 31	Skyline Landscape Services (VIC) Pty Ltd Landlinks Environmental Services Pty Ltd LD TOTAL PTY LTD (SANPOINT) Munns Parks and Gardens Pty Ltd Operation Revegetation Pty Ltd South East Garden & Lawn Care
Garden Maintenance Round 32	Skyline Landscape Services (VIC) Pty Ltd Landlinks Environmental Services Pty Ltd LD TOTAL PTY LTD (SANPOINT) Munns Parks and Gardens Pty Ltd South East Garden & Lawn Care
Garden Maintenance Round 33	Skyline Landscape Services (VIC) Pty Ltd Landlinks Environmental Services Pty Ltd LD TOTAL PTY LTD (SANPOINT) Munns Parks and Gardens Pty Ltd South East Garden & Lawn Care
Garden Maintenance Round 34	Skyline Landscape Services (VIC) Pty Ltd Landlinks Environmental Services Pty Ltd

	LD TOTAL PTY LTD (SANPOINT) Munns Parks and Gardens Pty Ltd South East Garden & Lawn Care
Garden Maintenance Round 35	Skyline Landscape Services (VIC) Pty Ltd Landlinks Environmental Services Pty Ltd LD TOTAL PTY LTD (SANPOINT) Munns Parks and Gardens Pty Ltd South East Garden & Lawn Care
Garden Maintenance Round 36	Skyline Landscape Services (VIC) Pty Ltd Landlinks Environmental Services Pty Ltd LD TOTAL PTY LTD (SANPOINT) Munns Parks and Gardens Pty Ltd South East Garden & Lawn Care
Garden Maintenance Round 37	Skyline Landscape Services (VIC) Pty Ltd Landlinks Environmental Services Pty Ltd LD TOTAL PTY LTD (SANPOINT) Munns Parks and Gardens Pty Ltd South East Garden & Lawn Care
Garden Maintenance Round 38	Skyline Landscape Services (VIC) Pty Ltd Landlinks Environmental Services Pty Ltd LD TOTAL PTY LTD (SANPOINT) Munns Parks and Gardens Pty Ltd South East Garden & Lawn Care
Family and Childrens Centres	Skyline Landscape Services (VIC) Pty Ltd Landlinks Environmental Services Pty Ltd LD TOTAL PTY LTD (SANPOINT) Munns Parks and Gardens Pty Ltd South East Garden & Lawn Care
Mulch Supply and Installation:	Ecodynamics Services Landlinks Environmental Services Pty Ltd LD Total Pty Ltd (Sanpoint) Munns Parks and Gardens Pty Ltd Skyline Landscape Services (VIC) Pty Ltd
Reactive Works	Landlinks Environmental Services Pty Ltd LD Total Pty Ltd (Sanpoint) Munns Parks and Gardens Pty Ltd Skyline Landscape Services (VIC) Pty Ltd Yarra Ranges Fire Management Pty Ltd
Plumbing Trades:	Bayliss Plumbing & Roofing Services Pty Ltd DBS Plumbing Services Pty Ltd Hydrotech Services Pty Ltd
Electrical Trades:	DBS Electrical Services (VIC) Pty Ltd Eco Electrical Services Pty Ltd Howelec Electrical Contractors P/L Wallgates Pty Ltd

2. Authorise the Chief Executive Officer (or such person they nominate) to formalise and execute all required contract documentation.
3. Authorise the Chief Executive Officer (or such person they nominate) to execute all parts of this contract including extensions and annual CPI increase; and
4. Authorise the Chief Executive Officer (or such person they nominate) to advise all tenderers accordingly.

1. DISCUSSION

Council maintains a diverse range of reserves and open spaces across the municipality. The area maintained is over 500 hectares in size and includes:

- More than 600 garden and water sensitive urban design sites.
- 37 Family and Children Centres

The maintenance activities delivered under this contract will include:

- Cyclic garden maintenance.
- Cyclic yard maintenance to family and children centres outdoor areas.
- Mulch supply and installation.
- Reactive services.
- Plumbing services.
- Electrical services.

The purpose of Contract 3301 – Parks and Open Space Maintenance, is to engage suitable contractors to deliver these services in line with current service levels.

Contract No. 3301 - Parks and Open Spaces Maintenance is set to commence on 1 July 2024, until 30 June 2027, for an initial period of 3 years. At the end of this initial term, there will be options to extend the contract for a further 2 x 2-year periods at the council's discretion, subject to satisfactory performance.

This contract will replace Contract 2611 – Parks and Gardens Services Maintenance Panel, expiring 30 June 2024.

1.1. Proposed Works/Services

The proposed contract is to undertake the following maintenance activities of parks and open spaces throughout the municipality:

Garden Maintenance

Weed management, vegetation management and litter control within roadsides, reserves community centres, shopping centres and car parks. This service is delivered on a cyclic basis at intervals determined by prominence and usage levels.

Round 30	Shopping centre and street scape garden beds located around Boronia Central, completed on a fortnightly schedule.
Round 31	Reserve and roadside bushland style native garden beds throughout the municipality, completed on a monthly schedule.
Round 32	Reserve and roadside garden beds located in the Harcrest estate, completed on a monthly schedule.
Round 33	Roadside rain gardens located within the Harcrest estate, completed on a monthly schedule.

Round 34	Roadside gardens and LATMs throughout the municipality, completed on a monthly schedule.
Round 35	Roadside gardens, LATMs and reserve garden beds throughout the municipality, completed on a monthly schedule.
Round 36	Roadside, reserve and walkway gardens throughout the municipality, completed on a 6 weekly schedule.
Round 37	Lower maintenance native roadside garden beds adjacent to main roads, completed on a 2 monthly schedule.
Round 38	Lower maintenance native roadside garden beds adjacent to main roads, completed on a 2 monthly schedule.

Family and Children Centre Yard Maintenance

Weed, vegetation and lawn maintenance within open spaces associated with family and children's centres. This service is delivered on a 3 weekly cyclic basis for actively used areas and a 6-weekly cycle for inactive or unused areas. This service requires flexibility from contractors to work around changing rosters of playgroups and kindergartens.

Mulch Supply and Installation

Provision and installation of mulch to garden beds playgrounds and early years open spaces.

Reactive Works

Works delivered reactively in response to customer requests and needs identified by staff audits and inspections. Works could include but are not limited to:

- Hard rubbish removal
- Litter clean-up and removal
- Pruning
- Minor landscape works
- Minor construction works
- Weed removal
- Mowing
- Herbicide Application
- Planting
- Mulching

Plumbing Trades

Maintenance and repairs of plumbing and related systems within Knox parks and reserves. Works could include but are not limited to:

- Diagnosis and repair of plumbing related faults.
- Installations and repairs of drinking fountains, pumps and associated systems.
- Drainage works.
- Repairs to irrigation systems.
- Sewage systems.

Electrical Trades

Maintenance and repairs of electrical 2 and 3 phase electrical systems within Knox parks and reserves. Works could include but are not limited to:

- Diagnosis and repair of electrical faults.
- Installations and repairs of lighting and solar lighting.
- Works on both Single and 3 phase power sources.

- Fault finding and repairs to electric BBQs.

Playground Inspections:

Independent auditing of playgrounds across the municipality's public parks, childcare centres, preschool centres, and Maternal and Child Health Care Centres (MCHC).

These audits are undertaken by a Level 3 Qualified Auditor (in accordance with Australian Standards 4685) to assist in identifying risks within each playground and prioritising a renewal program for each area.

1.2. Tenders Received

Council advertised a public tender for this contract 2 March 2024, in accordance with Councils Procurement Policy and approved Procurement Plan. The tender closed on 8 April 2024.

The following tenders were received for some or all categories relating to this contract as specified in Section 1.1:

Tenderer	Categories tendered
Auschin Group Pty Ltd	Garden Maintenance Round 30 Garden Maintenance Round 31 Garden Maintenance Round 32 Garden Maintenance Round 33 Garden Maintenance Round 34 Garden Maintenance Round 35 Garden Maintenance Round 36 Garden Maintenance Round 37 Garden Maintenance Round 38 Family and Children Centres Mulch Supply and Install Reactive Works Plumbing Trades Electrical Trades
Bayliss Plumbing & Roofing Services Pty Ltd	Plumbing Trades
DBS Electrical Services (VIC) Pty Ltd	Electrical Trades
DBS Plumbing Services Pty Ltd	Plumbing Trades
Ecodynamics Services	Mulch Supply and Install
Eco Electrical Services Pty Ltd	Electrical Trades
Howelec Electrical Contractors P/L	Electrical Trades
Hydrotech Services Pty Ltd	Plumbing Trades
J.A.M. Horticultural Services	Gardening Round 36

	Reactive Works
Landlinks Environmental Services Pty Ltd	Garden Maintenance Round 30 Garden Maintenance Round 31 Garden Maintenance Round 32 Garden Maintenance Round 33 Garden Maintenance Round 34 Garden Maintenance Round 35 Garden Maintenance Round 36 Garden Maintenance Round 37 Garden Maintenance Round 38 Family and Children Centres Mulch Supply and Install Reactive Works
LD Total Pty Ltd (Sanpoint)	Garden Maintenance Round 30 Garden Maintenance Round 31 Garden Maintenance Round 32 Garden Maintenance Round 33 Garden Maintenance Round 34 Garden Maintenance Round 35 Garden Maintenance Round 36 Garden Maintenance Round 37 Garden Maintenance Round 38 Family and Children Centres Mulch Supply and Install Reactive Works Plumbing Trades Electrical Trades
Munns Parks and Gardens Pty Ltd	Garden Maintenance Round 30 Garden Maintenance Round 31 Garden Maintenance Round 32 Garden Maintenance Round 33 Garden Maintenance Round 34 Garden Maintenance Round 35 Garden Maintenance Round 36 Garden Maintenance Round 37 Garden Maintenance Round 38 Family and Children Centres Mulch Supply and Install Reactive Works
Operation Revegetation Pty Ltd	Garden Maintenance Round 31
Regenerative Ecosystems	Garden Maintenance Round 30 Garden Maintenance Round 31 Garden Maintenance Round 32 Garden Maintenance Round 33 Garden Maintenance Round 34 Garden Maintenance Round 36

	Mulch Supply and Install Reactive Works
Skyline Landscape Services (VIC) Pty Ltd	Garden Maintenance Round 30 Garden Maintenance Round 31 Garden Maintenance Round 32 Garden Maintenance Round 33 Garden Maintenance Round 34 Garden Maintenance Round 35 Garden Maintenance Round 36 Garden Maintenance Round 37 Garden Maintenance Round 38 Family and Children Centres Mulch Supply and Install Reactive Works
South East Garden & Lawn Care	Garden Maintenance Round 30 Garden Maintenance Round 31 Garden Maintenance Round 32 Garden Maintenance Round 33 Garden Maintenance Round 34 Garden Maintenance Round 35 Garden Maintenance Round 36 Garden Maintenance Round 37 Garden Maintenance Round 38 Family and Children Centres Reactive Works
The Groundsman Trust	Reactive Works
Wallgates Pty Ltd	Electrical Trades
Yarra Ranges Fire Management Pty Ltd	Reactive Works

1.3. Tender Evaluation Panel

The tender evaluation panel consisted of the following members:

Title	Department
Project Officer City Presentation	Green Spaces and Environment
Project Officer Mowing & Reactive Services	Green Spaces and Environment
Project Manager Civil Construction	Engineering Services and Operations
Procurement Officer (Non-voting Panel Member)	Strategic Procurement & Property

All members of the Panel signed the Tender Evaluation Panel Declaration Form indicating that they had no conflict of interest or association with any tenderers. The process was overseen by the Strategic Procurement and Property department, to align this process with Council's Procurement Policy.

1.4. Evaluation Criteria

The evaluation criteria, as listed in the Conditions of Tender, were assigned the following weightings:

Comparative Criteria	Weighting
Price	30%
Capability, Relevant Experience, and past Performance	40%
Customer Service	20%
Commitment to Social and Environmental Initiatives	10%
TOTAL	100%

1.5. Tender Evaluation

The evaluation process outlined in this report, yielded consensus scores which were applied to the approved assessment matrix for all tenderers. A full tender evaluation report has been developed which fully details this process (Confidential Attachment 1).

At the completion of the assessment process, fifteen tenderers have been assessed as preferred to deliver the works under Contract 3301 relating to specific categories as per the below:

All prices submitted for playground audits exceeded Council's available budget for this component. Therefore, evaluation was not undertaken for this category and no submissions were recommended for approval under this category. This work will be covered by separate RFQ processes when required. This work formed only a minor part of the contract specification.

Contractor	Category
Bayliss Plumbing & Roofing Services Pty Ltd	Plumbing Trades Only
DBS Electrical Services (VIC) Pty Ltd	Electrical Trades Only
DBS Plumbing Services Pty Ltd	Plumbing Trades Only
Ecodynamics Services	Mulch Supply and Installation Only
Eco Electrical Services Pty Ltd	Electrical Trades Only
Howelec Electrical Contractors P/L	Electrical Trades Only
Hydrotech Services Pty Ltd	Plumbing Trades Only
Landlinks Environmental Services Pty Ltd	Garden Maintenance (30, 31, 32, 33, 34, 35, 36, 37, 38), Mulch supply and Installation, Reactive Works

LD Total Pty Ltd (Sanpoint)	Garden Maintenance (30, 31, 32, 33, 34, 35, 36, 37, 38,) Mulch supply and Installation, Reactive Works
Munns Parks and Gardens Pty Ltd	Garden Maintenance (30, 31, 32, 33, 34, 35, 36, 37, 38,)), Mulch supply and Installation, Reactive Works
Skyline Landscape Services (VIC) Pty Ltd	Garden Maintenance (30, 31, 32, 33, 34, 35, 36, 37, 38,)), Mulch supply and Installation, Reactive Works
South East Garden & Lawn Care	Garden Maintenance (30, 31, 32, 33, 34, 35, 36, 37, 38,)), Family and Children Centres, Reactive Works
Operation Revegetation Pty Ltd	Garden Maintenance Only (31)
Wallgates Pty Ltd	Electrical Trades Only
Yarra Ranges Fire Management Pty Ltd	Reactive Works Only

Contractors will be allocated rounds primarily where they were more cost effective as well as considerations with geographical location etc. This will see rounds split relatively evenly amongst contractors, with alternate panel contractors being used for support in cases of high demand, contractor availability etc.

2. ENGAGEMENT

Consultation has occurred with relevant stakeholders during the phases of tender preparation and advertising. Consultation has also occurred with the current project officers and the wider Parks Management team during the evaluation phase to ensure a successful tendering process was achieved.

3. SOCIAL IMPLICATIONS

The services under this contract provide a significant contribution to enhance the environment and visual amenity of the municipality's reserves and open spaces.

The services will also aid in keeping the municipality weed and pest free, reduce the amount of litter, and provide attractive and useable open spaces for the enjoyment and recreation of the community.

4. CLIMATE CHANGE CONSIDERATIONS

All preferred contractors are committed to ensuring that considerations to climate change are undertaken as part of their ongoing works.

As a part of the evaluation process consideration was given to the locality of contractors which will result in reduced travel times and fuel consumption.

5. ENVIRONMENTAL IMPLICATIONS

The services under this contract provide a significant contribution to enhance the environment and visual amenity of the municipality's reserves and open spaces. The contractors will ensure that all areas are kept free of weeds and tree debris.

Concerning sites of biological significance and significant vegetation, Council's Biodiversity team will be consulted during preliminary planning and no remnant vegetation will be affected during the maintenance cycles. Council's contract manager will ensure the contractors adhere to the approved systems and procedures.

The contract will aid in maintaining a sustainable natural environment and creating attractive and vibrant places for the community to use. The recommended contractors are aware of their responsibility to all environmental elements effected by these works including safe use of chemicals.

6. FINANCIAL AND RESOURCE IMPLICATIONS

Based on the required service levels and frequencies, it is anticipated that the cost of delivering Contract 3301 will be approximately \$1,705,000 including GST per year. Over the initial 3-year term of this contract, the estimated value is \$5,115,000. If all extensions are granted (which are granted at Council's discretion) the total estimated value is \$11,935,000 over the full term of the contract.

This is within available budget allocation which is \$1,696,104 on average per year over the life of the contract or \$5,088,312 for the initial 3-year term and \$11,872,728 over the full term of the contract. Being this is a 'schedule of rates' contract managing small variances such as this can be achieved through absorbing into current budget allocation and minor service level changes based on seasonal requirements.

7. RISKS

As this service is paid as work is performed, the financial risk to Council is Low. All preferred contractors have demonstrated a history of delivering similar services on time and to the required specification.

8. KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Natural Environment & Sustainability

Strategy 3.1 - Preserve our biodiversity and waterways and enhance our urban landscape.

Connection, Resilience & Wellbeing

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

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

9. CONFLICT OF INTEREST

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

10. STATEMENT OF COMPATIBILITY

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

11. CONFIDENTIALITY

Attachment 8.4.1 will be 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, being information provided by a business, commercial or financial undertaking that— (i) relates to trade secrets; or (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

ATTACHMENTS

Nil

8.5 Contract 3339: Maintenance of Open Spaces & Road Reserves

Final Report Destination:	Council
Paper Type:	For Decision
Author:	Project Officer – Mowing & Reactive Services, Dru Taylor
Manager:	Manager Green Spaces & Environment, Andrew Dodd
Executive:	Director, Infrastructure, Grant Thorne

SUMMARY

This Report considers and recommends the appointment of Contractors for Contract No. 3339 Maintenance of Open Spaces and Road Reserves.

RECOMMENDATION

That Council :

1. Accepts the tenders submitted by the listed contractors below for Contract 3339 - Maintenance of Open Spaces and Road Reserves for schedule of rate work relating to the categories specified, for an initial period of two years and ten months, commencing 1 September 2024 until 30 June 2027.

Contractor Name	Category Awarded
Skyline landscapes Pty Ltd	Main Roads and Outer Separators Reserve, Road Closures and Other Areas (Area 2) Reserve, Road Closures and Other Areas (Area 3)
Sanpoint Pty Ltd T/A LD Total (LD Total)	Reserve, Road Closures and Other Areas (Area 1) Significant Lawns Roadsides and Undeveloped Blocks
South East Garden & Lawn Care Pty Ltd	Linear Paths

2. Authorise the Chief Executive Officer (or such person they nominate) to formalise and execute all required contract documentation;
3. Authorise the Chief Executive Officer (or such person they nominate) to execute all parts of this contract including extensions and annual CPI increase; and
4. Advise all tenderers accordingly.

1. DISCUSSION

Council maintains more than 500 hectares of passive open space throughout the municipality. These maintenance activities include mowing, brush cutting, chemical spraying, edging and litter collection of grassed areas. This work is done via a mixture of internal and contracted services.

Contract 3339 – Maintenance of Open Spaces and Road Reserves is to engage suitable contractors to maintain these areas for city presentation and in line with current service level. The new contract will replace Contract 2505 - Maintenance of Open Spaces and Road Reserves, expiring 31 August 2024.

1.1. Proposed Works/Services

The proposed service is to undertake maintenance activities of passive open space areas throughout the municipality including cyclic mowing, spraying, brush cutting, reach mowing and edging of grassed areas and paths. The removal of debris, fallen branches and limbs, glass, paper, litter, dumped items and other rubbish within Council's Open Spaces will also be undertaken prior to mowing.

Contractors will undertake works based on seven categories as outlined below under a schedule of rates and will also provide additional works where required at a cost per square metre and or agreed quotes to manage variations over the life of the contract:

1. Main Roads & Outer Separators
2. Linear Paths
3. Significant Lawns
4. Roadside and Undeveloped Blocks
5. Reserve, Road Closures and other areas Area 1
6. Reserve, Road Closures and other areas Area 2
7. Reserve, Road Closures and other areas Area 3

Contract No. 3339 - Maintenance of Open Spaces and Road Reserves is set to commence on 1 September 2024, until 30 June 2027, for an initial period of 34-months (2 years and 10 months), re-aligning the contract with the financial year calendar. At the end of this initial term, there will be an option to extend the contract for a further three years at Council's discretion, subject to satisfactory performance.

1.2. Tenders Received

Council advertised a public tender for this contract on 16 March 2024, in accordance with Councils Procurement Policy and approved Procurement Plan. The tender closed on 11 April 2024.

The following tenders were received for some or all categories relating to this contract as specified in Section 1.1:

Tenderer Information		Category						
No	Tenderer Name	1	2	3	4	5	6	7
1	Auschin Pty Ltd	x	x	x	x	x	x	x
2	South East Garden and Lawn Care Pty Ltd		x	x				
3	Landlinks Pty Ltd			x		x	x	x
4	Sanpoint Pty Ltd (TA – LD Total)		x	x	x	x	x	
5	Munns Pty Ltd	x	x	x	x	x	x	x
6	Q Main Pty Ltd	x	x	x	x	x	x	x
7	Shenoc Pty Ltd		x					
8	Skyline Pty Ltd	x	x	x	x	x	x	x
9	Summit Pty Ltd			x		x	x	x
10	Landing Pty Ltd (TA – Groundsman Trust)			x		x	x	x

1.3. Tender Evaluation Panel

The tender evaluation panel consisted of the following members:

Title	Department
Project Officer- Mowing & Reactive Services	Sportfield's and Reserves
Coordinator- Sports fields & Reserves	Sportfield's and Reserves
Executive Engineer – Contracts and Operations Improvements	Infrastructure

All members of the Panel signed the Tender Evaluation Panel Declaration Form indicating that they had no conflict of interest or association with any tenderers. The process was overseen a Procurement Officer from the Strategic Procurement and Property department, to align this process with Council's Procurement Policy.

1.4. Evaluation Criteria

The evaluation criteria, as listed in the Conditions of Tender, were assigned the following weightings:

Comparative Criteria	Weighting
Price	30%
Capability, Relevant Experience and past Performance	40%
Customer Service	20%
Commitment to Social and Environmental Initiatives	10%
TOTAL	100%

1.5. Tender Evaluation

The evaluation process outlined in this report, yielded consensus scores which were applied to the approved assessment matrix for all tenderers. A full tender evaluation report has been developed (Confidential Attachment 1).

At the completion of the assessment process, three tenderers have been assessed as preferred to deliver the works under Contract 3339, relating to specific categories as per the below:

Skyline Landscape Services (VIC) Pty Ltd are the preferred tenderer for the following works categories:

- Main Roads and Outer Separators
- Reserve, Road Closures and other areas Area 2
- Reserve, Road Closures and other areas Area 3

Skyline Landscape Services (VIC) Pty Ltd (Skyline) have a proven track record of delivering similar services on a large scale with local government across Australia. They are currently undertaking this work on behalf of Council to a high standard and are familiar with the area and the mowing routes. Skyline have demonstrated that they are well resourced to deliver the works and can offer additional benefits, such as online tracking of works via their works portal.

Skyline are based locally, with a fleet of service units and trucks available to fulfil the requirements of the contract. Skyline provided the most competitive price for the main roads component of the works and outshone other tenders in the categories of capability, relevant past experience and performance, customer service and commitment to social and environmental sustainability.

Sanpoint Pty Ltd - TA LD Total are the preferred tenderer for the works categories below:

- Reserve, Road Closures and other areas Area 1
- Significant Lawns
- Roadsides and Undeveloped Blocks

Sanpoint Pty.Ltd (Sanpoint) have a demonstrated history of delivering similar services to a range of clients. Sanpoint have shown that they have scoped the works thoroughly and are adequately resourced to deliver them. Sanpoint are currently undertaking this work on behalf of Council to a high standard and are familiar with the area and the mowing routes. They have also provided the most competitive price for these components.

South East Garden and Lawn Care Pty Ltd are the preferred tenderer for the works categories below:

- Linear paths

South East Garden Care Pty Ltd have demonstrated that they are adequately resourced to deliver these works. They have provided Council with previous reactive works to a high level and have also provided the most competitive price for this component. Their pricing and commitment to social and environmental sustainability was more competitive than other tenderers.

Following the tender evaluation process, the following tenderers achieved the highest evaluation rating for the components below and it is recommended that Council accept their Schedule of Rates for the following services:

Tenderer	Category Recommended
Skyline landscapes Pty Ltd	Main Roads and Outer Separators Reserve, Road Closures and Other Areas (Area 2) Reserve, Road Closures and Other Areas (Area 3)
Sanpoint Pty Ltd T/A LD Total (LD Total)	Reserve, Road Closures and Other Areas (Area 1) Significant Lawns Roadsides and Undeveloped Blocks
South East Garden & Lawn Care Pty Ltd	Linear Paths

2. ENGAGEMENT

Consultation has occurred with relevant stakeholders during the phases of tender preparation and advertising. Consultation has also occurred with the current project officers and the wider Parks Management team during the evaluation phase to ensure a successful tendering process was achieved.

3. SOCIAL IMPLICATIONS

The services under this contract provide a significant contribution to enhance the environment and visual amenity of the municipality's road network, parks and open spaces.

The services will also aid in keeping the municipality weed and pest free, reduce the amount of litter, and provide useable open space for active and passive recreation.

4. CLIMATE CHANGE CONSIDERATIONS

All preferred contractors are committed to ensuring that considerations to climate change are undertaken as part of their ongoing works. Where possible contractors will look to reduce fuel consumption.

Contractors will be looking to use alternate mowing and brush cutting methods where possible. These alternatives may include the use of battery-operated hand tools and vehicles. The contractors selected are located within close proximity to Council reducing the levels of fuels used to commute to locations.

5. ENVIRONMENTAL IMPLICATIONS

The services under this contract provide a significant contribution to enhance the environment and visual amenity of the municipality's road network and the surrounding area. The contractors will ensure that all areas are kept free of weeds and tree debris.

Concerning sites of biological significance and significant vegetation, Council's Biodiversity team will be consulted during preliminary planning and no remnant vegetation will be affected during the maintenance cycles. Council's contract manager will ensure the contractors adhere to the approved systems and procedures.

The contract will aid in maintaining a sustainable natural environment and creating attractive and vibrant places for the community to use. The recommended contractors are aware of their responsibility to all environmental elements effected by these works including safe use of chemicals.

6. FINANCIAL AND RESOURCE IMPLICATIONS

Based on the service levels below, it is anticipated that the cost of delivery over the course of one year will be approximately \$1,771,203 (excluding GST), which is budgeted for within operational budget allocations. Being this contract is set up as a 'schedule of rates' contract, all costs noted are estimations only, based on current service practices.

Type	MOW FREQUENCY (WEEKLY)
Main Roads	September to January – each site to be mown every three weeks February – August Each site to be mown every 4 weeks (Total 14 cuts a year)
Linear Paths	September to January – each site to be mown every three weeks February – August Each site to be mown every 4 weeks (Total 14 cuts a year)
Reserves, road closures and	September to January – each site to be mown every three weeks

other areas	February – August Each site to be mown every 4 weeks (Total 14 cuts a year)
Significant Lawns	September – May – each site to be mown every two weeks June – August – each site to be mown every 3 weeks (Total 23 cuts a year)
Reserve - Road Sides and Undeveloped Blocks	September – May – each site to be mown every six weeks June – August – no mowing required (Total 7 cuts a year)

The contract is anticipated to commence on 1 September 2024 for an initial period of 34 months (Two Years & Ten months) at an estimated value of \$5,060,194.86. If the extensions are granted over the full contract term, the total value of the contract is estimated at \$10,623,150.67 plus annual CPI increases.

7. RISKS

As this service is paid as work is performed, the financial risk to council is Low. All preferred contractors have worked for Council for extended periods of time and have demonstrated they can deliver similar services on time and to the required specification.

Being the contract is a 'schedule of rates' contract, it allows for service levels to be varied, therefore does not specifically lock Council into the specified service levels.

8. KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Natural Environment & Sustainability

Strategy 3.1 - Preserve our biodiversity and waterways, and enhance our urban landscape.

Connection, Resilience & Wellbeing

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

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

9. CONFLICT OF INTEREST

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

10. STATEMENT OF COMPATIBILITY

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

11. CONFIDENTIALITY

Attachment 8.5.1 will be 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, being information provided by a business, commercial or financial undertaking that— (i) relates to trade secrets; or (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

ATTACHMENTS

Nil

8.6 Boronia Multipurpose Hub Stakeholder Consultation and Location Options

Final Report Destination:	Council
Paper Type:	For Decision
Author	Coordinator Integrated Community and Health Planning, Kathryn Renwick
Manager:	Manager Community Wellbeing, Kerry Jansons and Manager City Futures, Shiranthi Widan
Executive:	Director Connected Communities, Judy Chalkley and Director City Liveability, Matt Kelleher

SUMMARY

The Boronia Multipurpose Hub forms part of one of four Big Move Projects outlined in the Boronia Renewal Strategy (revised in 2021) and endorsed by Council on 23 August 2021. The future location of the Boronia Multipurpose Hub is important to determine as it will directly impact on the precinct and several projects moving forward.

RECOMMENDATION

That Council resolves to:

1. Support the Project Control Group direction in determining Option 2, the Urban Model – Train Station Precinct (both 257 Dorset Road and the Public Transport Victoria carpark), as the preferred location/s and that this be subject to further feasibility investigation based on site selection criteria, spatial requirements and vision for Boronia; with Boronia Park as the alternative option.
2. Support raising the profile of the Public Transport Victoria (PTV) site through advocacy while undertaking strategic high-level discussions with Victoria Police regarding 257 and 259 Dorset Road, Boronia.
3. Support a detailed analysis of the preferred site to confirm feasibility of the location at 257 Dorset Road.
4. Support planning, design and implementation input from multiple areas of Council and Public Private Partnership / Joint Venture options to be explored.
5. Support scoping the feasibility of the preferred site through the 2025 –2026 Capital Works business case process, and/or through external funding if the opportunity arises.
6. Eliminate Dorset Square as a short-term viable option.

1. DISCUSSION

Council adopted the Boronia Renewal Strategy and amendment C192knox 2024 at its meeting on 27 May 2024, noting that the amendment needs to be lodged with the Minister of Planning for final approval.

The Boronia Renewal Strategy (the Strategy) outlines actions to achieve the aspirations for the Boronia Major Activity Centre. The Strategy identifies a need to consider ageing or inadequate community facilities in Boronia and explore alternative services delivery models and possible co-location into a multipurpose facility. A multipurpose facility would include services for all residents of Boronia and nearby suburbs, seeking to address key service and community issues,

with a priority on support for people who are marginalised, isolated or otherwise excluded from community life.¹

The Strategy identifies the need to investigate locational opportunities of the multipurpose community facility at:

- Boronia Park;
- Boronia Train Station Precinct (including PTV carpark and 257 Dorset Road); or
- Dorset Square.

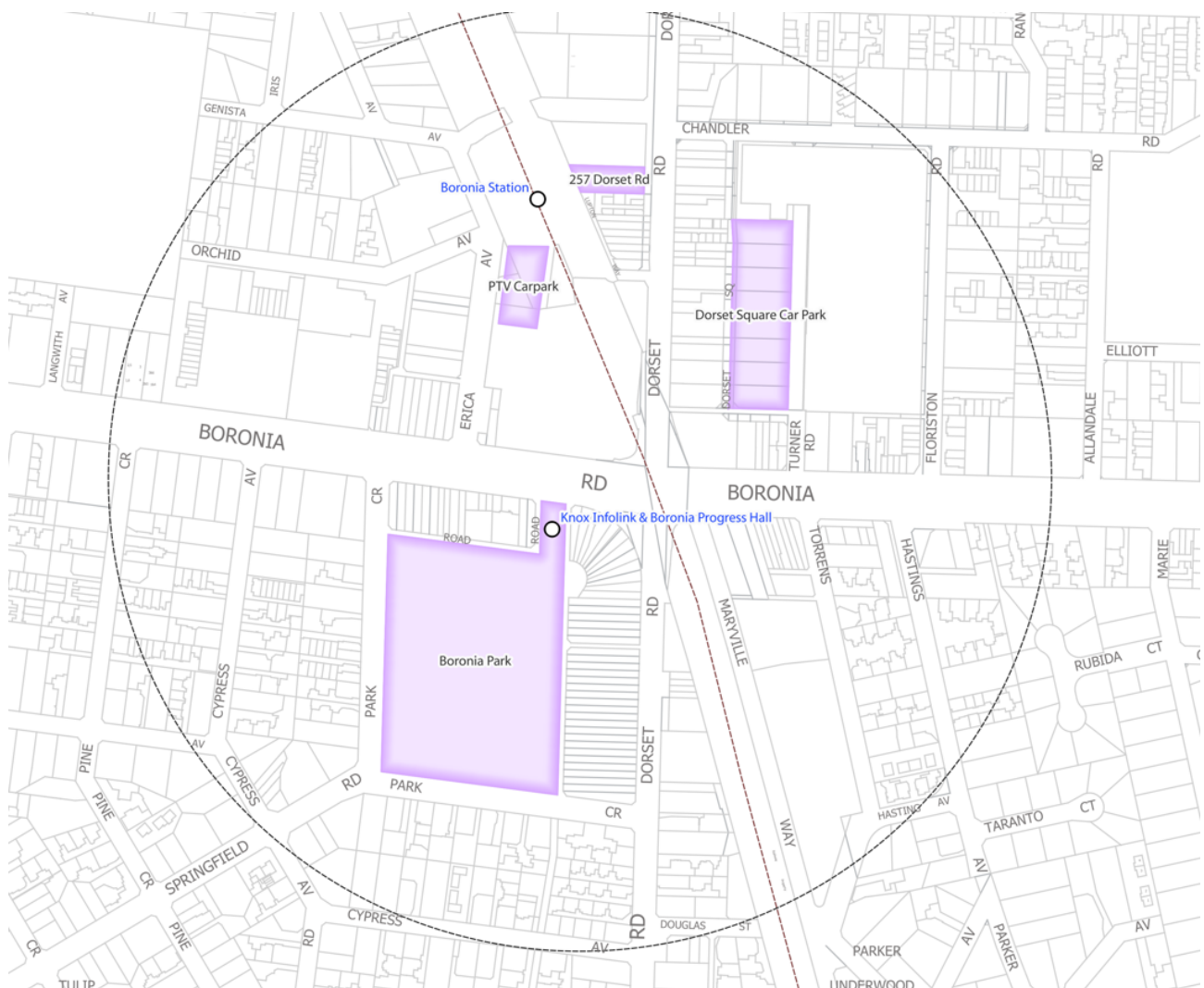


Image 1: Potential Hub Locations Map

Conceptual works have commenced through the “Boronia Train Station Precinct Redevelopment Concept Plan” and assessments for the Boronia Park master planning. No concept planning work for Dorset Square has been undertaken, nor is planned, in the short term.

1.1 The 2022 Boronia Needs Analysis Recommendations

The 2022 Boronia Needs Analysis (refer Attachment 1) recommends “Any future planning and design process for new and/or upgraded facilities in Boronia, requires further analysis and

¹ Boronia Renewal Strategy 2021, p.91

consultation with relevant service providers'/user groups (both Council and non-Council) to understand the functional needs of these agencies/groups and the services they provide, and to explore how best these could form part of co-located, integrated multipurpose community facility as part of a hub."

The Analysis recommended the following components be considered for inclusion in a Boronia Multipurpose Hub:

- Flexible meeting/function room facilities;
- A digital-focused meeting/office hub space;
- Easily accessible intergenerational space;
- A creative/art display space;
- Early years services and meeting space (e.g., playgroup spaces);
- Options for a café (e.g. social enterprise space);
- Consider building size/capacity across multiple storeys;
- Street level activity and passive surveillance as far as possible to all public interfaces; and,
- Opportunity to explore air rights uses above the Hub, such as affordable/social housing.

1.2 The Boronia Hub: Best Practice Models and Requirements Study

The Boronia Hub: Best Practice Models and Requirements Study (Boronia Community Hub Design Brief and Concepts) [refer Attachment 2], was undertaken by Urbis Planning, with Community Wellbeing staff conducting the stakeholder engagement from February to June 2023. The Study provides background analysis and precedent studies to inform early consultation and derive a baseline position on the key elements, scale, and the function of the Hub. Providing two high-level concept design options, the study explores a "parkland" and an "urban" option for the Hub, with the aim to identify the size requirements and potential "footprint" of each option to allow an informed decision on a preferred site for the Hub.

1.3 Stakeholders

The Boronia Hub: Best Practice Models and Requirements Study engaged stakeholders who are potential tenants of the Hub, including:

- Your Library (Boronia library branch and Corporate Manager Customer Experience);
- Knox Infolink;
- Neighbourhood houses:
 - The Community Houses Association of the Outer East Network
 - The Basin Community House
 - Mountain District Learning Centre;
- Maternal Child Health Service (Marie Chandler MCH);
- Knox's Arts and Culture Team;
- Youth space/service; and
- Community groups (e.g., cultural, social support groups).

The site feasibility, costing and partnership opportunities were not in scope for this project.

The development and implementation of a Boronia Multipurpose Hub is not currently reflected in Council's Capital Works budget. It would be of value to understand the scope of a joint venture/Public Private Partnership (PPP) development for the Hub. A PPP is a service contract

between the public and private sectors where the government pays the private sector to deliver infrastructure and related services. The private partner will build the facility, and in some instances, operate or maintain it to specified standards over a long period. The private partner usually finances the project. Local government would be seeking the whole-of-life efficiencies that the private sector can deliver in the design, construction and operating phases of the project.

In the case of a project such as this, joint ventures are focused on releasing the residual land value, either as payment or in the form of a Council/Community facility. The private partner may develop the site for a range of uses, including the specifications established by Council; along with residential, retail and/or office development for example. Profit is achieved through the sale and/or lease of the development (apartments, retail/office space, etc.) and the financial return to Council will usually contribute to most, or all, of the cost of the community hub or facility/asset. Depending on the financial model, Council may still need to contribute. This type of model is often employed when a public body wishes to release the residual land value or achieve a specified asset outcome, in conjunction with an experienced development partner, to reduce the financial capital impact of such an asset. It is expected that joint ventures/PPPs will become more common with Local Government as financial and resource constraints further tighten. A similar concept has been discussed with this term of Council for a future Bayswater Hub.

1.4 Policy Background

The following documents or background were considered as part of this project:

- Council's Community Facilities Planning Policy (2016) provides the municipality-wide process to assess, prioritise, deliver and manage Council's community facilities under the following key principles: wellbeing, equity and opportunity, economic benefits, design and sustainability, location, safety, partnership and alliance.
- The Victorian Government released Plan Melbourne 2017-2050 guiding the growth of Melbourne and identifies Boronia as a Major Activity Centre (MAC). This informed the development of the Boronia Renewal Strategy.
- Clause 21.08-3 of the Knox Planning Scheme supports community facilities that are accessible, encourage co-location of services, create a focal hub of services near transport and activity nodes, help community's safety, and are responsive to future local needs for all groups including both individuals and families.
- The Knox Boronia Renewal Strategy 2024 - the BRS is based on analysis of existing conditions, review of relevant literature, including Plan Melbourne and the Knox Planning Scheme, the support of multiple background reports and analysis, summary of stakeholder and community engagement, and the findings of the market demand assessments. The BRS outlines a Boronia 2040 Vision of "a connected and resilient place that values its history and environment and embraces its forward-thinking community to realise its potential for future generations." (2024, page 13).

The BRS identifies the following "Big Move Projects" to guide the urban renewal of Boronia:

- Green Spine Corridor;
- Boronia Train Station Precinct Concept Plan;
- Boronia Park Master Plan;
- Dorset Square Town Square; and

- A Community Infrastructure Investigation (including a potential digital creative hub as part of a multipurpose community centre) to be assessed in all three key identified areas (Boronia Park, Train Station Precinct, and Dorset Square).

The BRS defines a multipurpose community centre as “a facility providing a range of flexible, functional spaces to support access to services and participation in a range of active and passive lifestyle activities” (BRS, 2024, page 139). Chapter 8 of the BRS, “Community Wellbeing and Infrastructure” (pages 86-97) outlines social issues facing Boronia, current community infrastructure, and reasons for a multipurpose community facility.

1.5 Boronia Train Station Precinct Concept Plan

The “Boronia Train Station Precinct Redevelopment Draft Concept Plan” working paper addresses one of the “Big Move Projects” articulating the vision and strategies of the BRS for the Train Station Precinct, which is located between Dorset Road and Erica Avenue, Boronia Road and William Street. This Concept is the most advanced working project to date of the three key sites.

The Concept seeks to balance high urban design aspirations to reshape this precinct as the “heart” of Boronia, while addressing technical considerations related to commuter movements, land use, built form, and a future plaza by the Train Station.

The Concept Plan considers locating the Multipurpose Hub within this Precinct, with the preferred location alongside Erica Avenue on VicTrack land; a site identified with a potential development up to six storeys. This component has been earmarked as a catalyst to reshape this Precinct and achieve key objectives of:

- Activating and having a direct interaction with a future train station plaza;
- Connecting and servicing commuters directly;
- Developing a north-facing site that will facilitate east-west pedestrian movements across the site;
- Helping re-shape the norther part of Erica Avenue; and
- Creating a cultural heart in the centre of Boronia with direct connection to surrounding businesses.

Of note, the Renewal Strategy highlights that “without the redevelopment of the Train Station Precinct, renewal of the Boronia Major Activity Centre Core will be very difficult.”²

The Concept Plan is currently subject to further discussions with key State Government Stakeholders.

1.6 The Boronia Park Masterplan

The Boronia Park Masterplan also forms part of the “Big Move Projects” redefining the site as one of the main parklands. The potential location of a Multipurpose Hub within the Park would provide a more natural environment. This working project is still reviewing issues and opportunities, however notes that the opportunities will be limited by the space required for the stormwater detention capacity and the aspiration of Boronia Park returning as a “green” asset

² Draft Boronia Renewal Strategy, Section 10.4.1, p.120.

with a focus on maintaining and enhancing vegetation. A hub in this location would displace green space and the public zoning would limit commercial partnership opportunities.

1.7 The Boronia Revitalisation Board

The Boronia Revitalisation Board was established in 2021, to provide a local voice to the Victorian Government's Suburban Revitalisation program, working to identify opportunities for locally led projects to make Boronia thrive, however due to State government budget constraints the Board will not continue beyond June 2023. It had been anticipated that the Board and its funded projects would be guided by the BRS.

1.8 Knox Council Plan 2021-2025

The Knox Council Plan 2021-2025 - Knox's Community Vision is to be a place "where we connect with our people and our environment, ensuring they are safe, supported and have every opportunity to thrive." The Council Plan 2021-2025 guides Council's work toward this vision. A Boronia Multipurpose Hub will respond to the five key directions of the Council Plan 2021-2025, outlined below:

Key Direction	Strategies / Initiatives
Opportunity and Innovation	<p>Strategy 1.1 - Maximise the local economy by supporting existing businesses and attracting new investment.</p> <p>Strategy 1.2 - Encourage and support opportunities for skills development and lifelong learning for all people in Knox.</p> <p>Strategy 1.3 - Support organisations in Knox to navigate recovery and new ways of working.</p> <ul style="list-style-type: none"> Drawing on best practice in multipurpose hubs will be important in developing a forward-thinking design that meet the needs of Boronia throughout the next 15-20 years. Further consideration will also be given to the prospect of combining a digital hub into the library component of the facility (as per recommendation from the Boronia Needs Analysis 2021).
Neighbourhoods, Housing and Infrastructure	<p>Strategy 2.2 - Create, enhance and maintain places and spaces for people to live, work, play and connect.</p> <ul style="list-style-type: none"> Focus on achieving a purpose-built facility for key Boronia community services to continue and expand engagement with the Boronia community and include flexible spaces for the use of other service providers and Knox groups in the next 15-20 years.
Natural Environment and Sustainability	<p>Strategy 3.3 - Lead by example and encourage our community to reduce waste.</p> <ul style="list-style-type: none"> Designs and development of a Boronia Multipurpose Hub would incorporate Knox's environmental sustainability principles and reference the nearby Dandenong Ranges and parkland where appropriate.
Connection, Resilience and Wellbeing	<p>Strategy 4.1 - Support our community to improve their physical, mental and social health and wellbeing.</p> <p>Strategy 4.2 - Foster inclusivity, equality, belonging and safety within the community.</p> <p>Strategy 4.4 - Support the community to identify and lead community strengthening initiatives.</p>

Key Direction	Strategies / Initiatives
	<ul style="list-style-type: none"> Ensuring Knox community members enjoy safe and easy access to Boronia hub facilities and can access key services that promote their health, wellbeing and social connection. Utilising local demographic information, identified social issues and key services, will assist in identifying vulnerable individuals and groups.
Civic Engagement and Integrity	<p>Strategy 5.1 - Provide opportunities for all people in Knox to have their say.</p> <p>Strategy 5.2 - Manage our resources effectively to ensure financial sustainability and improved customer experience.</p> <p>Strategy 5.3 - Ensure our processes are transparent and decisions are accountable.</p> <ul style="list-style-type: none"> The process of investigations and planning into a Boronia Multipurpose Hub will focus on consultation to ensure transparent and comprehensive strategic planning and best use of funds, whether rates-based or grant funding.

1.9 Current Facilities and Service Provision

The services, organisations and facilities that currently operate in Boronia or would benefit from having a space in Boronia include:

Service	Facility	Status
Your Library	Boronia library branch	One large meeting room constantly booked out by a regular user group. Possible underutilisation due to off main road location, and lack of quiet spaces. Need dedicated space, bookable meeting rooms, and natural light.
Knox Infolink	Marie Chandler House (Knox Infolink)	Upsurge in demand for services. Facility is not fit-for-purpose – is too small, does not have adequate meeting space, storage or shower facilities.
Basketball Stadium	Boronia Basketball Stadium (Boronia Park)	Development of the State Basketball Centre in Wantirna South, with age of the facilities – plans to demolish.
Neighbourhood Houses	<p>The nearest facilities are:</p> <ul style="list-style-type: none"> The Basin Community House; Mountain District Learning Centre; and Orana Neighbourhood House 	Requirements for a Neighbourhood House – close to public transport, consideration of funding models, social inclusion activities in spaces that are flexible, kitchenette, sound-proof counselling rooms.
Maternal Child Health Service and Playgroup	Marie Chandler Maternal Child Health	Currently have 3 offices, require 4 to meet demand and potentially need more office space for staff.

Service	Facility	Status
Art and Culture	No facility in Boronia	Street art, events, murals, light boxes, arcade and land upgrades, activations. Need for rehearsal/dance space.
Senior Citizens Group	Bellbird Senior Citizens Centre	Significant decline in membership saw the group cease operating in 2021. U3A is using the space. Older people need small rooms, or larger rooms that can be separated, open until late, intergenerational opportunities.
Meeting Space	Boronia Progress Hall	Licensed to The Basin Community House, with long term arrangement for Infolink to use the commercial kitchen and back room for Breakfast Club. Regular bookings.
Youth	None at present in Boronia	Need a safe, welcoming space where it is welcoming for young people. Can be flexible.

1.10 Best Practice Models

The brief for Urbis was to identify best practice community hub models, considering the aspirations of a Boronia Multipurpose Hub, the Boronia context and the vision of the Boronia Renewal Strategy. Hubs considered were:

Hub	Local Government	Year Completed
Realm	Maroondah City Council	2016
Croydon Community Hub	Maroondah City Council	Yet to be built
Ivanhoe Library and Culture Club	City of Banyule	Redeveloped in 2020
Glenroy Community Hub	Merri-bek City Council	2022
Newport Community Hub	Hobsons Bay Council	2016
Braybrook Community Hub	Maribyrnong City Council	2015

The key insights for Boronia are noted in the analysis report (refer Attachment 1) and were used to develop the site selection criteria and inform the models and hub organisation flow.

1.11 Parkland Versus Urban Model and Site Criteria Selection

Parkland Model – Applies to Boronia Park	
Approximate site area (core site):	2,760m ²
Building footprint:	1,616m ² (approx. 59% of site area)
Key features/benefits:	<ul style="list-style-type: none"> The single level hub has a larger footprint but creates more opportunity for relationships with the outdoors; Library space used as the central connecting space with the focused spaces on either side of the hub; Parkland setting provides greater opportunity for external outdoor spaces and programs including play spaces and gathering spaces; and

Parkland Model – Applies to Boronia Park

	<ul style="list-style-type: none"> The hub can be zoned easily as there is more space to spread out.
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Urban Model – (Applies to Both Dorset Road and Station Precinct)

Approximate site area (core site):	2,510m ²
Building footprint:	1,270m ² (approx. 51% of site area)
Key features/benefits:	<ul style="list-style-type: none"> 2 storey configuration of uses provides smaller footprint; The lower level configured with a more “public” end that provides the main entry space with more sensitive uses located at the other end of the building; Opportunity to focus the different hub elements around a central atrium and vertical circulation space, that can also be a focal point; Opportunity to provide internal circulation spaces and alternative entrances that are removed from the central, more “public” space; and Tighter configuration means that users feel more on top of each other, and some uses that are zoned together have to be split across two levels.

1.12 Site Criteria

Urbis developed criteria to assist in selecting a site for the Boronia Multipurpose Hub. These have been developed based on stakeholder needs and an understanding of the case studies and their success factors. It is noted that these criteria relate only to the consideration of the site for the Hub and that statutory considerations and other design objectives should be considered when designing the Hub.

Criterion 1 – A Community Space

- Prominent location that celebrates the Hub as a key facility with Boronia Activity Centre;
- “Public” setting that provides an inclusive environment for all to access the services and ensure the Hub is not dominated by a single use;
- Flexible space that can be adapted to suit a variety of purposes should be maximised where appropriate; and
- Ensure the building’s internal spaces enjoy clear sight lines creating a sense of a single connected space and allowing for natural lighting, including if the building is across multiple storeys.

Criterion 2 – Highly Accessible

- Access for pedestrians and those travelling by public transport;
- Convenient and dedicated car parking;
- Ensure the building is universally accessible and promotes intuitive wayfinding. The building and surrounding space should be open and welcoming to all, providing a culturally safe, easy to navigate space for all, including those with low literacy; and
- Passive surveillance should be provided in the precinct surrounding the community hub.

Criterion 3 – Relationship With Outdoors

- Provide outdoor uses such as community gardens (refer to Glenroy Community Hub), or story time space (Croydon Community Hub);
- Maximise views from internal to external through glazing and location of key uses;
- Provide multiple entry points to strengthen access to internal spaces with opportunity to “overflow” outside meeting spaces;
- Promote relationship to outdoor play space and other outdoor spaces from indoor spaces with synergies (e.g., youth space proximate to outdoor 1/2 court); and
- Provide a community garden attached to Infolink.

Criterion 4 – Provide an Optimised Environment for Each Potential Core Tenant

General	<ul style="list-style-type: none">• Scale to allow for required floor plate and outdoor spaces as per design brief.
Knox Infolink	<ul style="list-style-type: none">• Knox Infolink dedicated entry and provision of facilities including showers and locker room.• Commercial kitchen with direct service access.• Ability to provide a comfortable space for people, including the vulnerable, to feel welcome and safe.• Out of hours access.
Library	<ul style="list-style-type: none">• Library with good relationship with outdoor.• Potential for digital access after-hours.• Design and space for a variety of user groups including children.
Maternal Child Health	<ul style="list-style-type: none">• Warm, comfortable environment.• Separation from “youth” space.• Proximity to accessible toilet.• Co-location with children’s spaces.
Neighbourhood House	<ul style="list-style-type: none">• Access to bookable spaces and commercial kitchen.• Out of hours access.

1.13 Project Control Group Meeting

The Boronia Renewal Strategy Implementation Project Control Group (PCG) on 13 November 2023 considered the site criteria and noted the stakeholder preferences that generally favoured Option 1: Parkland Model, indicating Boronia Park as a preferred site.

The PCG also noted that the Station Precinct can also meet most of the criteria through Option 2: Urban Model, which would require some adjustments to stakeholder service delivery expectations of single level facilities.

The Dorset Square Precinct site was least favoured, particularly as no preliminary master planning analysis has been undertaken for the future of this Precinct. Therefore, this has limited the determination of the issues and opportunities for this site and will not feature in the Options tabled below. It is not recommended to proceed with the Dorset Square Precinct as a potential location.

The PCG noted both Option 1 and 2 models have merit but achieve different future outcomes for Boronia. Council Officers noted the following considerations:

Option 1 – Parkland Model - Boronia Park	
Advantages	Disadvantages
<ul style="list-style-type: none"> • Draws less complexity in terms of land ownership (owned by Council). • Provides opportunities for activation within the park. • Has a direct connection with surrounding land for outdoor events. • Does not have noticeable impact on surrounding landowners. • Can be delivered faster. • Can occupy a no net-loss of space by acting as a replacement for existing facilities within the park. • Community stakeholders prefer this model, as it continues the type and style of service they currently deliver. 	<ul style="list-style-type: none"> • Provides less opportunity to act as a catalyst for change in the heart of the commercial area of Boronia as Boronia Park sits on the margins of the commercial precinct and the Hub would be “removed”/act as its own captive site separated from the heart of the centre. • Has poor proximity to public transport compared to the Urban Model. • Does not benefit from incidental usages from commuters or shoppers. • The stormwater detention requirements for Boronia Park are still to be determined but are expected to occupy a significant proportion of the park. • Conflicts with aspirations of returning Boronia Park as primarily passive recreation space with a net gain of green space. • Remains car centric. • The BRS envisages a more consolidated urban form within the Boronia activity centre where facilities such as the multipurpose hub are more centrally located. • Would require significant capital contribution by Council.

Option 2 – An Urban Model - Station Precinct - PTV carpark or 257 Dorset Road	
Advantages	Disadvantages
Both	
<ul style="list-style-type: none"> • Has the advantage of acting as a catalyst for reshaping and attracting more investments in the Train Station environs. • Is central to Boronia, providing an equal distribution of influence across Precinct 1. • Helps develop a sense of arrival to Boronia and achieve activations, surveillance, and vibrancy around the bus interchange and future train station plaza. • Supports delivery of events at the future train station plaza. 	<ul style="list-style-type: none"> • Can be delivered faster than Dorset Square but remain subject to the Level Crossing Removal Authority progressing the precinct upgrades first. • Potential site constraints means that the design of the multipurpose may need to consider amenity or other impacts. • Impacts on surrounding landowners.

Option 2 – An Urban Model - Station Precinct - PTV carpark or 257 Dorset Road	
Advantages	Disadvantages
Both	
<ul style="list-style-type: none"> • Supports greater interconnections with the surrounding business community. • Impacts on a limited number of surrounding landowners. • Provides easy access for future urban core residents and public transport commuters. • Addresses the aspirational vision of Boronia by 2040 of an urban form with more services accessible by walking and cycling. 	
PTV	
<ul style="list-style-type: none"> • PTV Carpark site has seven storey potential. • Possibility of working with VicTrack to finance through private tenancies <ul style="list-style-type: none"> ➤ Carpark. ➤ Ground floor commercial/hospitality space. ➤ Two storeys Hub with small commercial tenancies. ➤ Two storeys for commercial or state government offices. 	<ul style="list-style-type: none"> • Has its own complexity in terms of advocacy to the State Government, and ownership/leasing arrangement with VicTrack. • Reduction in State Government funding of commuter parking have reduced the viability of this option. • Will require engagement with the adjoining Boronia Junction Shopping Centre owner on the shared lane, air rights, and loading facilities. • Will require the relocation of the two levels commuter car parks to the preferred site identified north of Chandler Road.
257 Dorset Road	
<ul style="list-style-type: none"> • 257 Dorset Road is Council owned land and comes at no cost. Council is already in a position that it needs to confirm a long-term use for the site. • 257 Dorset Road has six storey development potential, enabling public and private development. • The land is within a Commercial Zone, enabling commercial development and avoiding windfall gains tax. • This site is accessible and prominent. • Opportunity to investigate partnership for combined site with Victoria Police at 259 Dorset Road. 	<ul style="list-style-type: none"> • Has its own complexity in terms of working with Victoria Police or owners of 255 Dorset Road to realise a larger site for the hub (however can be developed independently). • The site is smaller. • Temporary pop up/open area no longer available in core (but events can be held elsewhere such as Dorset Square)

Option 2 – An Urban Model - Station Precinct - PTV carpark or 257 Dorset Road	
Advantages	Disadvantages
Both	
<ul style="list-style-type: none"> Officers have also identified the possibility of undertaking PPP/JV with the privately owned land at 255 Dorset Road. Opportunity to integrate a connection as part of a future development from Dorset Road to Train Station Precinct/Lupton Way and activate public realm Act as a development catalyst for central Boronia revitalization Close proximity to train and buses Two road frontages with a larger north orientation 	

Overall, the PCG noted despite the community stakeholder's preference for Boronia Park most, if not all, of the site criteria could be met by the Station Precinct with adjustment of community expectations. Key to the discussion is that the Station Precinct site is more aligned with the long-term aspirational context of the BRS of a more urban and densified environment.

1.14 Concluding Remarks

Determining the preferred site for the Hub will help provide direction for other key projects in Boronia. As it is likely a Hub will be required prior to any strategic works being undertaken for Dorset Square, the most cost-effective solution at present is the urban model located at 257 Dorset Road, as the land is owned by Council. It should be noted that the urban model could be applied to other sites with additional costs associated with purchasing and preparing the land.

As well as 257 Dorset Road being the most cost-effective solution, it would also contribute to the upgrade of the Train Station Precinct, a catalyst for future investment from the private sector, and essential to the success of the Renewal Strategy.

2. ENGAGEMENT

Key internal Council Departments and external stakeholders were consulted in the preparation of the Boronia Hub Best Practice Models and Requirements Study, including:

- Your Library (Boronia library branch);
- Knox Infolink;
- Neighbourhood Houses:
 - The Community Houses Association of the Outer East Network;
 - The Basin Community House; and
 - Mountain District Learning Centre;
- Maternal Child Health Service;
- Arts and Culture Team;
- Youth Services; and
- Disability and Older People teams.

Urbis used the data from the consultation to develop a design brief (Attachment 1), including area breakdown (page 21), hub organisation (page 22), spatial requirements (page 23) and the two options; parkland and urban models.

Additionally, the Boronia Renewal Strategy was put on public consultation between 6 March and 13 April 2023. From this public consultation period:

- Comments were noted during the drop-in sessions in support of maintaining a public library in Boronia, and retaining the Progress Hall;
- One formal submission addressed the future of Boronia Park by requesting the return of the park to the community as a natural asset with no future buildings replacing the current buildings; and
- One submission addressed the future of the Basketball Stadium in Boronia, seeking the demolition of the stadium to result in a new smaller basketball facility in Boronia.

There has been no other submissions or comments received during the public consultation period that addressed the matters of investigating co-location of services into a multipurpose facility or the exploring potential location within the three key areas identified in the Strategy.

3. SOCIAL IMPLICATIONS

Implementation of the recommendation of this report are considered administrative in nature and have no direct social implications, however, the future facility could have significant positive impacts, providing fit-for-purpose facilities for important social services, and spaces for community connection.

4. CLIMATE CHANGE CONSIDERATIONS

Implementation of the recommendation of this report are considered administrative in nature and have no direct implications upon Council's Net Zero 2030 target, the Community Net Zero 2040, exposure to climate risks or climate change adaptation.

5. ENVIRONMENTAL IMPLICATIONS

Implementation of the recommendation of this report are considered administrative in nature and have no direct implications upon the environment.

6. FINANCIAL AND RESOURCE IMPLICATIONS

The recommendations of this report will have financial implications, with funding (estimated to be between \$60k and \$100k site dependent) required to complete the feasibility study. If approved, this funding will be sought through the 2025-2026 Capital Works process, or external funding if the opportunity arises.

There will be costs associated with the planning, implementation and maintenance of the facility, that have not been costed prior due to uncertainty of the location. There are opportunities for private public partnership and/or partnership with Victoria Police or the owners of 255 Dorset Road, Boronia, in the development of the Hub, depending on the site.

These costs should be considered alongside:

- Ageing infrastructure of all current facilities;
- Current facilities are not-fit-for-purpose;

- The Basketball Stadium demolition; and
- The possible future library relocation.

There may be reduced outgoings in the long term due to retirement of current under-performing assets, and the possibility of land sale.

Future public consultation on this project, if approved by Council, could also be supplemented by resources from City Futures.

7. RISKS

The proposal is to identify a preferred site for a Boronia Multipurpose Hub, and support to seek Capital Works funding for a feasibility study for the preferred site. There are no major risks associated with this proposal at this time, however if the preferred site is not identified and analysed there will be a growing risk that the aspirations of the Boronia Renewal Strategy will not be met, with reputational and financial impacts.

8. KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Opportunity & Innovation

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

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

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

Neighbourhoods, Housing & Infrastructure

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

Natural Environment & Sustainability

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

Connection, Resilience & Wellbeing

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

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

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. STATEMENT OF COMPATIBILITY

Human Rights

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

Child Safe

There are no child safe considerations for this proposal, however child safety will be considered in the next steps of the project.

Gender Equity

An Equity Impact Assessment will be undertaken for the scoping and feasibility of the preferred site if approved. Gender, age, family types, financial disadvantage was considered in the development of the Boronia Hub: Best Practice Models and Requirements Study (Boronia Community Hub Design Brief and Concepts).

11. CONFIDENTIALITY

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

ATTACHMENTS

1. Attachment 1 - Boronia Needs Analysis Report 2022-02-02 [8.6.1 - 37 pages]
2. Attachment 2 - Final Report - Boronia hub - Design brief and concepts - Urbis - 2023-06-28 [8.6.2 - 37 pages]
3. Appendix 1 - Consultation questions - 2024-04-23 [8.6.3 - 1 page]

Attachment 1

BORONIA

NEEDS ANALYSIS

knox
your city



ACKNOWLEDGEMENTS

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.

In 2021 Knox City Council announced an intention to promote a "whole of business" mindset, moving forward in its acknowledgement and respect of First Nations people, ensuring cross functional collaboration as opportunities present themselves.

CONSULTATION

Representatives from the Eastern Regional Libraries (ERL) are acknowledged for their time and contribution to the report.

Knox City Council officers across a number of teams and departments including; City Futures, Integrated Early Years, Community Wellbeing, Connected Communities, Arts and Culture, Open Space and Facilities were consulted and provided information towards the report.

WE THANK YOU
FOR YOUR CONTINUED SUPPORT IN
OUR PROJECTS

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- 2 Executive summary
- 3 Strategic context
- 4 Forecast growth and demographics
- 5 Community infrastructure and services
- 6 Recommendation
- 7 Glossary and references

1 INTRODUCTION

The Boronia Needs Analysis was developed to identify the current and anticipated community infrastructure service needs of Boronia residents and surrounding suburbs particularly, relating to the Boronia Library.

It considers the positive impacts that local government can make in people's lives, focusing on their social wellbeing outcomes and provides analysis of these activities.

To determine the needs a combination of data statistics was collected including;

- Community and social demographics profile.
- Consideration of current and forecast population.
- Review of current service statistics.
- The strategic planning directions of Plan Melbourne 2017-2050
- The strategic planning direction of Boronia i.e. Boronia Renewal Strategy (BRS).
- Internal discussions with Council staff.

The provision of services and community infrastructure in Boronia and within the Major Activity Centre (MAC) is fundamental to support community health and wellbeing.

Community infrastructure accommodates a range of community support services, programs and activities. This includes facilities for education and learning, adult learning centres, early years, health and community services, arts and culture, sport, recreation and leisure, justice, voluntary, faith and emergency services.

The **Boronia needs analysis** provides a recommendation based on the current and future projected community infrastructure and community support services for Council to consider further.



Artist render of Boronia (Source: Boronia Renewal Strategy)

2 EXECUTIVE SUMMARY

Boronia has consistently grown as a suburb from what started as a small Post Office in the Town Centre has now grown to a multitude of shops and services with over 23,000 residents.

The Victorian Government released Plan Melbourne 2017-2050 guiding the growth of Melbourne and identifying Boronia as a Major Activity Centre (MAC). Boronia MAC is quite spread out and some local services are several minutes walking distance from public transport. Existing services such as the Boronia Library, Maternal and Child Health and public hall facilities are available for the residents of Boronia.

As the city of Boronia continues to grow, the demand for community facilities and services will continue to rise.

The Boronia library has seen a decline in visitors and borrowers, which can also be currently attributed to the global pandemic and lockdowns. The current library layout doesn't provide for different user groups, such as young children, youth and quiet space for reading and continued learning. There's a lack of computers available for use as they are often booked out. There's limited facilities for meeting rooms or large open space for arts, dance and music rehearsals.

Existing infrastructure is ageing and inefficient for today's needs with an increased focus on the digital world. Most services that were face to face are now online and that requires access to a computer or device and the internet, as well as support to use these devices. The local library offers this service at a limited capacity.

The Boronia Renewal Strategy 2019 (revised 2021) identifies as part of the Big Move Projects a multi-purpose community hub in the Boronia MAC. A co-located shared multi-purpose space with shared facilities benefiting the community with an easy accessible location.

As well as the library service, other services to consider would be rentable meeting rooms, rentable offices, spaces for creative innovation, art displays or senior citizen activities, youth activities, playgroup and maternal health services, family/individual support services and the possibility of a neighborhood house.

The recommendations are targeted to meet the various needs of the community over the next 5, 10 and 20 years and provide opportunities to enhance the area and functionality of places and spaces.

The following components are identified and recommended to be further considered as part of a detailed master plan and feasibility process:

- A new multi-purpose community hub with flexible meeting/function room facilities.
- Removal of the existing library and a new library incorporated into the hub.
- Options to relocate family and children services to the hub (such as Maternal Health Services, Orange Door Network and Knox InfoLink).
- Provide a digital focused meeting/office hub space
- Incorporate an easily accessible intergenerational space.
- Inclusion of an creative/art display space.

3 STRATEGIC CONTEXT

1

KNOX COUNCIL PLAN 2021-2025

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

The Plan is a long-term commitment which talks about what the community want Knox to be like in the future. It contains five Key Directions which are;

- Opportunity and innovation
- Neighbourhood, housing and infrastructure
- Natural environment and sustainability
- Connection, resilience and wellbeing
- Civic engagement and integrity

These Key Directions drive the work of Council and ensure we are working towards achieving the Community Vision.

3

BORONIA REVITALISATION BOARD

Established in 2021, the Boronia Revitalisation Board provides a local voice to the Victorian Government's Suburban Revitalisation program, working with local communities to identify opportunities for locally-led projects to make Boronia thrive.

The Department of Jobs, Precincts & Regions (DJPR), and The Suburban Revitalisation program have committed over \$2.3m in funding to Board endorsed projects, being delivered by Council and other NFP organisations.

2

OUR GOALS

BORONIA RENEWAL STRATEGY

The Boronia Renewal Strategy (BRS) provides strategic direction for the future growth of Boronia over the next 20 years.

The strategy endorsed by Council is centred around five themes:

- Economic development and investment
- Land use and built form
- Movement and access
- Public realm
- Community wellbeing and infrastructure

The BRS will review and address a number of existing and emerging issues that impact on services and infrastructure developments in Boronia. Identifying key social and economic issues, planning and designing infrastructure and service delivery in Boronia and establish strategic planning strategies for a Boronia Major Activity Centre.

4

PLAN MELBOURNE 2017-2050

In 2017, The Victorian Government released Plan Melbourne 2017-2050 guiding the growth of Metropolitan Melbourne by jobs, housing, transport, amenity and sustainability.

In this document, Boronia was identified as a Major Activity Centre (MAC) aiming to provide a focus point for services, employment, housing, public transport and social interaction.

4 FORECAST GROWTH & DEMOGRAPHICS

THE STORY OF BORONIA SO FAR

Victoria in Future, the State Governments official projection of population and households predicts an increase within the Knox Local Government area of 28,000 residents by 2036.

This increase will affect the areas of Knox that still have room for development of commercial buildings and available land for houses.

The Census usual resident population of Boronia in 2016 was 22,193, living in 9,608 dwellings. ABS estimated resident population in 2020 is 22,193.

In addition, "Victoria in Future", the State Government's official projection of population and households, predicts an increase in population within the Knox Local Government area by an average of 0.9 per cent by 2036.

This increase will affect the areas of Knox that still have room for development of commercial buildings and available land for houses. Boronia fits into this category and is expected to grow by approximately 2,000 people by 2029.

Boronia has a slightly lower median age than Knox, due mainly to its slightly higher proportion of residents aged 25 to 34 years.

The forecast growth rate in Boronia exceeds that of Knox for 12 to 24 year olds, 35 to 59 year olds (who often live in family households with 12 to 24 year olds), and people aged 85 years and over.

Most of Boronia's houses are older style homes with large gardens or more recently built double story townhouses in new housing estates with a low maintenance lifestyle options.

The median cost of housing has increased since 2015 by 24 per cent and units have increased since 2015 by 34 per cent with the average house now costing \$850,000 which is lower than the median house price across Melbourne being \$1,120,000, as at December 2021. (Source: RealEstate.com.au/Boronia 3155)

The information below was gathered from .idforecast City of Knox and has been included to provide a snap shot summary of Boronia – the people and the place.

5,232 people who were living in Boronia in 2016 were born overseas, and 13% arrived in Australia within 5 years prior to 2016. The Year of Arrival data records when the overseas born population arrived in Australia. The data shows the degree to which areas are 'ports' for new overseas arrivals and reveals the role of Boronia in housing the overseas-born.

The number of recent overseas arrivals in an area is often determined by housing affordability, employment opportunities and pre-existing communities located in the area. Boronia's Year of Arrival data, when used with Birthplace, Religion and Language Spoken at Home data, is a good indicator of the likely need for services in migrant communities.

Proficiency in English measures the self-assessed proficiency in spoken English of people who speak a language other than English at home. The data, when viewed with other ethnic and cultural indicators, such as Ancestry, Country of Birth, Language Spoken at Home and Religion, reflects Boronia's ethnic composition and how long the overseas born have been in Australia.

This helps service providers determine whether they need to communicate with the local population in languages other than English and where community services can offer further adult learning and education.

10,833 people living in Boronia in 2016 were employed, of which 62% worked full-time and 36% part-time. Boronia's employment statistics are an important indicator of socio-economic status. The levels of full or part-time employment, unemployment and labour force participation indicate the strength of the local economy and social characteristics of the population.

Employment status is linked to a number of factors including Age Structure, which influences the number of people in the workforce; the economic base and employment opportunities available in the area and; the education and skill base of the population (Occupations, Industries, Qualifications).

The Age Structure of Boronia provides key insights into the level of demand for age based services and facilities such as child care. It is an indicator of Boronia's residential role and function and how it is likely to change in the future.

Service age groups divide the population into age categories that reflect typical life-stages. They indicate the level of demand for services that target people at different stages in life and how that demand is changing.

Overall, 20.0% of the population was aged between 0 and 17, and 23.2% were aged 60 years and over, compared with 21.4% and 21.6% respectively for City of Knox.

Boronia enjoys a number of strengths, especially in terms of its infrastructure, but there are some challenges faced by the Boronia community, which may provide guidance as to its current and future service needs.

CHALLENGES IN BORONIA?

- a shortfall of social housing
- the shrinking of the manufacturing industry (and potential re-skilling needs)
- a high (relative to Knox) proportion of income support dependent people and households
- a high (relative to Knox) and increasing rate of youth disengagement
- a high (relative to Knox) crime rate
- the second highest rate of recorded family violence incidents of all Knox suburbs
- a higher proportion (relative to Knox) of residents with a profound or severe disability
- Boronia's children (on average) lag behind Knox children in terms of some measures of early development, including a measure of physical health and wellbeing and a measure of emotional maturity
- some of the more disadvantaged neighborhoods in Boronia are near to sites with an off-premises alcohol licence.

SUMMARY

SOCIAL DEMOGRAPHICS

- Lack of social housing and increase in homelessness
- Shrinking local job market
- Income dependent people and households
- Youth disengagement
- High crime rate
- High rate of family violence
- Increased population growth

LIBRARY SERVICES

- located 500m from Boronia Station requires walking across Boronia Road
- Lack of meeting spaces
- Decrease in borrowers and visitors
- Lack of Digital Technology
- Not enough flexible and quiet spaces
- No noisy collaborative working space
- No early learning room

MEETING SPACES

- Existing community meeting room spaces are aging and do not always meet appropriate access and amenity standards
- Bellbird Seniors Citizens (the Hall) is in close walking distance 95m from the station
- Progress Hall is located 400m from Boronia Station and requires walking across Boronia Road. Is in need upgrades to accommodate services
- Lack of digital technology
- Lack of art or theatre space
- Lack of flexible spaces
- Lack of visible, safe and accessible location for all community members

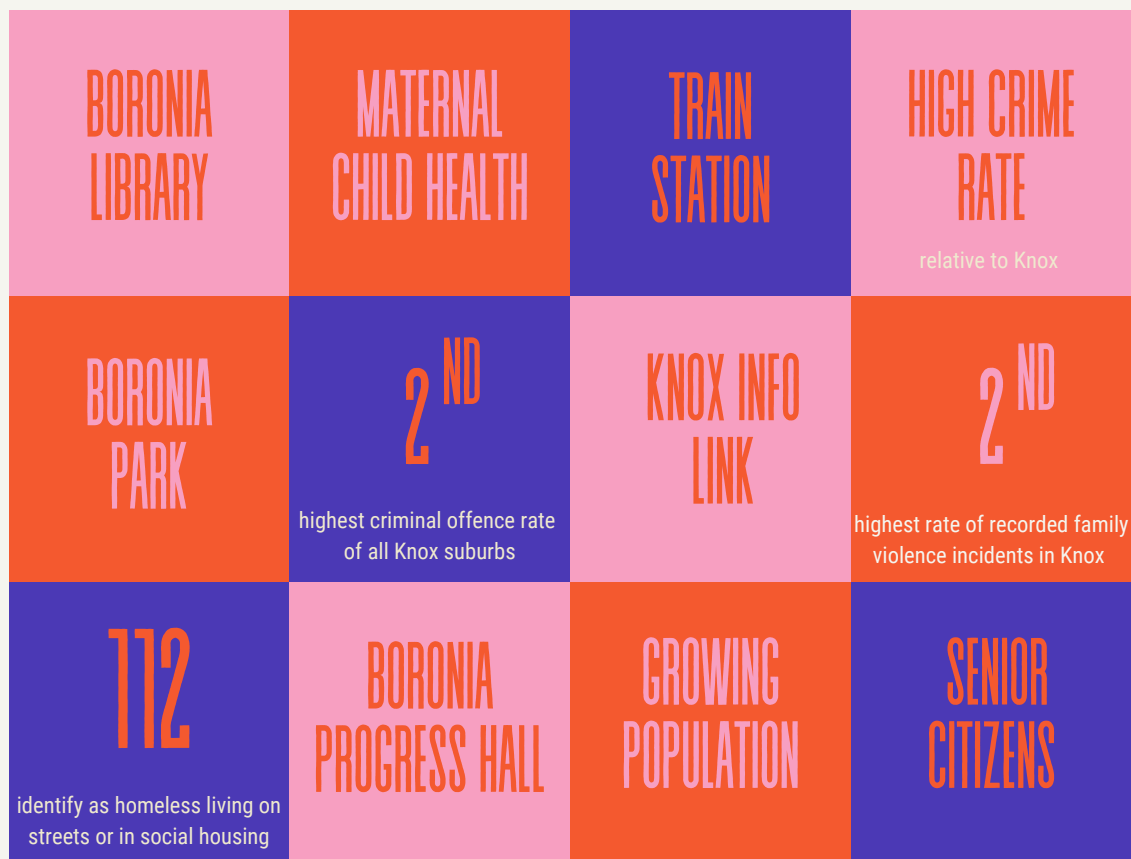
MATERNAL HEALTH

- Due to the forecast population growth, there will be ongoing demand for programs and services to support families and children.
- Programs and services need to remain close to public transport and with good pedestrian connections to surrounding residential areas.
- A high demand service
- Only 2 consulting rooms

5 COMMUNITY INFRASTRUCTURE AND SERVICES

WHAT'S IN BORONIA?

Boronia has an increasing population, a shortfall of social housing and an increase in homelessness. There are over 60 different community groups operating within Boronia or that have a strong association with Boronia. Their contribution and support for participation in community life creates a highly engaged community. In most cases these groups operate independently and work autonomously to meet their own needs but could benefit from being linked to a larger network.



SOCIAL ISSUES

Homelessness and Social Housing

Data sourced from the ABS identifies that:

- 365 identified as homeless across the Knox municipality
- 112 of those specifically in Boronia
- There were 255 social housing dwellings in Boronia (approximately one-quarter of Knox's total supply of social housing)

More recent and comparable data below (Figure 1) provides a breakdown of the number of homelessness presentations in Boronia for the past five financial years.

Financial Year 2020/2021		
Total Number of presentations to Homelessness Entry point	2728	COVID19 Service Delivery whole of year
Number of Presentations from KNOX LGA Suburbs only	888	Boronia 210 FTG 209
Top 3 main reasons for presenting to whole of service	1 Housing Affordability Stress	Boronia and FTG figures have been separated out due to high ongoing demand
	2 Housing Eviction	
	3 Financial Difficulties	
	Rough Sleepers (147)	
Financial Year 2019/2020		
Total Number of presentations to Homelessness Entry point	3856	COVID19 Service delivery March 2020-June 2020
Number of Presentations from KNOX LGA Suburbs only	1343	Boronia 323 FTG 285
Top 3 main reasons for presenting to whole of service	1 Housing Affordability Stress	
	2 Financial Difficulties	
	3 Housing Eviction	
	Rough Sleepers (155)	
Financial Year 2017/2018		
Total Number of presentations to Homelessness Entry point	3889	Boronia 334 FTG 330
Number of Presentations from KNOX LGA Suburbs only	1498	
Top 3 main reasons for presenting to whole of service	1 Financial Difficulties	
	2 Housing Affordability Stress	
	3 Lack of Employment	
	Rough Sleepers (275)	
Financial Year 2016/2017		
Total Number of presentations to Homelessness Entry point	2630	Boronia 323 FTG 314
Number of Presentations from KNOX LGA Suburbs only	829	
Top 3 main reasons for presenting to whole of service	1 Financial Difficulties	
	2 Housing Affordability Stress	
	3 Eviction	
	Rough Sleepers (295)	

Figure 1. Number of presentations to Homelessness (Source: AIHW Specialist Homelessness Information Platform-Statistical Profile Report)

Although in 2020/21 the number of those presenting as homeless (888) is down on previous years - it is still quite high given the State Govt has been providing support to temporarily place homeless persons in hotels during COVID-19

Information from local service providers (KnoxInfo Link and United Housing Boronia) supports the data as provided above and suggests that there is still a high level of ongoing demand for homelessness services in Boronia, even whilst additional housing supports have been in place from State Government during the COVID-19 pandemic.

Mental Health & Wellbeing

The mental health of Knox residents has been in decline over the past four years with the current COVID-19 pandemic exacerbating these issues. Results from the Knox COVID-19 Household Impact Survey conducted in July 2020 revealed mental health and social isolation resulting in feelings of loneliness to be the most pressing issues for the community.

Council has in many ways acted upon improving the state of mental health across the municipality over these four years, however with the sharper decline occurring during the pandemic, Council has decided to take a stronger stance in its approach.

Knox's Mental Health Action Plan 2021-2025 provides a strategic framework to address the current and emerging mental health needs of the Knox community and to assist in the coordination of interventions in our community moving forward. The action plan comes as a response to the consequences of COVID-19, but also to respond to the ongoing needs of the community more generally.

The Community Plan 2021-2031 was developed for and with the Knox community. It describes a vision for the future and what we need to focus on to get there. The Council Plan 2021-2025 incorporating the **Municipal Public Health and Wellbeing Plan** (MPHWP) which outlines Council’s contribution to achieving that vision over the next four years.

An extensive range of data sources were consulted when developing the **MPHWP** including, but not limited to: the Victorian Population Health Survey 2017 and 2018, the Knox Covid-19 Community Impact Survey, the Crime Statistics Agency website and a range of Department of Health and Human Services resources.

The six key health challenges and health priorities in the Municipal Public Health and Wellbeing Plan are:



Figure 2. The six key health challenges and health priorities
(Source: Knox City Council Plan 2021-25 (including the Municipal Public Health and Wellbeing Plan))

Family Violence

Department of Health and Human Services (DHHS) define Family and domestic violence as any violent, threatening, coercive or controlling behavior that occurs in current or past family, domestic or intimate relationships. This includes not only physical injury but direct or indirect threats, sexual assault, emotional and psychological torment, economic control, damage to property, social isolation and any behavior which causes a person to live in fear.

In 2017-18 there were 305 callouts for family violence incidents in the 3155 postcode (Boronia), a rate of 12.9 callouts per 1,000 population. This is higher than the rate for Knox (9.74 per 1,000 population) and the second highest among Knox suburbs (after Bayswater at 13.5 callouts per 1,000 population). (Knox Family Violence & Gender Equity Profile 2019 update).

Statistics on recorded family violence incidents are likely to significantly underestimate the magnitude of the problem due to high levels of non-reporting (Royal Commission into Family Violence, 2016).

The Orange Door

The Orange Door network is a free service for adults, children and young people who are experiencing or have experienced family violence and need extra support with the care of their children. They can also help people with case management, financial counselling, legal assistance, parenting support and provide advice to professionals and concerned family members and friends.

The Orange Door network will open in Croydon this year with access points, out-posted and outreach services available across the Knox, Maroondah and Yarra Ranges local government areas. They have flagged a satellite service be made available in Boronia but as yet no location has been determined.

A key recommendation of the Royal Commission into Family Violence the Orange Door network hopes to be available across the State by the end of 2022 with the Victorian Government rolling out the program across the inner east and select regional areas.

Crime

The Crime Statistics Agency (CSA) define an offence as “any criminal act or omission by a person or organisation for which a penalty could be imposed by the Victorian legal system”. In 2018, Boronia had the second highest criminal offence rate of all Knox suburbs (Figure 3).

The overall offence rate in Boronia increased between 2013 and 2018, with most of this increase due to increased rates of drug use and possession, breaches of orders, and theft. The rate of property damage and burglary offences actually decreased over this period.

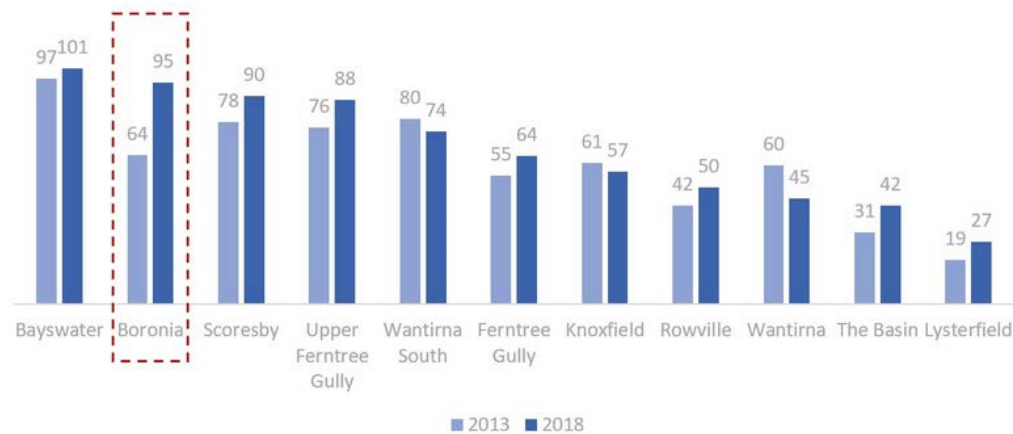


Figure 3: Offences in Knox Suburbs: Rate Per 1,000 population in 2013 and 2018 (Source: CSA 2019)

In Knox, the top five suburbs in relation to crime has been consistent over the past 10 years with Boronia, Ferntree Gully, Wantirna South, Rowville and Bayswater consistently being in the mix, although the ranking has varied.

Boronia ranked as the suburb with the highest crime figures for eight out of the ten years. Ferntree Gully ranked second five out of the ten years, with Wantirna South ranked second for four years. Rowville ranked third for six years and Bayswater has ranked the fifth suburb for crime statistics for each of the ten years. The following tables (Source: Crime Statistics Agency) provide the data for these five suburbs in the ten years to September 2020. The highest Offence Subdivisions in 2020 are highlighted with a circle.

Data are also available for **Offence Subgroup**.

To view, hover over the **Offence Subdivision** label to view a + symbol. Click on the + symbol to expand the data.

Postcode
All

Suburb/Town Name
Boronia

		Year ending September									
Offence Division	Offence Subdivision	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
A Crimes against the person	A20 Assault and related...	101	100	138	151	150	157	175	170	190	166
	A50 Robbery	6	8	6	7	4	8	9	9	9	11
	A70 Stalking, harassme...	12	30	19	24	20	19	34	28	22	25
	A80 Dangerous and negl...	6	7	12	15	19	14	20	21	22	24
	Other crimes against th...	15	22	20	20	27	33	43	42	36	31
	Total	140	167	195	217	220	231	281	270	279	257
B Property and deception offences	B10 Arson	14	15	13	9	8	12	7	9	10	10
	B20 Property damage	185	185	147	154	138	133	169	148	128	143
	B30 Burglary/Break and ...	140	119	159	111	132	118	167	116	124	148
	B40 Theft	440	456	409	471	418	553	619	492	660	657
	B50 Deception	36	43	34	57	75	73	102	82	101	110
	Total	815	818	762	802	771	889	1,064	847	1,023	1,068
C Drug offences	C10 Drug dealing and tra...	8	4	7	13	19	15	11	24	31	32
	C20 Cultivate or manufa...	2	2	2	4	3	4	9	12	10	14
	C30 Drug use and posses...	21	36	30	38	54	54	86	114	86	95
	Total	31	42	39	55	76	73	106	150	127	141
D Public order and security offences	D10 Weapons and explo...	16	36	36	40	32	48	82	69	55	67
	D20 Disorderly and offe...	55	37	51	67	57	33	44	38	41	20
	D30 Public nuisance offe...	3	5	6	4	8	10	6	4	6	12
	D40 Public security offe...			1							3
	Total	74	78	94	111	97	91	132	111	102	102
E Justice procedures offences	E10 Justice procedures	6	8	10	15	15	42	31	33	34	37
	E20 Breaches of orders	21	38	52	71	111	234	234	234	180	207
	Total	27	46	62	86	126	276	265	267	214	244
F Other offences	F20 Transport regulatio...	1	4	1			1	6		1	1
	F30 Other government r...	5	2	1	1	2	1		1		
	F90 Miscellaneous offen...	1	1	1	2	2	1	1	1		121
	Total	7	7	3	3	4	3	7	2	1	122
Grand Total		1,094	1,158	1,155	1,274	1,294	1,563	1,855	1,647	1,746	1,934

Alcohol and Drugs

Knox has consistently had the highest alcohol related hospital incident per capita when compared to neighbouring municipalities. Hospitalisations for alcohol misuse in 2017-18 was higher per 10,000 in Knox (71) than Greater Melbourne (67).

Hospital admissions for alcohol misuse are 71 per 10,000 population and outstrip threefold both pharmaceutical drugs misuse at 24 per 10,000 and illicit drug use at 21 per 10,000. This has been the case over the past decade.

The rate of ambulance call-outs for alcohol intoxication (with or without other substances) to young people aged 20-24 years has trended upwards in Knox and metropolitan Melbourne over the last decade.

There is a total of 8 packaged liquor outlets and 34 venues serving alcohol in Boronia (SECMA Licenses 9 Councils Spreadsheet), with a high concentration located near the intersection of Boronia Road and Dorset Road, close to Boronia station.

Knox Police report that drugs are a significant issue in the community which is borne out by the high drug offence statistics in Knox. Drug related crime in Knox has been trending upwards, in 2019 it was 26 % higher than the metropolitan average, and in the year to March 2021 is significantly higher than all other municipalities in the Eastern Metropolitan Region

Hospitalisation for illicit drug use is increasing (21 admissions per 10,000 population in 2017-18)

Knox had the highest illicit drug Hospitalisation rate for the Outer Eastern Melbourne Region.

Perception of Community Safety

Perceptions of safety within a community is an important aspect which can heavily influence the health and wellbeing of those living there. Feelings of unsafety can inhibit people from walking, taking public transport (PT) or participating in community life, particularly when alone or at night (Garrard 2017).

An individual's safety concerns may indicate 'perceptions of problems within the neighbourhood, previous experience with crime and level of trust in the community' (Australian Bureau of Statistics 2010). Higher levels of community dissatisfaction and poorer self-rated health have also been linked with feelings of unsafety, as well as less affordable housing areas (Badland et al. 2017).

Fear and actual crime have also both been associated with poorer physical and mental health within communities (Lorenc et al. 2012). Therefore, in order to resolve these concerns, the creation of a safe environment, which fosters social cohesion and community engagement, can increase the liveability of a neighbourhood (Garrard 2017).

In June 2019 Council's Community Safety team conducted a safety survey of Boronia receiving 105 completed responses. Of those responses people either lived, worked, visited or owned a business in the suburb. Overall, 48 per cent of respondents did not feel secure in Boronia compared to 31 per cent who did.

The surveys found a strong correlation between feelings of safety and the avoidance of particular areas during different times of the day. A high number of respondents felt safer during the day than compared to the evening.

Overall 94 per cent of respondents avoided some areas at night with the highest being the railway station, Boronia Junction and the multi-story car park. Key reasons for avoiding these areas was the people that were found to be loitering in them and a lack of lighting with clear visibility left respondents feeling vulnerable.

LIVEABILITY ISSUES

The concept of liveability is one that is being widely used in Australian public health, as a method to understand and improve the mechanisms that determine health. The Australian National Liveability Study defines liveability as:

“Safe, attractive, socially cohesive and inclusive, and environmentally sustainable; with affordable and diverse housing linked via convenient public transport, walking, and cycling infrastructure to employment, education, public open space (POS), local shops, health and community services, and leisure and cultural opportunities” (Lowe et al 2013 p. 6).

The achievement of positive public health outcomes is underpinned by many complex determinants, which means the approach to addressing inequalities that create bad health must be multifaceted.

When recommending solutions to improve liveability, it appears that policy level changes need to be implemented across a range of sectors for progress to be seen and felt by communities (Wolff 2011).

In Nov 2019 a Liveability Assessment of the City of Knox, was completed. This identified that across the city of Knox liveability domains should in general be improved; however the intersection of domains has a significant impact on public health.

Physical Activity

Overall, physical activity was the most prominent health and wellbeing issue to emerge during consultation on the Municipal Public Health and Wellbeing Plan 2021. During this work, the Youth, community and staff cohorts all frequently discussed the intent of using physical activity as a means of becoming, and staying socially connected.

This shows an awareness of and interest in the link between being physically active and improved mental health and thus provides a pertinent opportunity for efficient action in the space, whereby two key health and wellbeing areas could be addressed by the same intervention.

Walkability was further mentioned in the community workshop and surveys, with a focus on increasing promotion of active transport around the municipality and improving access to facilities, shops and food

Walkability

Boronia has an overall Walk Score of 61 based on the average score of addresses in that suburb. This makes it “Somewhat Walkable” according to Walk Score, and the equal second most walkable suburb (on average) in Knox (after Wantirna and along with Bayswater). The most walkable areas of Boronia are those surrounding the town centre and train station. (Walk Score 2019a).

Work conducted on behalf of Council to identify Knox’s Principal Pedestrian Network (a strategic network of pedestrian routes to promote walking for transport) highlighted much of the central Boronia area and some of the north eastern parts of the suburb as containing key routes which connect people to transport, shops, education, community facilities and open space.

Public Open Space

Boronia has well-distributed Public Open Space (POS), including ovals, parks and reserves, which aligns well with the population density of the suburb. There are also a number of locations to access POS near the border of Boronia for those living in these areas.

A major basketball facility currently operates out of the Boronia Basketball Stadium (Boronia Park). However there are plans to demolish the ageing stadium with the development of the State Basketball Centre in Wantirna South. The future Boronia Park Master Plan will consider public open space opportunities to cater for all members of the current and future community.

Over the past few years Council has invested in upgrades to public open spaces at Chandler Park and Tormore Reserve. These parkland and amenity works provides valuable places for active and passive recreation with families and friends.



Photo: Tormore Reserve, Boronia Public Open Space Upgrades

Healthy eating

Boronia has highly concentrated areas of both “red” and “blue” labelled food outlets. As seen on the map, the intersection of Dorset and Boronia Roads, as well as Scoresby and Boronia Roads, have extremely dense areas of food outlets. Within this, there is a higher proportion of unhealthy food options compared to fresh food outlets. This disproportion in food type is likely to have a detrimental effect on health, in fact 5.6% of those living in Boronia are registered with diabetes, compared to 5.3% Victorian wide (National Diabetes Services Scheme 2019).

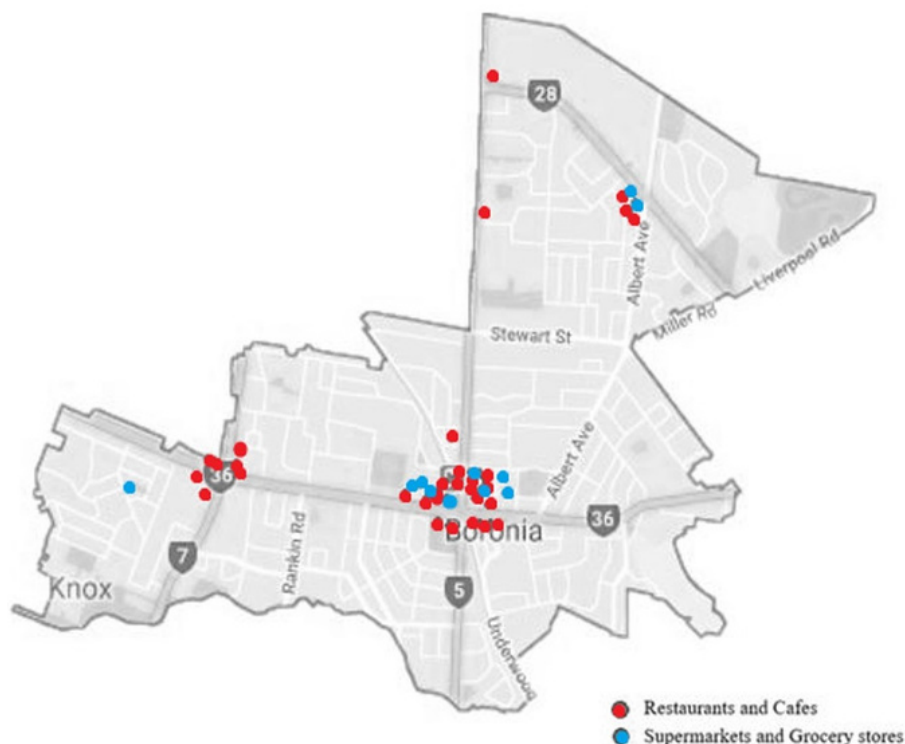


Figure 4. Boronia Food Outlets (Liveability Assessment City of Knox 2019)

Gambling

Boronia has one venue, which provides access to Electronic Gambling Machines (EGMs) EGMs, known colloquially as "pokies" (Gaming expenditure by venue 2019).

Zagame's Boronia, located at 112 Boronia Road, had an expenditure of \$11,916,286 between 1 July 2018 - 30 June 2019; being the second highest venue in Knox (Gaming expenditure by venue 2019).

Housing affordability

In the last 20 years the average cost for a rental has decreased to all-time lows. Boronia is seeing an influx of medium to high income earners purchasing properties. (realestate.com)

With a high proportion of families living in Boronia, separate housing is assumed to be the preference, as 75.2% of the population live in this type of dwelling compared to other dwelling types. With an expected population increase in Boronia and a prediction that 11.7 per cent of those being between the age of 0-9 years old, this will place an increase on the local MCH health services, library and other youth focused services. (Liveability Assessment of the City of Knox, 2019)

Just over one quarter of residents (26.2%) rent their accommodation, while 39.2% own an occupied dwelling with a mortgage and 31.6% own outright.

Of those who have a mortgage, 9.1% have payments greater than or equal to 30% of household income, compared to 7.5% in all of Victoria. Whereas those who rent, only 10.2% have payments greater than or equal to 30% of household income (compared to 10.4% Victoria wide) (ABS 2019a; AIHW 2019a).

It is also important to note that 2.9% of the Boronia community lives in social housing, compared to 2.8% throughout all of Victoria (Profile ID 2019a).

Forecast Population and number of dwellings as predicted by Informed Decisions (ID) which shows the number of dwellings in Boronia is forecast to grow from 9,623 in 2016 to 11,810 in 2041.

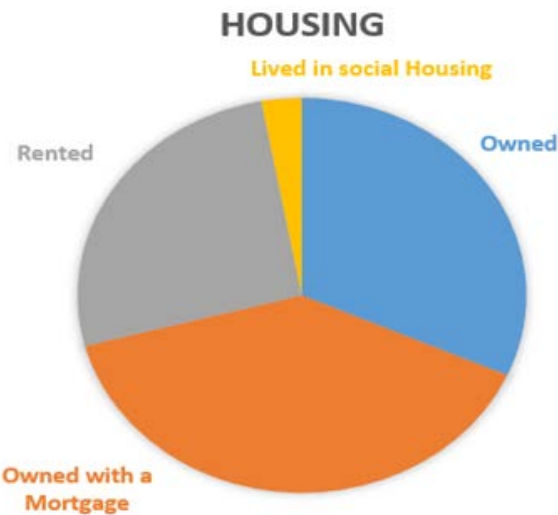


Figure 5. Chart of housing types in Boronia (Liveability Assessment of the City of Knox, 2019)

KNOX INFOLINK

An essential service in Knox located on Boronia Road they provide regular help to those struggling on health care cards or experiencing financial hardship. Now in their 29th year of operation Knox Infolink Inc. provides help to the community over four days a week.

Knox Infolink deliver emergency relief in the form of food, vouchers, clothing, MYKI cards, Telstra Assistance and information about other local services.

They also provide:

- An advocacy service to negotiate with utility companies when people find themselves struggling financially.
- Social inclusion projects connecting disadvantage children to sports and other recreational (activities that they would normally have access to).
- Mail holding services.
- Shower program.
- Breakfast program.
- Knox Gives – Knox Community Welfare Fund.
- Knox Community Christmas Support Program.
- Tax assistance (July – October).
- Access to Interpreting Service.
- No Interest Loan Scheme (NILS) and Adds Up Program.
- Housing support service through an agency partnership.
- A community fund that supports other organisations.

For the past 5 years Infolink has come under increasing pressure due to the upsurge in demand for their services, coupled with the inability of their facility to meet their increased physical space requirements.

The recent Breakfast Program (that was started in 2021) is now hosted in the Progress Hall.



CONFIDENTIAL

RESPECTFUL

EMPOWERING

BORONIA LIBRARY

The Boronia Library is located on the southwest corner of Boronia Road and Dorset Street, known as Boronia Park. The Knox Basketball Centre is adjacent to the library, whilst the Maternal Health Centre, the Progress Hall and Knox Infolink are all found nearby on the edges of the park.

Opened on July 14, 1986 combined with the basketball stadium, the library features an illustration of Boronia's historical past. The library is located 650 meters from the Railway Station (approximately a 7-minute walk) across from Boronia Road.

The station has a connection bus service where the nearest stop is 170 meters from the library entrance. The library also features parking directly in front of the building shared with the basketball stadium with overflow parking approximately 150 meters away and 3 additional accessible parking bays.

Library Services:

- Free membership for all residents
- Unlimited borrowing capacity for books, magazines, DVDS, audiobooks, music CD's and large print books
- Reservation of up to 20 items
- Games for Playstation, Xbox, Switch and Nintendo Wii U can be ordered for borrowing or booked through the online library catalogue
- Online collection
- Home Library service for people who are unable to visit in person
- Computers and colour printing services
- Free Wi-Fi
- Events
- Multipurpose room with kitchenette for hire ideally for training, interviews and meetings



Photo: Boronia Library interior space

The one large meeting room is constantly booked out by a regular user group due to its generous size, kitchenette and independent entrance way. The library however, is currently underutilised by the broader local community for a number of reasons including; its hidden location from main roads and foot traffic, not offering quiet working spaces and lacks enough computers to keep up with demand. Visitor numbers have slowly declined in recent years. This is a common theme in ageing community/library infrastructure assets in Knox.

Boronia Library Visits

2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
103,557	95,892	76,635	61,371*	30,702*

Ferntree Gully Library Visits

2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
94,409	96,491	94,624	66,140*	29,309*

Bayswater Library Visits

2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
76,586	79,747	74,215	64,793*	29,683*

Figure 6. Summary and comparison of three Knox Library visits over five years (Source ERL)

Ferntree Gully and Bayswater are both neighbouring suburbs to Boronia and their libraries have also suffered from a decrease in visitors due to the covid pandemic. Until 2019 they had a steady amount of visitors. The Ferntree Gully library is similar to Boronia as it is also in a stand-alone location. The Bayswater library is located in the local shopping centre and has a stream of foot traffic visiting the supermarkets and small shops.

Boronia Library Loans

2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
157,752	191,634	189,284	108,410*	75,432

Ferntree Gully Library Loans

2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
132,614	169,799	173,024	146,783	101,575

Bayswater Library Loans

2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
68,631	92,937	99,781	92,867	69,021

Figure 7. Summary and comparison of three Knox Library loans over five years (Source ERL)

There is still a need for libraries and books in the current climate. During the pandemic with retail and hospitality closed the community rallied together and created a small neighbourhood type borrowing service. Whereby, you could take a book and leave a book in a strategic placed box or cabinet.

This suggests that libraries, sharing and community interaction still have a much needed place in the eastern suburbs. Although, visitor and borrowing numbers have decreased across the Eastern Regional Libraries (ERL), they still provide a vital service to the community just no longer in the traditional format.

There has been an increase in digital loans as library users become more familiar with the option. As students require less books for reference material they need more space for collaborative or quiet working time and access to WiFi for studying.

Across all the Eastern Regional Libraries (ERL), Croydon has the highest amount of loans (146,768 for 20/21) in comparison to the Boronia library receiving just half of the loans Croydon library had. Library loans have declined due to forced pandemic closures however, they were still able to operate a click and collect loans program. Even though loans have decreased in the past two years there was a steady increase happening prior to 2020. If not for the pandemic we would have seen higher loans in both Boronia and Ferntree Gully.

Eastern Regional Library Digital Loans

2018-2019	2019-2020	2020-2021
570118	699,115*	771,971

Victorian Library Loans

2018-2019	2019-2020	2020-2021
41,126,495	31,280,410*	Unavailable

Figure 8. Summary of ERL digital loans and Victorian library loans over three years (Source ERL)

*Covid has had an impact on physical visits and borrowing capacity over the 2019-2021 period.

The libraries in the Eastern Region offer traditional printed materials such as books, periodicals, audio visual materials, DVD's, CD's, audiobooks, computer based electronic resources and databases. The Eastern libraries stock a large number of local history, genealogical and electronic online resources and Australia & Ireland and British Newspaper Archives.

In 2022 a library in the ERL will consider the trial a 24/7 unstaffed public library access for people to study, photocopy and access computers. In the small town of Foster in the Gippsland region they started trialing 24/7 access and found many people were using the library for internet access finding only 25 per cent of the community didn't have access at home - this is an aspiration of ERL.

An other option is to consider the provision of extend hours in a co-located library space e.g. when a library space is located within a larger shopping precinct/shopping center where security guards are present and able to patrol the area.

Some libraries in the eastern region will be unable to trial this type of access due to the layout of their building and being unable to close off certain areas of the library. If this model of service delivery is successful it may be considered in future planning requirements of library layouts.

Libraries Evolution

The locations of Eastern Regional Libraries may have changed over time but they still provide an essential service to the community. The role of the public libraries has evolved since their introduction into Knox in the 60's where it was solely a collection and borrowing model.

There are items offered by the library that are now redundant in society such as DVD's, CD's and encyclopedia's as this is now all available on the internet or streaming services. Library users no longer come in just to borrow books, they utilise the computer (if they don't have one at home or access to the internet), they bring children in for story time, students meet to discuss projects, people study using the quiet spaces and some people use it as a social meeting space.

The physical structure of library spaces has also changed as they have become a place for community members to socialise and students to study. Often local residents visit the library to use the computers to access online content if they are unable to do so at home.

Older buildings either need to be renovated to fit this new model or more functional and versatile space needs to be found. Even newer ergonomic book shelving creates a better service for the community and can easily be moved to meet the changing needs of the library space.

The digital age has created a knowledge and funding gap with more and more people having to access the internet for tasks that use to be face to face. Tasks such as banking, applying for jobs, a visa, a passport, doing their tax or accessing a government service all have to be done online. This creates a disadvantage for those that either are not familiar with the internet or don't have access to the internet or a device. The local library aides in this gap by providing a much needed service with their desktop computers available to the community.

In terms of building new libraries space needs to be considered for a variety of activities whereby library users can access fast paced broadband through a WiFi connection in a quiet or collaborative working space. A fast paced internet connection would allow better access to the many digital borrowing options the Eastern Regional Libraries now offers.

As the model of libraries, meeting spaces and other services have evolved, other Victorian Councils have taken this opportunity to merge various services into one building. Mixing local libraries, maternal health, meeting spaces and council operation recreational facilities into one place minimising their carbon footprint at the same time.

Some examples of similar facilities amalgamated into one building are:

- Realm – Ringwood – Maroondah City Council (opened 2016)
- Croydon Community Hub – Croydon – Maroondah City Council (yet to be built)
- Ivanhoe Library and Culture Club – Ivanhoe – City of Banyule (redeveloped in 2020)
- Glenroy Community Hub – Glenroy – Moreland City Council (to be completed 2021/2022)
- Newport Community Hub – Newport – Hobsons Bay Council (completed 2016)
- Braybrook Community Hub – Braybrook – Maribyrnong City Council (completed 2015)



Community Meetings Spaces

Senior citizen’s clubs provide a relaxed environment where people can enjoy the company of others and participate in a range of social activities. They provide an important service to older people of the community with recreation and social activities available. During the 50’s and 60’s there was considerable growth of these centres as the State Government provided subsidies to Councils to build and keep senior citizens centres resourced.

The Boronia Bellbird Senior Citizens located at the Corner of Erica avenue and, Genista Ave, Boronia have experienced a significant decline in membership the last few years and will cease operating as a group during 2021. Whilst the Club is ceasing, the need for general community spaces is still in demand and is expected to increase.

The Centre has consistent bookings throughout the year for use of its main hall and kitchen for local groups. This would suggest a need for meeting spaces within a new facility that has easy access for the elderly with enough space for physical activities as well as movable tables and chairs for formal meetings.

Senior citizens often risk being isolated if they are not included in community activities and large flexible meeting spaces offer a safe environment for them to hold formal meetings or participate in social activities, dance and exercise.

Boronia Bellbird Senior Citizens Hall usage figures					Boronia Progress Hall usage figures				
Year	2018	2019	2020	2021	Year	2018	2019	2020	2021
Usage	216	216	54	110	Usage	154	110	79	115

Figure 9. Visitation numbers at meeting spaces (Note Usage refers to no. of people not groups)

The Boronia Progress Hall is located at 134 Boronia Road, Boronia (Boronia Park) and includes a main hall equipped with a stage and seating capacity of 120 people. It has a kitchen, tables and chairs and an adjoining room with the capacity for 50 people.

Both the Senior Citizens Hall and Progress Hall had a number of regular community users each week (prior to COVID) along side one off bookings as well. Sometimes these spontaneous bookings can’t be accommodated for when they are already in use creating a need for more available spaces in the area. Regular users include local dance groups and church groups.

MATERNAL CHILD HEALTH

The Knox Maternal and Child Health (MCH) Service is a Council service that is free and confidential for families with young children from birth to 6 years provided by a qualified nurse and midwife who has further qualifications in family, child and community health.

Marie Chandler Maternal Child Health, Park Crescent

The Marie Chandler Maternal Child Health facility, located at Park Cres, Boronia provides the following services;

- child health and developmental checks
- information, advice and support
- screening and referral to additional services if needed.

The staff at this facility can provide information about a range of parenting topics and issues, including:

- breastfeeding (lactation consultants available for further support) and bottle feeding
- sleep and settling
- mother's health and wellbeing including postnatal depression
- family planning
- immunisation
- play and safety
- managing your child's behaviour
- playgroups, child care options and preschool
- support with family issues including family violence and relationships
- first time parent groups.

Currently, the Marie Chandler MCH centre is the **second busiest in Knox** with a high service demand however, they only have two consulting rooms.

The facility is at capacity for the services it provides and is used highly utilised by supported playgroups, MCH and enhanced MCH service.

As part of the 2021/22 Capital Works Program, Council have committed approx. \$66,000 towards OHS required works at this facility. There is also scoping and design work in progress towards \$1.1m worth of proposed upgrade works, subject to future budget approval.

These upgrades are required to allow the facility to function and suitably service the current and future visitors. The MCH services would benefit the broader community if co-located with other community services in one multi purpose facility, subject to proposed location and timing for delivery.

Across the maternal health program in Knox the Bayswater and Marie Chandler service the most highly complex of clients who fall under the high risk criteria. These include the Enhanced MCH program referrals, referrals or alerts received from external services including maternity hospitals and the Victorian Child Protection Service. They have had a consistent number of clients throughout each year regardless of covid circumstances.

Knox Early Parenting Centre & MCH Centre Service Type	2020/21	2019/20	2018/19
Universal MCH client records	693	682	736
Universal MCH client appointments	2261	2111	2107
Universal MCH first time parent group participants	80	118	109
Enhanced MCH	163	195	196
Breast feeding service	180	149	117
Nutrition group participants		148	
Post Natal Depression group participants	0(covid)	10	20
Community playgroups	0 (covid)	50 families	50 families
Supported playgroup	40	40	40
Young parents group (commenced 2021)	13		

Figure 10. Knox Early Parenting Centre & MCH Service Type (Source: Knox Early Years Infrastructure Review, December 2019)

The MCH service provides ten key consultations from birth to three and a half years. Consultations may be one-on-one or group-based and offered in a variety of settings, including a MCH centre or a family's home.

Integrated service delivery is particularly important in establishing and maintaining engagement with vulnerable and disadvantaged families as their children move through the service system (e.g. from maternal and child health to playgroups and then formal early learning programs). Integrated children's centres may be co-located with schools or community facilities such as neighbourhood houses, community centres or libraries.

YOUTH

Youth in Boronia

The Australian Research Alliance for Children and youth define disengage youth as young people who feel alienated or disconnected, unvalued or unable to contribute in a meaningful way. They may lack knowledge and skills or face structural barriers that limit their engagement, such as prejudice or limited resources and opportunities.

Not being involved in either education or paid work is often considered indicative of disengagement among young people. For Boronia, 10.3% (246) residents aged 15 to 24 years were not employed or in education at the time of the 2016 Census, representing an increase over Boronia's 2011 and 2006 rates (ID Forecast).

Council provide a range of youth services across the municipality, however there are no specific facility of service delivery in Boronia. The youth programs available are in partnership approaches and operate from a range of local venues. With an increase in population expected there will also be an increase in youth by at least 25 per cent

Council's Youth Advisory Committee have discussed the topics of safety and inclusion in Boronia. The results highlight key areas being the Train Station precinct - unsafe, but Tormore Reserve and Chandler Park as safe. Seeking more areas to hang out whilst feeling safe was a key factor.

Further investigation and work in this sector is required. The recently successful State grant funding of \$700,000, will provide to support community-led initiatives that address the causes of crime.

Council will facilitate a Building Safer Communities Forum to bring together representatives from Victoria Police, local secondary schools, community houses, community organisations/agencies, traders groups and more, including members of the community.

ARTS AND CULTURE

The Knox Arts and Culture Plan 2012- 22 identifies key outcomes for the Arts and Cultural wellbeing of Knox through:

- increasing community participation in the arts,
- creating vibrant and interesting public spaces,
- improving relationships with the local arts and cultural community,
- improving Council's arts and cultural amenity, and
- raising the visibility of the range of arts and cultural activity in the city.

The aim of the plan is to support Council and the community to work together to improve and enhance the cultural vitality of the City.

Art related projects in Boronia

There are a number of arts projects planned or in progress in Boronia:

- Lupton Way - revitalisation of Lupton Way (which runs parallel to Boronia Station) to improve the aesthetics for pedestrians. The laneway will have original artwork installed as well as improvements to lighting for continued safety.
- Beautify Boronia - The creation of 3 large scale murals to be placed in the Boronia CBD.
- Big Flix Fest - three drive-in movie nights, featuring food trucks, atmospheric lighting, furnishings, amenities and children's activities. Local traders will have an opportunity to be involved by offering takeaway food and local suppliers will be sought for event management, production, infrastructure and amenity supply.
- Pop Up Activations Program - spaces will be created in Dorset Square and at Dorset Road, with a program of events over a number of weekends, including a series of activities for children and families.
- Façade Upgrade Program - Round 1 has recently been awarded and Round 2 application are under consideration. This program aims to spruce up shopfronts and bring life to the boulevards of Boronia.
- Laneway and Arcade Upgrade – upgrade of the Boronia Station laneway with an investment in public street art to brighten up the area.
- Light Box Laneways Project – illuminated light boxes along Crave Lane and the walkway adjacent to 257 Dorset Road.
- Erica Avenue revitalisation project - a street scape renewal to revitalise Erica Avenue.

KEY BORONIA PROJECTS

In 2017, The Victorian Government released Plan Melbourne 2017-2050 guiding the growth of Metropolitan Melbourne by jobs, housing, transport, amenity and sustainability. Boronia was identified as a Major Activity Centre whereby providing a focus point for services, employment, housing, public transport and social interaction.

The Boronia Renewal Strategy 2019-2040 provides a strategic direction for the future growth of Boronia over the next 20 years. The strategy endorsed by Council is centered around five themes:

- Economic development and investment
- Land use and built form
- Movement and access
- Public realm
- Community wellbeing and infrastructure.

There are a number of overarching projects planned for central Boronia, they are:

- **Boronia Park Masterplan**
- **Boronia Train Station Precinct Concept Plan**
- **Dorset Square Town Square and Community Infrastructure Investigation** (including a potential digital creative hub as part of a multi-purpose community centre)
- **Green Spine Corridor**



Green Spine Corridor - in progress

A plan to deliver a green corridor space stretching from Chandler Park to Tormore Reserve as well as creating new streetscapes with places for sitting and increased tree canopy. Delivering a Green Spine connection by creating improved streetscapes and pedestrian environments along Genista Avenue from Chandler Road to Tormore Reserve. A green northern edge to the commercial area, through large tree planting and landscaping along the future Green Spine.

Boronia Park Master Plan - in progress

An open space renewal project to revitalise the existing Boronia Park located on the corner of Boronia and Dorset Road (where Boronia Library is located) is currently underway. The Boronia Park currently lacks visibility, parkland identity and a place in the current layout of the area. Initial plans will investigate:

- Improved pedestrian and cycle connection from Erica Avenue across Boronia Road into the park to allow a flow of visitors from the station precinct
- A civic and parkland space for locals to gather
- Natural retarding basin expansion with consideration of the views to the Dandenongs, connection to water and cooling of the town.

Boronia Train Station Precinct Concept Plan

In 2019, the Commonwealth Government of Australia announced a Commuter Car Park Scheme complimenting investments in major roads, rail and congestion hot spots. The budget included \$368 million for commuter car parks across Melbourne with one of those being Boronia Train Station car park.

Council obtained funding from the State Government's Victorian Planning Authority to prepare a concept plan for the Boronia Train Station Precinct. This included improvements and renewal of assets within the Train Station Precinct which was identified in community consultation for the Boronia Renewal Project. Planning complications and future funding have stalled the delivery of this work.

Dorset Square Town Square and Community Infrastructure Investigation

Established in the 1970s, the Dorset Town Square precinct includes the Boronia Mall shopping centre, Coles supermarket and Kmart department store, and serves a local catchment that extends to surrounding suburbs and municipalities.

These businesses occupy the north and eastern side of the suburb and are served from a loading bay on Chandler Road. The area predominantly contains ground floor retail/food premises, with some office spaces in upper storeys, and the Metro Cinema, all surrounding a large, central (Council owned) grade car park known as Dorset Square.

The central square connects to Dorset Road via a series of retail focused arcades and laneways. Dorset Road has reduced traffic speeds between Chandler Road and Boronia Road, with pedestrian crossing points to sub-precinct at the intersection of Boronia and Chandler Road, and south of Lupton Way. The scale and design of the street wall and shop fronts lining Dorset Road retain many of the features valued in a traditional main street that could be revived.

The precinct including the train station is forecast to experience the greatest amount of change and become Boronia's high density employment hub, with a vibrant mix of businesses, improved public transport and community facilities. It will foster a new character that is attractive, urban and vibrant, with high quality public realm providing amenity for existing workers and future residents.

BRIDGING THE DIGITAL DIVIDE

The Boronia Renewal Strategy (BRS) has a focus of nine key directions obtained through community consultation to determine where efforts should be focused.

Of the nine key directions one of those is that **Boronia is smart and digital**. The strategy also highlighted the potential for a digital creative hub as part of a multi-purpose community centre.

Many businesses within the Boronia are still running paper based systems and rely on a physical presence for their profile. A relatively small portion of the businesses have an online presence in the form of a webpage or actively use social media platforms

Aside from the need for better business connectivity, enabling investment in digital technologies within the Boronia could also create the environment for learning and activity in digital creative industries, e-commerce, software design, gaming and access to online education, leading to improved employment prospects for the local workforce.

There is a need to build capacity where everyone has adequate or equal access to broadband technologies and skills to participate in the global digital economy. Ideally a digital hub would be transformative and a sharing workspace offering high-speed internet cutting edge technical facilities and services with meeting rooms, event space with a focus on bringing people together. It would have a digital innovative focus bringing it into the 21st century with Wi-Fi capabilities, charging stations for devices, interactive whiteboards, smart lighting and standard connectivity for devices available throughout the complex.

Wi-Fi 24/7 will be offered internally and externally to the building, allowing students, the disadvantaged and local businesses the option to utilise free Wi-Fi. Bridging the digital divide and improving connectivity for people living and working in Boronia who may not have had access before. NBN and Telstra 5G is available in the Boronia region to enable a fast and efficient internet service which the Hub will utilise to offer a Wi-Fi service.

Charging stations will be located strategically throughout the building to allow for visitors to charge their devices. Interactive Whiteboards or Smart boards are interactive display boards on a standalone touchscreen computer screen which help to enhance presentations and increase engagement.

Current meeting room spaces in Boronia do not offer interactive smart displays which will entice small and large groups to hire out the meeting rooms. Smart lighting allows rooms only to be on when in use and each meeting room will be equipped with the standard connectivity set up for laptops and devices.

BORONIA
SMART & DIGITAL
A CREATIVE HUB

6 RECOMMENDATION

As part of the Knox Community and Council Plan 2021 - 2025 to create, enhance and maintain places and spaces for people to live, work, play and connect, the Boronia Needs Analysis considers and support the actions identified in the Boronia Renewal Strategy (BRS).

The BRS will review and address a number of existing and emerging issues that impact on services and infrastructure developments in Boronia. Identifying key social and economic issues, planning and designing infrastructure and service delivery in Boronia and establish strategic planning strategies for a Boronia Major Activity Centre.

While the current community buildings require no immediate action it is recommended that Council consider the prospect of a **new multi purpose community facility with an integrated library-digital hub**.

The establishment of a centralised hub offering a learning library, various community meeting and office spaces would benefit many in the local community. Links to nearby maternal health, play and parkland could provide a holistic place for connection and a 'plug in and out' space.

A multi-purpose community facility would need to incorporate functional requirements for a number of potential users in order to create spaces that are flexible and that can cater for future services and needs.

As well as the library service, other potential services to investigate in relation to co-location include;

- flexible spaces to cater for various groups from youth social spaces, to spaces for seniors activities.
- family and playgroup spaces
- family/individual support services
- flexible community meeting spaces
- neighbourhood house services

There are numerous benefits for the community to be gained from clustering both community and private providers in a central, visible and accessible location. In order to create a critical mass which will attract additional services and grow the range available within Boronia.

Any future planning and design process for new and/or upgraded facilities in Boronia, requires further analysis and consultation with relevant service providers/user groups (both Council and non-Council) to understand the functional needs of these agencies/groups and the services they provide, and to explore how best these could form part of co-located, integrated multi-purpose community facility as part of a hub.

All the services mentioned aim to bring the community together. As part of a new hub it would be recommended to incorporate an creative and arts element and consider a suitable café model.

A CENTRAL SPACE

7 GLOSSARY AND REFERENCES

GLOSSARY OF TERMS	
Arterial roads	A road that is declared to be an arterial road under Section 14 of the Road Management Act, 2004.
Affordable housing	Where the cost (whether mortgage repayment or rent) of housing is no more than 30. percent of that household's income. Exceeding this mark causes 'housing stress', particularly in the lower 40 percent of the income distribution scale. It includes social housing.
Council	Knox City Council including employees, agents and Ward Councilors.
Maternal and Child Health Services	The Victorian Maternal and Child Health (MCH) Service is a free universal primary health service available for all Victorian families with children from birth to school age. The MCH Service consists of three components: the Universal MCH program, the Enhanced MCH program and the 24-hour MCH Line.
Master Plan	A plan that directs how a single site or land holding or a cluster of related sites will be developed. It may include direction on traffic movements, allocation of spaces, and provision of open space and key facilities. It is usually more detailed than a structure plan.
Multi Purpose Community Facility	A facility providing a range of flexible, functional spaces to support access to services and participation in a range of active and passive lifestyle activities.
Social Housing	Short and long-term rental housing that is owned and run by the government or not-for-profit agencies. There are two types of housing, public housing and community housing. It is for people on low incomes who need housing, especially those who have recently experienced homelessness, family violence or have other special needs.

References and relevant documents:

- Knox City Council Plan 2021-2025 incorporating the Municipal Public Health and Wellbeing Plan
- Knox City Council Community Plan 2021-2031
- Boronia Renewal Strategy 2019 (revised 2021)
- Knox Boronia Population and Liveability Profile
- Knox Community Access and Equity Plan, 2017-2022
- Knox Arts and Cultural Plan, 2012-22
- Knox Integrated Transport Plan 2015, City of Knox, 2015;
- Knox Key Life Stages Plan, 2017-2021
- Knox Planning Scheme
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- Knox Early Years Infrastructure Review, December 2019
- Report - Knox Principal Pedestrian Network Final Report - Tract Consultants - 2017-06-15
- Knox City Council, Boronia Population and Liveability Profile
- Community Services and Facilities Key Directions Report, 2018
- Victoria in Future 2019, PopulationProjections 2016-2056 https://www.planning.vic.gov.au/__data/assets/pdf_file/0032/332996/Victoria_in_Future_2019.pdf

Attachment 2

BORONIA COMMUNITY HUB

DESIGN BRIEF AND CONCEPTS

Prepared for
Knox City Council
27 June 2023



URBIS STAFF RESPONSIBLE FOR THIS REPORT:

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We acknowledge Aboriginal and Torres Strait Islanders as the traditional custodians of all the lands throughout Australia. We recognise and respect the connection to their land, cultural heritage and community, and we pay respects to their Elders past, present and emerging.

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AS PART OF THE COMMUNITY SERVICES AND FACILITIES STRATEGY, BORONIA RENEWAL STRATEGY (2019) RECOMMENDS:

Exploring alternative models for delivery of services and facilities including service co-location and multi-purpose facilities; investigating opportunities for partnerships with the private industry to deliver community facilities in Boronia, whilst ensuring facilities are sufficiently flexible and can be extended as demand grows over time; facilitating connections between community service groups, organisations and facilities to enable a collective approach to service delivery to address key social issues facing Boronia; and, exploring how established community groups can operate with greater interaction as part of a shared new community space, to deliver a more integrated suite of activities and programs to meet the needs of older residents in Boronia.

Boronia Renewal Strategy (2019)

01 INTRODUCTION

INTRODUCTION AND PURPOSE

The Boronia Renewal Strategy (2019) identifies the need for a multi-purpose community facility to be located at one of three sites in the Boronia Major Activity Centre. Knox City Council have commenced investigations into the nature and scale of this facility to inform early thinking about the preferred location for the Hub.

This report includes background analysis and precedent studies to inform early consultation and derive a baseline position on the key elements, scale, and nature of the future Boronia Community Hub. The report provides two high-level concept design options exploring a 'parkland' and an 'urban' scenario for the Hub. The objective being to test the size requirements and potential 'footprint' of each option. This will assist Council to make an informed decision on a preferred site for the Hub.

THE OPPORTUNITY

The creation of an integrated community hub provides a significant opportunity to provide a focal point and a community heart within the Boronia Activity Centre. The Boronia community hub project provides an opportunity to draw together a range of facilities currently spread throughout the Boronia Major Activity Centre and create synergies, an improved physical environment and better facilities enabled through the shared use of space.

The consolidation of various facilities would have several advantages such as allowing the community to access these facilities under one roof, greater efficiency in council services, and this would also result in reduced transportation emissions by reducing the number of trips. More importantly, an integrated community hub helps to build social cohesion.

The Community Hub also provides an opportunity to create a building with a high-quality design that represents the heart of the Boronia community.

THIS DOCUMENT

For ease of reference this report is organised as follows:

- 1. INTRODUCTION
- 2. SUMMARY OF BACKGROUND DOCUMENT REVIEW
- 3. CASE STUDIES- BEST PRACTICE MODELS
- 4. PRELIMINARY REVIEW OF THREE PROPOSED LOCATIONS
- 5. DESIGN BRIEF + HUB OPTIONS
- 6. SITE SELECTION CRITERIA

02 DOCUMENT REVIEW

BORONIA RENEWAL STRATEGY 2019 (REVISED 2021)

The Boronia Renewal Strategy (2019) (BRS) was developed by Knox City Council, and was endorsed in August 2021. The Strategy is forward-looking to 2040 and sets out Knox City Council's vision and development expectations.

The following strategic themes guide the BRS:

- Economic development and investment;
- Land use and built form;
- Movement and access;
- Public realm; and
- Community well-being and infrastructure.

The BRS identifies the need to plan a community facility and recommends the investigation of a multi-purpose community facility as part of the Big Move Projects. The BRS identifies four 'Big Move Projects' to guide the urban renewal of Boronia where it identifies a potential digital creative hub as part of a multi-purpose community centre.

The BRS recommends the uses to be considered within the multi-purpose community facility include:

- a relocated library
- senior citizens facilities with a range of (size, hire costs and times) of spaces for casual and regular use by groups currently
- sub-leasing the Bellbird facility
- family support services
- neighbourhood house services
- early years services and meeting spaces
- any new service requirements, including youth services and a potential digital creative hub.

The sites considered for the multi-purpose community facility include:

- Boronia Park Precinct Master plan
- Dorset Square Town Square
- Boronia Train Station Precinct



Community Well-being and Infrastructure Preferred Future Outcomes Plan

Source: Boronia Renewal Strategy 2019

03 CASE STUDIES - BEST PRACTICE MODELS

A precedent study of best practice models for community hubs draws on case studies from other Melbourne or Victoria local government areas.
Examples include:



REALM – RINGWOOD – MAROONDAH CITY COUNCIL



CROYDON COMMUNITY HUB – CROYDON – MAROONDAH CITY COUNCIL



IVANHOE LIBRARY AND CULTURE HUB – IVANHOE – CITY OF BANYULE



GLENROY COMMUNITY HUB – GLENROY – MERRI-BEK CITY COUNCIL



SPRINGVALE COMMUNITY AND CULTURAL HUB – GREATER DANDENONG



NEWPORT COMMUNITY HUB – NEWPORT – HOBSONS BAY COUNCIL



BRAYBOOK COMMUNITY HUB – BRAYBOOK – MARIBYRNONG CITY COUNCIL

01. REALM - MAROONDAH CITY COUNCIL

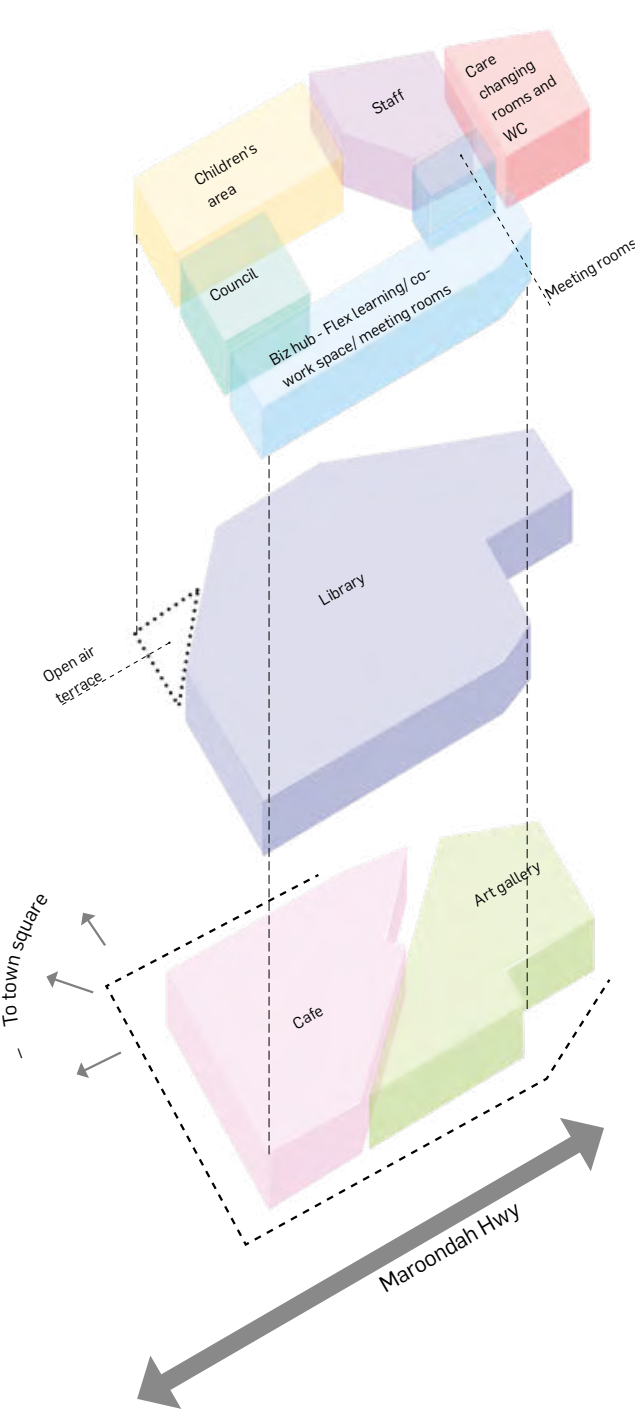


KEY FACTS

- Located next to the Eastland Shopping Centre, Town Plaza and the Council offices
- Proximity to Ringwood Train Station
- Owned and managed by Maroondah City Council
- Completed in 2015
- Footprint area: Approx. 1300 m2
- Gross Floor Area: Approx. 4,200 m2
- 3 level building
- Hours of operation 9am-8pm

INSIGHTS FOR BORONIA HUB

- High profile location, adjacent to the Ringwood train station, major road and the retail centre.
- The centrepiece of Council's Ringwood Town Square precinct and an architectural statement
- Co-located with the shopping centre in an urban setting
- Forms the entrance to Council's offices
- Shares car parking with Eastwood Shopping Centre
- Café as a key activator at ground level
- The ArtSpace is a contemporary gallery area, combined with exhibition spaces throughout the centre
- The Bizhub at the third floor includes an activated collaborative space (co-work spaces, meeting rooms, flex learning spaces)
- Is a fully accessible building and features 'Changing Places', an accessible toilet facility with extra features and more space to meet the needs of people with severe and profound disabilities.



SECOND FLOOR

Council desk	120 m²
Meeting rooms (3x 3 ppl. Each)	30 m²
Children's area	210 m²
Flex learning (5 flexible rooms)	250 m²
Staff	125 m²
Care Changing Rooms & WC	145 m²

FIRST FLOOR

Library	800 m²
Informal study area	180 m²
Multimedia area	170 m²
Young adult library	130 m²
Open air terrace	58 m²

GROUND FLOOR

Cafe	300 m²
Art gallery	400 m²
Book returns	26 m²

Legend

- Library
- Children's area
- Community Rooms
- Art Gallery
- Council Office
- Cafe
- Building footprint



The architecture of building and it's unique facade creates an interesting play of light and shade for the indoor users.

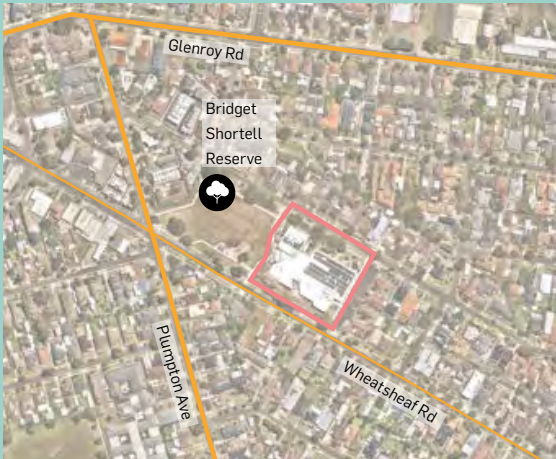


The ground level foyer with the Council information centre.



The various uses within Realm are open and flexible allowing for visual connection between the uses yet separated through clever use of materials and furniture. Here the children's space is integrated to other uses on the third floor.

02. GLENROY COMMUNITY HUB



KEY FACTS

- Located next to the upgraded Bridget Shortell Reserve
- Owned and managed by Merri-bek City Council
- Footprint area: Approx. 3,800 m2
- Gross Floor Area: Approx. 4432m2
- Number of levels: 2
- Completed in 2022
- Hours of operation 9am-10pm

INSIGHTS FOR BORONIA HUB

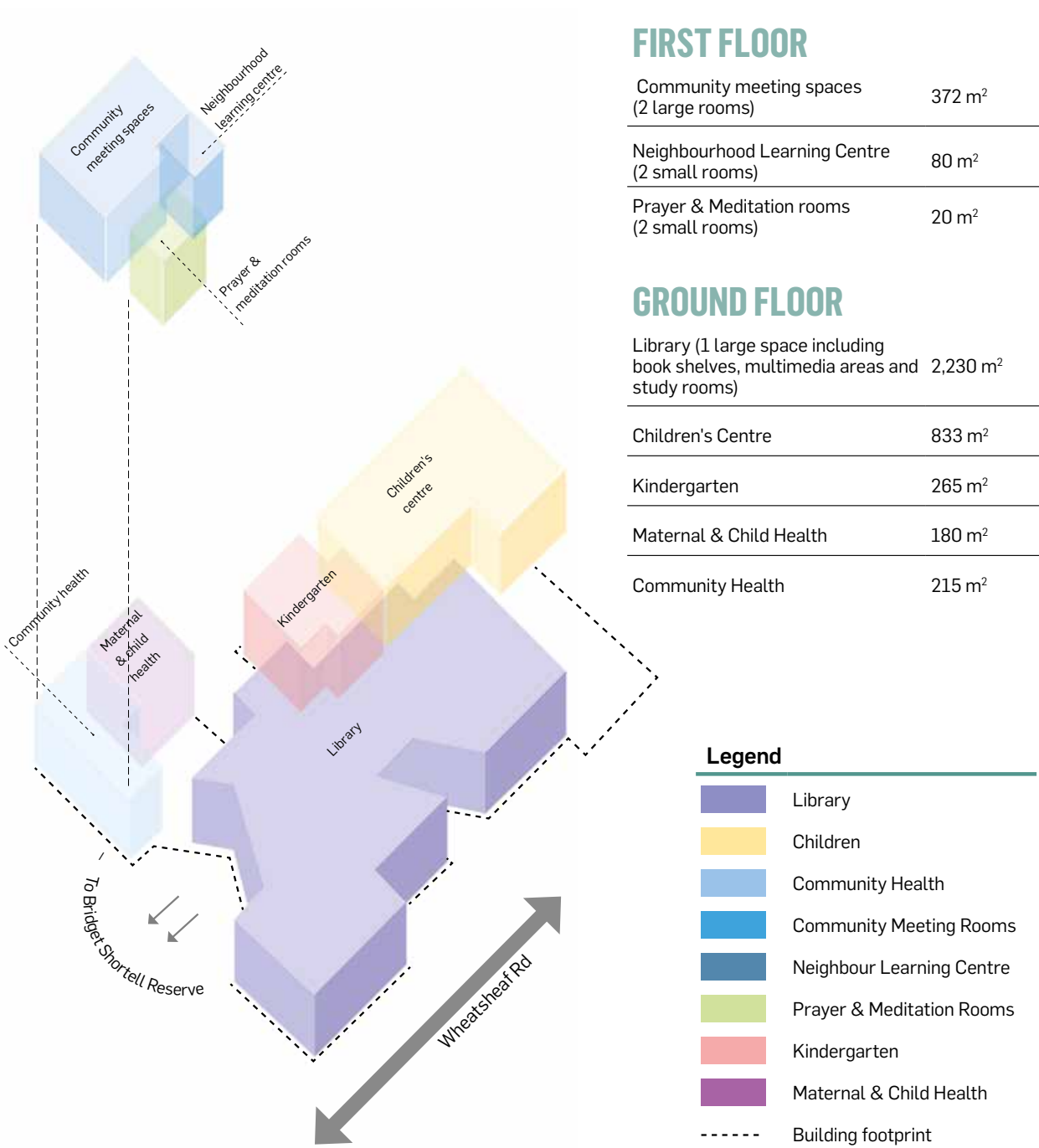
- Scale of built form is a response to the surrounding residential context. The community hub is a mainly spread on the ground level.
- There is high level clerestory windows to allow natural daylight into the hub reducing need for electric lighting.
- Australia's first passive house building: high performance building envelope, healthy indoor environment, low energy usage. It also has Zero energy certification.
- The Council help desk is in the library near the entrance.
- It has a quiet room to space for prayer and meditation.
- The library has a provision for a creative maker space, a recording jam studio, and a jam room.
- There is a dedicated space for teens and young adults featuring a youth-focused lounge and games pod.
- A community garden space provides a place for people to gather and garden together.
- Has public artwork that speaks to the local identity and sense of place.
- A social enterprise café will be established in a re-purposed shelter shed.
- It has electrical car charging spots to support sustainable transport option.

FIRST FLOOR

Community meeting spaces (2 large rooms)	372 m²
Neighbourhood Learning Centre (2 small rooms)	80 m²
Prayer & Meditation rooms (2 small rooms)	20 m²

GROUND FLOOR

Library (1 large space including book shelves, multimedia areas and study rooms)	2,230 m²
Children's Centre	833 m²
Kindergarten	265 m²
Maternal & Child Health	180 m²
Community Health	215 m²





Glenroy Community Hub's library space provides for variety of space that have plenty of natural light and allow for multiple ways to meet and use the spaces.

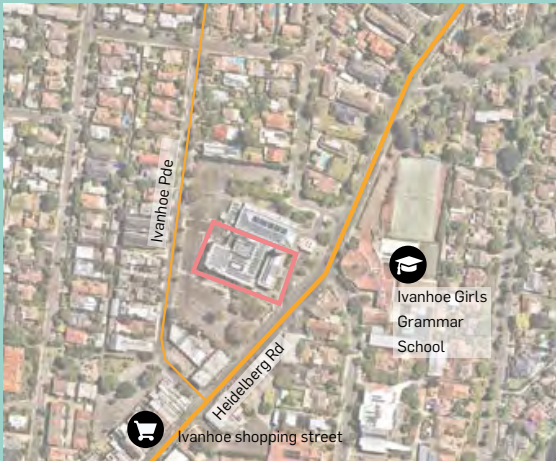


The Hub ensure a good interface with the reserve. The paved interface zone has spaces for gardening, areas to wait or sit, and blends the outdoors to the indoor.



A generous children's area with plenty of natural lighting.

03. IVANHOE LIBRARY AND CULTURE HUB

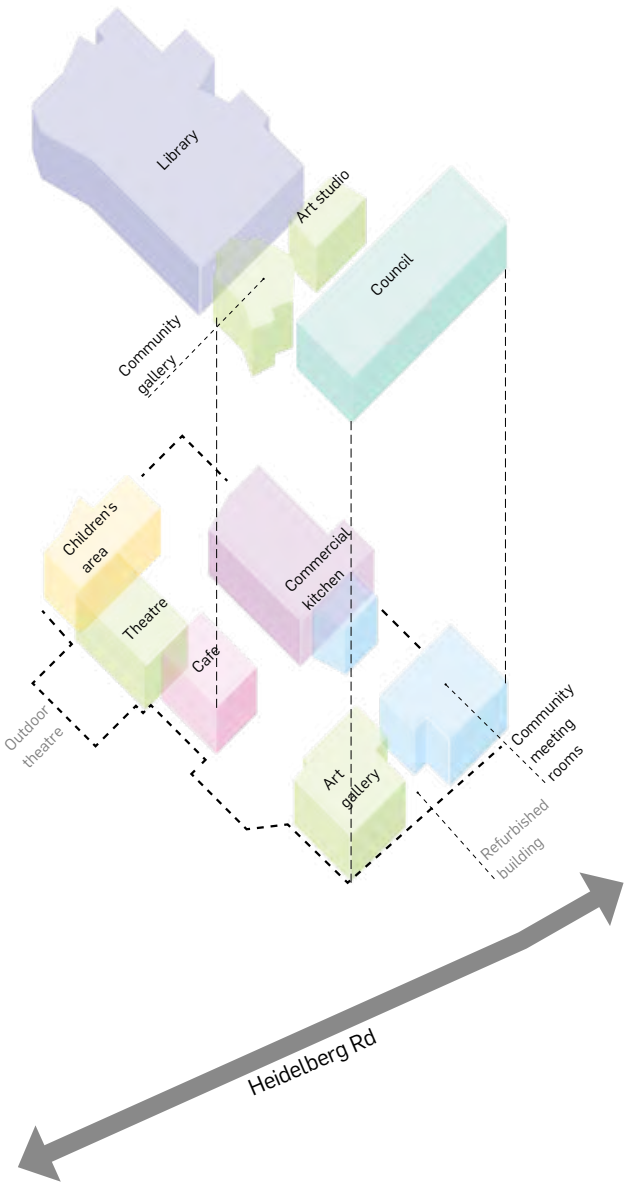


KEY FACTS

- Adjoined to Banyule’s iconic art-deco Town Hall and within walking catchment to the main retail street and the Ivanhoe train station.
- Owned and managed by Banyule City Council
- Footprint area: Approx. 1800 m2
- Gross Floor Area: Approx. 4970 m2
- Number of levels: 2
- Completed in 2021
- Hours of operation 9am-9pm

INSIGHTS FOR BORONIA HUB

- The design of the hub sensitively respond to the adjoining Town Hall which has heritage value and is being retained.
- The hub will provide flexibility and multi-purpose spaces suit a wide range of community needs, as well as different zones suiting quiet, active, solo or group use.
- The ground level foyer has the reception area, café, seating areas amongst other uses that are connected to the outdoor multi-purpose spaces.
- The building includes a gallery with community spaces and an associated artists’ studio, to host touring exhibitions.
- A ground level there is an informal theatrette with an extension to an outdoor open-air theatre space.
- The Design Maker Space supports creativity, lifelong learning, and performance with extensive and creative use of technology including 3D printing facilities.
- Good visual connection with the upper level.



FIRST FLOOR

Library	760 m²
Community gallery	105 m²
Art studio	58 m²
Council office	320 m²

GROUND FLOOR

Art gallery:	185 m²
Children's area	90 m²
Theatrette	117 m²
Commercial kitchen	212 m²
Community meeting rooms	197 m²
Cafe	88 m²

Legend

- Library
- Children
- Community health
- Community meeting Rooms
- Council office
- Theatre & art gallery
- Cafe
- Commercial kitchen
- Building footprint



The Hub provides flexible spaces such as the theatrette which allow for indoor performance space that can be extended outdoors.

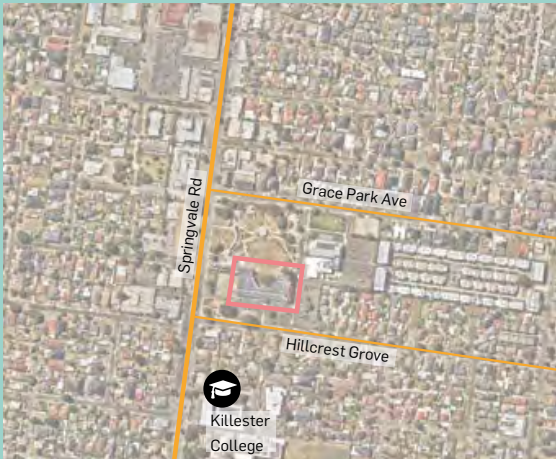


The new building is sympathetic to the existing heritage Town Hall in scale and materiality. The design of the new hub is playful in its built form and creates a sense of entry.



The information centre is highly visible from the entrance with clear view lines to the other uses.

04. SPRINGVALE COMMUNITY AND CULTURAL HUB

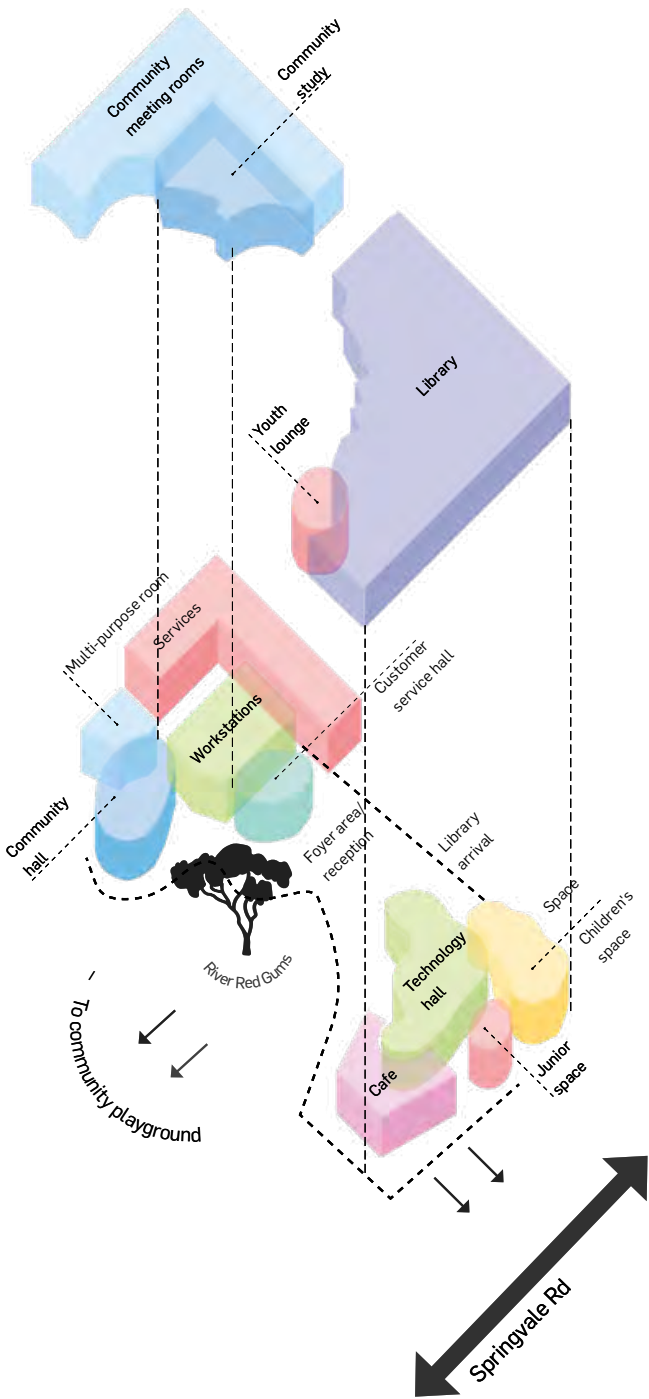


KEY FACTS

- The Community Hub aims to create a community and civic heart and it is located adjacent to the park.
- Owned and managed by Greater Dandenong. A Springvale Community Hub Committee is setup to provide strategic advice to the Council on matters related to the hub.
- Footprint area: Approx. 2500 m2
- Gross Floor Area: Approx. 3800 m2
- Number of levels: 2
- Completed in 2020
- Hours of operation 9am-9pm

INSIGHTS FOR BORONIA HUB

- Set amongst a playful public parkland and is the centre piece of the civic precinct.
- The architecture embodies the importance of representation and connection and is intended to foster a sense of civic ownership—intertwining cultural narratives of the area into the fabric of the building.
- The building wraps around the existing three River Red Gums that become the focal point of the hub.
- The ground level contains the noisier more public spaces such as the entrance foyer, customer service, public computers, kids and junior areas, and a café.
- The upper level is quieter and contains more private spaces such as the 'The Lounge', 'The Studio' maker's space and a variety of multi-purpose meeting rooms.
- The Hub achieves a 6-star Green Star and carbon-neutral rating through rainwater management systems, large photovoltaic panels, heating/cooling systems, and aspects of the façade's design.



FIRST FLOOR

Library	830 m²
Community meeting rooms	472 m²
Community study	207 m²
Youth lounge	58 m²

GROUND FLOOR

Community hall:	137 m²
Multi-purpose rooms	54 m²
Workstations	117 m²
Technology hall	250 m²
Junior space	48 m²
Cafe	153 m²
Customer service hall	62 m²

Legend

- Library
- Children
- Community meeting rooms
- Workstations and technology
- Cafe
- Junior space
- Building footprint



The colourful Hub facade imparts a playful and inviting outlook to the community.



The building interfaces well with the park. The existing Gum trees form the focus of the building facing the park.

SPRINGVALE COMMUNITY HUB COMMITTEE

The Springvale Community Hub Committee was formed to provide strategic advice to the City of Greater Dandenong Council regarding strategic matters related to the Springvale Community Hub. These include matters related to community development and engagement, sense of place, promotion, development and evaluation of actions aimed at delivering on the vision of the hub.

The establishment of the Springvale Community Hub Committee aligns with the Greater Dandenong Council Plan 2021-25 and the objectives of Council's Community Engagement Policy and Framework ensuring the committee is within the levels of Involve and Collaborate on the public participation spectrum and to contributes to Council's strong commitment to engaging the community in a genuine and meaningful way.

The inclusive and participatory model of the Springvale Community Hub Committee will aim to enable and maximise use of the hub by local community organisations and residents.

The objectives of the Committee include:

- keep Council informed and advise them on opportunities to increase community connection or access to the hub
- identify opportunities to promote community engagement, programs and activities to the community
- ensure positive communication between community representatives and Council
- identify opportunities for community partnerships, improvement initiatives, programs and activities at the hub
- contribute to the achievement of the Springvale Community Hub vision and place-based community development.
- contribute to the periodic review of the Springvale Community Hub Strategic Plan and associated Action Plan, policies, programs and services that relate to the hub
- advise Council on emerging issues that have a potential impact on the hub
- promote a positive profile for the Springvale Community Hub.

Source: <https://www.greaterdandenong.vic.gov.au/our-diverse-community/springvale-community-hub-committee>



The Technology Hall at the ground level is visually connected to the upper level Library and has plenty of natural light.

05. CROYDON COMMUNITY HUB



KEY FACTS

- Located within the Croydon Community Precinct and integrated with open space
- Owned and managed by Maroondah City Council
- Footprint area: Hub A- Approx. 2900 m2, Hub B- Approx. 2375 m2 (former Council service centre), Hub C- N/A
- Gross Floor Area: Hub A- Approx. 4,350 m2 and Hub B- Approx. 2375 m2
- Number of levels: Hub building A- 2 levels and Hub building B- 1 level
- To be completed
- Operational hours of the existing community building 9am-9pm

INSIGHTS FOR BORONIA HUB

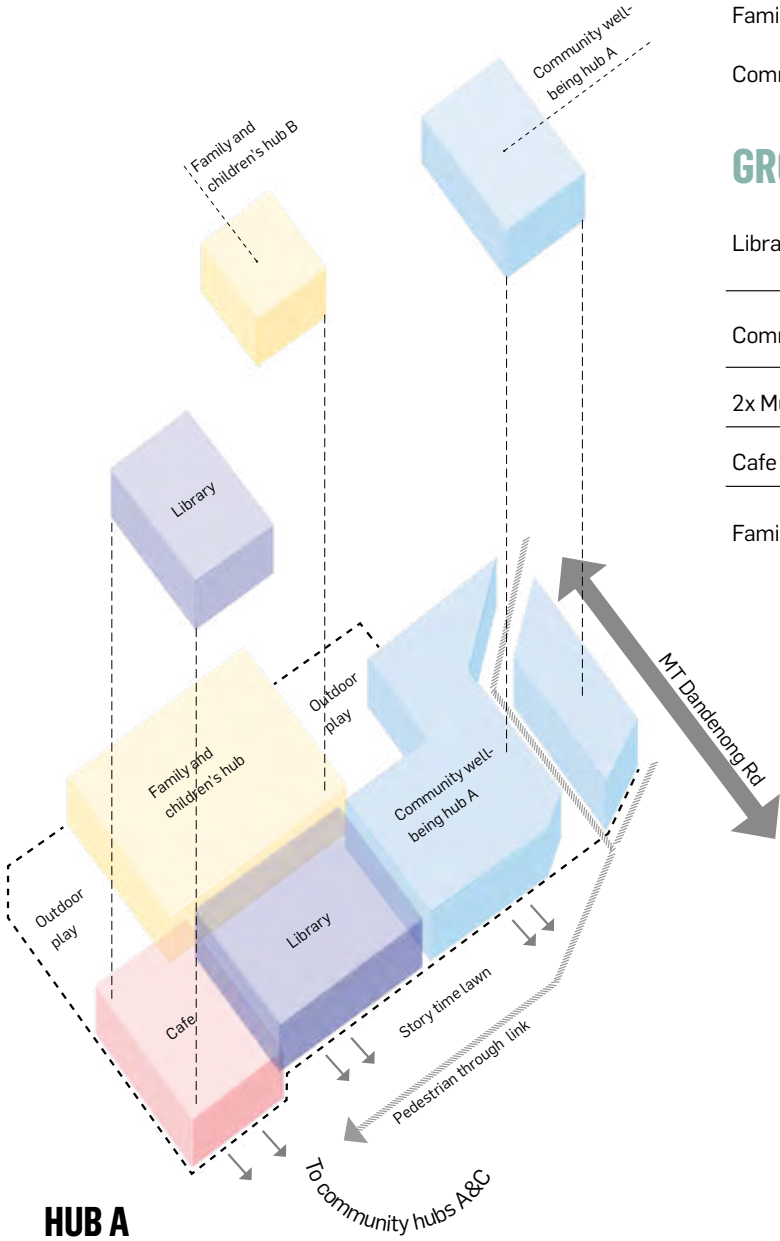
- Multi-hub and staged development approach, with Community Hub functions distributed across three buildings within the Croydon Community Precinct – Hub A, Hub B, and Hub C.
- The buildings are set within a 1.73ha landscaped and activated open space that ensures a pleasant experience for the users and provides clear pedestrian links to ensure the precinct is well connected.
- Hub A is proposed to include a brand-new ground-level library, children's services, multi-purpose space, meeting rooms and customer service facilities and a cafe.
- Hub B is Located in the former Council service centre and offices, Hub B will be home to local community groups as their temporary home while their permanent home, Hub A, is built.
- Hub C is proposed to replace the current Keystone Hall next to the Athletics track and will back on to two new bowls greens. It will be home to Croydon Bowls Club, the RSL and the current sporting groups.
- Locating a Community Hub (Hub A) in a park setting allows for views of the open space and an opportunity for some outdoor functions to interface with the open spaces e.g. Story Time Lawn.
- Family and user groups with children are provided with a direct link to the parking area and are provided with their own outdoor play areas.

FIRST FLOOR

Library	N/A
Family and Children's Hub B	N/A
Community Well-being Hub A	N/A

GROUND FLOOR

Library	1200 m²
Community Well-being Hub A	2400 m²
2x Multi-purpose rooms	200 m²
Cafe	N/A
Family and Children's Hub B	750 m²



Legend

- Library
- Children
- Community meeting rooms
- Cafe
- Building footprint



Indicative view of the Mt Dandenong Road entrance interface.



Artist impression of the lawn to the lake, community plaza and playground.



Indicative artist visualisation showing the main pedestrian linkage to the community hub building A.

06. BRAYBOOK COMMUNITY HUB MARIBYRNONG CITY COUNCIL



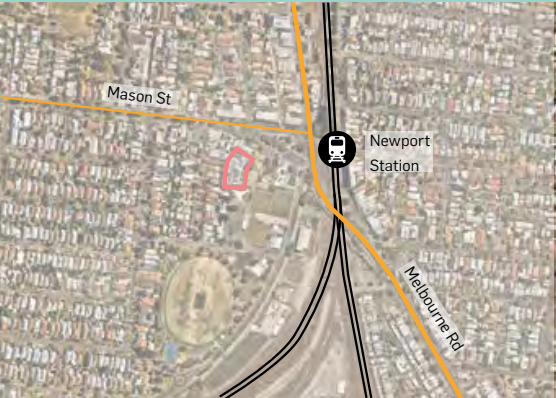
KEY FACTS

- Located adjacent to a sports oval (Skinner Reserve Oval)
- Owned and managed by Maribyrnong City Council with services delivered in partnership with Co-health, the Australian School of Optometry, One Tree Community Services, and the Braybrook Men's Shed.
- Footprint area: Approx. 4209 m2
- Gross Floor Area: Approx. 4209 m2
- Number of levels: 1
- Completed 2016
- Operational hours of the existing community building 9am-9pm

INSIGHTS FOR BORONIA HUB

- Integrates with the sports setting and provides a modern club room to the sporting clubs using the Skinner Reserve Oval for match days.
- Design features such as glass windows in the library that open to the street highlight the sense of opening up to the community.
- User-centred landscape response that retains a sense of fun and discovery whilst promoting natural and sensory play opportunities.
- The hub comprises of:
 - Library, community centre and associated spaces, community health centre, maternal and child health centre, early years centre, sports pavilion, men's shed , community gardens, public art

07. NEWPORT COMMUNITY HUB HOBSONS BAY COUNCIL



KEY FACTS

- Located adjacent to the Newport Train Station and the Paine Reserve and playground, and the historic Mechanics Hall
- Owned and managed by Hobson Bay City Council
- Footprint area: New Community Hub building- Approx. 788 m2
- Gross Floor Area: New Community Hub Approx. 1500 m2
- Number of levels: 2
- Completed 2016
- Operational hours of the existing community building 9am-9pm

INSIGHTS FOR BORONIA HUB

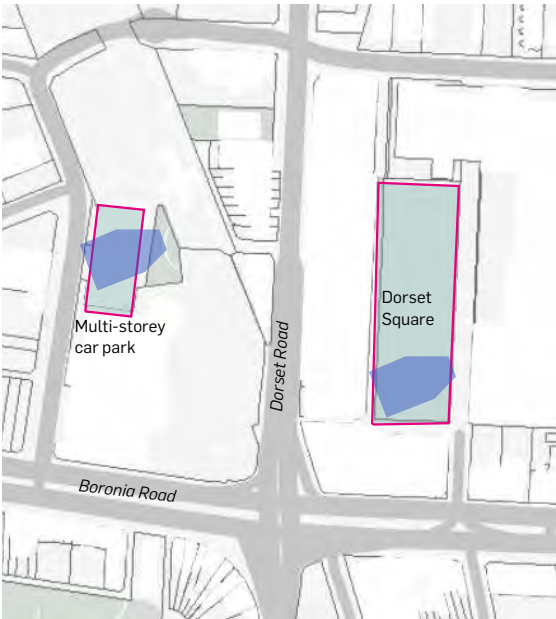
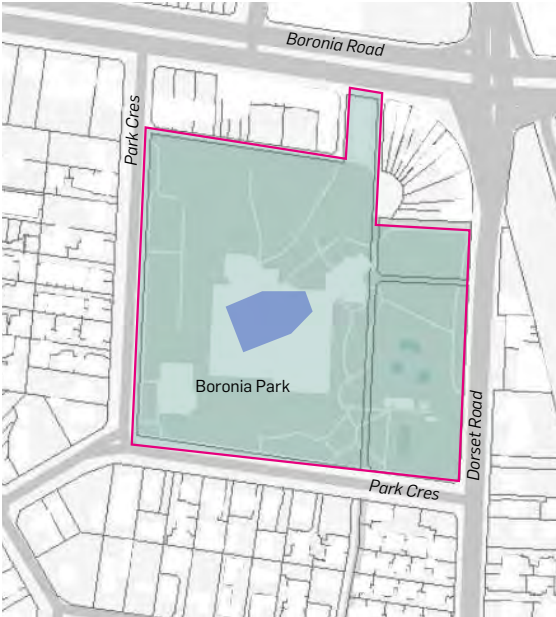
- The hub has a comparably smaller building footprint.
- The library is the heart of this building, linking MCH Services, Youth Services and meeting spaces for seniors to create a truly intergenerational environment.
- Includes bookable spaces with some rooms having special features such as a community kitchen and the recording studio accessible after closing hours by a swipe card.
- The hub comprises of:
 - Library, staff offices for Council's Youth workers, Maternal and Child Health Services, performance, music and activity spaces, senior citizens facility, Belong – youth lounge, Aspire – learning lab, Create – audio-visual studio, multi-purpose rooms, kitchen (not a commercial kitchen).

SCALE COMPARISON WITH BORONIA PARK, TRAIN STATION AND DORSET SQUARE SITE

The building footprint of the following selected case studies are being compared with the potential three sites:

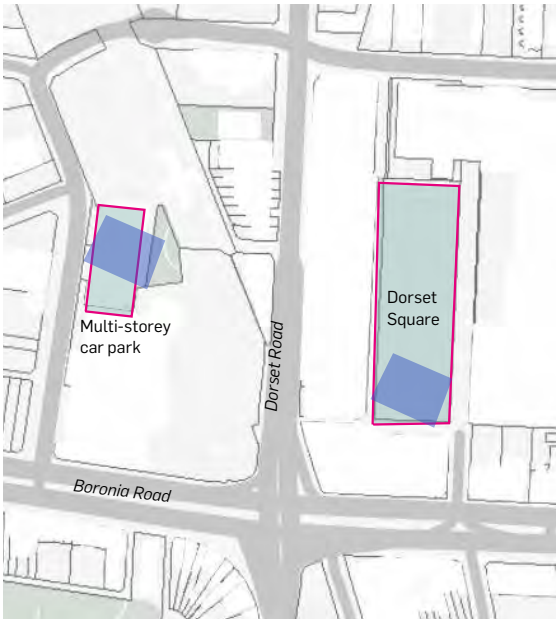
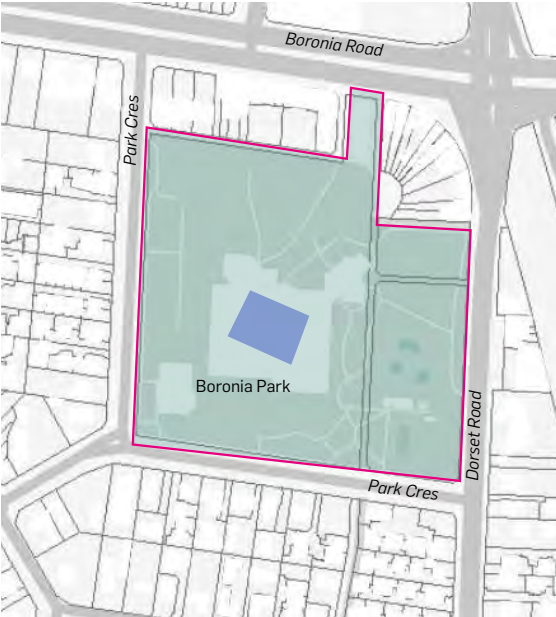
REALM

- Building Footprint: 1300 m2
- 3 Storeys



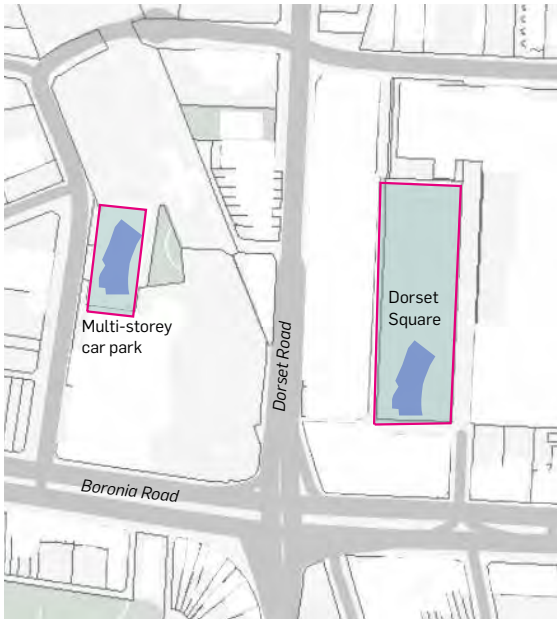
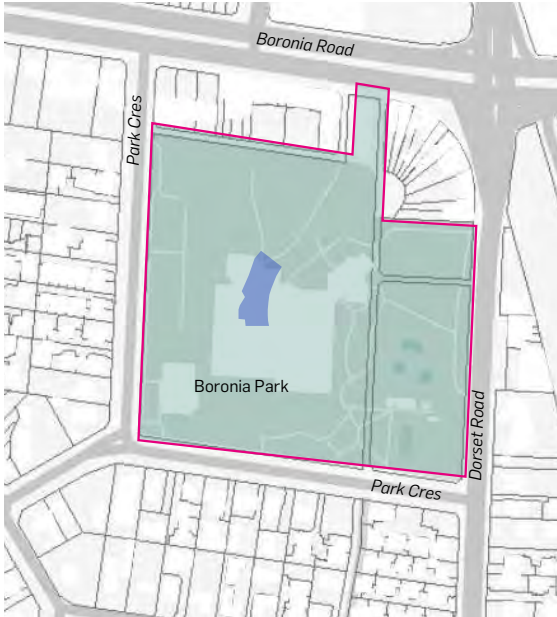
IVANHOE LIBRARY AND CULTURE HUB

- Building Footprint: 1800 m2
- 2 Storeys



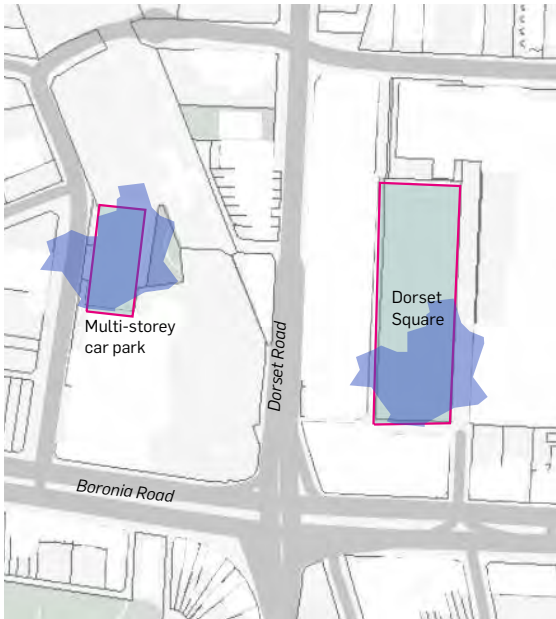
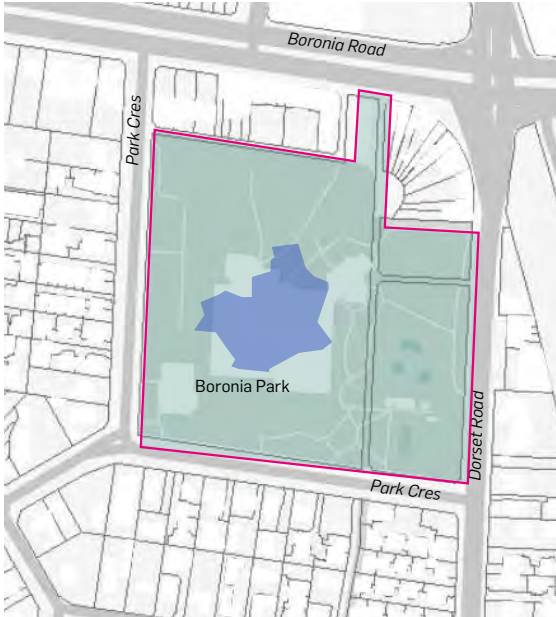
NEWPORT COMMUNITY HUB

- Building Footprint: 1500 m2
- 2 Storeys



BRAYBROOK COMMUNITY HUB

- Building Footprint: 4450 m2
- 1 Storey



04 POTENTIAL HUB LOCATIONS

The BRS (2021) recommends investigation into locating a multi-purpose community facility at the following sites:

- Boronia Park Precinct
- Dorset Square Town Square
- Boronia Train Station Precinct (including 257 Dorset Road).

This section of the report provides an overview of these sites.

Legend

1

Site 1 - Boronia Park Precinct

2

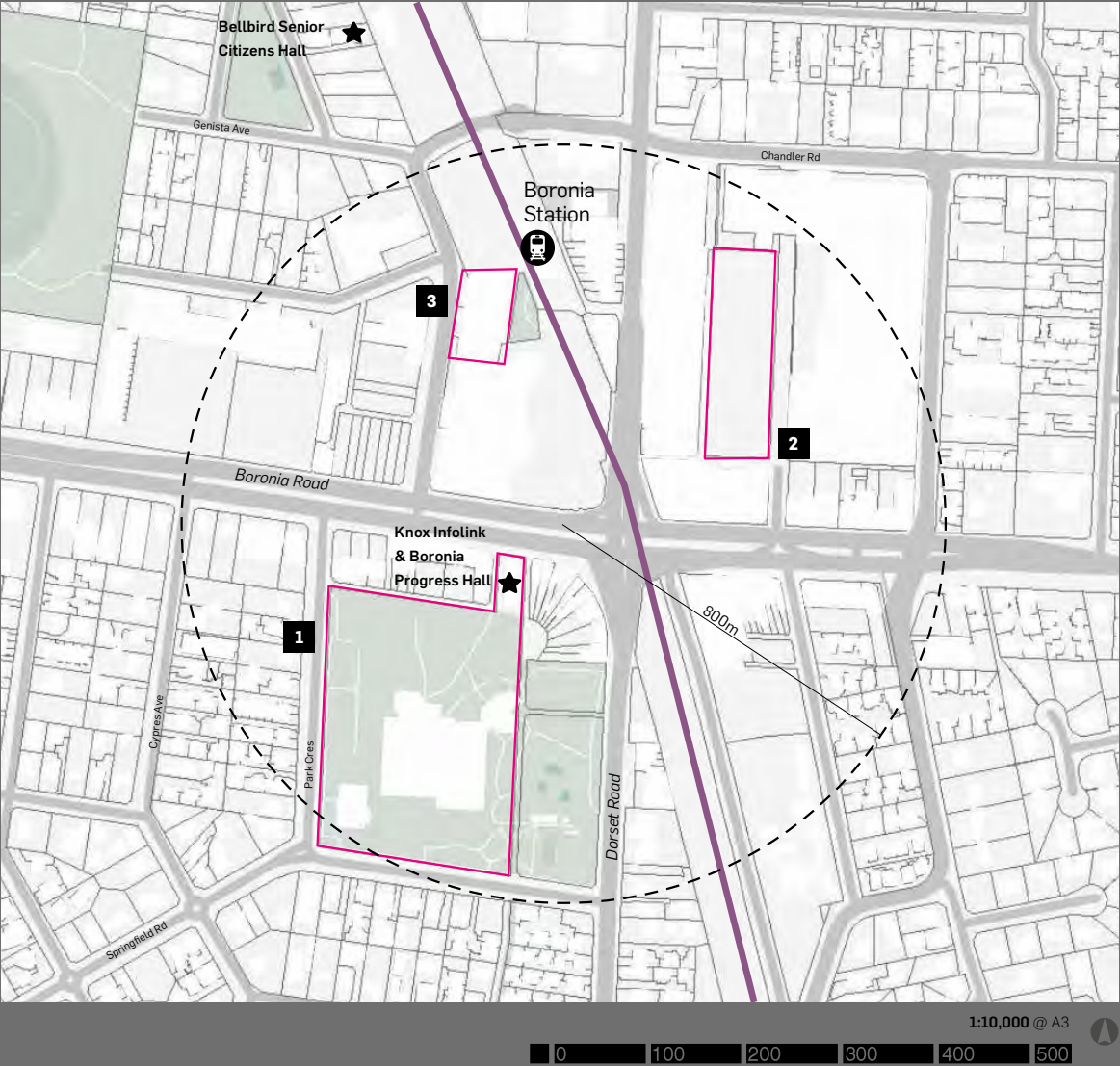
Site 2 - Dorset Square

3

Site 3 - Boronia Station

Rail line

800m catchment



SITE 1: BORONIA PARK PRECINCT



KEY SITE INSIGHTS

Boronia Park is approximately 3.1 ha in area and currently provides recreation/leisure needs for the local community as well as the broader catchment. Boronia Park currently contains several important community infrastructure and Council- owned assets. The current uses within the Park comprise of:

- The Park Crescent Children and Family Centre
- Knox Basketball Stadium and Boronia Community Library (the Basketball Stadium is in the process of being relocated).
- Boronia Radio Controlled Car Club, located at the corner of Dorset Road.
- Stormwater retention basin, along the Dorset Road frontage.

The key observations for the site are:

- The site lacks frontage to Boronia Road however pedestrian connectivity can be achieved adjacent to the current Knox Infolink site.
- Currently, the northern interface of Boronia Park is the rear edge and back-of-house to the commercial uses along Boronia Road. Two well-used community facilities front Boronia Road. Knox Infolink is currently located in one of the buildings, which has potential heritage value. St John's Ambulance has a training facility in a separate building at the rear.
- A stormwater basin (wetland) forms the eastern interface of the site. The trees/vegetation within the site should be retained.
- The relocation of the Basketball Stadium will create a redevelopment opportunity in the centre of the site.

Legend

- Boronia Precinct Area
- Boronia Library
- Existing basketball building
- Knox Infolink
- Maternal and Child Health (MCH)
- Kindergarten
- Wetland
- Vehicular entry/ exit
- Pedestrian entry
- Rail line



SITE 2: DORSET SQUARE TOWN SQUARE



KEY SITE INSIGHTS

Dorset Square is an internal-looking, Council owned at-grade car park surrounded by retail. The northern and eastern interfaces of the car park include the Boronia Mall, Coles and Kmart. The retail serves the local catchment that extends to surrounding suburbs and municipalities. The southern and western interface includes retail and office spaces fronting the car park. The central square connects to Dorset Road via a series of retail-focused arcades and laneways.

Key observations for the site are:

- Located in the retail heart of Boronia.
- Dorset Square is currently not visible from the Boronia Road or Dorset Road.
- Requires consideration of car parking provision for the existing retail.

Legend

Dorset Square (DS)

Shop frontage around DS

P

Multi-storey Car Park

P

Surface Car park

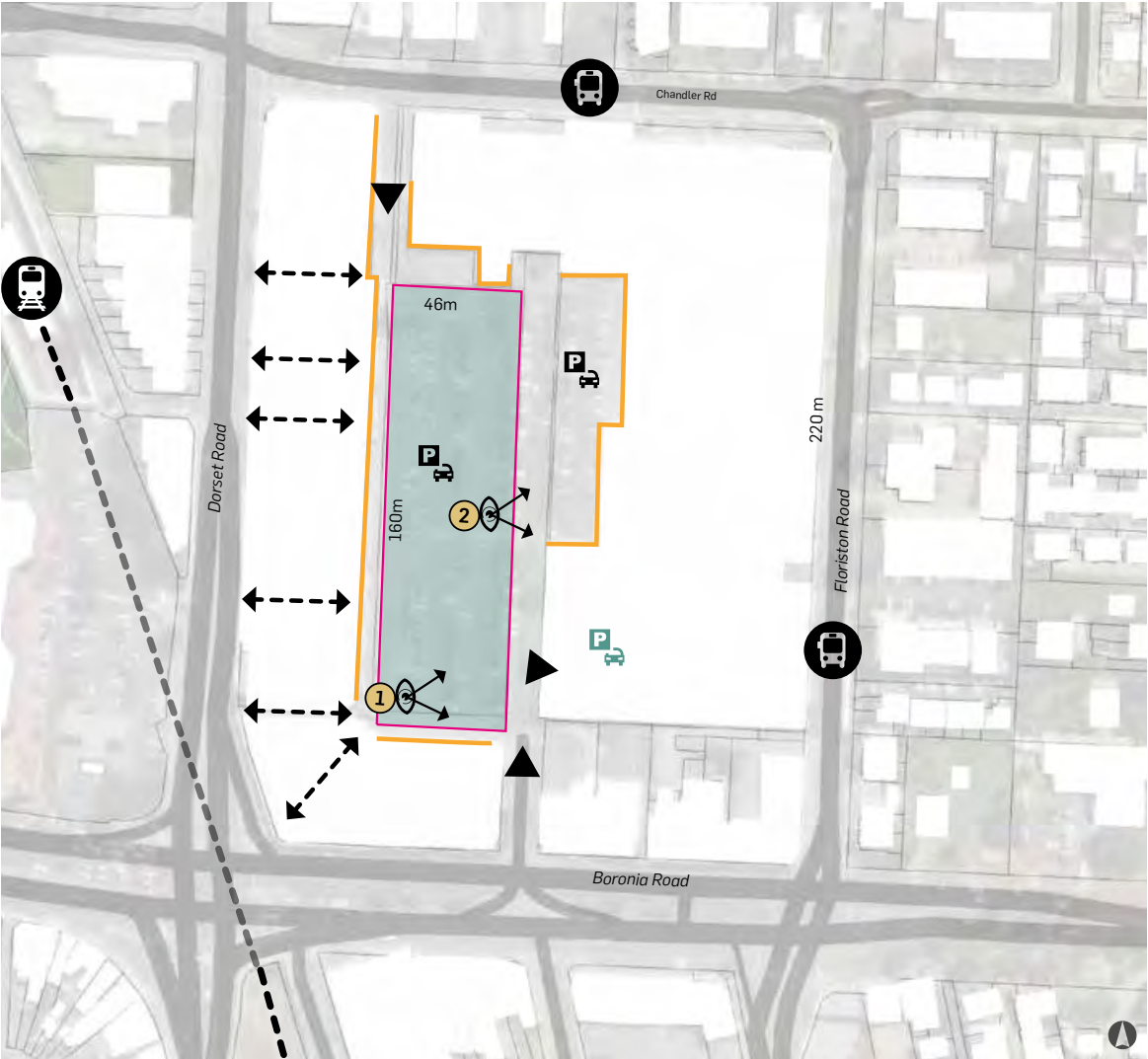
Vehicular entry/exit

Pedestrian links/ through links

Boronia train station

Bus Stops

Train line



SITE 3: BORONIA STATION PRECINCT SITE



KEY SITE INSIGHTS

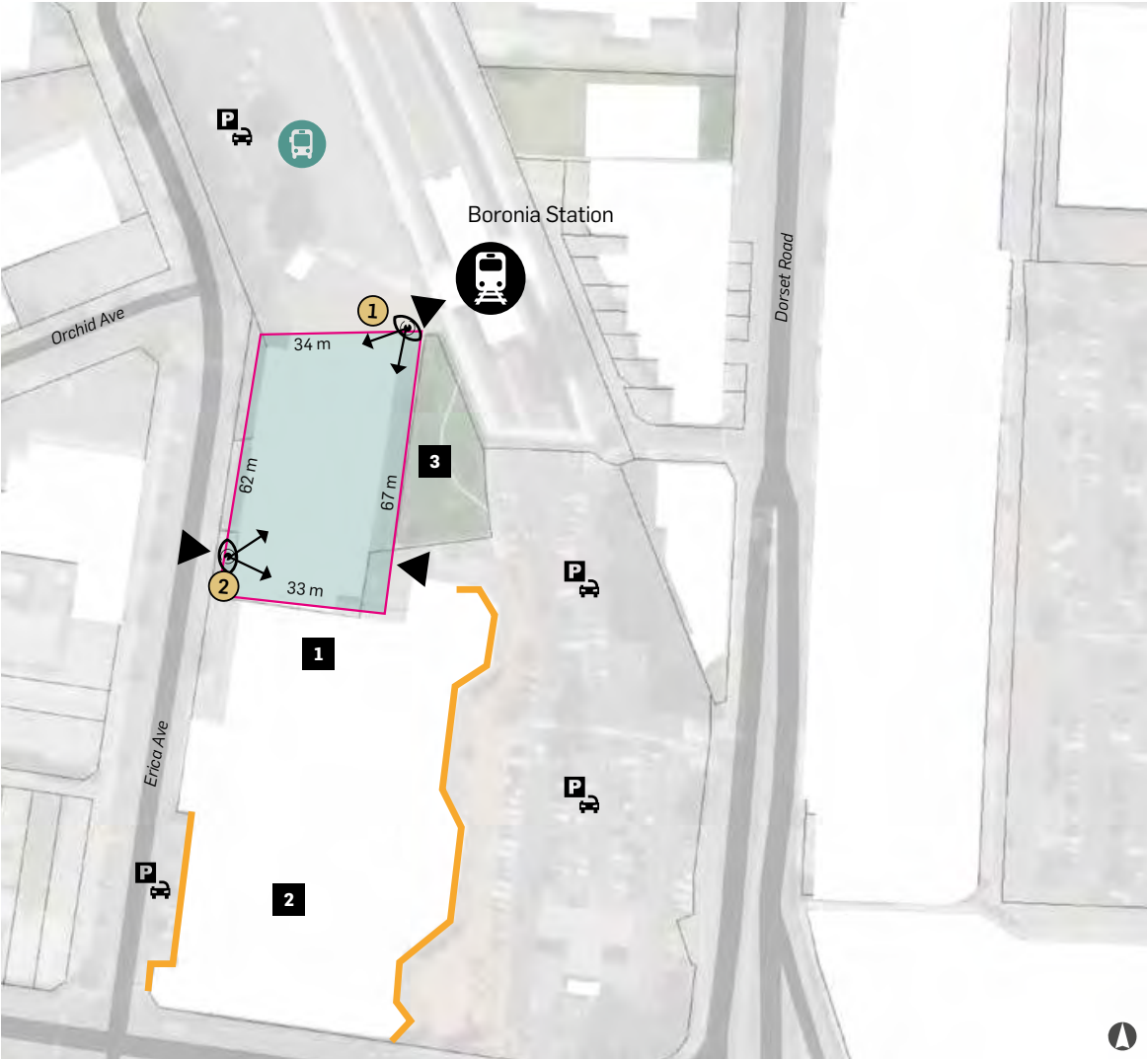
A potential site for the Boronia Community Hub is the current multi-storey car park located adjacent to the Boronia Train Station. The site is currently a multi-deck commuter park and is located south of the bus interchange. The multi-deck commuter park is also adjacent to the Boronia Junction shopping centre located to the south. The Boronia Station Reserve is located at the eastern interface of the car park. The car park is approximately 32m wide and 65m in length with an approximate footprint of 2500 m2.

Key observations for the site are:

- Located next to the train station.
- The rail lines and the car parking fragment the precinct.
- The subject car park is a key commuter car park that fronts Erica Avenue. There is a need to improve the passive surveillance along the car park interface.
- The car park site currently has a significant level difference between the railway interface to the north and the southern edge.

Legend

- Boronia station car park site
- Train station
- Bus interchange
- Shop frontages
- Woolworths
- Boronia Junction shopping mall
- Boronia Station Reserve
- Vehicular access
- Pedestrian routes



05 DESIGN BRIEF + OPTIONS

DRAFT

DESIGN BRIEF

VISION

Connecting the community to a range of services and a broader learning experience within an appealing and optimised environment that contains a range of facilities and spaces that provide for diverse needs.

DESIGN PRINCIPLES

- **DIVERSE** - Ensure hub has a range of spaces including noisy zones and quiet zones to enable comfort for all users and smaller spaces and larger spaces to allow for a variety of activities.
- **INTUITIVE** – Ensure the hub is easy to navigate with intuitive wayfinding and a logical layout that links spaces to optimise useability.
- **POSITIVE** – Embed biophilic design principles including access to natural daylight, views to outdoors and the use of greenery to create a calming and positive environment.
- **BREATHABLE** - Providing visual and physical access to high quality outdoor spaces that support the functionality of the hub.
- **EASY TO ACCESS** – Provide good proximity to car parking and easy entry into the building.

HUB TENANTS

- Library
- MCH
- Knox Infolink
- Neighbourhood house satellite

HUB USERS

- All ages and stages, with a special focus on:
 - Young people
 - Seniors
 - Families with young children
 - Vulnerable individuals and families

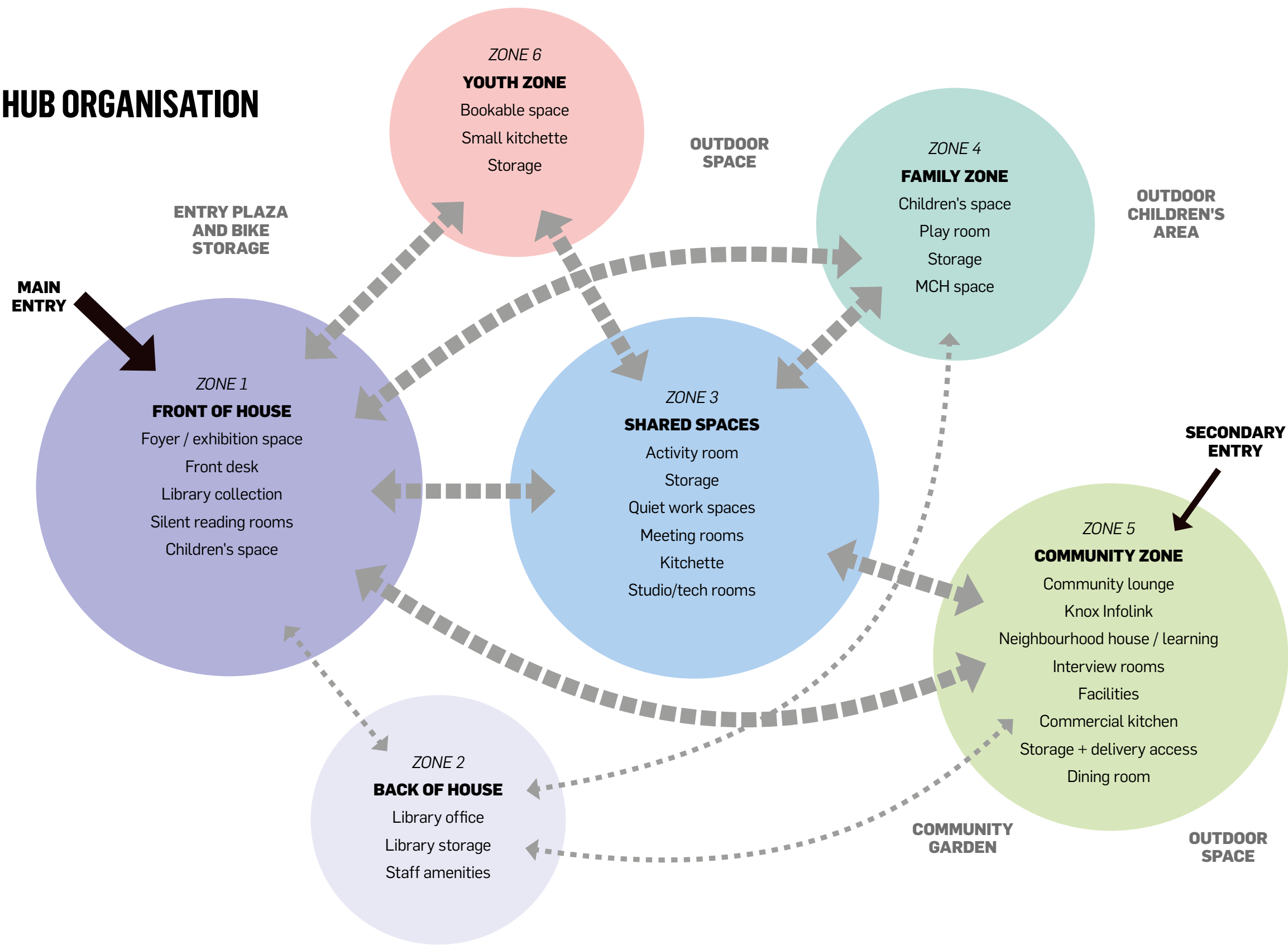
AREA BREAKDOWN

Boronia Hub Area Calculation					
	Use	Uses Within	Amount	Area	Total
FRONT OF HOUSE	Foyer	Front desk / screen	1	12	12
		Café	1	30	30
		Toilets	1	25	25
		Changing places	1	10	10
		Bike storage	1	20	20
		Lockers	1	12	12
	Library	Display / gallery space	1	50	50
		Children space	1	50	50
		Silent reading room	1	20	20
		Library/book shelves	1	415	415
BOH	Bach of House	Office	1	12	12
		Library storage	1	12	12
		Staff amenities	1	20	20
SHARED SPACES	Shared Spaces	Meeting rooms	4	18	72
		Seniors activity room			
		Youth activity room	1	90	90
		Neighbourhood house - activity room			
		Storage	1	20	20
		Kitchenette	1	9	9
		Studio/tech room	1	12	12
FAMILY ZONE	MCH	Quiet space	2	15	30
		Waiting space for parents	1	12	12
		Reception	1	12	12
		Open plan office for 4 staff	1	12	12
		Office	1	12	12
		Clinic room	4	9	36
		Breakout (1 soundproof)	2	9	18
		Breastfeeding room	1	9	9
		Large play/group room	1	90	90
		Storage	1	15	15

COMMUNITY ZONE	Knox Infolink	Commercial kitchen	1	48	48	354
		Kitchen storage	1	15	15	
		Reception	1	12	12	
		Community lounge	1	40	40	
		Dining room	1	80	80	
		Chair storage	1	9	9	
		Office	4	12	48	
		Locker rooms	1	12	12	
		Interview rooms	4	9	36	
		Meeting room	1	18	18	
Bathrooms	1	30	30			
Laundry	1	6	6			
YOUTH ZONE	Neighbourhood House (CHAOS)+(MDLC)	Space for 1 staff and 1 volunteer	2	12	24	36
		Reception	1	12	12	
		Interview rooms	4	9	36	
YOUTH ZONE	Youth	Flexible space	1	70	70	89
		Kitchenette	1	6.5	6.5	
		Storage	1	12.5	12.5	
	Disability	Silent space	Shared	20	0	
		Meeting rooms	Shared	18		
	Senior	Meeting rooms	Shared	18	0	
Activity room		Shared	90			
	Open Space	Undercover area	1	50	50	
		Multigenerational play space	1	70	70	
Total indoor space (m ²)					1616	

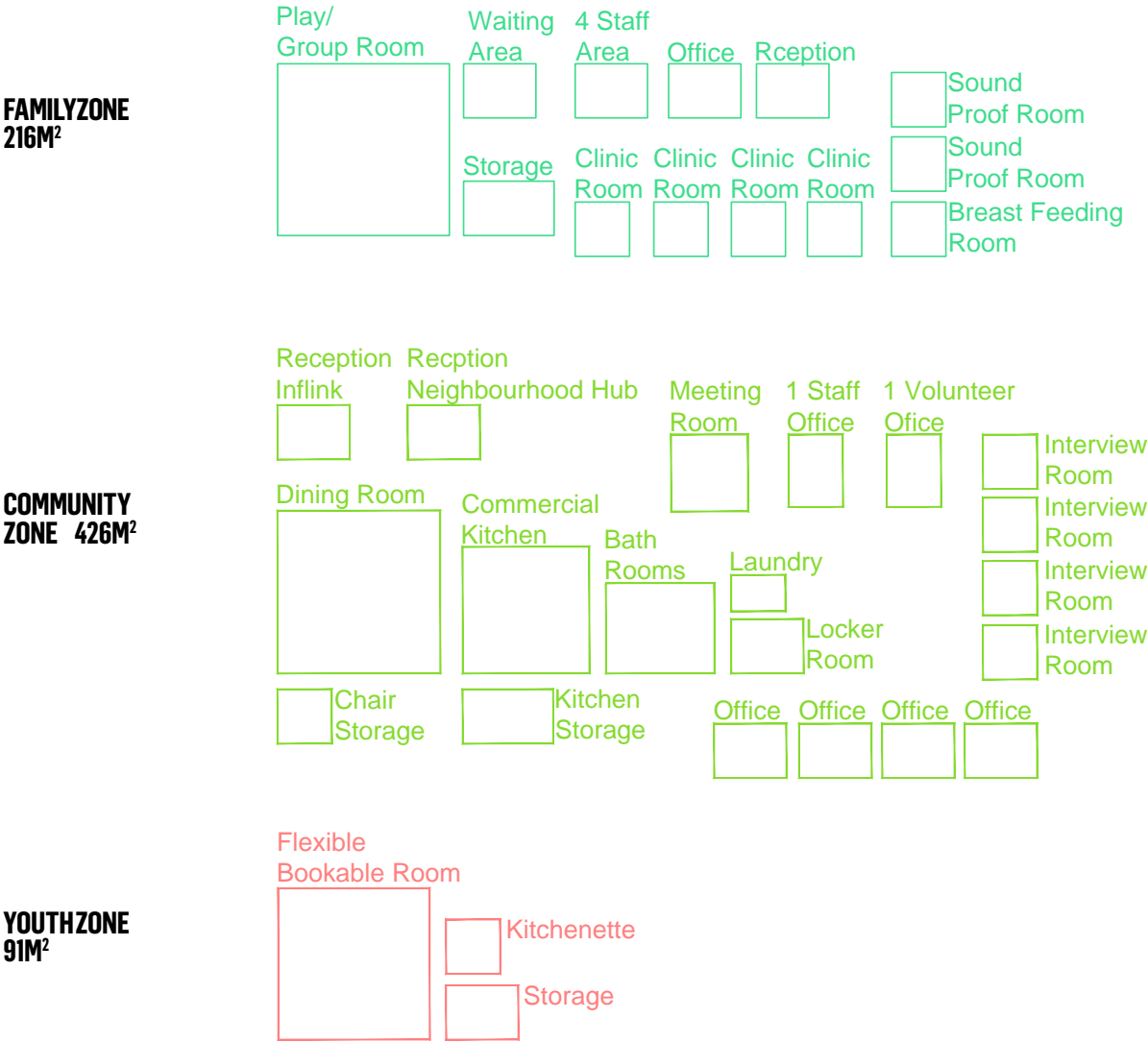
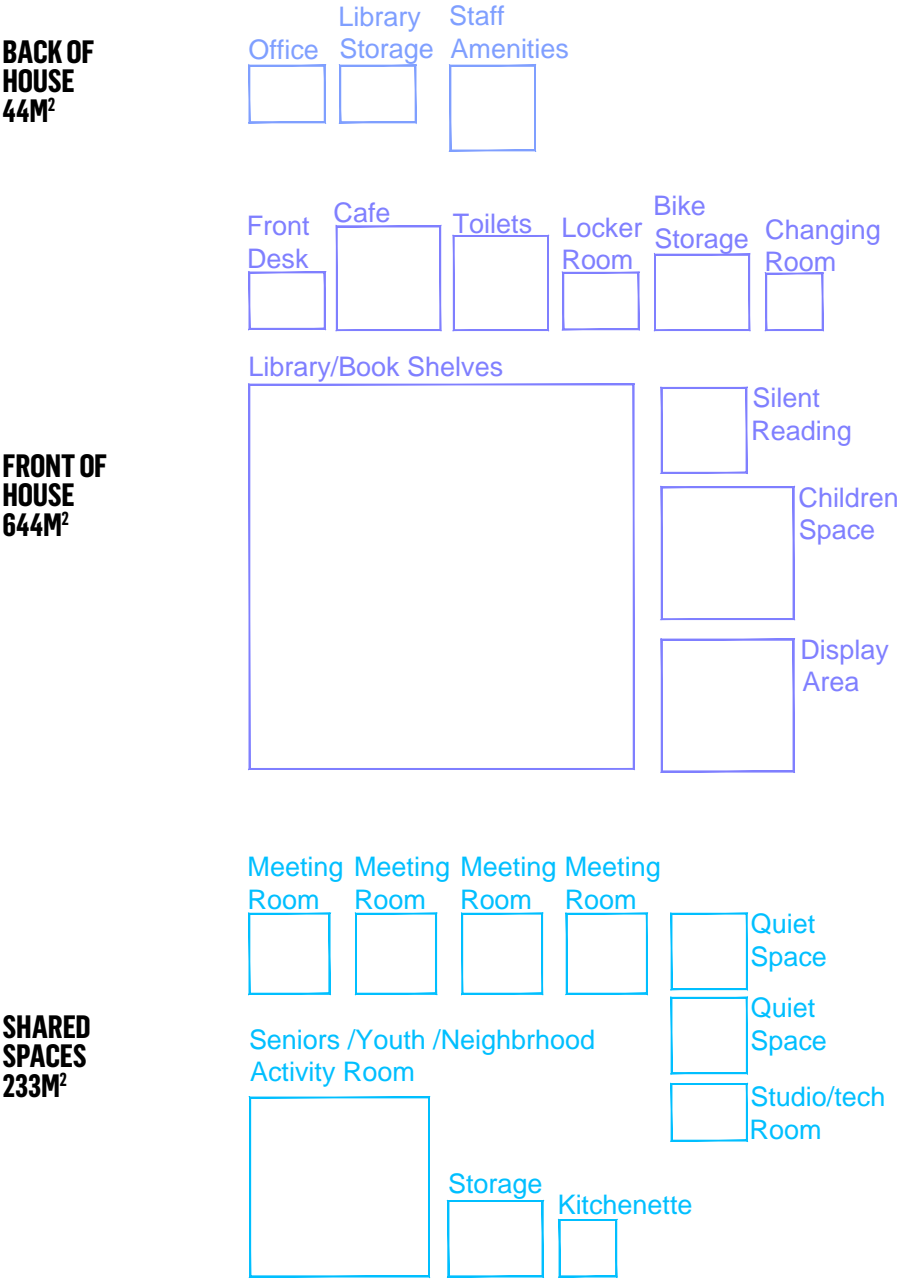
Bookable Rooms

HUB ORGANISATION



SPATIAL REQUIREMENTS

The following provides a spatial representation of the elements of the hub. This has been used to inform the Hub options on the following pages.

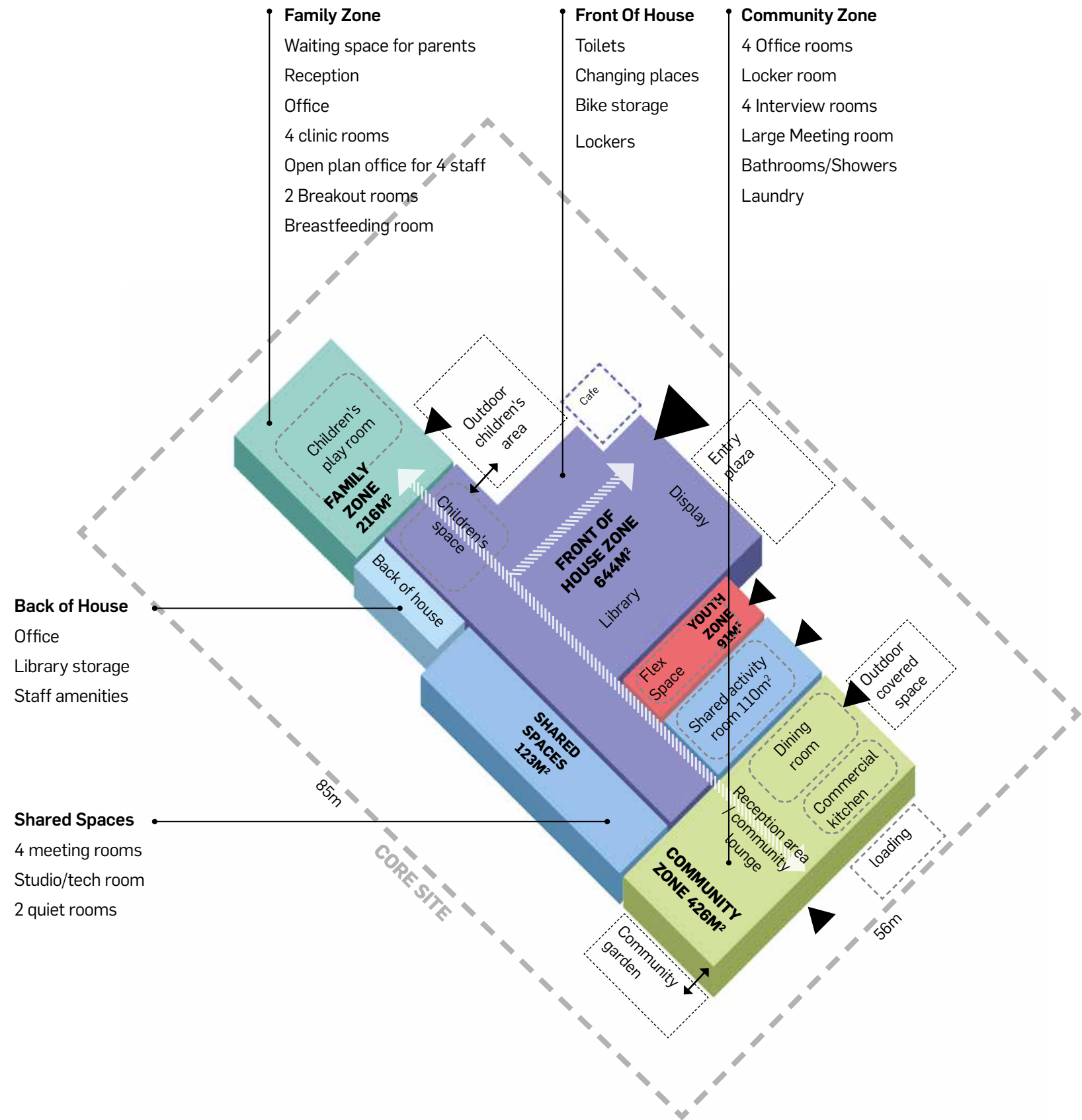


OPTION 1: PARKLAND MODEL

Approximate site area (core site): 2760m²
Building footprint: 1616m²

Key features / benefits:

- Single level hub has a larger footprint but creates more opportunity for relationships with the outdoors.
- Library space used as the central connecting space with the focussed spaces on either side of the hub.
- Parkland setting provides greater opportunity for external outdoor spaces and programs including play spaces and gathering spaces.
- The hub can be zoned easily as there is more space to spread out.



OPTION 2: URBAN MODEL

Approximate site area (core site): 2510m²
Building footprint: 1270m²

Key features / benefits:

- 2 storey configuration of uses provides smaller footprint.
- Lower level configured with a more 'public' end that provides the main entry space with more sensitive uses located at the other end of the building.
- Opportunity to focus the different hub elements around a central atrium and vertical circulation space, that can also be a focal point.
- Opportunity to provide internal circulation spaces and alternative entrances that are removed from the central, more 'public' space.
- Tighter configuration means that uses feel more on top of each other, and some uses that are zoned together have to be split across 2 levels.

Shared Spaces

- 4 Meeting rooms
- Recording room
- 2 Quiet rooms

Shared Spaces

- 4 Meeting rooms
- Studio/tech room
- 2 Quiet rooms

Family Zone

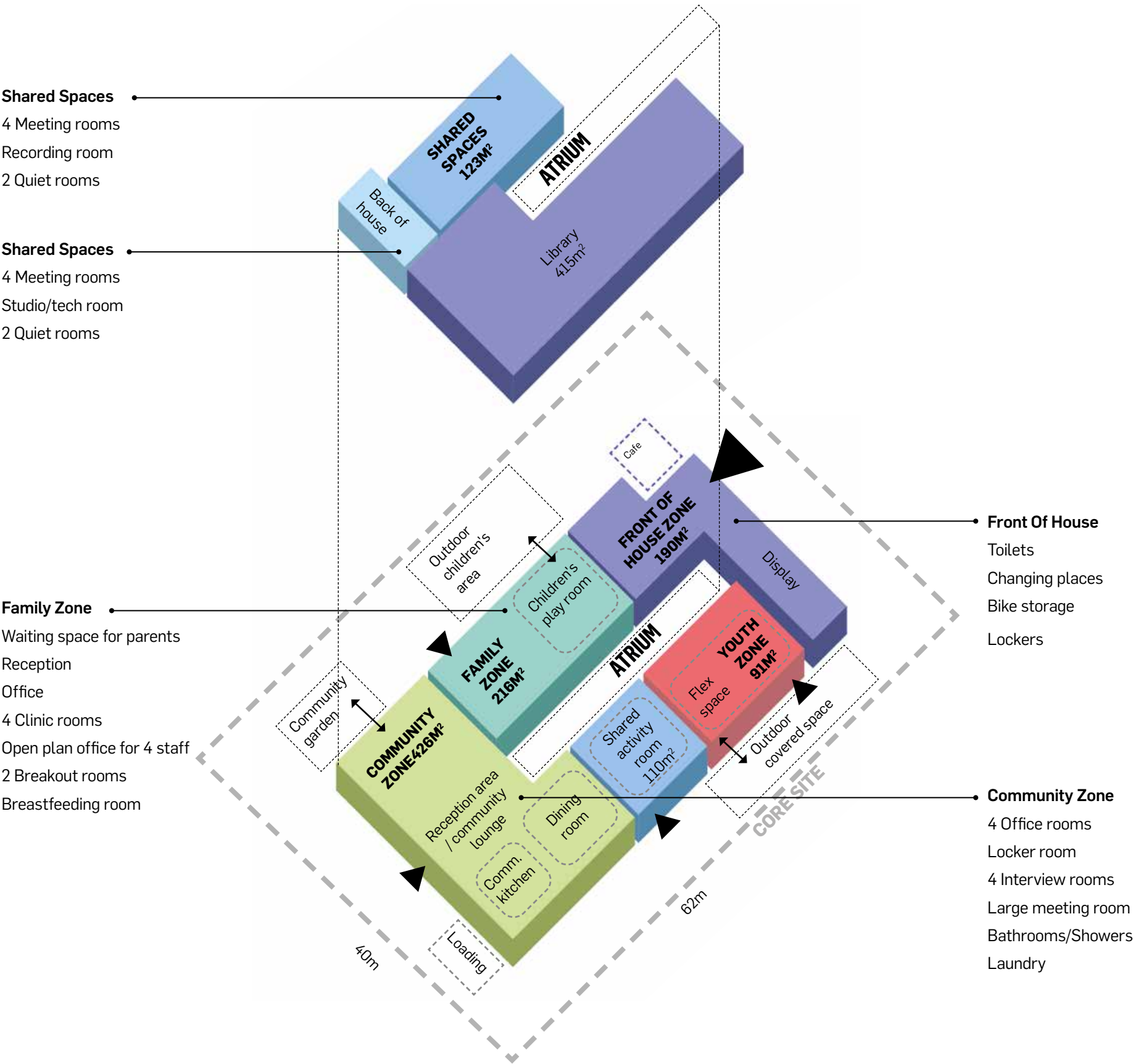
- Waiting space for parents
- Reception
- Office
- 4 Clinic rooms
- Open plan office for 4 staff
- 2 Breakout rooms
- Breastfeeding room

Front Of House

- Toilets
- Changing places
- Bike storage
- Lockers

Community Zone

- 4 Office rooms
- Locker room
- 4 Interview rooms
- Large meeting room
- Bathrooms/Showers
- Laundry



07 SITE SELECTION CRITERIA

The following criteria assist in selecting a site for the Boronia Community Hub. These have been developed based on an appreciation of the stakeholder needs and an understanding of the case studies and their success factors. It is noted that these criteria relate only to the consideration of the site for the Hub and that other design objectives should be considered when designing the Hub.

1. A COMMUNITY SPACE

- Prominent location that celebrates the hub as a key facility with Boronia Activity Centre
- 'Public' setting that provides an inclusive environment for all to access the services and ensure the hub isn't dominated by a single use.
- Flexible space that can be adapted to suit a variety of purposes should be maximised where appropriate.
- Ensure the building's internal spaces enjoy clear sight lines creating a sense of a single connected space and allowing for natural lighting, including if the building is across multiple storeys.

2. HIGHLY ACCESSIBLE

- Access for pedestrians and those travelling by public transport
- Convenient and dedicated car parking
- Ensure the building is universally accessible and promotes intuitive wayfinding. The building and surrounding space should be open and welcoming to all, providing a culturally safe, easy to navigate space for all, including those with low-literacy.
- Passive surveillance should be provided in the precinct surrounding the community hub

3. RELATIONSHIP WITH OUTDOORS

- Provide outdoor uses such as community gardens (refer to Glenroy Community Hub), or story time space (Croydon Community Hub)
- Maximise views from internal to external through glazing and location of key uses.
- Provide multiple entry points to strengthen access to internal spaces with opportunity to 'overflow' outside including from meeting spaces.
- Promote relationship to outdoor play space and other outdoor spaces from indoor spaces with synergies (e.g. youth space proximate to outdoor 1/2 court)
- Provide community garden attached to Infolink.

4. PROVIDE AN OPTIMISED ENVIRONMENT FOR EACH CORE TENANT:

General

- Scale to allow for required floor plate and outdoor spaces as per design brief.

Knox Infolink

- Knox Info link dedicated entry and provision of facilities including showers and locker room.
- Commercial kitchen with direct service access.
- Ability to provide a comfortable space for people, including the vulnerable, to feel welcome and safe.
- Out of hours access.

Library

- Library with good relationship with outdoor.
- Potential for digital access after hours.
- Design and space for a variety of user groups including children.

MCH

- Warm, comfortable environment.
- Separation from 'youth' space.
- Proximity to accessible toilet.
- Co-location with children's spaces.

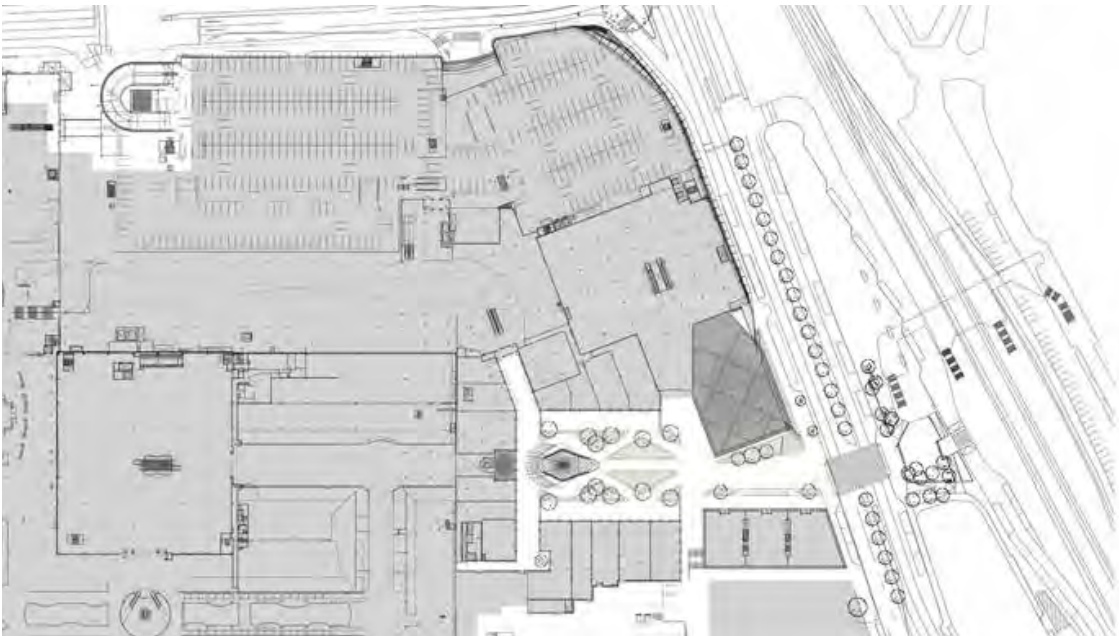
Neighbourhood house

- Access to bookable spaces and commercial kitchen.
- Out of hours access.

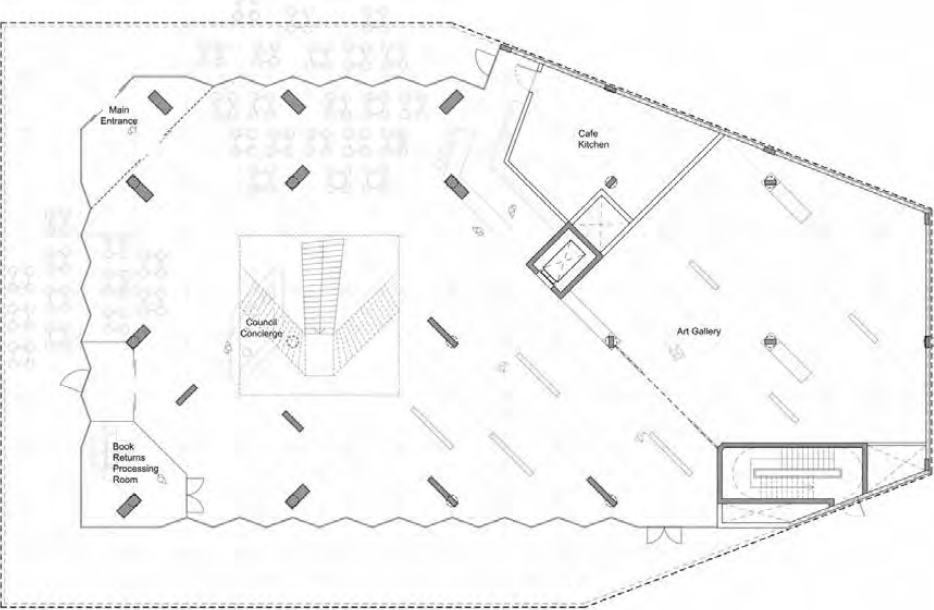
APPENDIX

REALM COMMUNITY HUB- FLOOR PLAN

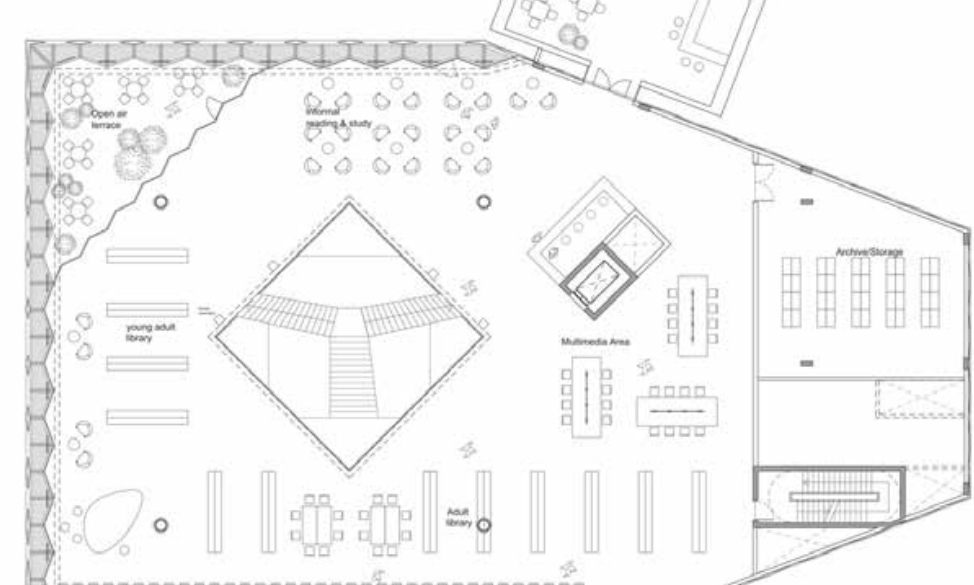
SITE PLAN



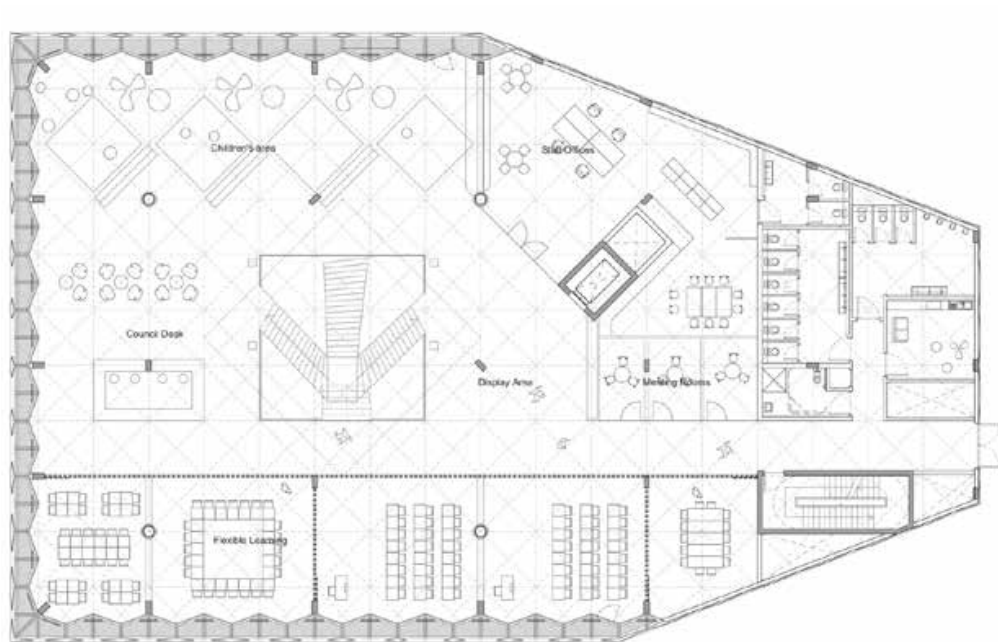
GROUND LEVEL PLAN



FIRST FLOOR PLAN



SECOND FLOOR PLAN



GLENROY COMMUNITY HUB-
FLOOR PLAN

GROUND LEVEL PLAN



FIRST FLOOR PLAN



IVANHOE LIBRARY AND CULTURE HUB - FLOOR PLAN

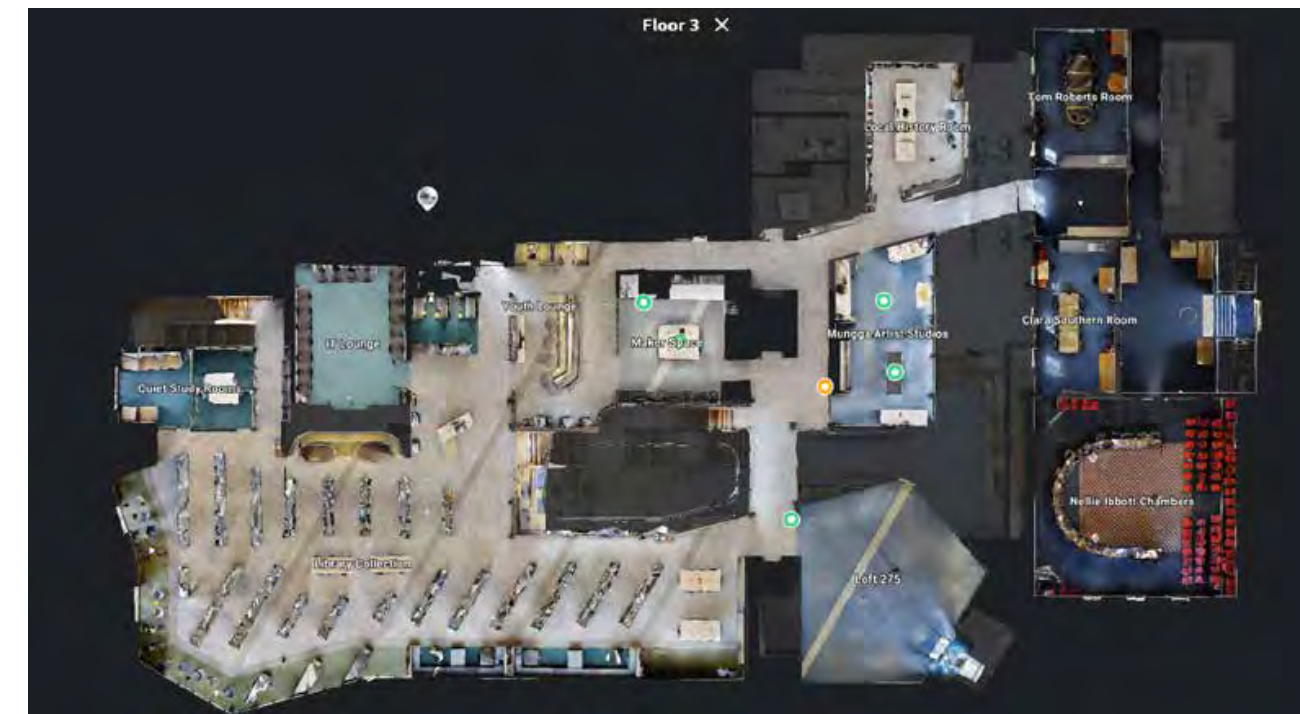
SITE PLAN



GROUND LEVEL PLAN



FIRST FLOOR PLAN

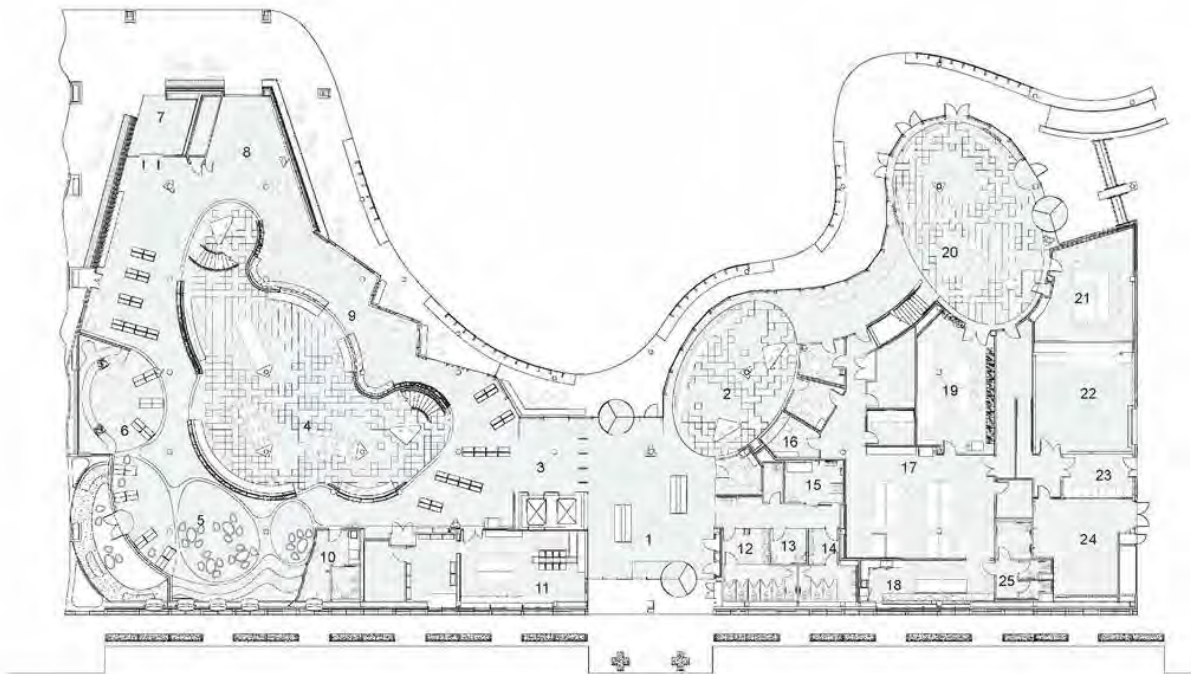


SPRINGVALE COMMUNITY HUB - FLOOR PLAN

SITE PLAN

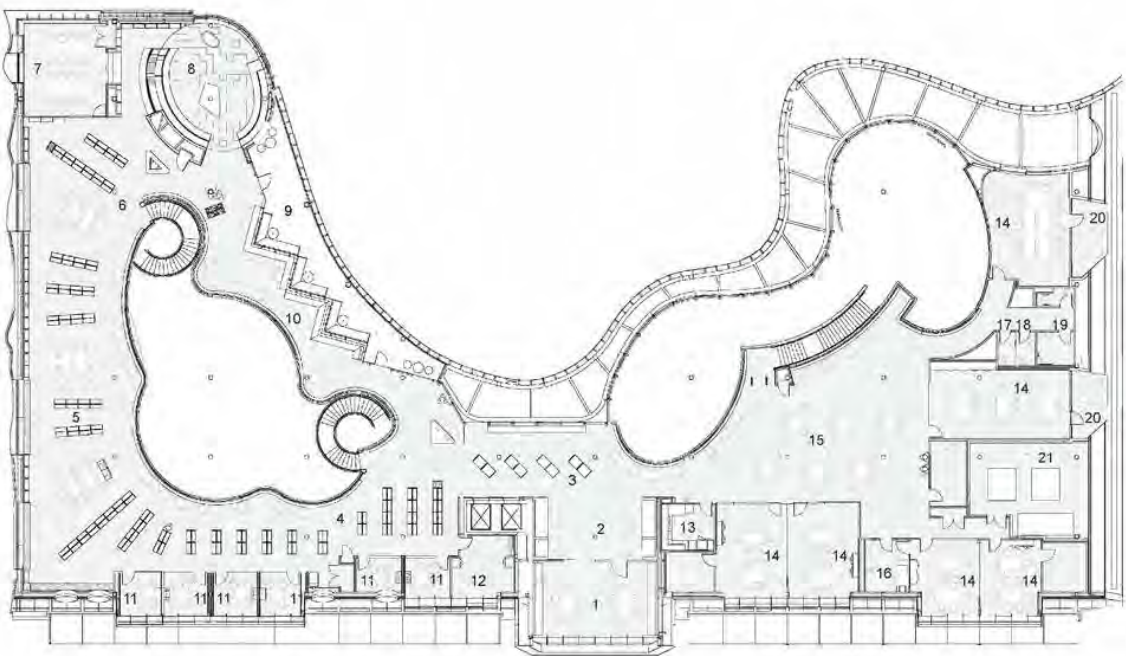


GROUND LEVEL PLAN



- | | | | |
|-----------------------|----------------------|-----------------------|------------------|
| 1 FOYER | 9 LIBRARY LOUNGE | 17 WORKSTATIONS | 25 STAFF TOILETS |
| 2 CUSTOM SERVICE HALL | 10 PARENT ROOM | 18 STAFF KITCHEN | |
| 3 LIBRARY ARRIVAL | 11 BOOK SORTING | 19 HISTORICAL SOCIETY | |
| 4 TECHNOLOGY HALL | 12 FEMALE TOILETS | 20 COMMUNITY HALL | |
| 5 CHILDREN'S SPACE | 13 ACCESSIBLE TOILET | 21 MULTI PURPOSE ROOM | |
| 6 JUNIOR SPACE | 14 MALE TOILET | 22 MAINTENANCE STORE | |
| 7 ENTRY AIRLOCK | 15 CHANGING PLACES | 23 WASTE | |
| 8 CAFE | 16 RECEPTION | 24 PLANT | |

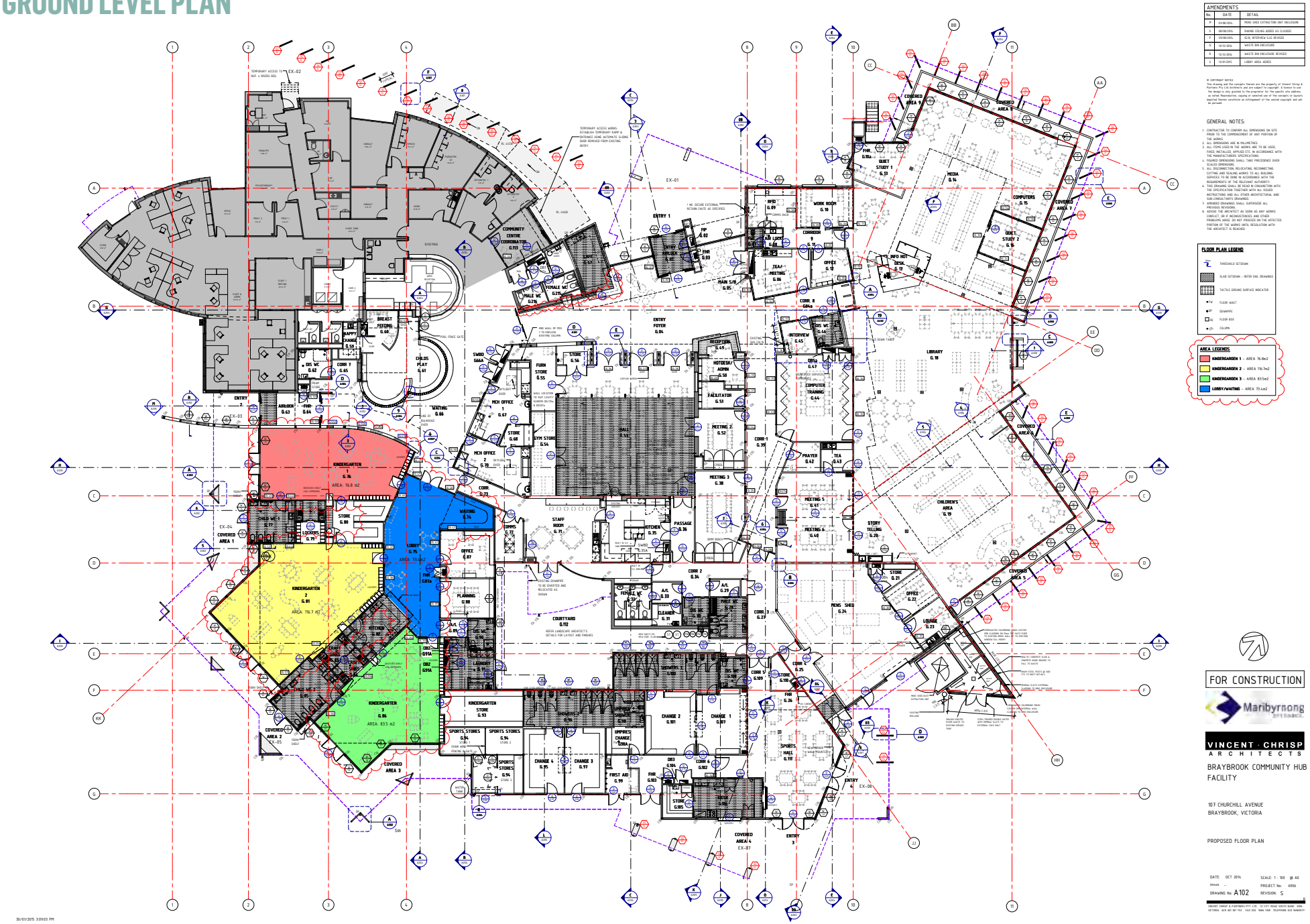
FIRST FLOOR PLAN



- | | | |
|---------------------------------------|-----------------------------------|---------------------------|
| 1 MAKER'S SPACE | 9 READING TERRACE | 16 OCCASIONAL CARE TOILET |
| 2 MAKER'S FOYER | 10 LIBRARY LOUNGE | 17 FEMALE TOILET |
| 3 LIBRARY FOYER | 11 MEDIA BOOTH | 18 MALE TOILET |
| 4 LIBRARY COLLECTION 3 | 12 MULTI FAITH SPACE | 19 ACCESSIBLE TOILET |
| 5 LIBRARY COLLECTION 2 | 13 KITCHENETTE | 20 TERRACE |
| 6 LIBRARY COLLECTION 1 | 14 MULTI PURPOSE / COMMUNITY ROOM | 21 PLANT |
| 7 COMMUNITY STUDY ROOM & YOUTH CHURCH | 15 COMMUNITY STUDY | |

BRAYBROOK COMMUNITY HUB- FLOOR PLAN

GROUND LEVEL PLAN



Appendix 1 – Consultation Questions

The Boronia Hub: Best Practice Models and Requirements Study (Boronia Community Hub Design Brief and Concepts) (refer Attachment 2)

Consultation questions:

- How much space does your organisation currently have and how does this work/not work?
- Do you anticipate expansion?
- How much space/area does your organisation require to function in the future?
- What space needs to be dedicated and what space can be shared?
- How much storage space do you require?
- Do you require access to the outdoor spaces?
- How many staff do you have? How many volunteers do you have?
- How important is natural daylight for some of your functions? (please mention the function).
- Is there a need for a co-working space, Biz Hub?
- What do you see as the important co-location opportunities for your service?
- Are there any perceived conflicts with your service that would need to be avoided?
- What hours do you operate?
- What are your perceived car parking requirements?
- What servicing/truck access is required?
- What are your meeting requirements? What kind of meetings occur, how many people and how often?
- Are there other special requirements?

8.7 Child Friendly Cities Report

Final Report Destination:	Council Meeting
Paper Type:	For Decision
Author	Early Years Strategic Projects Lead, Robyn Renkema
Manager:	Manager Family and Children's Services, Sarah Kleine
Executive:	Director Connected Communities, Judy Chalkley

SUMMARY

The Victorian Charter for Child Friendly Cities and Communities is a statement of principles which local governments and organisations can use to inform the development of practices that are “child friendly”.

The Victorian Charter for Child Friendly Cities and Communities (CFCC, The Charter) was launched in 2013, with an extensive review undertaken in 2022 to refresh the CFCC, The Charter to ensure alignment with current protocols and practices.

Becoming a Child Friendly Cities is consistent with support already provided through Council's operational actions, capital programs, policies and strategies. Adopting The Charter formalises and gives public recognition to the role that Council plays in providing local environments that support the needs and aspirations of children, young people and their families. A commitment to the CFCC, The Charter builds upon the strong developmental outcomes that Council supports in both early years and youth and demonstrates Council's leadership and advocacy to other organisations across the broader community.

In 2021, Council endorsed the Child, Youth and Seniors Plan (CYSP). Adoption of the CFCC, The Charter is an action from the CYSP with recognition of Knox as a Child Friendly City. CFCC, The Charter principles are broad, reflect the Child, Youth and Seniors Plan themes and are consistent with Council current commitment to supporting children, young people and their families.

The updated CFCC, The Charter aligns with State and Federal strategies and international protocols and embraces the universal rights of children from birth to 17 years of age as defined in the United Nations Convention on the Rights of the Child (1990), United Nations Sustainable Development Goals (2016) and the Victorian Charter of Human Rights and Responsibilities (2006).

The updated CFCC, The Charter focuses on three key principles:

1. Act in the best interest of the child.
2. Freedom for children to express their individual opinions and right to have these considered in decisions that affect them.
3. Create equity for all children based on their needs.

Furthermore, the CFCC, The Charter provides organisations and individuals with a mandate to respond to the needs of children to:

- Uplift Child Safety and Child Friendly organisational culture.

- Improve the effectiveness and responsiveness of initiatives that support children to participate in civic life.
- Amplify the voice of the child in decision making forums.

This report seeks Council endorsement of the adoption of the Victorian Charter for Child Friendly Cities and Communities (CFCC, The Charter), an action from the Child, Youth and Seniors Plan endorsed by Council in October 2021.

RECOMMENDATION

That Council resolve to:

1. Authorise the Chief Executive Officer to adopt and become a signatory to the Victorian Charter for Child Friendly Cities and Communities.
2. Note that being a signatory to Child Friendly Cities and Communities reflects and aligns with objectives from the Child Youth and Seniors Plan (2021-2025), endorsed by Council in October 2021.
3. Note, that Knox City Council already undertakes many actions in line with The Charter and formal adoption would publicly recognise this ongoing work.
4. Note, that should the resolution be successful;
 - a. The Chief Executive Officer will write to Victorian Local Government Association and advise them of the adoption.
 - b. That Council will then receive a confirmation letter and signatory certificate issued from the Victorian Local Government Association.
 - c. An external communication campaign will commence to the community to celebrate the public recognition of Council commitment to The Charter.
 - d. An internal communication campaign to increase staff awareness to enhance the opportunity to involve children in decisions that affect them.
 - e. Council officers will continue to further embed the principles of the CFCC, The Charter within Council's existing funding and resourcing.

1. DISCUSSION

The *Child Friendly Cities and Communities (CFCC, The Charter)* was developed specifically for local governments to take steps towards achieving Child Friendly Cities in Victoria. The Victorian Local Governance Association (VLGA) established the Child Friendly Cities and Communities Charter (CFCC Charter) to ensure that signatories meet Victorian, Australian and international protocols including:

- The United Nations Sustainable Development Goals;
- The United Nations Convention on the Rights of the Child;
- The Victorian Charter of Human Rights and Responsibilities; and
- The Victorian Child Safety Standards.

Twenty Victorian municipalities have already joined the CFCC Charter including: Cardinia Shire Council, City of Casey, Greater Dandenong, Monash City Council and Whitehorse City Council.

CFCC, The Charter embraces the principles of the United Nations Convention on the Rights of the Child, The Victorian Charter of Human Rights and Responsibilities and The Victorian Child Safe Standards.

CFCC, The Charter principles listed below in Figure 1 are broad and reflect the Knox Community Plan (2021-2031) vision, the Knox Council Plan (2021-2025) key directions and the Child Youth and Seniors Plan (2021-2025) objectives and are consistent with Council's current commitment to supporting children, young people and their families.

Figure 1 – The Charter

The Victorian Child Friendly Cities and Communities Charter

The Victorian Child Friendly Cities and Communities Charter is a statement of principles that underpin actions that support communities to be child friendly.

The Charter is consistent with Victorian, Australian and International protocols and embraces the universal rights of children aged from birth to 17 years as defined in the United Nations Sustainable Development Goals, Convention on the Rights of the Child (1990) and the Victorian Charter of Human Rights and Responsibilities (2006).

Fundamental to positive health and wellbeing is the right for children to experience environments that consider their needs. Because children are valued members of communities, adopting The Charter we commit to these principles:

- Principle 1: Act in the best interest of the child.
- Principle 2: Freedom for Children to express their individual opinions and right to have these considered in decisions that affect them.
- Principle 3: Create equity for all children based on their needs.

Furthermore, the updated Charter provides organisations and individuals with a mandate to respond to the needs of children to:

- Uplift Child Safety compliance and Child Friendly organisational culture.
- Improve the effectiveness and responsiveness of initiatives that support children to participate in civic life.
- Amplify the voice of the child in decision making forums.

CFCC, The Charter reflects a best practice model for the provision of services for children and families that already underpins the Child, Youth and Seniors Plan 2021- 2025. CFCC, The Charter principles are not prescriptive, allowing individual interpretation which enables municipalities to apply the framework to existing local priorities and build upon existing support of and consultation with children. Becoming a signatory to the CFCC, The Charter does not impose any additional duties or regulations on Council. It simply involves endorsing the principles and values outlined in the CFCC, The Charter. This commitment can be accommodated within existing funding and resources, as it primarily involves promoting and upholding the principles of the Charter through existing initiatives and activities.

Current Activities that Reflect the Charter Principles

Identified in Figure 2 are a few examples of existing programs and practices which demonstrate a commitment to the principles of the CFCC, The Charter.

Figure 2 – Current Activities

Principles	Examples
Acts in the best interest of the child.	In 2023 Council facilitated a Youth Forum which provided young people, with an opportunity to express their concerns and needs directly to Councillors and Council Executives, to explore Council's future planning and ensure that the needs of youth in Knox was being met.
	Targeted community events such as Knox Festival and Stringybark Festival are annual events that support children to contribute to decisions being made about their lives.
Freedom for children to express their individual opinions and right to have these considered in decisions that affect them.	Local kindergarten children consulted on their choice of playgroup equipment for the renewal of Stud Park playground. They voted on the types of play equipment they liked most from the renewal program of the park.
Create equity for all children based on their needs.	The preschool field officer program supports the inclusion of children with additional needs (including those from Culturally and Linguistically Diverse (CALD) backgrounds, disabilities, and Aboriginal Torres Strait Islanders) in mainstream kindergarten and long day care services.
	The Maternal Child Health services provide universal access to families. Nurses provide information and support to all families, babies and young children to support their health and wellbeing.
	Child Safe Contact officer program and Child Safe Standards training is mandatory for all Council staff.
	The promotion of Gender and Equity training of all Council staff.

In addition, the VLGA holds quarterly meetings for like-minded organisations, inclusive of the CFCC Charter working group who provide several resources and tools to aid signatories to embed best practice within their organisation.

Identified Opportunities for Further Child Friendly Initiatives

While there are existing Council programs and practices that fulfil the CFCC, The Charter principles, there are many opportunities for future child-friendly initiatives aligning with existing strategies which have been identified. These opportunities may also be accompanied by future child-focused practices, policies and procedures across the organisation that comply with new Child Safe Standards in Victoria. Below are some examples:

- To design and deliver a range of intergenerational activities, events and programs across the municipality.
- To prioritise the needs of vulnerable children and implement integrated service strategies that provide full access to services and support for families and community members.
- To extend opportunities for the voice of children and families to inform decision making, including Council service planning and provision.

Benefits to Council from the Adoption of The Charter

Adoption of CFCC, The Charter formalises and gives public recognition to the role that Council already plays in providing local environments that support the needs and aspirations of children, young people and their families. Importantly, being Child Friendly is a mindset that should continue within an organisation and community indefinitely.

Adopting CCFC, The Charter provides the opportunity for Council to represent itself not only as an age friendly city (Council is a member of the Global Network of Age-Friendly Cities and Communities (GNAFCC), signing up in May 2019. Resolving the adoption would mean we are also known as a child-friendly city, ensuring a continuity of amenity for families whatever their stage in life – a truly intergenerational place with universal appeal.

Becoming a member of the Child Friendly Cities Charter group demonstrates compliance with the Victorian Charter of Human Rights and Responsibilities Act 2006. As such, Council decisions, services and infrastructure consider the needs and rights of individuals. Equity of access and freedom from discrimination based on gender, ethnicity, religion or ability (Principle 3) is standard in existing practices across Council. There is an opportunity for this to be considered specifically in relation to children.

Adopting CFCC, The Charter will support compliance with the Early Years Learning Frameworks and the 11 Child Safe Standards for Victoria. The CFCC Charter principles, learning frameworks and Child Safe Standards clearly intersect with the obligation to consult with children as part of the decision-making process.

One of the key opportunities for Council in supporting the CFCC, The Charter relates to improvements in the way Council works internally, to integrate children's responses and rights across the wide range of functions it delivers. More effective planning and development of cities and communities through a Child Friendly City and Community lens can significantly reduce risks to the safety and wellbeing of children and young people at risk of social exclusion.

Increasing attention has been given to the links between children's physical activity and the built environment. Building communities with good access to public spaces and recreation, and that enable children to independently access places by walking, cycling or public transport helps create healthy and resilient communities.

2. ENGAGEMENT

To understand and identify programs and practices Council currently undertakes which reflect the principles of CFCC, The Charter, officers undertook many activities to identify current and future opportunities to fulfil the principles of the CFCC, The Charter.

The following list of examples provide evidence of these discussions:

- Consultation with the Knox community was completed as part of the Child Youth and Seniors Plan 2021-2025 development.
- Ongoing consultation with the Early Years Advisory Committee (EYAC) during 2023. This is a standing committee advising Council on emerging early years matters affecting families and young children.
 - The Committee identified and recommended the child's voice be an integral part to all planning and community engagement conducted by Council in the future; and

- Recommended Council become a signatory to become a Child Friendly City.
- Child Safe Standard consultations took place across the organisation throughout 2022 to 2024. These consultations included updating staff on implementing the Child Safe Policy to meet obligations under the Victorian Child Safe Standards which require organisations to support children to know their universal rights, to be informed, heard and involved in decisions that affect them and to uplift the child safety culture.
- The Knox Youth Advisory Committee (KYAC) is another standing committee bringing together young people (aged 12-25), community representatives and Councillors to discuss local issues.
 - The Youth Advisory Committee conducted a Youth Forum in 2023, where 44 children from approximately ten schools across Knox attended. The forum provided an opportunity to collect feedback from young people on issues that are important to them and to help shape the work that Council will do to support young people over the coming months and years.
- The current Knox Community Engagement Policy commits to including all affected stakeholders involved in decisions and explicitly recognises the right of children to engage as active citizens.

Council will continue to advocate and promote the CFCC, The Charter through existing funding and resources.

3. SOCIAL IMPLICATIONS

Adopting the CFCC, The Charter promotes Knox as a Child Friendly City that considers the rights health, wellbeing and social needs of children and young people in line with the United Nations Convention on the Rights of the Child and the Victorian Charter of Human Rights and Responsibilities Act 2006. It supports children and young people to be active citizens.

Additionally, this will contribute significantly to the development of social capital through the provision of opportunities for children and young people to influence decisions and express opinions and voice their concerns about safety about their city and improve access to essential services. Children and young people will have access to child-focused services and processes where their complaints are taken seriously, and their safety is an organisation wide concern.

Formalising Council as a Child Friendly City not only enhances Council's profile, as a child safe city while also offering improved social implications for the community but provides an opportunity for Council to provide leadership and advocacy to other organisations across the broader community regarding the social and environmental needs of children, young people and their families.

Embracing the principles of the Charter for Child Friendly Cities and Communities creates a vibrant and welcoming community and has the potential to revitalise and enhance the cultural life of the city and strengthen the livability of neighbourhoods.

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL IMPLICATIONS

Adoption of CFCC, The Charter principles align with The Victorian Charter of Human Rights and Responsibilities Act 2006 and the United Nations Convention of the Rights of the Child, ensuring Knox City Council considers the health, wellbeing, rights, social and environmental needs of children and young people in future planning.

6. FINANCIAL AND RESOURCE IMPLICATIONS

This report on the Child Friendly Cities and Communities Charter was done within the Council operational budget. An external communication plan providing public awareness and recognition of Council adoption of the Child Friendly Cities and Communities Charter will be considered using existing funding and resources.

Recognition of child friendliness adds value to a municipality's public profile. Children, families and young people tell us that they value Knox as a safe and supportive place in which to grow and develop (The Age Friendly Knox Survey 2020 and The Knox Student Resilience Survey 2021).

Formalising Knox as a Child Friendly City brings with it distinct economic opportunities and benefits. Child Friendly communities attract families to live, work and study in the municipality supporting sustainable growth of local populations. Much like the process of universal design for access and inclusion of people with disabilities and age friendly improvements, consideration of the needs of children brings with it benefits for the whole community. Studies have found that it is families with young children that spend the most locally.

7. RISKS

Adopting CFCC, The Charter, Council can mitigate risk in relation to the meeting and providing evidence of compliance with the Child Safe Standards. As mentioned in the report, the implementation of the principles and mandates of the Charter will provide clear evidence of how we are meeting Standard 3: Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously in particular.

Not adopting CFCC, The Charter may have inherent risks to the organisation in relation to reputation and the perception that children and young people are not prioritised in matters relating to Council.

It should be noted that should Council adopt the CFCC, The Charter, existing funding and resources from within Family and Children's Services will continue to lead and drive the implementation of the principles and mandates of the Charter across the organisation to mitigate the risk of Council not meeting the minimum requirements as a signatory.

8. KNOX COMMUNITY AND COUNCIL PLAN 2021-2025

Adopting the Child Friendly Cities Charter is an Initiative supported by Council policies and strategies including:

- Knox Community Plan 2021- 2031;
- Child Youth and Senior's Plan 2021-2025;
- Child Safety Standards (Vic, 2022);
- Victorian Charter of Human Rights and Responsibilities (2006); and
- United Nations Convention on the Rights of the Child.

9. CONFLICT OF INTEREST

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

10. STATEMENT OF COMPATIBILITY

The following legislative requirements have been addressed with no issues arising during this report's preparation.

- This report is compatible with The Victorian Charter of Human Rights and Responsibilities Act 2006 as it does not raise any human rights issues.
- An assessment of issues that may impact on obligations under the Victorian Child Safe Standards (2022) was conducted with no issues raised, instead ensures further compliance to these Standards.
- Gender Equality Act (2020), a Gender impact assessment on this initiative was conducted under the supervision of Council's Health Project Officer, Community Wellbeing with no issues raised.

11. CONFIDENTIALITY

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

ATTACHMENTS

Nil

8.8 Revised Instrument of Delegation to Members of Council Staff

Final Report Destination:	Council
Paper Type:	For Decision
Author:	Governance Officer, Damian Watson
Manager:	Manager Governance & Risk, Andrew Dowling
Executive:	Director, Customer & Performance, Greg Curcio

SUMMARY

Instruments of Delegation represent the formal delegation of powers by Council and enable the effective functioning of Council.

The Instrument of Delegation – Cemeteries and Crematoria has been revised to reflect changes to position titles within the organisation.

RECOMMENDATION

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

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

1. DISCUSSION

Council is empowered to delegate its powers, duties or functions with some strategic exemptions such as setting rates, borrowing funds, adopting a planning scheme amendment and adopting a budget.

Delegations are necessary to facilitate effective functioning of councils as they enable day-to-day decisions to be made in relation to routine administrative and operational matters.

In granting delegations, Council is not granting unfettered power to Council staff or relinquishing its own powers. A delegate must comply with the conditions of delegation as well as any relevant policies of Council and any legislative framework. Council can still exercise any delegated power, duty or functions itself by resolution in the Chamber.

The attached Instrument is recommended for the effective and efficient operation of Council's activities, as well as to enable routine and administrative tasks to be carried out with consistency and certainty.

The attached Instrument has been updated to ensure it remain contemporaneous and consistent with current organisational structure and business practices.

The current Instrument of Delegation – Cemeteries and Crematoria (Attachment 1) has been in force since 25 September 2023.

The revised Instrument is based upon the previous Instrument considered by Council and has been amended to reflect a change in the position title from 'Senior Governance Officer' to 'Policy and Integrity Advisor'.

2. ENGAGEMENT

Council subscribes to the Maddocks Authorisations and Delegations Service, which provides advice regarding legislative amendments and template instruments, which are then tailored to organisational requirements. The proposed instrument (Attachment 1) has been prepared based on the advice provided by Maddocks Lawyers and consultation with relevant staff.

3. SOCIAL IMPLICATIONS

Nil.

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL IMPLICATIONS

Nil.

6. FINANCIAL AND RESOURCE IMPLICATIONS

The costs to prepare and adopt the attached Instrument is minimal and will be met within the current departmental budget.

7. RISKS

It is considered that there are no major risks for Council associated with the recommendations of this report, as the changes to the Instrument of Delegation are reflecting a change to a position title within the Governance team.

8. KNOX COMMUNITY AND 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. STATEMENT OF COMPATIBILITY

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

11. CONFIDENTIALITY

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

ATTACHMENTS

1. Tracked Changes s6 Cemeteries and Crematoria Council to Staff Instrument of Delegation [8.8.1 - 43 pages]

Instrument of Delegation- Council to Staff Cemeteries and Crematoria



Council to Council Staff

In exercise of the powers conferred by the legislation referred to in the attached Schedule, the Council:

1. delegates each duty and/or function and/or power described in column 1 of the Schedule (and summarised in column 2 of the Schedule) to the member of Council staff holding, acting in or performing the duties of the office or position described opposite each such duty and/or function and/or power in column 3 of the Schedule;
2. declares that:
 - 2.1 this Instrument of Delegation is authorised by a resolution of Council passed on ~~25-September~~24 June 2024; and
 - 2.2 the delegation:
 - 2.2.1 comes into force on ~~25-September-2023~~24 June 2024;
 - 2.2.2 remains in force until varied or revoked;
 - 2.2.3 is subject to any conditions and limitations set out in sub-paragraph 2.3, and the Schedule; and
 - 2.2.4 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.3 the delegate must not determine the issue, take the action or do the act or thing:
 - 2.3.1 if the issue, action, act or thing is an issue, action or thing which Council has previously designated as an issue, action, act or thing which must be the subject of a Resolution of a Council Meeting; or
 - 2.3.2 if the determining of the issue, taking of the action or doing of the act or thing would or would be likely to involve a decision which is inconsistent with a:
 - (a) policy; or
 - (b) strategy
 adopted by Council; or
 - 2.3.3 if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation; or
 - 2.3.4 the determining of the issue, the taking of the action or the doing of the act or thing is already the subject of an exclusive delegation to another member of Council staff or delegated committee.



| Cr ~~Marcia Timmers-Leitch~~Jude Dwight - Mayor

Bruce Dobson - Chief Executive Officer

Date:

| Instrument of Delegation – Council to Staff
Cemeteries and Crematoria

~~September 2023~~June 2024



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CEMETERIES AND CREMATORIA ACT 2003			
[##] The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 8(1)(a)(ii)	Power to manage one or more public cemeteries	Not Delegated	
s 12(1)	Function to properly and efficiently manage and maintain each public cemetery for which responsible and carry out any other function conferred under this Act	Chief Executive Officer Director -Customer and Performance Manager Governance & Risk Head Of Governance	Where Council is a Class B cemetery trust
s 12(2)	Duty to have regard to the matters set out in paragraphs (a)-(c) in exercising its functions	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance	Where Council is a Class B cemetery trust

CEMETERIES AND CREMATORIA ACT 2003

The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 13	Duty to do anything necessary or convenient to enable it to carry out its functions	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Senior Governance Officer <u>Policy and Integrity</u> <u>Advisor</u> Governance Officer Senior Administrative Officer Administration Officer Sexton	
s 14	Power to manage multiple public cemeteries as if they are one cemetery	Not Delegated	

Instrument of Delegation – Council to Staff
 Cemeteries and Crematoria

~~September 2023~~June 2024

CEMETERIES AND CREMATORIA ACT 2003			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 15(4)	Duty to keep records of delegations	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Governance Officer	
s 17(1)	Power to employ any persons necessary	Chief Executive Officer Director -Customer & Performance Chief People Officer Deputy Chief People Officer People Experience Lead Manager Governance & Risk Head Of Governance	
s 17(2)	Power to engage any professional, technical or other assistance considered necessary	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance	
s 17(3)	Power to determine the terms and conditions of employment or engagement	Chief Executive Officer Director -Customer & Performance Chief People Officer Deputy Chief People Officer People Experience Lead Manager Governance & Risk Head Of Governance	Subject to any guidelines or directions of the Secretary

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Cemeteries and Crematoria

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CEMETERIES AND CREMATORIA ACT 2003			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 18(3)	Duty to comply with a direction from the Secretary	Chief Executive Officer Director -Customer and Performance Manager Governance & Risk Head Of Governance	
s 19	Power to carry out or permit the carrying out of works	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Senior Governance Officer <u>Policy and Integrity</u> <u>Advisor</u> Governance Officer Senior Administrative Officer Sexton	
s 20(1)	Duty to set aside areas for the interment of human remains	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk	
s 20(2)	Power to set aside areas for the purposes of managing a public cemetery	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk	
s 20(3)	Power to set aside areas for those things in paragraphs (a) – (e)	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk	
s 24(2)	Power to apply to the Secretary for approval to alter the existing distribution of land	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 36	Power to grant licences to enter and use part of the land or building in a public cemetery in accordance with section 36	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk	Subject to the approval of the Minister
s 37	Power to grant leases over land in a public cemetery in accordance with section 37	Not Delegated	Subject to the Minister approving the purpose
s 40	Duty to notify Secretary of fees and charges fixed under section 39	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance	
s 47	Power to pay a contribution toward the cost of the construction and maintenance of any private street adjoining or abutting a cemetery	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Senior Administrative Officer Administration Officer	provided the street was constructed pursuant to the Local Government Act 2020
s 52	Duty to submit a report to the Secretary in relation to any public cemetery for which the cemetery trust is responsible for each financial year in respect of which it manages that cemetery.	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer Governance Officer Senior Administrative Officer Administration Officer	Subject to the Report being approved by the Council.

Instrument of Delegation – Council to Staff
Cemeteries and Crematoria

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 57(1)	Duty to submit a report to the Secretary every financial year in respect of powers and functions under the Act	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer Senior Administrative Officer Administration Officer	Report must contain the particulars listed in s.57(2) Report must be endorsed by Council
s 59	Duty to keep records for each public cemetery	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer Governance Officer Senior Administrative Officer Administration Officer	
s 60(1)	Duty to make information in records available to the public for historical or research purposes	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer Governance Officer Senior Administrative Officer Administration Officer	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 60(2)	Power to charge fees for providing information	Chief Executive Officer Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer Governance Officer Senior Administrative Officer Administration Officer	
s64(4)	Duty to comply with a direction from the Secretary under s 64(3)	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer Governance Officer Senior Administrative Officer Administration Officer	
s 64B(d)	Power to permit interments at a reopened cemetery	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer Governance Officer Senior Administrative Officer Administration Officer	

Instrument of Delegation – Council to Staff
Cemeteries and Crematoria

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 66(1)	Power to apply to the Minister for approval to convert the cemetery, or part of it, to a historic cemetery park	Chief Executive Officer	The application must include the requirements listed in s.66(2)(a)–(d)
s 69	Duty to take reasonable steps to notify of conversion to historic cemetery park	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Senior Administrative Officer	
s 70(1)	Duty to prepare plan of existing places of interment and make a record of any inscriptions on memorials which are to be removed	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance	
s 70(2)	Duty to make plans of existing place of interment available to the public	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance	
s 71(1)	Power to remove any memorials or other structures in an area to which an approval to convert applies	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Sexton	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 71(2)	Power to dispose of any memorial or other structure removed	Chief Executive Officer Director- Customer & Performance Manager Governance & Risk Head Of Governance Sexton	
s 72(2)	Duty to comply with request received under section 72	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer Governance Officer Senior Administrative Officer	
s 73(1)	Power to grant a right of interment	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer Governance Officer Senior Administrative Officer Administration Officer	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 73(2)	Power to impose conditions on the right of interment	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance- Officer Governance Officer Senior Administrative Officer Administration Officer	
s 74(3)	Duty to offer a perpetual right of interment	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance- Officer Governance Officer Senior Administrative Officer Administration Officer	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 75	Power to grant the rights of interment set out in subsections 75 (a) and (b)	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance- Officer Governance Officer Senior Administrative Officer Administration Officer	
s 76(3)	Duty to allocate a piece of interment if an unallocated right is granted	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance- Officer Governance Officer Senior Administrative Officer Administration Officer	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 77(4)	Power to authorise and impose terms and conditions on the removal of cremated human remains or body parts from the place of interment on application	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer Governance Officer Senior Administrative Officer Administration Officer	
s 80(1)	Function of receiving notification and payment of transfer of right of interment	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer Governance Officer Senior Administrative Officer Administration Officer	
s 80(2)	Function of recording transfer of right of interment	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer Senior Administrative Officer Administration Officer	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 82(2)	Duty to pay refund on the surrender of an unexercised right of interment	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer Senior Administrative Officer	
s 83(2)	Duty to pay refund on the surrender of an unexercised right of interment	Chief Executive Officer Director- Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer Governance Officer Senior Administrative Officer Administration Officer	
s 83(3)	Power to remove any memorial and grant another right of interment for a surrendered right of interment	Chief Executive Officer Director- Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer Governance Officer Senior Administrative Officer Administration Officer	

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Cemeteries and Crematoria

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 84(1)	Function of receiving notice of surrendering an entitlement to a right of interment	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance-Officer Governance Officer Senior Administrative Officer Administration Officer	
s 84F(2)(d)	Function of receiving notice of decision to vary or force the surrender of a right of interment under s84C(2), (3) or (5)	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance-Officer Governance Officer Senior Administrative Officer Administration Officer	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 84H(4)	Power to exercise the rights of a holder of a right of interment	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance- Officer Governance Officer Senior Administrative Officer Administration Officer	
S 84I(4)	Power to exercise the rights of a holder of a right of interment	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance- Officer Governance Officer Senior Administrative Officer Administration Officer	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 84I(5)	Duty to pay refund to the previous holder or holders of the right of interment	Chief Executive Officer Director- Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance- Officer Governance Officer Senior Administrative Officer Administration Officer	
s 84I(6)(a)	Power to remove any memorial on the place of interment	Chief Executive Officer Director- Customer Director Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance- Officer Governance Officer Senior Administrative Officer Administration Officer	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 84I(6)(b)	Power to grant right of interment under s73	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer Governance Officer Senior Administrative Officer Administration Officer	
s 85(1)	Duty to notify holder of 25 year right of interment of expiration at least 12 months before expiry	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer Senior Administrative Officer Administration Officer	The notice must be in writing and contain the requirements listed in s.85(2)
s 85(2)(b)	Duty to notify holder of 25 year right of interment of expiration of right at least 12 months before expiry	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer Senior Administrative Officer Administration Officer	Does not apply where right of interment relates to remains of a deceased veteran.

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 85(2)(c)	Power to leave interred cremated remains undistributed in perpetuity and convert right of interment to perpetual right of interment or; Remove interred remains and re-inter at another location within cemetery grounds and remove any memorial at that place and re-establish at new or equivalent location.	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer Senior Administrative Officer Administration Officer	May only be exercised where right of interment relates to cremated human remains of a deceased identified veteran, if right of interment is not extended or converted to a perpetual right of interment
s 86	Power to remove and dispose of cremated human remains and remove any memorial if no action taken by right holder within time specified	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Sexton	
s 86(2)	Power to leave interred cremated human remains undisturbed or convert the right of interment to a perpetual right of interment	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer	
s 86(3)(a)	Power to leave interred cremated human remains undisturbed in perpetuity and convert the right of interment to a perpetual right of interment	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 86(3)(b)	Power to remove interred cremated human remains and take further action in accordance with s.86(3)(b)	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer	
s 86(4)	Power to take action under s.86(4) relating to removing and re-interring cremated human remains	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Administrative Officer	
s 86(5)	Duty to provide notification before taking action under s.86(4)	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Senior Administrative Officer	
s 86A	Duty to maintain place of interment and any memorial at place of interment, if action taken under s.86(3)	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Senior Administrative Officer	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 87(3)	Duty, if requested, to extend the right for a further 25 years or convert the right to a perpetual right of interment	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer Senior Administrative Officer Administration Officer	
s 88	Function to receive applications to carry out a lift and re-position procedure at a place of interment	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer Senior Administrative Officer Administration Officer	
s 91(1)	Power to cancel a right of interment in accordance with section 91	Not Delegated	
s 91(3)	Duty to publish notice of intention to cancel right of interment	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 92	Power to pay refund or grant a right of interment in respect of another place of interment to the previous holder of the cancelled right of interment	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance	
s 98(1)	Function of receiving application to establish or alter a memorial or a place of interment	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer Governance Officer Senior Administrative Officer Administration Officer	
s 99	Power to approve or refuse an application made under section 98, or to cancel an approval	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer Governance Officer Senior Administrative Officer Administration Officer	Advice should be sought from the Sexton as required before exercising this power

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 99(4)	Duty to make a decision on an application under section 98 within 45 days after receipt of the application or within 45 days of receiving further information where requested	Chief Executive Officer Director- Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer Governance Officer Senior Administrative Officer Administration Officer	Advice should be sought from the Sexton as required before exercising this power
s 100(1)	Power to require a person to remove memorials or places of interment	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance	
s 100(2)	Power to remove and dispose a memorial or place of interment or remedy a person's failure to comply with section 100(1)	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Sexton	
s 100(3)	Power to recover costs of taking action under section 100(2)	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance	

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 101	Function of receiving applications to establish or alter a building for ceremonies in the cemetery	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance	
s 102(1)	Power to approve or refuse an application under section 101, if satisfied of the matters in (b) and (c)	Not Delegated	
s 102(2) & (3)	Power to set terms and conditions in respect of, or to cancel, an approval granted under section 102(1)	Not Delegated	
s 103(1)	Power to require a person to remove a building for ceremonies	Not Delegated	
s 103(2)	Power to remove and dispose of a building for ceremonies or remedy the failure to comply with section 103(1)	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk	
s 103(3)	Power to recover costs of taking action under section 103(2)	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk	
s 106(1)	Power to require the holder of the right of interment of the requirement to make the memorial or place of interment safe and proper or carry out specified repairs	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance	
s 106(2)	Power to require the holder of the right of interment to provide for an examination	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance	In consultation with Council

Instrument of Delegation – Council to Staff
Cemeteries and Crematoria

September 2023 June 2024

CEMETERIES AND CREMATORIA ACT 2003

The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)

Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 106(3)	Power to open and examine the place of interment if section 106(2) not complied with	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Sexton	In consultation with Council
s 106(4)	Power to repair or – with the approval of the Secretary - take down, remove and dispose any memorial or place of interment if notice under section 106(1) is not complied with	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Sexton	In consultation with, Council
s 107(1)	Power to require person responsible to make the building for ceremonies safe and proper or carry out specified repairs	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk	In consultation with Council
s 107(2)	Power to repair or take down, remove and dispose any building for ceremonies if notice under section 107(1) is not complied with	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk	In consultation with Council
s 108	Power to recover costs and expenses	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance	In consultation with Council
s 109(1)(a)	Power to open, examine and repair a place of interment	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Sexton	Where the holder of right of interment or responsible person cannot be found In consultation with Council

Instrument of Delegation – Council to Staff
Cemeteries and Crematoria

September 2023 June 2024

CEMETERIES AND CREMATORIA ACT 2003			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 109(1)(b)	Power to repair a memorial or, with the Secretary's consent, take down, remove and dispose of a memorial	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Sexton	Where the holder of right of interment or responsible person cannot be found
s 109(2)	Power to repair the building for ceremonies or, with the consent of the Secretary, take down, remove and dispose of a building for ceremonies	Chief Executive Officer Director - Customer & Performance Manager Governance & Risk Head Of Governance	Where the holder of right of interment or responsible person cannot be found In consultation with Council
s 110(1)	Power to maintain, repair or restore a memorial or place of interment from other funds if unable to find right of interment holder. with consent of the Secretary	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance	
s 110(1A)	Power to maintain, repair or restore the place of interment if unable to find any of the other holders after diligent inquiries and with the consent of the Secretary	Chief Executive Officer Director - Customer & Performance Manager Governance & Risk Head Of Governance Sexton	
s 110(2)	Power to maintain, repair or restore any building for ceremonies from other funds if unable to find responsible person and with consent of the Secretary	Not Delegated	
s 110A	Power to use cemetery trust funds or other funds for the purposes of establishing, maintaining, repairing or restoring any memorial or place of interment of any deceased identified veteran	Not Delegated	

Instrument of Delegation – Council to Staff
Cemeteries and Crematoria

September 2023 June 2024

CEMETERIES AND CREMATORIA ACT 2003			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 111	Power to enter into agreement with a holder of the right of interment to maintain a memorial or place of interment	Chief Executive Officer Director- Customer & Performance Manager Governance & Risk Head Of Governance	
s 112	Power to sell and supply memorials	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer Governance Officer Senior Administrative Officer Administration Officer	
s 116(4)	Duty to notify the Secretary of an interment authorisation granted	Chief Executive Officer Director- Customer & Performance Manager Governance & Risk Head Of Governance	
s 116(5)	Power to require an applicant to produce evidence of the right of interment holder's consent to application	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer Governance Officer Senior Administrative Officer Administration Officer	

Instrument of Delegation – Council to Staff
Cemeteries and Crematoria

September 2023 June 2024

CEMETERIES AND CREMATORIA ACT 2003			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 118	Power to grant an interment authorisation if satisfied that the requirements of Division 2 of Part 8 have been met	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer Governance Officer Senior Administrative Officer Administration Officer	
s 119	Power to set terms and conditions for interment authorisations	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer Governance Officer Senior Administrative Officer Administration Officer	
s 131	Function of receiving an application for cremation authorisation	Not Delegated	
s 133(1)	Duty not to grant a cremation authorisation unless satisfied that requirements of section 133 have been complied with	Not Delegated	Subject to subsection (2)

Instrument of Delegation – Council to Staff
Cemeteries and Crematoria

~~September 2023~~ June 2024

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 145	Duty to comply with an order made by the Magistrates' Court or a coroner	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Senior Administrative Officer Administration Officer	
s 146	Power to dispose of bodily remains by a method other than interment or cremation	Chief Executive Officer Director - Customer & Performance Manager Governance & Risk Head Of Governance Senior Administrative Officer Administration Officer	Subject to the approval of the Secretary
s 147	Power to apply to the Secretary for approval to dispose of bodily remains by a method other than interment or cremation	Chief Executive Officer Director - Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer Senior Administrative Officer Administration Officer	
s 149	Duty to cease using method of disposal if approval revoked by the Secretary	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Senior Administrative Officer Administration Officer	

Instrument of Delegation – Council to Staff
Cemeteries and Crematoria

September 2023 June 2024

CEMETERIES AND CREMATORIA ACT 2003			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
s 150 & 152(1)	Power to authorise the interment or cremation of body parts if the requirements of Division 1 of Part 11 are met	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer Senior Administrative Officer Administration Officer	
s 151	Function of receiving applications to inter or cremate body parts	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer Governance Officer Senior Administrative Officer Administration Officer	
s 152(2)	Power to impose terms and conditions on authorisation granted under section 150.	Chief Executive Officer Director - Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer Senior Administrative Officer Administration Officer	

Instrument of Delegation – Council to Staff
Cemeteries and Crematoria

September 2023 June 2024

CEMETERIES AND CREMATORIA ACT 2003 [##]The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 of this Act, and also apply to Council appointed to manage a public cemetery under section 8(1)(a)(ii) as though it were a cemetery trust (see section 53)			
Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 1 cl 8(3)	Power to permit members to participate in a particular meeting by telephone, closed-circuit television or any other means of communication	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance	
Sch 1 cl 8(8)	Power to regulate own proceedings	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance	Subject to clause 8

CEMETERIES AND CREMATORIA REGULATIONS 2015			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 24	Duty to ensure that cemetery complies with depth of burial requirements	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance-Officer Governance Officer Senior Administrative Officer Administration Officer Sexton	
r 25	Duty to ensure that the cemetery complies with the requirements for interment in concrete-lined graves	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance-Officer Governance Officer Senior Administrative Officer Administration Officer Sexton	

Instrument of Delegation – Council to Staff
 Cemeteries and Crematoria

~~September 2023~~June 2024

CEMETERIES AND CREMATORIA REGULATIONS 2015			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 27	Power to inspect any coffin, container or other receptacle if satisfied of the matters in paragraphs (a) and (b)	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer Senior Administrative Officer Administration Officer Sexton	
r 28(1)	Power to remove any fittings on any coffin, container or other receptacle if the fittings may impede the cremation process or damage the cremator	Not Delegated	
r 28(2)	Duty to ensure any fittings removed of are disposed in an appropriate manner	Not Delegated	
r 29	Power to dispose of any metal substance or non-human substance recovered from a cremator	Not Delegated	
r 30(2)	Power to release cremated human remains to certain persons	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Senior Administrative Officer Administration Officer Sexton	Subject to any order of a court

Instrument of Delegation – Council to Staff
Cemeteries and Crematoria

~~September 2023~~June 2024

CEMETERIES AND CREMATORIA REGULATIONS 2015			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 31(1)	Duty to make cremated human remains available for collection within 2 working days after the cremation	Not Delegated	
r 31(2)	Duty to hold cremated human remains for at least 12 months from the date of cremation	Not Delegated	
r 31(3)	Power to dispose of cremated human remains if no person gives a direction within 12 months of the date of cremation	Not Delegated	
r 31(4)	Duty to take reasonable steps notify relevant people of intention to dispose of remains at expiry of 12 month period	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Senior Administrative Officer Administration Officer Sexton	
r 32	Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer Governance Officer Senior Administrative Officer Administration Officer Sexton	

Instrument of Delegation – Council to Staff
Cemeteries and Crematoria

~~September 2023~~ June 2024

CEMETERIES AND CREMATORIA REGULATIONS 2015			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 33(1)	Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)	Chief Executive Officer Director- Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance- Officer Governance Officer Senior Administrative Officer Administration Officer Sexton	
r 33(2)	Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance- Officer Governance Officer Senior Administrative Officer Administration Officer Sexton	

Instrument of Delegation – Council to Staff
Cemeteries and Crematoria

~~September 2023~~June 2024

CEMETERIES AND CREMATORIA REGULATIONS 2015			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 34	Duty to ensure that a crypt space in a mausoleum is sealed in accordance with paragraphs (a)-(b)	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Senior Administrative Officer Administration Officer Sexton	
r 36	Duty to provide statement that alternative vendors or supplier of monuments exist	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer Governance Officer Senior Administration Officer Administrative Officer	
r 40	Power to approve a person to play sport within a public cemetery	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance	
r 41(1)	Power to approve fishing and bathing within a public cemetery	Not Delegated	

Instrument of Delegation – Council to Staff
Cemeteries and Crematoria

~~September 2023~~June 2024

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 42(1)	Power to approve hunting within a public cemetery	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance	
r 43	Power to approve camping within a public cemetery	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Head Of Governance	
r 45(1)	Power to approve the removal of plants within a public cemetery	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance <u>Policy and Integrity Advisor</u> Senior Governance Officer Governance Officer Senior Administrative Officer Administration Officer Sexton	
r 46	Power to approve certain activities under the Regulations if satisfied of regulation (1)(a)-(c)	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance	

Instrument of Delegation – Council to Staff
Cemeteries and Crematoria

~~September 2023~~June 2024

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
r 47(3)	Power to approve the use of fire in a public cemetery	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance	
r 48(2)	Power to approve a person to drive, ride or use a vehicle on any surface other than a road, track or parking area	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Sexton	Advice should be sought from the Sexton as required before exercising this power
Note: Schedule 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules			
Sch 2 cl 4	Power to approve the carrying out of an activity referred to in rules 8, 16, 17 and 18 of Schedule 2	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance	See note above regarding model rules
Sch 2 cl 5(1)	Duty to display the hours during which pedestrian access is available to the cemetery	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Sexton	See note above regarding model rules
Sch 2 cl 5(2)	Duty to notify the Secretary of, (a) the hours during which pedestrian access is available to the cemetery; and (b) any changes to those hours	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance	See note above regarding model rules

Instrument of Delegation – Council to Staff
Cemeteries and Crematoria

September 2023 June 2024

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 2 cl 6(1)	Power to give directions regarding the manner in which a funeral is to be conducted	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer Governance Officer Senior Administrative Officer Administration Officer Sexton	See note above regarding model rules
Sch 2 cl 7(1)	Power to give directions regarding the dressing of places of interment and memorials	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer Governance Officer Senior Administrative Officer Administration Officer Sexton	see note above regarding model rules Advice should be sought from the Sexton as required before exercising this power

Instrument of Delegation – Council to Staff
Cemeteries and Crematoria

~~September 2023~~ June 2024

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 2 cl 8	Power to approve certain mementos on a memorial	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Senior Governance Officer Governance Officer Senior Administrative Officer Administration Officer	See note above regarding model rules
Sch 2 cl 1(1)	Power to remove objects from a memorial or place of interment	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Sexton	See note above regarding model rules
Sch 2 cl 1(2)	Duty to ensure objects removed under sub rule (1) are disposed of in an appropriate manner	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Sexton	See note above regarding model rules
Sch 2 cl 12	Power to inspect any work being carried out on memorials, places of interment and buildings for ceremonies	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Sexton	See note above regarding model rules

Instrument of Delegation – Council to Staff
Cemeteries and Crematoria

~~September 2023~~ June 2024

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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 2 cl 14	Power to approve an animal to enter into or remain in a cemetery	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Sexton	See note above regarding model rules
Sch 2 cl 16(1)	Power to approve construction and building within a cemetery	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance	See note above regarding model rules Does not apply to a Cemetery Trust when carrying out its own functions or to an employee, agent or contractor of the Cemetery Trust
Sch 2 cl 17(1)	Power to approve action to disturb or demolish property of the cemetery trust	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Sexton	See note above regarding model rules
Sch 2 cl 18(1)	Power to approve digging or planting within a cemetery	Chief Executive Officer Director -Customer & Performance Manager Governance & Risk Head Of Governance Sexton	See note above regarding model rules

Instrument of Delegation – Council to Staff
Cemeteries and Crematoria

September 2023 June 2024

8.9 Capital Works Program Update

Final Report Destination:	Council
Paper Type:	For Noting
Author	Coordinator Capital Works, John Bixby
Manager:	Manager Strategic Infrastructure, Matthew Hanrahan
Executive:	Director, Infrastructure, Grant Thorne

SUMMARY

The Works Report show projects on Council's Capital Works Program Report as of 4 June 2024.

RECOMMENDATION

That Council receive and note the Works Report, as at 4 June 2024.

1. DISCUSSION

This report summarises Council's Capital Works Program for the 2023/24 financial year. The aim of this report is to provide a regular and succinct status summary of each project over the last month. The Capital Works Report, as of 4 June 2024, is attached as Attachment A.

Highlights of the Works Report as at 4 June 2024 include:

- Drainage Pit and Pipe renewals program of works has reached 98% completion.
- Bicycle and Shared Path Renewal works has reached 98% completion.
- Significant municipal sites and Reserves Paths renewal programs completed.
- Public tennis/netball/basketball Courts renewal program works completed.
- Olivebank to underwood & Alexander Reserve FTG wetland treatment completed.
- Templeton road and Station Street, road reconstruction design completed.

Council is progressing well across all programs with renewal of assets in roads, footpaths, drainage and buildings, achieving high rates of delivery. The majority of remaining works for each of these programs are committed. Council is continuing to progress projects within the 23/24 program, with a number of these close to completion.

Project budget figures in this report are inclusive and reflective of October Amended budget and include 2022/23 carry forward funding endorsed by Council.

2. CONFIDENTIALITY

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

ATTACHMENTS

1. Attachment 1 - Capital Works Program - Works Report as at 4 June 2024 [8.9.1 - 18 pages]

Knox City Council Project Status Report

04-Jun-2024

Project Number	Project Name	Total Adjusted Budget
1	Bridges Renewal Program	\$339,971
All Wards	Consultants are on-track to complete the strategic investigation of the high-risk bridge and culverts identified in the previous condition audit. Budget expected to be fully utilised by end of financial year, with a forward program known for future year scheduling, programming and budget considerations.	
4	High Risk Road Failures	\$425,000
All Wards	Crack sealing works are in progress at various locations and patching program 1 are underway, Package 2 is being scoped now. Works have been prioritised based on the recent road condition audit. Asphalt patching has also been completed.	
7	Road Surface Renewal Program	\$4,596,025
All Wards	Road resurfacing works are in progress at various locations. The second half of the program is nearing completion and will be delivered by early June 2024.	
8	Drainage Pit and Pipe Renewal Program	\$2,600,000
All Wards	All works reaching completion with a few minor projects currently in progress. Invoicing to be finalised in June for full expenditure of budget	
9	Footpath Renewal Program	\$2,761,278
All Wards	Program works are completed for 2023/24. Awaiting final invoicing.	
10	Bicycle and Shared Path Renewal Program	\$619,200
All Wards	Shared Path Resurfacing works at Peregrine Reserve Rowville completed. Asphalt shared path on north side Burwood Hwy between Templeton St and Stud Rd Wantirna, scheduled to commence early June to complete 2023/24 asphalt resurfacing program.	

Knox City Council Project Status Report

04-Jun-2024

Project Number	Project Name	Total Adjusted Budget
16	Building Renewal Program	\$4,680,807
All Wards	<p>Commitment and Actual Spend at approximately 80% of budget. Fire Services works at Transfer Station nearly complete. Knox Leisure Works Accessible Ramp nearly complete. Contribution towards Construction projects for renewal items at Carrington Park - Leisure Centre (external Painting/Rendering, internal ceilings grid and floor covering) short delay with floor covering expected by end of school holiday. Fairpark Multipurpose Facility (internal painting and floor covering at U3A) complete. Program of Hot Water System replacements and works scheduled across 7 x Early Years Facilities completed, future scoping works continuing for next financial year. Additional Painting Works raised and completed. Kitchen renewals at Windermere Reserve Pavilion and Miller Park Pavilion contractor appointed and expected completion in coming weeks. Bayswater Senior Citizens and Ambleside Historic House Roof renewals to be sent to Builders Panel similarly in coming weeks but will likely feature in 2024/25 program due to planning and building permit requirements. Cosmetic repairs to affected areas at Ambleside to be included in that scope. Lacework to verandah posts to be completed by EOM. Templeton Reserve Tennis Pavilion DDA Compliant Bathroom renewal awaiting Building Permit but can commence immediately thereafter. Glenfern Park Tennis Pavilion Amenities/kitchen renewals/internal Painting proceeding with additional designs for DDA Carpark and repurposed shower included. issued builders Panel for RFQ after last minute widening of doors to suit wheelchair tennis requirements (wider than standard DDA requirements). Design to be completed this year for Marie Wallace Pavilion and Walker Reserve Pavilion Amenities and Wattle Senior Citizens DDA Bathroom and Carpark for Construction in 24/25. Epoxy Floor Applications at an additional 8 x Public Toilet blocks scheduled under FMS Contract Complete. Design of Knox field Shopping Centre Public Toilet to be completed for Construction in early 2024/25. External Painting of Adult Education and Community Services Facility, internal painting and LED Lighting upgrades at The Basin Senior Citizens Centre and Transfer and Recycling Station completed in April. PCD Office fit-out completed; Rekeying of Civic Centre to follow in Next financial year.</p>	
17	Playground Renewal Program	\$1,910,125
All Wards	<p>Knox Playspace Renewal. The tender of the Tim Neville Arboretum playground renewal has now been awarded with construction commenced in April 2024. The request for quotation (RFQ) for the delivery of playspace renewals at Kent Park, Castlefield Square and Val Boyd Reserve has all commenced construction. The Strategic Open Space team are currently undergoing community consultation on the designs of this financial years local playground renewals.</p>	
22	Fire Hydrant Replacement Program	\$0
All Wards	<p>Expenditure unlikely required. Council working with authority to determine Councils financial responsibility to fund renewal of this asset.</p>	
24	Carpark Renewal	\$576,800
All Wards	<p>Eastgate South carpark resurfacing works at Knox Civic Centre completed, remaining carpark renewal budget to be allocated to Carrington Park carpark design for final completion of 2023/24 Carpark Renewal Program.</p>	
25	Plant & Machinery Renewal Program	\$2,734,500
All Wards	<p>Fleet Renewal Program under way. To date Council has 98% of funds committed of which 84% of funds have been expended.</p>	

Knox City Council Project Status Report

04-Jun-2024

Project Number	Project Name	Total Adjusted Budget
26	Street Tree Replacement Program	\$523,666
All Wards	Currently delivering bulk tree planting program	
31	Stamford Park Redevelopment	\$3,898,219
Tirhatuan	Works complete prior to official opening event.	
104	Roadside Furniture Renewal Program	\$103,000
All Wards	Works about to commence for renewal of retaining wall near 34 Clematis Avenue Ferntree Gully. This project will be finished in early June and will complete the 2023/24 program.	
147	Energy Retrofits for Community Buildings	\$164,013
All Wards	Fine-tuning of new energy and water efficiency measures as part of Building Tuning for Knox Netball Centre are underway (including improving lighting controls and improving water and energy monitoring).	
229	Building Code Australia Compliance	\$94,245
All Wards	Funding used predominantly reactively to address Essential Safety Measure (ESM) defects identified during routine inspections of ESM items at Council's buildings. Updating of evacuation diagrams to comply with AS3745 works have commenced.	
345	Asbestos Removal	\$75,000
All Wards	Asbestos Audit Tender advertised in the Age 25/05/24, Procurement Plan completed. Audit Program to commence shortly after, with funding from this year's budget to contribute towards delivery of works that will continue into 2024/25.	
347	Miscellaneous Industrial Roads - Pavement Rehabilitation	\$170,000
All Wards	Works have commenced in Havelock Road Bayswater in early May.	
409	Parks Furniture Renewal	\$77,000
All Wards	Awaiting delivery of furniture for final renewals of the financial year	
410	Parks Signage Renewal	\$20,000
All Wards	Tim Neville Arboretum wetland signage completed, awaiting completion of Dorset Road Knox entrance sign	
412	Water Sensitive Urban Design Renewal	\$234,020
All Wards	All civil and revegetation work have been completed for this financial year. Currently investigating water quality issues in Harcrest Lake, with the potential to harvest the floating plant which has covered lake surface before the end of June.	

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Project Number	Project Name	Total Adjusted Budget
441	Significant Municipal Site Renewal	\$140,000
All Wards	Tim Neville Rotunda renewal works completed	
443	Reserves Paths Renewal	\$73,000
All Wards	Program Completed	
492	Food Act Compliance - Kitchen Retrofitting	\$25,000
All Wards	Funds committed to kitchen renewals at Miller Park Reserve Pavilion and Windermere Reserve Pavilion. Works should be completed by end of June.	
536	Parkland Asset Renewal	\$95,000
All Wards	Awaiting completion of Fairpark BBQ renewals	
537	Roadside Plantings Renewal	\$80,000
All Wards	Dandelion Drive Garden Bed renewal works completed.	
566	Artwork Renewal	\$81,600
All Wards	Lighting upgrade for Aeroplane Boy sculpture at Bayswater train station in final stage. Light Box Gallery installation of First Nations artwork completed, celebrating Naidoc Week and included in Immerse program completed and installed. Enlisted conservator to repair Hippopotami sculpture created by Peter Corlett OAM in 2002, a much-loved sculpture at Marie Wallace Bayswater Park now completed.	
675	Public Art Project	\$285,346
All Wards	Public Art installations that support neighborhood renewal, village placemaking, tourism and cultural development projects have been finalised. The Public Art Light Sculptures (Lanterns) for Erica Avenue Boronia has been installed with power connection scheduled for June. FTG Creative Placemaking Project has been acquitted with report delivered to the State Government's Office for Suburban Development. Programming for Immerse, Council's major Arts and Cultural event has been finalised and will be delivered from 28 June to 28 July.	
708	Cricket Run Up and Goal Square Renewal Works	\$100,000
All Wards	All works completed	
746	Revegetation Plan	\$110,000
All Wards	Community Event site preparation underway for Dandenong Creek, Blind Creek & Koolamarra wetlands revegetation days in June-Aug.	
834	Oversowing of Sports Fields	\$90,000
All Wards	Works have been completed	

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Project Number	Project Name	Total Adjusted Budget
837	Westfield Library (Permanent) - Construct and Fit out	\$5,256,916
Dinsdale	Project completed. Defect Liability Period (DLP) until March 2025.	
867	Knox Regional Netball Centre Extension	\$573,547
Dobson	Construction works completed. Project presently under Defects Liability Period until October 2024.	
868	H V Jones, Ferntree Gully - Masterplan Implementation Stage 3	\$423,787
Friberg	Carpark constuction completed.	
871	Energy Performance Contract Implementation	\$50,872
All Wards	All projects completed. Council has commissioned an evaluation and monitoring report which is due in June 2024.	
935	Scoresby (Exner) Reserve - Tennis Court Renewals	\$650,000
Tirhatuan	(1) Construction underway for renewal of Courts 4-5. Anticipate to complete works in Mid-November '24 to align with optimal weather for acrylic surfacing. (2) Positive insurance outcome achieved, Council working toward scheduling the resurfacing.	
941	Knox Regional Netball Centre - Court Renewals	\$150,000
Dobson	All works are completed.	
944	Knox Central (Former Operations Centre)	\$91,485
Dinsdale	The Auditor and consultant are working on amendments to the final report which is then anticipated to be submitted to the EPA in the coming month.	
948	Modular Building Program	\$187,343
All Wards	All works have been completed	
951	Community Toilet Replacement Program	\$446,357
All Wards	Upper Ferntree Gully (UFTG) Shopping Centre Public Toilet stakeholder engagement complete and final design expected in June for construction in early 2024/25. Carry Forward required for remaining \$200,000 of budget to fund construction of UFTG Shopping Centre Public Toilets, as well as design and Service preparations for Public Toilets at Carrington Park and Emerson Park Reserves; set for delivery in 2025/26 and 2026/27.	
961	Knox Regional Netball Centre Floodlight Outdoor Courts 5 to 8	\$6,777
Dobson	Works completed	

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Project Number	Project Name	Total Adjusted Budget
999	Lewis Park, Wantirna South - Masterplan Implementation - Stage 1 - Waterways	\$1,012,000
Dinsdale	Stage C works progressing with pedestrian bridge over creek installed in late May and wetlands boardwalk in June.	
1003	Wantirna Reserve, Wantirna - Masterplan	\$80,000
Collier	Draft Master plan approved by Council. Detail Design progressing for the delivery of Dog Park and Play Space. The Wantirna Masterplan Have 'Your Say' webpage is to be updated and reviewed by Councils Communications team, and will go live shortly.	
1054	Knox Regional Sports Park - Stages 2 and 3 (VARMS)	\$91,586
Scott	The project is now complete including the end of the defects period.	
1123	Public Tennis / Netball / Basketball Court Renewals	\$175,000
All Wards	The project is completed.	
1124	Sportsfield Fencing Renewals	\$75,000
All Wards	Works on schedule to be completed by June 30	
1173	Quarry Reserve, Ferntree Gully - Masterplan Implementation Stage 3	\$235,000
Dobson	The Quarry Reserve City Skyline Lookout is now complete and open to the public.	
1176	Solar in Community Facilities	\$287,582
All Wards	Pre-planning for solar at Rowville Community Workshop underway, with installation expected in mid June 2024.	
1180	Forest Road to Koolunga Reserve, FTG - Wetland Construction	\$386,000
Chandler	Future directions plan now complete. Currently investigating stormwater opportunities identified within the future directions plan. Survey and service proving received.	
1182	Norvel Quarry Reserve Water Quality System - Design & Construction	\$0
Baird	Concept design currently underway.	
1183	Peregrine Reserve - Wetland Construction	\$0
Taylor	Concept design currently underway.	
1184	Egan Lee Reserve - Wetland Construction	\$946,160
Scott	Integrating the proposed wetland works with the carpark works associated on nearby site, as well as similar wetland & carpark project at Gilbert Park. Contractor appointed and awaiting pre-commencement documentation. Anticipate construction to commence in June '24.	

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Project Number	Project Name	Total Adjusted Budget
1261	Wantirna Reserve - Car Park Upgrade	\$40,000
Collier	Additional Feature and level survey completed after feedback received from Open Space. Design underway and 20% complete.	
1267	Early Years Facilities - Landscaping Upgrades	\$100,000
All Wards	Minor Projects to remove unsafe fixed structures identified in the 2024 playground audit completed over the April School Holiday break. Wantirna Hub yard redevelopment plan to be completed by 30 June with any works minor works to be completed at this site.	
1281	Ferntree Gully Road, Knoxfield (O'Connor Road and Henderson Road)- Shared Path	\$40,000
Tirhatuan	Draft Lease/License Agreement has been internally reviewed. Forward draft lease to Body Corporates in June.	
1300	Parking Management Plan Implementation	\$30,000
All Wards	All signage work is complete. A Council report about the Bayswater Activity Centre Parking Management Plan is planned for June 2024.	
1308	Kevin Ave, Ferntree Gully Flood Investigation - Scoping	\$30,000
Dobson	In the process of scoping future works based on flood mapping.	
1309	1825 Ferntree Gully Road - Flood Mitigation Works	\$0
Friberg	Project funding was removed as part of the October adopted amended budget.	
1310	Flood Mitigation Reactive Complaints Upgrade Works	\$150,000
All Wards	Conyers Street works - Awaiting final invoicing. Paddock Court flood mitigation works to commence shortly.	
1311	Major Roads LED Streetlight Replacement	\$1,400,000
All Wards	The majority of funding to be carried forward to 24/25 for lighting upgrade to commence in the new financial year. Pre-installation activities such as contract negotiations with Power Authorities are underway.	
1315	Fairpark Reserve - Pavilion Upgrade (incorporating U3A extension)	\$4,363,675
Baird	Northern car park works now complete with Practical Completion imminent pending paperwork and forms. Defects rectification to building and landscape will continue through defect liability period.	
1320	Eildon Park Reserve, Rowville - Tennis Court Renewals	\$146,140
Taylor	Contract works completed. Additional tree planting scheduled to provide appropriate screening for upgraded tennis courts.	

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Project Number	Project Name	Total Adjusted Budget
1322	Glenfern Park (FTGTC) - Tennis Court Renewals - Design	\$0
Dobson	Design works completed.	
1365	Programmed Road Renewal Works from June annual Audits	\$8,500
All Wards	Expenditure on miscellaneous works has occurred and majority of funds expended.	
1386	Parks - New Tractor	\$120,000
All Wards	Council has received delivery of the new tractor which is now in operation.	
1389	Egan Lee Reserve Renewal - Top Oval Renewal	\$4,046,406
Scott	Works are progressing well and estimated to be completed in July.	
1391	Knox Hockey Facility Development	\$377,905
Collier	Maintenance and defects liability period ongoing until 23/06/2025.	
1412	Macauley Place, Bayswater - Shared Safety Zone	\$10,000
Dinsdale	Engineering feature survey complete. Engineering design to be amended to allow for "as constructed" features such as doors, slopes and surfaces.	
1413	Kings Park Reserve, Upper Ferntree Gully - Masterplan Implementation	\$89,790
Dobson	Council endorsed the draft masterplan and implementation strategy on 27 November 2023. Design commenced April 2024.	
1414	Cardiff Street - Flood Mitigation Works	\$575,000
Baird	Stage 1 construction works have been completed. Tree removal works completed. Stage 2 design currently underway.	
1415	Olivebank to Underwood & Alexander Reserve, FTG - Wetland Treatment - Scope	\$300,000
Dobson	Construction works have been completed. Final invoicing received.	
1419	Carrington Park Reserve - Stormwater Harvesting Upgrade	\$120,000
Friberg	First stage of renewal works are underway.	
1422	Gilbert Reserve - Wetland	\$985,500
Friberg	Integrating the proposed wetland works with the carpark works associated on nearby site, as well as similar wetland & carpark project at Egan Lee Reserve. Contractor appointed and awaiting pre-commencement documentation. Anticipate construction to commence in June '24.	

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Project Number	Project Name	Total Adjusted Budget
1426	The Basin Triangle Masterplan	\$30,000
Chandler	The original masterplan was put on hold to review key feedback from the community in relation to draft Masterplan and also to await key findings associated with The Basin Parking Management Plan. Council is currently reviewing both plans and is expected to commence another round of community consultation with a revised draft of The Basin Triangle Masterplan and the draft The Basin Parking Management Plan due later this year.	
1443	Faraday Street Boronia - Road Reconstruction	\$589,000
Baird	This project has been packaged as part of Road Renewal construction contract for 2023/24. Construction is complete with Practical Completion imminent.	
1462	Knox Athletics, Knoxfield - New Shade Structures	\$95,874
Friberg	The Knox Athletics shade structure is scheduled to commence mid July.	
1465	Knox Athletics, Knoxfield - Lighting to Track	\$382,182
Friberg	The Knox Park Athletics Track lighting is scheduled for completion by the end of June.	
1470	Electronic Entry to Sporting Pavilions.	\$63,000
All Wards	Works to include electronic Locking at Glenfern Park Tennis Pavilion are tied to larger renewal project. Due to scheduling issues and late alterations to designs, project is due to be delivered in first quarter of 2024/25. All remaining budget for this program in 2023/24 will be savings as a result.	
1473	Egan Lee Reserve, Knoxfield - Car Park Extension	\$430,000
Scott	Integrating the proposed carpark works with the wetland works associated on nearby site, as well as similar wetland & carpark project at Gilbert Park. Contractor appointed and awaiting pre-commencement documentation. Anticipate construction to commence in June '24.	
1474	Knox Skate & BMX Park, Knoxfield - Carpark	\$540,000
Friberg	Integrating the proposed carpark works with the wetland works associated on nearby site, as well as similar wetland & carpark project at Egan Lee Reserve. Contractor appointed and awaiting pre-commencement documentation. Anticipate construction to commence in June '24.	
1498	Pleasant Road, Ferntree Gully - Footpath Scope	\$80,000
Dobson	Survey and preliminary footpath alignment complete. Consultation with Arborist undertaken and advice received that planning permit and directors approval will be required for removal of one of the significant trees. Additional survey complete due to tree preservation after consultation with Traffic & Transport. Detailed design underway and 60% complete.	

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Project Number	Project Name	Total Adjusted Budget
1505	Mountain Highway, Boronia - Shared Path - Design	\$45,000
Chandler	Design complete. Cost estimate to be finalised.	
1515	Major Crescent Reserve, Lysterfield - Landscape Plan Implementation	\$200,000
Taylor	Request for quote has now been awarded with Contractor to commence onsite in August 2024.	
1517	Flamingo Reserve, Wantirna South - Landscape Plan	\$25,000
Collier	Detailed design is finished and will be signed off in June.	
1518	Schultz Reserve, Wantirna - Landscape Plan Implementation	\$150,000
Collier	Contractor has now commenced onsite.	
1521	Erica Avenue Streetscape Renewal	\$750,000
Baird	Construction complete and Practical Completion achieved in early April '24.	
1524	Harley Street - Road Reconstruction - Construction	\$422,892
Friberg	This project has been packaged as part of Road Renewal construction contract. Construction is complete with Practical Completion imminent.	
1525	Allister Close - Road Reconstruction - Construction	\$421,500
Friberg	This project has been packaged as part of Road Renewal construction contract for 2023/24. Construction is complete with practical Completion imminent.	
1526	The Haven - Road Reconstruction - Construction	\$161,000
Dinsdale	This project has been packaged as part of Road Renewal construction contract for 2023/24. Construction well underway with final asphaltting and linemarking works to be completed in early June.	
1527	Rickards Avenue - Road Reconstruction - Construction	\$711,108
Friberg	This project has been packaged as part of Road Renewal construction contract. Construction is complete with Practical Completion imminent.	
1528	Chandler Road - Road Reconstruction - Design	\$33,000
Chandler	Design integrated with Greenspine corridor project and Consultation with VicRoads regarding Chandler/Dorset intersection design has been completed. Detailed Design and Engineering Estimate complete with review changes underway. External Government funding application was presented to the March Boronia Renewal Board meeting, awaiting Board decision.	
1529	Knox Athletics Track Renewal & Upgrades	\$4,718,024
Friberg	The delivery of the Knox Athletics Track Renewal project is tracking well. Unspent funding to be Carry forward in 2024/25.	

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Project Number	Project Name	Total Adjusted Budget
1532	Batterham Reserve Oval 1 - Sportsfield Renewal	\$0
Chandler	Project has been cancelled as noted in Council resolution.	
1537	Bayswater Oval - Cricket Net Renewal	\$541,000
Dinsdale	We have received the relevant reports back from Melbourne and South East Water in relation to the easements. A designer has been engaged to redesign the nets around these Authorities requirements, and a concept has been reviewed by council officers with some minor changes required. Once approved the detail drawings will be prepared and Build Over Easement applications lodged with Melbourne and SE Water.	
1540	Pickett Reserve - Cricket Net Renewal	\$369,640
Baird	Project is completed.	
1541	Golf Practice Nets (Signage)	\$6,000
All Wards	Waiting on sign to arrive. Works to be completed by June 30.	
1543	Sportsfield Infrastructure program replacement	\$75,000
All Wards	Works completed	
1544	Irrigation Infrastructure Program Replacement	\$70,000
All Wards	Works on schedule to be completed by June 30	
1546	Rowville Recreation Reserve - DDA and Baby Change Facilities Upgrade	\$199,442
Taylor	Scope of work completed. Defect inspection scheduled week starting 27 May. Hand over take over 'HOTO' expected by June 24.	
1547	Kings Park (Baseball) - Floodlighting Upgrade	\$387,733
Dobson	The contractor is currently completing electrical connection work.	
1548	Guy Turner Reserve - Floodlighting Upgrade	\$290,937
Dinsdale	The contractor is currently completing electrical connection work.	
1550	Park Ridge Reserve Existing Pavilion Refurbishment	\$3,550,000
Taylor	Preparing tender documents for tendering	
1554	The Basin Community House - portico	\$43,150
Chandler	Project complete.	

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Project Number	Project Name	Total Adjusted Budget
1555	Community Facilities Signage - Upgrades	\$42,486
All Wards	Contractors are defining the type and exact location of signage at prioritised facilities.	
1556	Rose Street - Footpath Design & Construction	\$5,000
Dobson	Construction of driveway is complete.	
1557	Sundew Avenue, Iris Crescent and Herbert Street, Boronia - LATM Treatment Design	\$130,000
Tirhatuan	Construction works in Herbert St, Iris Cres and Sundew Ave are complete. Carrying forward funds to allow potential works in Cardiff St, depending on further traffic investigation and consultation.	
1558	Napoleon Road Stage 4 - Shared Path Construction	\$344,100
Taylor	Works approximately 95% complete. Final invoices to be submitted, reviewed and processed.	
1559	Upper Ferntree Gully Rail Link - Shared Path Construction	\$148,000
Dobson	Metro Trains Melbourne has reviewed the plan and provided comments and our consultant has amended the plans accordingly. Risk workshop to be held in June.	
1560	Liverpool Road west side Salvation Army to Retarding Basin - Shared Path Design	\$1,500
Chandler	Design finalised. Costing being reviewed internally for consideration of inclusion in future Capital Works Program.	
1561	Harold Street Onroad Bicycle Facilities - Design	\$0
Collier	Previous design is being reviewed. Final design will be packaged with Templeton Street road reconstruction design later in 2024/25. Potential funding of Amesbury Avenue pedestrian crossing under Safe Local Roads Program (TAC and DTP)	
1563	Stud Road Onroad Bicycle Facilities - Design	\$43,750
Tirhatuan	Additional traffic counts complete and being reviewed. Consultation with Department of Transport & Planning and community planned to occur in latter half of 2024.	
1565	Napoleon Rd - Electronic 40km/h signs at school crossings	\$79,230
Dobson	Reviewing pedestrian survey at crossing points. Information will be included in application to the Department of Transport and Planning for approval to reduce speed limit. Carry forward likely to be required given timeframes required for approval.	
1566	Brenock Park Drive Footpath and Bus Stop works	\$30,000
Dobson	Programmed for feature survey in June 2024.	

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Project Number	Project Name	Total Adjusted Budget
1567 Dobson	193 Forest Rd, Boronia Stormwater Upgrades - Design Concept design currently underway.	\$8,000
1568 All Wards	EV Charging stations in Council facilities for fleet charging Project to be deferred to 2024/25 to allow for a higher capacity/faster charger as replacement for the faulty DC fast charger at Knox Operations Centre.	\$50,000
1573 Baird	Lupton Way Future Public Art Lighting Grant funded project, carried forward as committed funds for public art lighting inclusions within the Boronia Station Vic Gov Upgrade Masterplan. Relocation of public art lighting from Lupton Way to Erica Avenue was due to Boronia Station masterplan timeline. Erica Avenue Lantern Public Art and street upgrade is now completed with the commissioning and connection to power of the Lanterns delayed to power company schedule. This should be completed late June 2024.	\$70,000
1574 Baird	Fairpark Reserve, Ferntree Gully - Cricket Net Renewal A designer has been engaged to produce detailed design drawings and specifications for the cricket nets, in order to go to tender in July. A layout plan had been produced and will be presented to the clubs before the end of May for feedback.	\$13,000
1575 Collier	Templeton Reserve, Wantirna - Cricket Net Renewal The project is completed.	\$450,360
1576 Dobson	Ambleside Homestead Upgrade Review Report received from consultants. Report provided to Council with decision on future direction of this project to be made.	\$99,808
1577 Baird	Tormore Reserve Pavilion - Facility Redevelopment Design Detailed Design nearing completion. Planning Application currently being assessed. Building Permit review completed, with comments from Building Surveyor being addressed.	\$220,000
1578 Collier	Templeton Road - Design Survey and geotechnical investigation completed. Consultation with Traffic and Transport for Harold Street Bicycle treatment completed. Design and design review complete. Finalising drafting.	\$113,000
1579 Dobson	Station Street - Road Reconstruction - Design Design completed.	\$35,000
1580 Dobson	Blackwood Park Road - Road Reconstruction - Design Survey and geotechnical investigation completed. Design underway and around 90% complete.	\$60,000

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Project Number	Project Name	Total Adjusted Budget
1581	Wally Tew Reserve Oval 1 - Sportsfield Renewal - Design	\$20,274
Dobson	The project is completed.	
1582	Lewis Park - Oval No.2 - Sportsfield Renewal - Design	\$37,073
Dinsdale	The project is completed.	
1583	Knox BMX Track Renewal Works	\$300,000
Friberg	Drainage investigations have been completed and assessed by Council and a report has been prepared. A new stormwater pit has been installed. This will improve the track drainage issues. The original design team have been engaged to revise the drainage plans. It is anticipated that we will tender the drainage plans in August next year. Club consultation continues.	
1584	Eildon Park Oval 1 - Fencing Renewal	\$65,000
Taylor	The project has been completed and handed over to the sportsfield maintenance team.	
1585	Windermere Reserve - Cricket Net Renewal - Design	\$24,000
Friberg	A designer had been engaged to produce detailed design drawings for the nets. A layout plan will be provided early June and the detailed design will be prepared based on information about construction costs and design from the development of the Fairpark plans. Designs and specifications are due by June 30.	
1586	Gilmour Park - Shade Shelter	\$50,000
Dobson	The site plan was completed and a building permit was lodged with Melbourne Water to construct the Shade shelter. We anticipate that we will receive advice in the next month.	
1587	Walker Reserve - Pedestrian Lighting	\$3,300
Scott	Completed	
1588	Carrington Park Pavilion - Design	\$110,000
Collier	Evaluating architect tender submissions	
1589	Wantirna Reserve - Pavilion Upgrade - Scope	\$19,482
Collier	The design/construction drawings and performance solutions have been completed. Along with the quantity surveyor results for construction. This stage of the project is now complete.	
1591	Wally Tew Pavilion Upgrade	\$182,004
Dobson	The revised concept plan is being circulated to the stakeholders for further feedback.	
1592	Bayswater Oval - Floodlighting Upgrade	\$250,000
Dinsdale	Lights commissioned and being used by the clubs.	

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Project Number	Project Name	Total Adjusted Budget
1593	Windermere Reserve - Floodlighting Upgrade	\$300,000
Friberg	Light commissioned and being used by the clubs	
1594	Egan Lee Lighting Upgrade	\$300,000
Scott	Project complete	
1595	Knox City Tennis Courts - LED Lighting Upgrades	\$140,000
Dinsdale	Exploring the option of installing a different lighting manufacturer.	
1596	Stud Park Reserve - Car Park Upgrade - Design	\$35,000
Tirhatuan	Survey and Geotech completed. Scope confirmed detailed design underway and 70% complete.	
1597	Carrington Park (Tennis/Scouts) - Car Park Upgrade - Design	\$35,000
Friberg	Carpark design to be integrated with extension of access road and squash court development - working with MIU on requirements and timing. Design completed and to be delivered in 2024/25.	
1598	Knox Park Reserve - Car Park Upgrade	\$35,000
Friberg	Consultation with Club and Traffic & Transport complete. Design 90% complete and design review underway.	
1599	Knox Regional Netball Centre - Wayfinding Signage	\$80,000
Dobson	All external and internal wayfinding signage has been installed and completed and has received very positive feedback from the users.	
1600	Knox Regional Netball Centre - Outdoor Scoreboards - Courts 1 to 18	\$15,000
Dobson	This project is not proceeding as noted in Council resolution.	
1601	Rowville Community Centre Hall2 Line Marking Redesign	\$10,000
Tirhatuan	This project is not proceeding	
1602	Make safe storage rooms across all children & family centres	\$100,000
All Wards	Works have not commenced	
1603	The Basin Senior Citizens Hall - Upgrade	\$35,000
Chandler	Project complete.	

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Project Number	Project Name	Total Adjusted Budget
1604	HV Jones Pavilion - fit for purpose upgrade	\$25,000
Friberg	Carpet replaced with vinyl to enable arts activities, and all internal brick walls were patched and painted to provide a fresh and clean environment. All works completed.	
1605	Carrington Park Multi-Purpose Hub - Wall Mirror Install	\$5,634
Friberg	Works Completed	
1606	Boronia Progress Hall - access ramp	\$10,000
Baird	Design Complete.	
1607	Cypress Avenue east side between 37 Cypress Ave and Boronia Rd - Footpath	\$300,000
Baird	Construction commenced and anticipate to complete by June '24.	
1608	Olive Grove north side Dorset Road and Albert Ave - Footpath - Design	\$40,000
Chandler	Title re-establishment and feature & level survey completed. Concept plan prepared and feedback from Traffic & Transport received. Design has commenced and is 60% complete.	
1609	Mount View Road south side between Dawson Street and Willow Road - Footpath	\$11,200
Dobson	Scope complete.	
1610	Musk Gr west side between Hilltop Rd and Glass Rd - Footpath	\$10,000
Dobson	Location assessed. Any path design will not be Disability Discrimination Act accessibility compliant. Project will not proceed.	
1611	Oak Avenue between Dorset Road and Range view Road - Footpath - Design	\$8,800
Chandler	Scope complete.	
1612	Wyandra Way, Rowville - LATM Treatment	\$15,000
Friberg	Concept design to be developed.	
1613	Wellington Road between Pinehill Drive - Napoleon Road Shared Path	\$25,693
Taylor	Survey complete. Design underway and 20% complete.	
1614	Scoresby Road/Victoria Road/Devenish Road intersection - Redesign	\$54,000
Baird	Road Safety Audit submitted for review. Preparing response to DTP including Road safety Audit and Public Lighting Assessment.	
1615	Barmah Drive West - Line and Intersection Treatments	\$60,000
Collier	Construction 95% complete.	

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Project Number	Project Name	Total Adjusted Budget
1616	Burwood Hwy - Stud Rd to The Knox School - Shared path lighting	\$60,000
Collier	The installation of lights is 80% complete by Ausnet. Works scheduled for completion by the end of June.	
1617	Turramurra Drive - Kerb outstands at Arcadia Park	\$60,000
Tirhatuan	Design completed and quotation evaluation underway. Anticipate to commence work in early June and complete by June '24.	
1618	Railway Parade - Street Light Improvements	\$25,000
Dinsdale	Ausnet requires pre-payment to carry out the works. Construction is dependent on Ausnet contractor availability.	
1619	Teddington Way (At Brentwood Drive) - Splitter Island	\$10,000
Collier	Works complete.	
1620	High Street Road Bus Stop Connections	\$55,000
Collier	Survey completed. Consultation with VicRoads and property owner underway. Design completed and review undertaken with minor design alterations to follow pending outcome of consultation.	
1621	Dog Park Lighting	\$36,260
All Wards	Lighting has been installed and the project is now complete.	
1622	Bayswater Oval (Marie Wallace) - Stormwater Harvesting Upgrade	\$220,000
Dinsdale	Design completed by contractor and quote for installation of Gross Pollutant Trap received. Exploring alternative options within Concept Design to identify the most viable solution.	
1623	Liberty Avenue Reserve Wetland/ Harvesting System	\$12,840
Taylor	Concept design currently underway.	
1624	Green spine Corridor (Chandler Road) - Design	\$68,307
Chandler	Consultation with VicRoads regarding Chandler/Dorset intersection design completed. Design integrated with Chandler Road road renewal project and Consultation with VicRoads regarding Chandler/Dorset intersection design has been undertaken. Detailed Design complete with review changes underway. External Government funding application was presented to the March Boronia Renewal Board meeting, awaiting Board decision.	
1625	Boronia Basketball stadium demolition	\$50,000
Baird	The methodology design report is currently under progress, which will be used as basis for tendering for the demolition contractor.	

Knox City Council Project Status Report

04-Jun-2024

Project Number	Project Name	Total Adjusted Budget
1626	Boronia Park Master Plan Implementation	\$50,000
Baird	Internal meeting held, working closely with storm-water and the Major Initiatives Team to accommodate flood management works and basketball stadium demolition	
1627	Boronia Park Retarding Basin Flood Management Works	\$26,900
Baird	Council has awarded the works. The contractor will undertake analysis modelling scenario and provide Council with a suitable solution to rectify flood issues at this site. Initial report has been received and is under review.	
1628	Boronia Wayfinding Strategy	\$120,000
Baird	Council has completed detailed analysis and selection of sites where signage will be implemented. Design of signage and procurement has been completed. Council contractor has signage fabrication and installation underway to be completed by June.	
1629	Community Planning to support Boronia railway station development	\$100,000
Baird	Workshop held with Department of Transport and Planning in November 2023.	
1630	Chandler Park Reserve Flood Lighting	\$300,000
Chandler	Light commissioned and being used by the clubs	
1631	Carrington Park - Squash Court	\$623,242
Friberg	Fire watermain installed and functional. Final Certifications and site clean occurring.	
1632	Knox Leisureworks - Strategic Review	\$150,000
Baird	Project brief being developed in conjunction with Councils Major Initiatives Unit.	
1633	Westfield Library (Permanent) - Furniture Fit Out	\$213,113
Collier	Completed	
1634	Carrington Park Squash Court Contribution	\$1,499,727
Friberg	Practical Completion granted for building extension. Minor landscaping works underway to complete project.	
		Total:\$75,456,708

9 Supplementary Items

10 Notices of Motion

10.1 Notices of Motion No. 150 Rates

The following notice of motion was lodged by Councillor Pearce in accordance with Council's Governance Rules:

I hereby give notice that it is my intention to move the following motion at the Council Meeting on 26 June 2024:

That Council resolve:

1. To note the Proposed Budget 2024/25 anticipates that financial years 2024/25, 2025/26, 2026/27 and 2027/28 will be in line with the rate cap.
2. To note the Proposed 2024-25 Budget presented to Council on 22 April 2024 does not allocate any resources towards the [planning or] preparation of an application for a rate cap variation.

10.2 Notice of Motion No. 151 Waste Collection

The following notice of motion was lodged by Councillor Cooper in accordance with Council's Governance Rules:

I hereby give notice that it is my intention to move the following motion at the Council Meeting on 24 June 2024:

That Council resolve to receive a report by February 2025 (unless deferred in consultation with the Mayor) which:

1. Provides an update regarding the implementation of procedures enabling the community to select a bin size option (80L, 120L, 240L) which best meets their diverse needs within each of the current collection streams and frequencies (fortnightly general waste collection, fortnightly recyclables collection and weekly organic waste collection).
2. Explores the feasibility of introducing weekly residential kerbside recycling service immediately before and after Christmas and New Year's Days; to accommodate the peak seasonal needs for residential recycling.
3. Explores the feasibility of introducing procedures and systems for Renters of residential properties to be able to determine and pay for their preferred Kerbside bin services, if agreement cannot be reached with a Landlord and the service funded via the Landlord's rates is insufficient.
4. Provides an update to the Community regarding Knox Council's progress towards a soft plastics solution; including bench marking solutions currently offered by neighbouring local governments and whether Knox is in a position to replicate these offerings.
5. Facilitates consideration of tendering a new contract for general waste collection providing an additional fortnightly waste collection service to that provided under Contract 3149 (Kerbside Bin Based Collection Services) and provided on an alternate fortnightly basis to the existing service; including relevant timelines.
6. Provides a progress report on the Kerbside reforms, service outcomes delivered to the community and the effectiveness of the special consideration request and additional service supports; and note this resolution amends the previous decision of Council at the April 2024 Council meeting (Item 10.1, Resolution D) which requested a progress report by April 2025.

11 Urgent Business

12 Questions Without Notice

13 Confidential Items