

# AGENDA

## Mid Month Meeting of Council



To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 13 October 2025 at 7:00 PM

This meeting will be conducted as a hybrid meeting

## Order of Business

1 Apologies And Requests For Leaves Of Absence .....	3
2 Declarations Of Conflict Of Interest.....	3
3 Confirmation Of Minutes .....	3
4 Officer Reports.....	4
4.1 Minor Grants Program and Emergency Relief Fund 2025-26 Monthly Report and Individual Excellence Grants Update (Quarter 1) .....	4
4.2 Revised Instruments of Delegation to Members of Council Staff - October 2025.....	32
4.3 Councillor Expenses and Support Policy Incorporating Response to Notice of Motion No. 173 - Connecting Council with the Knox Community (Ward Meetings) .....	84
5 Notices Of Motion .....	125
6 Supplementary Items.....	125
7 Urgent Business .....	125
8 Confidential Items.....	125

Bruce Dobson  
Chief Executive Officer

## 1 Apologies And Requests For Leaves Of Absence

## 2 Declarations Of Conflict Of Interest

## 3 Confirmation Of Minutes

Confirmation of Minutes of Mid Month Meeting of Council on Monday 8 September 2025.

## 4 Officer Reports

### 4.1 Minor Grants Program and Emergency Relief Fund 2025-26 Monthly Report and Individual Excellence Grants Update (Quarter 1)

<b>Final Report Destination:</b>	Mid-Month Council
<b>Paper Type:</b>	For Decision
<b>Author</b>	Coordinator Community Partnerships and Inclusion, Marni Ford & Eleonore Smith, PA to Mayor and Councillors
<b>Manager:</b>	Manager Community Strengthening, Kerry Jansons & Andrew Dowling, Manager Governance and Risk
<b>Executive:</b>	Director Connected Communities, Judy Chalkley & Matt Kelleher, Acting Director Customer and Performance

#### SUMMARY

This report summarises the grant applications recommended for approval in October 2025 for the 2025-26 Minor Grants Program and Emergency Relief Fund. All applications have been assessed against the criteria set out in the Knox City Council Community Grants Guidelines 2025-2026 (the Guidelines).

Applications under the Minor Grants Program are limited to a maximum of \$2,500.00 within the current financial year.

Applications under the Emergency Relief Fund are limited to \$20,000.00 within the current financial year.

This report also summarises the Excellence Grants for Individuals awarded in Quarter 1 of the 2025-2026 financial year. Under the Excellence Grants for Individuals Program, applicants who are selected to represent either Victoria or Australia in a competitive endeavour or an elite performance may receive funding assistance of \$150.00 for events within Victoria, \$250.00 for interstate events and \$400.00 for international events.

#### RECOMMENDATION

That Council resolve to:

1. Approve eight applications under the Minor Grants Program for a total of \$14,830.55 (excluding GST) as detailed below:

Minor Grants Program				
Applicant Name	Project Title	10% Contribution for Equipment	Amount Requested (inc. GST)	Amount Recommended (excl. GST)
Outer East Foodshare Inc.	<b>Better Safety for Volunteers</b> Funding is being sought to purchase safety equipment to be worn by volunteers, including steel capped boots, high vis vests, aprons and safety gloves.	\$710.90	\$2,500.00	\$2,272.73 (lesser amount due to GST)

Minor Grants Program				
Applicant Name	Project Title	10% Contribution for Equipment	Amount Requested (inc. GST)	Amount Recommended (excl. GST)
Women with Disabilities Victoria	<b>Women with Disabilities Victoria Presents: Disability and Defiance</b> Funding is being sought to host a community film screening of the film "Defiant Lives" for 16 Days of Activism Against Gendered Violence and International Day of People with Disability.	NA	\$2,500.00	\$2,272.73 (lesser amount due to GST)
Friends of Koolunga Native Reserve Inc.	<b>Equipping Local Community to Help Improve Knox's Biodiversity</b> Funding is being sought to purchase gardening and safety equipment, including digging, weeding, lopping and pruning tools, to support volunteers to remove weeds and plant new native plants in Koolunga Native Reserve and along the Blind Creek Trail.	\$173.09	\$1,557.78	\$1,416.16 (lesser amount due to GST)
St Stephen's Anglican Church Bayswater	<b>We Give Because We Care</b> Funding is being sought to purchase 40 hampers for families at two local primary schools to be given at the discretion of the Principal and Welfare Officer.	NA	\$2,000.00	\$1,818.18 (lesser amount due to GST)
Rowville Eagles Football Club	<b>Kitchen Supplies</b> Funding is being sought to purchase essential kitchen supplies, including pie warmer, microwave, food display and grill.	\$271.80	\$2,446.20	\$2,446.20
Knox Obedience Dog Club Inc.	<b>Agility Spread Jump</b> Funding is being sought to purchase an agility spread jump to be used in both training and trial environments.	\$130.00	\$750.00	\$750.00
Mahjong Social Group (Auspiced	<b>Mahjong Connection – East meets South</b> Funding is being sought to purchase Mahjong equipment	\$250.00	\$2,500.00	\$1,954.55 (lesser amount due to GST) Lesser amount due to the organisation

Minor Grants Program				
Applicant Name	Project Title	10% Contribution for Equipment	Amount Requested (inc. GST)	Amount Recommended (excl. GST)
by Coonara Community House Inc.)	including Mahjong set, mat, tables, chairs, dolly for chairs and registration table. Funding is also being sought for stationery, marketing and promotion of the inclusive community group that brings people together through the shared enjoyment of Mahjong.			requesting trophies and cleaning products, which are both ineligible items as outlined in the Grant Guidelines
Sri Lanka Inter-Campus Seniors Association	<b>Seniors Fun Evening</b> Funding is being sought to hold a fun night for seniors of Sri Lankan origin. The night will include trivia, sing along sessions, traditional dinner and Baila dancing session.	NA	\$1,900.00	\$1,900.00
<b>Total</b>			<b>\$16,153.98</b>	<b>\$14,830.55</b>

2. Refuse three applications under the Minor Grants Program requesting a total of \$7,500 as detailed below:

Minor Grants Program			
Applicant Name	Project Title	Amount Requested	Reason for ineligibility
Girls Guides Victoria	Polish Girl Guide Hall Floor	\$2,500.00	Funding is being sought to polish the Girl Guide Hall, which is deemed maintenance and therefore ineligible under the Guidelines.
Ferntree Gully Arts Society Inc.	New flooring (to cover existing flooring)	\$2,500.00	Funding is being sought to install new flooring, which is deemed operational and therefore is ineligible under the Guidelines.
Knox Ramblers Walking Group	Walker's uniforms	\$2,500.00	Funding is being sought to purchase uniforms. The organisation has sought and received funding for the same items for the previous two years and therefore cannot request funding for a third year as outlined in the Guidelines.
<b>Total</b>		<b>\$7,500.00</b>	

3. Note that should the recommended Minor Grants be approved by Council, the remaining budget for 2025-26 will be \$102,253.80 after GST adjustments.
4. Note that there have been no applications for the Emergency Relief Fund, the remaining Emergency Relief Fund budget for 2025-26 is \$11,531.81 after GST adjustments.
5. Note the Excellence Grants for Individuals awarded in Quarter 1 of the 2025-2026 financial year as set out in Attachment 2, with a total value of \$3,950.00.

## **1. DISCUSSION**

### **1.1 Minor Grants Program**

#### **1.1.1 Background – Minor Grants Program**

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

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

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

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

Applications are assessed against criteria specified in the Community Grants Guidelines (approved in May 2025), to determine the eligibility of the applicant organisation and the eligibility of the grant application.

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

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

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

#### **1.1.2 Applications Recommended for Approval – Minor Grants Program**

Eleven applications have been assessed this month, requesting grants totaling \$23,653.98 (including GST). Of the 11 applications, eight are recommended for approval. A summary of the projects recommended is in Attachment 1.

### **1.1.3 Applications Recommended for Refusal – Minor Grants Program**

Three applications are recommended for refusal, requesting grants totaling \$7,500.00:

- Girl Guides Victoria, to polish the floor at their hall. Polishing the floor is ineligible as this is deemed maintenance. The Guidelines state that grant funds cannot be used for operating expenses such as maintenance.
- Ferntree Gully Arts Society Inc., to cover the existing floor in the gallery and foyer. This is ineligible as it is deemed operational. The Guidelines state that grant funds cannot be used for operating expenses.
- Knox Ramblers Walking Group, to purchase uniforms for the Walking Group. The Group has been funded for this project in the previous two years. The Guidelines state that grant funds cannot be used for recurring applications for the same project that has been approved for two previous consecutive financial years.

## **1.2 Emergency Relief Fund**

### **1.2.1 Background – Emergency Relief Fund**

The Emergency Relief Fund addresses short-term, essential support needs for Knox residents by providing better support to local organisations that provide these services. This includes food, bedding, clothing, vouchers, medication and other vital services that address immediate and essential needs of individuals requiring support in Knox.

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

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

Applications are assessed against criteria specified in the Community Grants Guidelines.

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

There have been no applications for the Emergency Relief Fund in October. The remaining Emergency Relief Fund budget for 2025-26 is \$11,531.81 after GST adjustments.

## **1.3 Excellence Grants for Individuals**

This report also presents to Council for noting, expenditure under the Excellence Grants for Individuals Program for Quarter 1 of 2025-2026.

The Excellence Grants for Individuals Program is administered by the Governance and Risk Department and has an allocation of \$10,000 per financial year which provides funding to eligible Knox residents to assist with the costs of competing or performing at a State, National or International level in the following areas:



- Sport and recreation;
- Education;
- Arts and culture; and
- Environmental and/or humanitarian initiatives.

Applications are assessed against the eligibility and exclusion criteria in accordance with the Excellence Grants for Individuals Policy to determine their eligibility. The Policy, together with Council's Grant Framework Policy sets out an open and transparent grant program that meets the principles of good governance and is compliant with the requirements of the Local Government Act 2020. In accordance with the Policy, applications for funding are determined by the Chief Executive Officer or their delegate.

For Quarter 1, 2025-2026, there have been 14 successful applications for a total value of \$3,950.00. Excellence grants were awarded for 3 international and 11 interstate events. A summary of the grants is included at Attachment 2.

## **2. ENGAGEMENT**

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

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

The Guidelines specify assessment can occur by the Chief Executive Officer, or delegate, and make recommendation for Council's determination.

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

## **3. SOCIAL IMPLICATIONS**

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

The Emergency Relief Fund addresses short-term, essential support needs for Knox residents by providing better support to local organisations that provide these services. This includes food, bedding, clothing, vouchers, medication and other vital services that address immediate and essential needs of individuals requiring support in Knox.

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

#### 4. CLIMATE CHANGE CONSIDERATIONS

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

#### 5. ENVIRONMENTAL CONSIDERATIONS

There are no environmental considerations associated with this report.

#### 6. FINANCIAL & RESOURCE IMPLICATIONS

##### 6.1 Budget - Minor Grants Program

The approval of Minor Grants is managed within Council's adopted budget. The 2025-26 budget provides \$156,696.00 for the Minor Grants Program.

Funding commitments to date are summarised below:

Yearly Summary 2025-26	Total Amount Approved at Council Meeting (Excluding GST)
July	\$13,039.83
August	\$14,174.01
September	\$12,515.08
October	\$
November	\$
December	\$
January	\$
February	\$
March	\$
April	\$
May	\$
<b>Totals (Year to Date)</b>	<b>\$39,728.92</b>

It has come to light that following the approval of the September Minor Grant Report, one group has now been identified as not being registered for GST. The amount approved by Council was \$909.09 but should have been \$1,000.00, leaving an adjustment of \$90.91.

Recommended applications for the October period total \$14,830.55 (excluding GST).

If approved as recommended, the remaining Minor Grants budget for 2025-26 will total \$102,253.80 after GST adjustments. This includes amounts of \$90.91 for GST adjustment and \$208.18 of returned unspent grant funds in September through the acquittal management process.

##### 6.2 Budget – Emergency Relief Fund

The approval of the Emergency Relief Fund is managed within Council's adopted budget. The 2025-26 budget provides \$100,000.00 for the Fund.

Funding commitments to date are summarised below:

<b>Yearly Summary 2025-26</b>	<b>Total Amount Approved at Council Meeting (Excluding GST)</b>
July	\$18,181.82
August	\$59,377.28
September	\$10,909.09
October	\$
November	\$
December	\$
January	\$
February	\$
March	\$
April	\$
May	\$
<b>Totals (Year to Date)</b>	<b>\$88,468.19</b>

There have been no applications for the Emergency Relief Fund in October. The remaining Emergency Relief Fund budget for 2025-26 is \$11,531.81 after GST adjustments.

### **6.3 Budget – Excellence Grants for Individuals**

The Excellence Grants for Individuals are managed within Council's adopted budget which provides \$10,000.00 for grants annually. In accordance with the Excellence Grants for Individuals Procedure, the budget is distributed equally across the 12 months of the financial year. The remaining Excellence Grants budget for 2025-2026 is \$6,050.00.

## **7. RISKS**

Any risks associated with administering the Minor Grant Program, Emergency Relief Fund and Excellence Grants for Individuals Program are managed through the implementation of Council's Grant Framework Policy, the Guidelines, and Excellence Grants for Individuals Procedure. All Minor Grants, Emergency Relief Fund and Excellence Grants must be acquitted, and evidence of expenditure must be provided by the organisation.

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

In accordance with the Guidelines, applications for funding have been assessed by the Chief Executive Officer, or their delegate, for Council or delegate approval as appropriate.

## **8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029**

### **Enhancing community connection to vital services and resources**

Strategy 1.3 - Local businesses and our economy are strong and resilient and there are increased employment opportunities through development, attracting investment, embracing technology and innovation, and advocacy.

Strategy 1.4 - Access to affordable and nutritious food is enhanced through advocacy and working in partnership with relevant organisations to raise awareness and promote available community programs.

Strategy 1.5 -Our community's health and wellbeing is improved through proactive planning, delivery, partnerships and advocacy that enable access to services, education and programs.

**Embracing connection, inclusion and diversity**

Strategy 2.1- Our community's diverse needs are addressed by ensuring equity and inclusion are considered in decision making and strategic planning.

Strategy 2.2 - Cultural diversity is celebrated through assisting, participating in, facilitating and delivering accessible programs, initiatives and events in partnership with our community, community groups and service providers.

Strategy 2.3 - Our community is supported to thrive during all stages of life through the promotion and provision of services, advocacy and partnerships with local service providers.

Strategy 2.4 - There are opportunities for social connection and active living through planning, provision of facilities, program delivery and support for local groups.

**Leading, listening and governing responsibly**

Strategy 4.1 - Council demonstrates its accountability through transparent and responsible decision-making and working together productively.

Strategy 4.2 - Our diverse community is informed and has opportunities to participate and provide feedback through clear and meaningful communication and engagement,

Strategy 4.3 - Council services are efficient and optimised through ongoing improvement, and focused investment in innovation, technology and capability.

Strategy 4.4 - The changing needs of our community are met through informed policy and strategy that maximises value, collaboration and partnerships with other councils and local organisations.

Strategy 4.5 - Council is financially sustainable through long-term strategic, financial and asset planning, and the responsible prioritisation, allocation and use of resources.

**Being a strong voice for safety**

Strategy 5.3 - Our community is more secure, connected and feel less isolated through planning, partnerships, advocacy and targeted support for our most vulnerable.

Strategy 5.4 - People feel safe in their homes and in the community through the development of partnerships, planning and promotion of programs, services and education that focus on connection, safety and respect.

Strategy 5.5 - Our community is resilient in the face of emergencies through planning, education, emergency response and support.

**Planning our future city**

Strategy 6.1 - There is improved access to a diverse range of housing options through effective planning, advocacy, and identifying opportunities for social and affordable housing supply.

Strategy 6.2 - High quality, integrated community services and facilities are available through planning and design that responds to population growth and our community's changing needs.

Strategy 6.3 - Our community's expectations and aspirations for housing development and land use are considered through planning, advocacy, partnerships and decision making.

**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 - Minor Grants Program Application Extraction October 2025 [**4.1.1** - 16 pages]
2. Attachment 2 - Excellence Grants for Individuals Q1 2025 2026 [**4.1.2** - 2 pages]

**Minor Grant Program Applications**  
October 2025

## 2526-MGP063

### Outer East Foodshare Inc.

<b>Application ID</b>	2526-MGP063
<b>Organisation Name</b>	Outer East Foodshare Inc.
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Better safety for volunteers
<b>Project Start Date</b>	20/10/2025
<b>Project End Date</b>	17/11/2025

<b>Request Details</b>	<p>OEF operates, on a daily basis, two refrigerated vans that collect large amounts of food from supermarkets, partner agencies and other sources. This food is stored and sorted at the hub before being distributed to local food relief agencies.</p> <p>The provision of steel-capped safety boots will assist in preventing foot injuries in performing these tasks, especially when working in busy loading docks with pallet-trolleys, semi-trailers, and fork-lifts.</p> <p>High visibility vests will help to provide a much safer environment for our volunteer drivers and hub volunteers, ensuring they are easily visible.</p> <p>Hub volunteers have the task of using a kitchen to process rescued food to ensure that only edible food is delivered to agencies for distribution to community members.</p> <p>The provision of safety gloves will improve the safety of volunteers tasked with using knives and other kitchen utensils. The provision of clean aprons improves the hygienic handling of food.</p>		
<b>Community Benefit</b>	<p>The 2022 Foodbank independent analysis pointed to a 167,000+kg annual grocery deficit in Knox and this deficit is likely to be now much higher due to the considerably increased cost of living.</p> <p>OEF has secured a five-year lease from Knox City Council which has enabled OEF to invest to expand our capacity at the hub to process and store much-needed food for Knox residents and the larger community.</p> <p>OEF is increasing its sources of food, increasing capacity to store refrigerated and frozen food, and supplying an increasing number of food relief agencies, around 16 tonnes of food per month.</p> <p>The benefit will be the ability to help more families suffering from food stress.</p> <p>This grant will ensure the OHS of our many volunteers in line with best food safety practices. This grant will be of considerable help to those in the community suffering from food stress.</p>		
<b>Total Beneficiaries</b>	7,000	<b>Total Project Cost</b>	\$ 3,210.90
<b>Knox Beneficiaries</b>	4,000	<b>Total Amount Requested</b>	\$ 2,500.00

**Minor Grant Program Applications**  
October 2025

**Total Project Income**

Income Description	Income Amount
OEF Inc Fund raising	\$ 710.90
Knox City Council grant	\$ 2,500.00
<b>Total Income</b>	<b>\$ 3,210.90</b>

**Total Project Expenditure**

Expenditure Description	Expenditure Amount
Safety equipment (hi-vis vests, aprons, safety boots, safety gloves, apron printing)	\$ 3,210.90
<b>Total Expenditure</b>	<b>\$ 3,210.90</b>

**What specifically the grant is funding**

Expenditure Description	Expenditure Amount	10% Co-Contribution Requirement (only if requesting equipment)	Co-Contribution Reflected in Project Income?
Hi Vis Vests (no branding), Aprons, Steel-capped Safety Boots and a contribution towards Safety Gloves	\$ 2,500.00	\$ 250.00	Yes
<b>Total</b>	<b>\$ 2,500.00</b>	<b>\$ 250.00 - minimum amount required</b>	<b>\$ 710.90 – exceeds minimum required</b>

**Minor Grant Program Applications**  
October 2025

## 2526-MGP064

### Women With Disabilities Victoria

<b>Application ID</b>	2526-MGP064
<b>Organisation Name</b>	Women With Disabilities Victoria
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	WDV Presents: Disability and Defiance, A Community Film Screening for the 16 Days of Activism Against Gendered Violence and International Day of People with Disability
<b>Project Start Date</b>	03/11/2025
<b>Project End Date</b>	08/12/2025

<b>Request Details</b>	<p>WDV's Melbourne Outer East Hub has proposed a film screening to acknowledge the 16 Days of Activism Against Gendered Violence and the lead up to International day of People with Disability. Our goal is to host a public screening featuring movies with authentic disability representation with a focus on activism, representation and celebration.</p> <p>The event will:</p> <ul style="list-style-type: none"> <li>- Empower women and gender diverse people with disability by seeing themselves represented in dynamic ways on screen.</li> <li>- Empower hub members to co-design and have active participation in the event.</li> <li>- Empower allies with diverse representations of women and gender diverse people with disabilities.</li> <li>- Highlight the over-representation of women and gender diverse people with disability who experience gendered and ableist violence.</li> </ul> <p>The feature will be Defiant Lives (2017) a film that highlights disabled activists and the disability rights movement. We also hope to showcase works from Busstop Films.</p>		
<b>Community Benefit</b>	<p>Open to Hub members and the public the in-person event will provide a unique opportunity for locals with and without disability to come together in a positive shared experience. Hosted at a local venue and utilising local vendors the event will showcase the Knox community. The event will bring awareness to the 16 Days of Activism Against Gendered Violence, and the International Day for People with Disabilities. Community members will be provided learning opportunities through robust panel discussion and q&amp;as on the topic of disability, ableism and activism. Community members will learn from the lived experience of experts from the local community. Members of WDV's outer eastern Hub will gain experience in project and event management. The majority of Hub members are currently Knox residents.</p>		
<b>Total Beneficiaries</b>	200	<b>Total Project Cost</b>	\$ 5,690.00
<b>Knox Beneficiaries</b>	150	<b>Total Amount Requested</b>	\$ 2,500.00



**Minor Grant Program Applications**  
October 2025

**Total Project Income**

Income Description	Income Amount
WDV Contribution	\$ 3,190.00
Knox Council	\$ 2,500.00
<b>Total Income</b>	<b>\$ 5,690.00</b>

**Total Project Expenditure**

Expenditure Description	Expenditure Amount
Film screening licence: Bus stop films	\$ 1,500.00
Venue	\$ 1,140.00
Film screening licence: Defiant Lives	\$ 330.00
Hire of Hoist	\$ 170.00
Catering	\$ 750.00
Support Worker	\$ 500.00
Auslan Interpreters	\$ 1,000.00
printing and admin	\$ 300.00
<b>Total Expenditure</b>	<b>\$ 5,690.00</b>

**What specifically the grant is funding**

Expenditure Description	Expenditure Amount	10% Co-Contribution Requirement (only if requesting equipment)	Co-Contribution Reflected in Project Income?
Knox Community Arts Centre Hire and a contribution towards Bus Stop Films Licence	\$ 2,500.00	N/A	N/A
<b>Total</b>	<b>\$ 2,500.00</b>	<b>N/A</b>	<b>N/A</b>

**Minor Grant Program Applications**  
October 2025

## 2526-MGP065

### Friends of Koolunga Native Reserve Inc

<b>Application ID</b>	2526-MGP065
<b>Organisation Name</b>	Friends of Koolunga Native Reserve Inc
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Equipping local community to help improve Knox's biodiversity and connect on common goals
<b>Project Start Date</b>	01/11/2025
<b>Project End Date</b>	31/05/2026

<b>Request Details</b>	<p>Our group needs to purchase new hand tools to continue supporting working bees in Knox Council's Koolunga Native Reserve and along the Blind Creek Trail, where volunteers remove invasive weeds, plant new native plants and run education sessions.</p> <p>Our existing tools have worn out through old age and wear and tear and community working bees consistently have increasing numbers of volunteers so there's not enough for us to be as effective as we could.</p> <p>We also support other volunteer groups tools with tools when they are short, like the Friends of Blind Creek Billabong that are working to start a new regular community working bee day.</p> <p>Having enough tools in good working order results in more opportunities for members of the community to participate and have a positive impact in their local area.</p>		
<b>Community Benefit</b>	<p>Regular community activities bring together people from diverse cultural backgrounds and generations with the common objective to maintain and enhance local natural environment.</p> <p>These activities include revegetation planting where native vegetation has been lost from prior land management practices, re-introducing threatened plant species to areas they have been lost, removing invasive weeds that have established or are newly established, reducing hazards to members working in these areas.</p> <p>These activities contribute to improving the creek corridors along the Wayut Creek and Blind Creek for wildlife to thrive as well as preserving our environmental heritage for future generations.</p> <p>We want to include tools that will make activities more accessible for our ageing volunteers eg. a cart to carry tools on-site and secateurs that are designed to need less hand strength to use than basic models.</p>		
<b>Total Beneficiaries</b>	55	<b>Total Project Cost</b>	\$ 25,730.87
<b>Knox Beneficiaries</b>	40	<b>Total Amount Requested</b>	\$ 1,557.78

**Minor Grant Program Applications**  
October 2025

**Total Project Income**

Income Description	Income Amount
This grant	\$ 1,557.78
In kind contribution - monthly activities - Friends of Koolunga Native Reserve	\$ 14,400.00
In kind contribution - monthly activities - Friends of Blind Creek Billabong	\$ 9,600.00
Cash co-contribution	\$ 173.09
<b>Total Income</b>	<b>\$ 25,730.87</b>

**Total Project Expenditure**

Expenditure Description	Expenditure Amount
Equipment and safety (digging/weeding/pruning/lopping tools, cart, safety equipment)	\$ 25,730.87
<b>Total Expenditure</b>	<b>\$ 25,730.87</b>

**What specifically the grant is funding**

Expenditure Description	Expenditure Amount	10% Co-Contribution Requirement (only if requesting equipment)	Co-Contribution Reflected in Project Income?
Digging tools, Weeding tools, Pruning tools, Cart, Lopping tools and a contribution towards Safety equipment.	\$ 1,557.78	\$155.78	Yes
<b>Total</b>	<b>\$ 1,557.78</b>	<b>\$ 155.78 - minimum amount required</b>	<b>\$ 173.09 – exceeds minimum required</b>

**Minor Grant Program Applications**  
October 2025

## 2526-MGP066

### St Stephen's Anglican Church Bayswater

<b>Application ID</b>	2526-MGP066
<b>Organisation Name</b>	St Stephen's Anglican Church Bayswater
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	We Give Because We Care
<b>Project Start Date</b>	14/10/2025
<b>Project End Date</b>	31/12/2025

<b>Request Details</b>	Each year St Stephen's give Hampers - 20 Spring and 20 at Christmas to two local Primary schools to be given at the discretion of the Principal and Welfare Officer. In Spring the Hamper takes the form of a voucher to purchase vegetables and meat ( 20 vouchers at \$50 each ) and the Christmas Hamper provides food items, a vegetable and meat voucher (20 vouchers at \$50 each) and a voucher for general grocery items (these vouchers are restricted) The food items and the extra cost of a general grocery item voucher are covered by generous donations from parishioners and any shortfall from parish funds. A Grant from Knox Council would assist in the purchase of vouchers from Farmer Joe's.		
<b>Community Benefit</b>	These Hampers are a reflection of our parish - Together in God, Church and Community. Not only are we giving but we are lovingly giving. The community benefit is that families are selected by the Principal/Welfare Officer - they are truly families in need in our local community. A total of 20 Knox families receive a Spring Hamper and a total number of 20 Knox families receive a Christmas Hamper. The Christmas Hamper might be the difference that allows a family to put a Christmas Dinner on the table. These families may or may not receive assistance through other welfare groups but these Hampers show that we care.		
<b>Total Beneficiaries</b>	160	<b>Total Project Cost</b>	\$ 3,000.00
<b>Knox Beneficiaries</b>	160	<b>Total Amount Requested</b>	\$ 2,000.00

#### **Total Project Income**

<b>Income Description</b>	<b>Income Amount</b>
\$ 2,000 - Grant Knox Council	\$ 2,000.00
\$ 1,000 - Parish Donation	\$ 1,000.00
Lions Club - Donations of Christmas Cakes and Christmas Puddings	
Donations of non-perishable food items from parishioners	
<b>Total Income</b>	<b>\$ 3,000.00</b>

**Minor Grant Program Applications**  
October 2025

**Total Project Expenditure**

Expenditure Description	Expenditure Amount
2,000 - Grant Knox Council - to purchase 20 vouchers for Spring Hampers 20 x \$50 from Framar Joes for meat, fruit and vegetables and Christmas Hampers 20 x \$50 for meat, fruit and vegetables from Farmer Joes *	\$ 2,000.00
1,000 - Additional restricted supermarket voucher for food - 20 x \$50 each	\$ 1,000.00
Donation of Christmas Cakes and Puddings	
Non-perishable foods for Christmas Hampers - donated by parishioners - see uploaded document	
<b>Total Expenditure</b>	<b>\$ 3,000.00</b>

**What specifically the grant is funding**

Expenditure Description	Expenditure Amount	10% Co-Contribution Requirement (only if requesting equipment)	Co-Contribution Reflected in Project Income?
Shelf stable grocery items (Christmas puddings, tea, biscuits, long life milk, tinned fruit etc)	\$ 2,000.00	N/A	N/A
<b>Total</b>	<b>\$ 2,000.00</b>	<b>N/A</b>	<b>N/A</b>

**Minor Grant Program Applications**  
October 2025

## 2526-MGP068

### Rowville Eagles Football Club

<b>Application ID</b>	2526-MGP068
<b>Organisation Name</b>	Rowville Eagles Football Club
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Kitchen Supplies
<b>Project Start Date</b>	16/10/2025
<b>Project End Date</b>	31/12/2025

<b>Request Details</b>	<p>I am writing to respectfully request funding support for essential kitchen supplies to enhance our club's facilities. These supplies will enable us to better serve our members, volunteers, and visiting teams during training sessions, match days, and community events. Our club plays a vital role in promoting health, teamwork, and community engagement in the local area. Upgrading our kitchen resources will help us provide nutritious meals and refreshments, support fundraising efforts, and foster a more welcoming environment for all.</p> <p>We appreciate your consideration of this request and would be grateful for any assistance the council can provide.</p>		
<b>Community Benefit</b>	<p>I am writing to formally submit a grant application, seeking financial support for the acquisition of essential kitchen supplies to improve our club's amenities. This enhancement is part of our broader commitment to fostering a vibrant, inclusive, and well-supported environment for players, volunteers, and the wider community who actively participate in and benefit from our programs.</p> <p>Our club serves as a vital hub for community engagement, promoting physical activity, teamwork, and social inclusion across all age groups;</p> <ul style="list-style-type: none"> <li>•Provide healthy meals and refreshments during training sessions, match days, and community events.</li> <li>•Support fundraising activities that contribute to the sustainability of the club.</li> <li>•Encourage greater participation from players and volunteers by improving comfort and hospitality.</li> <li>•Strengthen our role as a community gathering space, promoting social cohesion and wellbeing. The details of the products are below – total \$2,718 (budget Knox is \$2,500)</li> </ul> <p><a href="https://caterlink.com.au/shop/anvil-aire-pwk0007-countertop-mini-pie-warmer/">https://caterlink.com.au/shop/anvil-aire-pwk0007-countertop-mini-pie-warmer/</a>  <a href="https://caterlink.com.au/shop/robatherm-rm1025-1000watts-commercial-electric-microwave-ove/">https://caterlink.com.au/shop/robatherm-rm1025-1000watts-commercial-electric-microwave-ove/</a>  <a href="https://caterlink.com.au/shop/sayl-ads0036-920mm-ambient-food-display/">https://caterlink.com.au/shop/sayl-ads0036-920mm-ambient-food-display/</a>  <a href="https://caterlink.com.au/shop/roband-gsa810s-countertop-grill-station/">https://caterlink.com.au/shop/roband-gsa810s-countertop-grill-station/</a></p>		
<b>Total Beneficiaries</b>	300	<b>Total Project Cost</b>	\$ 2,718.00
<b>Knox Beneficiaries</b>	200	<b>Total Amount Requested</b>	\$ 2,446.20

**Minor Grant Program Applications**  
October 2025

**Total Project Income**

Income Description	Income Amount
KCC Grant	\$ 2,446.20
Club Contribution	\$ 271.80
<b>Total Income</b>	<b>\$ 2,718.00</b>

**Total Project Expenditure**

Expenditure Description	Expenditure Amount
Kitchen Items (pie warmer, microwave, food display, grill)	\$ 2,718.00
<b>Total Expenditure</b>	<b>\$ 2,718.00</b>

**What specifically the grant is funding**

Expenditure Description	Expenditure Amount	10% Co-Contribution Requirement (only if requesting equipment)	Co-Contribution Reflected in Project Income?
Pie Warmer, Microwave, Food Display and a contribution to Grill	\$ 2,446.20	\$244.62	Yes
<b>Total</b>	<b>\$ 2,446.20</b>	<b>\$ 244.62 - minimum amount required</b>	<b>\$ 271.80 – meets minimum required</b>

**Minor Grant Program Applications**  
October 2025

## 2526-MGP073

### Knox Obedience Dog Club Inc.

<b>Application ID</b>	2526-MGP073
<b>Organisation Name</b>	Knox Obedience Dog Club Inc.
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Agility Spread Jump
<b>Project Start Date</b>	19/10/2025
<b>Project End Date</b>	16/11/2025

<b>Request Details</b>	Knox Obedience Dog Club (KODC) seeks funding to purchase a professionally designed, custom-made agility spread jump. This competition-grade equipment is manufactured in Victoria and fully compliant with Dogs Australia safety standards. Besides supports for vertical height adjustments, it features a magnetic support system at the base, enabling safe, secure, and precise horizontal spread for dogs of all heights and abilities. Robust and purpose-built, it will withstand repeated use in both training and trial environments. By acquiring this specialised jump, the Club will complete its repertoire of agility equipment, making it fully self-reliant and eliminating the need to hire for competitions. This investment ensures members and their dogs can train safely to a competition standard while supporting the Club's mission to provide inclusive, high-quality training facilities. The spread jump will strengthen KODC's agility program, support participation in Dogs Victoria-sanctioned events, and foster community pride in our strong and independent local club.		
<b>Community Benefit</b>	The purchase of the agility spread jump will deliver wide-reaching community benefits by enhancing training and participation opportunities. Members will have access to the same standard of equipment used in official competitions, ensuring dogs are better prepared and handlers more confident when representing the Club at regional and state-level trials. Beyond competition, the spread jump provides recreational handlers with a safe and enjoyable way to build their dogs' fitness, confidence, and trust. As a volunteer-run not-for-profit, KODC offers affordable training, making agility accessible across diverse community groups. With complete ownership of all agility equipment, the Club can host Dogs Victoria-sanctioned trials without costly hire, securing the long-term sustainability of local events. These trials attract competitors and visitors, boosting community engagement and showcasing Knox as a hub for dog sports. Overall, the project promotes responsible dog ownership, strengthens social connections, and enhances wellbeing for members, families, and the broader community.		
<b>Total Beneficiaries</b>	684	<b>Total Project Cost</b>	\$880.00
<b>Knox Beneficiaries</b>	341	<b>Total Amount Requested</b>	\$750.00



**Minor Grant Program Applications**  
October 2025

**Total Project Income**

Income Description	Income Amount
KODC co-contribution	\$ 130.00
Knox Council Grant	\$ 750.00
<b>Total Income</b>	<b>\$ 880.00</b>

**Total Project Expenditure**

Expenditure Description	Expenditure Amount
Agility Spread Jump	\$ 880.00
<b>Total Expenditure</b>	<b>\$ 880.00</b>

**What specifically the grant is funding**

Expenditure Description	Expenditure Amount	10% Co-Contribution Requirement (only if requesting equipment)	Co-Contribution Reflected in Project Income?
Agility Spread Jump	\$ 750.00	\$75.00	Yes
<b>Total</b>	<b>\$ 750.00</b>	<b>\$ 75.00 - minimum amount required</b>	<b>\$ 130.00 – exceeds minimum required</b>

**Minor Grant Program Applications**  
October 2025

## 2526-MGP075

### Mahjong Social Group (Auspiced by Coonara Community House Inc)

<b>Application ID</b>	2526-MGP075
<b>Organisation Name</b>	Mahjong Social Group (Auspiced by Coonara Community House Inc)
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Mahjong Connection - East meets South
<b>Project Start Date</b>	14/10/2025
<b>Project End Date</b>	30/09/2026

<b>Request Details</b>	<p>A friendly and inclusive community group that brings people together through the shared enjoyment of Mahjong. Our group reflects both the cultural heritage of Mahjong from the East and welcoming spirit of the South in Australia.</p> <p>We provide a relaxed, social space where people of all backgrounds can connect, build friendships and enjoy the mental stimulation and fun of Mahjong. Whether new to the game or experienced player, everyone is welcome to join.</p>		
<b>Community Benefit</b>	<p>The Mahjong project provides a welcoming, inclusive and culturally enriching activity that brings people together across different backgrounds and generations. It promotes social connection, reduces isolation and creates a sense of belonging, particularly for older adults and culturally diverse community members who may otherwise feel disconnected. Through regular games, participants enjoy mental stimulation, improved memory and enhanced concentration, supporting overall brain health. The project also encourages healthy routines by incorporating breaks, movement and shared meals which foster both physical wellbeing and camaraderie.</p> <p>Beyond the game itself, the Mahjong group builds friendships and support networks that extend into everyday life, creating stronger bonds within the community. New venues and branch groups provide opportunities for more people to participate while volunteers gain confidence and a sense of purpose through their contribution.</p> <p>Although this project demonstrates how a simple game can grow into a powerful platform for community cohesion and wellbeing.</p>		
<b>Total Beneficiaries</b>	50	<b>Total Project Cost</b>	\$2,750.00
<b>Knox Beneficiaries</b>	45	<b>Total Amount Requested</b>	\$2,500.00

#### **Total Project Income**

<b>Income Description</b>	<b>Income Amount</b>
Council grant	\$ 2,500.00
Coonara Co-contribution	\$ 250.00
<b>Total Income</b>	<b>\$ 2,750.00</b>

**Minor Grant Program Applications**  
October 2025

**Total Project Expenditure**

Expenditure Description	Expenditure Amount
1 x Mahjong sets	\$ 80.00
1 x mats	\$ 20.00
2 x mahjong table	\$ 180.00
12 x chairs	\$ 1,260.00
1 x Dolley for chairs	\$ 120.00
1 x registration table	\$ 190.00
1 x trophy (ineligible)	\$ 150.00
Stationery and cleaning products (cleaning products ineligible)	\$ 400.00
Marketing and promotion	\$ 100.00
Administration costs	\$ 250.00
<b>Total Expenditure</b>	<b>\$ 2,750.00</b>

**What specifically the grant is funding**

Expenditure Description	Expenditure Amount	10% Co-Contribution Requirement (only if requesting equipment)	Co-Contribution Reflected in Project Income?
Mahjong set, Mat, Mahjong tables, chairs, dolley for chairs, registration table,	\$ 1,850.00	\$185.00	Yes
Stationery, marketing and promotion	\$ 300.00	N/A	N/A
<b>Total</b>	<b>\$ 2,150.00</b>	<b>\$ 185.00 - minimum amount required</b>	<b>\$ 250.00 – exceeds minimum required</b>

**Minor Grant Program Applications**  
October 2025

## 2526-MGP077

### Sri Lanka Inter-Campus Seniors Association

<b>Application ID</b>	2526-MGP077
<b>Organisation Name</b>	Sri Lanka Inter-Campus Seniors Association
<b>Grant Program</b>	Minor Grants Program

<b>Project Title</b>	Seniors Fun Evening
<b>Project Start Date</b>	13/02/2026
<b>Project End Date</b>	13/02/2026

<b>Request Details</b>	<p>Proposed to organize a fun night for seniors of Sri Lankan origin living in Knox council area. According to Census 2021 we can estimate about 535-655 Seniors (&gt;65 years old) of Sri Lankan origin live in the Knox council area.</p> <p>The night will include a trivia, sing along session, Sri Lankan traditional dinner and Baila dancing session.</p> <p>Trivia will be designed to improve the knowledge about places and history of Knox and wider Victoria.</p> <p>Songs from 1960s/1970s will be selected in the sing along session to evoke nostalgia and encourage participation.</p> <p>Baila dancing is a free style dancing to Sri Lankan/African/Portuguese fusion music. This music and dancing are very popular among Sri Lankans.</p> <p>Dinner and Baila dance sessions will offer a festive cultural experience.</p> <p>Event is tentatively planned at Hungarian community centre Social Club which can accommodate 100 people.</p> <p>We request part funding from Knox City Council for this event.</p>		
<b>Community Benefit</b>	<p>A trivia evening, focussing on Knox and wider Victoria's places of interest and history, offers seniors of Sri Lankan origin an enjoyable way to learn more about their local community while stimulating memory, curiosity, and social interaction.</p> <p>The sing-along session with popular songs from the 1960s and 1970s provides a nostalgic link to their youth, lifting spirits and encouraging participation even from those who may be shy or less mobile.</p> <p>Sharing a traditional Sri Lankan dinner fosters cultural pride, strengthens community bonds, and provides a warm reminder of home.</p> <p>The evening culminates with lively baila dancing, which is not only culturally significant but also promotes physical movement, balance, and joy.</p> <p>Together, these activities create a holistic experience that nurtures mental stimulation, emotional well-being, cultural connection, and physical health.</p> <p>Most importantly, the program combats loneliness by bringing seniors together in a relaxed, festive, and familiar environment.</p>		
<b>Total Beneficiaries</b>	75	<b>Total Project Cost</b>	\$3,850.00
<b>Knox Beneficiaries</b>	50	<b>Total Amount Requested</b>	\$1,900.00

**Minor Grant Program Applications**  
October 2025

**Total Project Income**

Income Description	Income Amount
Council Grant	\$ 1,900.00
Ticket sales	\$ 1,125.00
Association Contribution	\$ 825.00
<b>Total Income</b>	<b>\$ 3,850.00</b>

**Total Project Expenditure**

Expenditure Description	Expenditure Amount
venue hire	\$ 600.00
Music	\$ 550.00
Sound	\$ 200.00
IT support	\$ 200.00
Catering	\$ 350.00
Catering	\$ 850.00
Disposables	\$ 275.00
Water and soft drinks	\$ 75.00
Insurance	\$ 500.00
Cleaning	\$ 250.00
<b>Total Expenditure</b>	<b>\$ 3,850.00</b>

**What specifically the grant is funding**

Expenditure Description	Expenditure Amount	10% Co-Contribution Requirement (only if requesting equipment)	Co-Contribution Reflected in Project Income?
Venue hire, Music, Sound, IT support and contribution towards catering	\$ 1,900.00	N/A	N/A
<b>Total</b>	<b>\$ 1,900.00</b>	<b>N/A</b>	<b>N/A</b>

**Attachment 2****Excellence Grants for Individuals – Quarter 1 2025-2026**

<b>Application Date</b>	<b>Applicant</b>	<b>Request details</b>	<b>Grant</b>
<b>July Events</b>			
2025-07-10	Knoxfield resident	For son to represent Australia in the International Baseball Association U12 Japan Touring team to compete at the IBA International Baseball Championship held in Tokyo, Japan in July 2025	\$400
2025-07-11	Rowville resident	For daughter to represent Victoria in the School Sport Victoria Team Vic 15&U Australian Football Team for the School Sport Australia Championship being held in Queensland in July 2025	\$250
<b>August Events</b>			
2025-07-23	Wantirna resident	For daughter to be part of the Australian Athletics team for the 2025 VIRTUS World Swimming Championships being held in Bangkok in August 2025	\$400
<b>September Events</b>			
2025-07-21	Wantirna South resident	For son to compete as part of the Victorian Volleyball U14 Boys State Youth Team to represent Victoria in the Australian Youth Volleyball Championships being held in Perth in September 2025	\$250
2025-07-29	Ferntree Gully resident	For son to compete in the Victorian Volleyball U16 Boys State Youth Team at the Australian Youth Volleyball Championships held in Perth in September 2025	\$250
2025-08-12	Scoresby resident	For daughter to compete in the Dingoes Victorian team at the 2025 Barclay Baseball Cup being held in Adelaide in September 2025	\$250
<b>October Events</b>			
2025-09-03	Wantirna resident	For son to compete in Team Victoria at the Australian Taekwondo 2025 National Championships being held in Adelaide in October 2025	\$250
2025-09-05	Wantirna South resident	For son to compete in Team Victoria at the Australian Taekwondo 2025 National Championships being held in Adelaide in October 2025	\$250
2025-09-18	Wantirna resident	To represent Australia in the Men's 23/Under Netball Team competing in the Test Series in the United Kingdom in October 2025	\$400
<b>November Events</b>			

2025-09-28	Boronia resident	To represent Victoria in the Veterans Cricket Victoria Over 40 Women's State team competing at the Victorian Cricket Association's Nationals being held in Perth in November 2025	\$250
2025-09-29	Knoxfield resident	For son to compete in the MA3 Division at the Australian Disc Golf Championships being held in Western Australia in November 2025	\$250
2025-09-29	Knoxfield resident	For daughter to compete in the FA1 Division at the Australian Disc Golf Championships being held in Western Australia in November 2025	\$250
<b>December Events</b>			
2025-08-20	Rowville resident	For daughter to represent her college at the 2025 Australian Volleyball Schools Cup being held on the Gold Coast, Queensland in December	\$250
2025-08-20	Rowville resident	For daughter to represent her college at the 2025 Australian Volleyball Schools Cup being held on the Gold Coast, Queensland in December	\$250
		<b>Total</b>	<b>\$3,950</b>

## 4.2 Revised Instruments of Delegation to Members of Council Staff - October 2025

<b>Final Report Destination:</b>	Council
<b>Paper Type:</b>	For Decision
<b>Author:</b>	Head of Governance, Saskia Weerheim and Governance Officer, Damian Watson
<b>Manager:</b>	Manager Governance and Risk, Andrew Dowling
<b>Executive:</b>	Interim Director Customer and Performance, Matt Kelleher

### SUMMARY

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

Two Instruments of Delegation have been revised, being the Instrument of Delegation – Council to Chief Executive Officer and the Instrument of Delegation – Cemeteries and Crematoria.

### RECOMMENDATION

In the exercise of the powers conferred by the legislation referred to in the attached Instrument of Delegation – Council to Chief Executive Officer and the Instrument of Delegation – Cemeteries and Crematoria (Attachments 1 and 2), Council resolves to:

1. Delegate its powers, duties, and functions outlined in the Instruments of Delegation (Attachment 1 and 2) to the Council staff who hold, act in, or perform the duties of the specified positions, subject to the acceptance of tracked changes and the conditions stated in each Instrument.
2. Note that the Instruments of Delegation (Attachments 1 and 2) will take effect once the tracked changes are accepted and the documents are signed by the Chief Executive Officer and the Mayor.
3. Revoke the previous versions of the Council to Chief Executive Officer Instrument of Delegation and the Cemeteries and Crematoria Instrument of Delegation effective upon the new Instruments coming into force.
4. Note 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

The *Local Government Act 2020* defines the powers, functions, and responsibilities of Councils, including the roles of Councillors, the Mayor, and the Chief Executive Officer (CEO). To support effective and efficient decision-making, Councils use delegations—the formal authority given by Council or the CEO to a committee or staff member to exercise specific powers or perform particular duties.

Council may delegate many of 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 an essential governance tool, enabling routine and operational decisions to be made at the appropriate level while ensuring Council retains responsibility for strategic direction and decisions of significant community impact.



In granting delegations, Council does not relinquish its own powers or provide unfettered authority. Delegates must act within the conditions of delegation, comply with Council policies and legislative requirements, and Council itself may still exercise any delegated power by resolution in the Chamber.

The attached Instruments are recommended to ensure the effective and consistent operation of Council activities. They have been reviewed to ensure compliance with current legislation and business practices, supporting both administrative efficiency and good governance.

Under the *Local Government Act 2020*, Council is required to review all delegations made under section 11 within 12 months of a general election. This report presents the final two Instruments of Delegation for review, ensuring that Council's statutory obligation has been fulfilled.

### **1.1 Instrument of Delegation – Council to Chief Executive Officer**

Council's s5 Instrument of Delegation from Council to Chief Executive Officer was last reviewed in June 2022 – see Attachment 1.

Amongst other powers, this Instrument of Delegation sets a financial limit on CEO expenditure to ensure accountability, transparency, and efficient day-to-day operations. Council's lawyers recommended considering the need for amendments allowing limited exceptions to this expenditure limit if required – for example to accommodate routine insurance premiums or state-imposed levies that might exceed the limit. After reviewing this advice and the instrument, officers are of the view that no such exceptions are required and recommend that the current arrangements be retained.

Following the review, officers are also of the view that no other substantive changes are required to the Instrument of Delegation and recommend it be renewed its current form.

### **1.2 Instrument of Delegation – Cemeteries and Crematoria**

The current Instrument of Delegation – Cemeteries and Crematoria has been in force since 24 June 2024. The revised Instrument is based upon the previous Instrument considered by Council and has been amended to reflect recent legislative changes and reviewed to ensure appropriate delegates have been nominated.

The changes relate to replacing the Cemeteries and Crematoria Regulations 2015 with the Cemeteries and Crematoria Regulations 2025 which came into operation on 15 June 2025. The changes include adding the following provisions:

- Duty to provide statement that alternative vendors or supplier of memorials exist;
- Power to inspect any work that is being carried out on memorials, places or internments and buildings for ceremonies;
- Power to approve the arrangement or conduct of a funeral;
- Power to give written direction regarding the manner in which a funeral is to be conducted;
- Power to give directions regarding the objects, things or items affixed to, or placed on or around, the places of internment and memorials;

- Power to remove objects, things or items specified from a place of interment or memorial, and duty to dispose of such items in a manner considered appropriate; and
- Duty to display the hours during which the public can access the cemetery.

## **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 instruments (Attachments 1 and 2) have been prepared based on the advice provided by Maddocks Lawyers and in consultation with relevant staff.

Feedback from Councillors has also been sought and considered to inform the review of the Instrument of Delegation to the Chief Executive Officer.

## **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**

Nil.

## **7. RISKS**

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. A failure to abide by and keep up to date with legislative changes may place the organisation at risk of not maintaining its obligations under law which could lead to fines or unauthorised acts from officers.

Maintaining up-to-date instruments of delegation is essential for mitigating procedural risks. It ensures that delegations accurately reflect legislative changes and remain aligned with the organisation's needs. This practice ensures officers have the necessary powers, authorities, and obligations to effectively and appropriately fulfill their roles.

## **8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029**

### **Leading, listening and governing responsibly**

Strategy 4.1 - Council demonstrates its accountability through transparent and responsible decision-making and working together productively.

## **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 - Tracked Changes s5 Council to CEO Instrument of Delegation - October 2025 [4.2.1 - 4 pages]
2. Attachment 2 - Tracked Changes s6 Cemeteries and Crematoria Council to Staff Instrument of Delegation - October 2025 [4.2.2 - 44 pages]

knox



~~Instrument of Delegation~~

## **Knox City Council**

### **Instrument of Delegation**

**to**

**The Chief Executive Officer**



### Instrument of Delegation

In exercise of the power conferred by section 11(1) of the *Local Government Act 2020 (the Act)* and all other powers enabling it, the Knox City Council (**Council**) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on 13 October 2025.
2. the delegation
  - 2.1 comes into force immediately upon being signed by the Council's **Acting** Chief Executive Officer and the Mayor;
  - 2.2 is subject to any conditions and limitations set out in the Schedule;
  - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
  - 2.4 remains in force until Council resolves to vary or revoke it.

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Cr Lisa Cooper - Mayor

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Bruce Dobson – Chief Executive Officer

**Date:**



### **SCHEDULE**

1. The power to
  - 1.1 determine any issue;
  - 1.2 take any action; or
  - 1.3 do any act or thing
 arising out of or connected with any duty imposed, or function or power conferred on Council by or under any Act.

### **CONDITIONS AND LIMITATIONS**

The delegate must not determine the issue, take the action or do the act or thing:

1. if the issue, action, act or thing is an issue, action, act or thing which involves:
  - 1.1 Expenditure that is:
    - 1.1.1 entering into a contract exceeding the value of \$3,000,000 (excluding GST);
    - 1.1.2 making any expenditure that exceeds \$3,000,000 excluding GST, unless it is expenditure made under a contract already entered into or is expenditure which Council is, by or under legislation, required to make in which case it must not exceed \$3,000,000)
  - 1.2 appointing an Acting Chief Executive Officer for a period exceeding 28 days;
  - 1.3 electing of a Mayor or Deputy Mayor;
  - 1.4 granting a reasonable request for leave under section 35 of the Act;
  - 1.5 making any decision in relation to employment, dismissal or removal of the Chief Executive Officer;
  - 1.6 making, amending or revoking a Local Law;
  - 1.7 approving or amending the Council Plan;
  - 1.8 adopting or amending any Policy that Council is required to adopt under the Act;
  - 1.9 adopting or amending the Governance Rules;
  - 1.10 appointing the chair or the members to a delegated committee;
  - 1.11 approving the Budget or Revised Budget;
  - 1.12 approving the borrowing of money;
  - 1.13 subject to s181H(1)(b) of the Local Government Act 1989, declaring general rates, municipal charges, service rates and charges and specified rates and charges;
  - 1.14 appointing Councillor or community delegates or representatives to external organisations;
  - 1.15 the entering into of any contract for the sale, purchase or exchange of land, with or without consideration;



- 1.16 the disposal of any land for any unpaid rates or charges;
- 1.17 the exercise of the powers in relation to beneficial enterprises under Section 110(1) and 110(2) of the Local Government Act 2020;
- 1.18 the establishment of any regional Corporation of which Council is intending to become a member;
- 1.19 the waiving of a single debt above the value of \$10,000;
- 1.20 the imposition, reduction, alteration or waiver of any fee or charge, including interest which the Council may lawfully impose, above the value of \$5,000; or
- 2. If the issue, action, act or thing is an issue, action, act or thing which is required by law to be done by Council resolution at a Council Meeting;
- 3. If any issue, action, act or thing is an issue, action, act or thing which Council has previously designated as an issue, action, act or thing which must be subject to the Resolution of Council at a Council Meeting or a delegated Committee Meeting;
- 4. If the determining of the issue, the 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
  - 4.1 policy; or
  - 4.2 strategyadopted by Council;
- 5. 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, whether on account of s 11(2)(a)-(n) (inclusive) of the Act or otherwise; or
- 6. 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.

## Instrument of Delegation- Council to Staff Cemeteries &amp; 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 13 October 2025; and
  - 2.2 the delegation:
    - 2.2.1 comes into force on 13 October 2025;
    - 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



## Instrument of Delegation- Council to Staff Cemeteries & Crematoria



- 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.

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Cr Lisa Cooper - Mayor

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Bruce Dobson - Chief Executive Officer

**Date:**



INDEX

**Table of Contents**

CEMETERIES AND CREMATORIA ACT 2003 .....	4
CEMETERIES AND CREMATORIA REGULATIONS 2015 .....	30

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##] 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
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 Policy and Integrity Advisor Governance Officer Senior Administrative Officer Administration Officer Sexton	
s 14	Power to manage multiple public cemeteries as if they are one cemetery	Not Delegated	

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##] 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 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

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##] 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 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 Policy and Integrity Advisor 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	

Instrument of Delegation – Council to Staff  
Cemeteries and Crematoria

June 2024 October 2025

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##] 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 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 Governance Officer Senior Administrative Officer Administration Officer	Subject to the Report being approved by the Council.

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##] 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 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 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 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 Governance Officer Senior Administrative Officer Administration Officer	

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##] 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 60(2)	Power to charge fees for providing information	Chief Executive Officer Manager Governance & Risk Head Of Governance Policy and Integrity Advisor 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 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 Governance Officer Senior Administrative Officer Administration Officer	
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)

Instrument of Delegation – Council to Staff  
Cemeteries and Crematoria

~~June 2024~~October 2025



<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##] 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 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	
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	

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##] 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 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 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 Governance Officer Senior Administrative Officer Administration Officer	
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 Governance Officer Senior Administrative Officer Administration Officer	

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##] 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 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 Governance Officer Senior Administrative Officer Administration Officer	
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 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 Governance Officer Senior Administrative Officer Administration Officer	

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##] 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 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 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 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 Administrative Officer Administration Officer	

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##] 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 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 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 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 Governance Officer Senior Administrative Officer Administration Officer	

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##] 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 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 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 Governance Officer Senior Administrative Officer Administration Officer	
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 Governance Officer Senior Administrative Officer Administration Officer	

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##] 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 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 Governance Officer Senior Administrative Officer Administration Officer	
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 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 & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer Administration Officer	

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##] 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 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 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 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 Administrative Officer Administration Officer	Does not apply where right of interment relates to remains of a deceased veteran.



<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##] 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 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 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	
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	

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##] 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 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	
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	
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	

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##] 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 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 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 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	
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	

Instrument of Delegation – Council to Staff  
Cemeteries and Crematoria

June 2024 October 2025

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##] 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 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 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 Governance Officer Senior Administrative Officer Administration Officer	Advice should be sought from the Sexton as required before exercising this power
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 Governance Officer Senior Administrative Officer Administration Officer	Advice should be sought from the Sexton as required before exercising this power

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
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	
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	

Instrument of Delegation – Council to Staff  
Cemeteries and Crematoria

June 2024 October 2025

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##] 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 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
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

Instrument of Delegation – Council to Staff  
Cemeteries and Crematoria

~~June 2024~~October 2025

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##] 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 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
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

Instrument of Delegation – Council to Staff  
Cemeteries and Crematoria

June 2024 October 2025

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##]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 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	
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	



<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##] 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 112	Power to sell and supply memorials	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor 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 Governance Officer Senior Administrative Officer Administration Officer	

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##] 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 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 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 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)

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##] 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 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 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

June 2024 October 2025

<b>CEMETERIES AND CREMATORIA ACT 2003</b>			
[##] 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 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 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 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 Administrative Officer Administration Officer	
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	

Instrument of Delegation – Council to Staff  
Cemeteries and Crematoria

June 2024 October 2025

<b>CEMETERIES AND CREMATORIA ACT 2003</b> [##]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)			
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>
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~~2025**

[[#These provisions apply to Councils appointed as a cemetery trust under section 5 of the *Cemeteries and Crematoria Act* 2003, and also apply to Councils 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
r <del>36</del> 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 Governance Officer Senior Administrative Officer Administration Officer Sexton	
r <del>37</del> 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 Governance Officer Senior Administrative Officer Administration Officer Sexton	

Instrument of Delegation – Council to Staff  
Cemeteries and Crematoria

~~June 2024~~October 2025

<b>CEMETERIES AND CREMATORIA REGULATIONS <del>2015</del>2025</b> [##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Councils 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
<u>r 38</u>	<u>Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)</u>	<u>Chief Executive Officer</u> <u>Director Customer &amp; Performance</u> <u>Manager Governance &amp; Risk</u> <u>Head Of Governance</u> <u>Policy and Integrity Advisor</u> <u>Governance Officer</u> <u>Senior Administrative Officer</u> <u>Administration Officer</u> <u>Sexton</u>	
<u>r 39(1)</u>	<u>Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)</u>	<u>Chief Executive Officer</u> <u>Director Customer &amp; Performance</u> <u>Manager Governance &amp; Risk</u> <u>Head Of Governance</u> <u>Policy and Integrity Advisor</u> <u>Governance Officer</u> <u>Senior Administrative Officer</u> <u>Administration Officer</u> <u>Sexton</u>	

<b>CEMETERIES AND CREMATORIA REGULATIONS <del>2015</del>2025</b>			
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Councils 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
<u>r 39(2)</u>	<u>Duty to ensure that coffin, container or receptacle is labelled.</u>	<u>Chief Executive Officer</u> <u>Director Customer &amp; Performance</u> <u>Manager Governance &amp; Risk</u> <u>Head Of Governance</u> <u>Policy and Integrity Advisor</u> <u>Governance Officer</u> <u>Senior Administrative Officer</u> <u>Administration Officer</u> <u>Sexton</u>	
<u>r 39(3)</u>	<u>Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)</u>	<u>Chief Executive Officer</u> <u>Director Customer &amp; Performance</u> <u>Manager Governance &amp; Risk</u> <u>Head Of Governance</u> <u>Policy and Integrity Advisor</u> <u>Governance Officer</u> <u>Senior Administrative Officer</u> <u>Administration Officer</u> <u>Sexton</u>	



<b>CEMETERIES AND CREMATORIA REGULATIONS <del>2015</del>2025</b> [##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Councils 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
r <del>40</del>	<u>Duty to ensure that a crypt space in a mausoleum is sealed in accordance with paragraphs (a)-(b)</u>	<u>Chief Executive Officer</u> <u>Director Customer &amp; Performance</u> <u>Manager Governance &amp; Risk</u> <u>Head Of Governance</u> <u>Policy and Integrity Advisor</u> <u>Governance Officer</u> <u>Senior Administrative Officer</u> <u>Administration Officer</u> <u>Sexton</u>	
r <del>43(2)</del> <sup>27</sup>	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 Administrative Officer Administration Officer Sexton	
r <del>4428(2)</del> <sup>1</sup>	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 <del>4428(3)</del> <sup>2</sup>	Duty to ensure any fittings removed of are disposed in an appropriate manner	Not Delegated	
r <del>4529</del>	Power to dispose of any metal substance or non-human substance recovered from a cremator	Not Delegated	

Instrument of Delegation – Council to Staff  
 Cemeteries and Crematoria

~~June 2024~~October 2025

<b>CEMETERIES AND CREMATORIA REGULATIONS <del>2015</del>2025</b>			
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Councils 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
r <del>4630</del> (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
r <del>4731</del> (1)	Duty to make cremated human remains available for collection within 2 working days after the cremation	Not Delegated	
r <del>4731</del> (2)	Duty to hold cremated human remains for at least 12 months from the date of cremation	Not Delegated	
r <del>4731</del> (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 <del>4731</del> (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	

Instrument of Delegation – Council to Staff  
Cemeteries and Crematoria

~~June 2024~~October 2025

<b>CEMETERIES AND CREMATORIA REGULATIONS <del>2015</del>2025</b> [##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Councils 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
<del>r-32</del>	<del>Duty to ensure a mausoleum is constructed in accordance with paragraphs (a)-(d)</del>	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer Administration Officer Sexton	
<del>r-33(1)</del>	<del>Duty to ensure that remains are interred in a coffin, container or receptacle in accordance with paragraphs (a)-(c)</del>	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer Administration Officer Sexton	

<b>CEMETERIES AND CREMATORIA REGULATIONS <del>2015</del>2025</b>			
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Councils 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
<del>r-33(2)</del>	<del>Duty to ensure that remains are interred in accordance with paragraphs (a)-(b)</del>	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer Administration Officer Sexton	
<del>r-34</del>	<del>Duty to ensure that a crypt space in a mausoleum is sealed in accordance with paragraphs (a)-(b)</del>	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Head Of Governance Senior Administrative Officer Administration Officer Sexton	
<del>r-36</del>	<del>Duty to provide statement that alternative vendors or supplier of monuments exist</del>	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Governance Officer Senior Administration Officer Administrative Officer	

Instrument of Delegation – Council to Staff  
 Cemeteries and Crematoria

~~June 2024~~October 2025

<b>CEMETERIES AND CREMATORIA REGULATIONS <del>2015</del>2025</b>			
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Councils 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
<del>r 40</del>	<del>Power to approve a person to play sport within a public cemetery</del>	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Head Of Governance	
<del>r 41(1)</del>	<del>Power to approve fishing and bathing within a public cemetery</del>	Not Delegated	
<del>r 42(1)</del>	<del>Power to approve hunting within a public cemetery</del>	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Head Of Governance	
<del>r 43</del>	<del>Power to approve camping within a public cemetery</del>	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Head Of Governance	
<del>r 45(1)</del>	<del>Power to approve the removal of plants within a public cemetery</del>	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Head Of Governance Policy and Integrity Advisor Governance Officer Senior Administrative Officer Administration Officer Sexton	

Instrument of Delegation – Council to Staff  
Cemeteries and Crematoria

~~June 2024~~October 2025

<b>CEMETERIES AND CREMATORIA REGULATIONS <del>2015</del>2025</b>			
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Councils 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
r <del>48</del> 6	Power to approve certain activities under the <del>Regulations-</del> <u>r57 or r58(2)</u> if satisfied of regulation (1)(a)-(c)	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Head Of Governance	
<u>r 50</u>	<u>Duty to provide statement that alternative vendors or supplier of memorials exist</u>	<u>Chief Executive Officer</u> <u>Director Customer &amp; Performance</u> <u>Manager Governance &amp; Risk</u> <u>Head Of Governance</u> <u>Senior Administrative Officer</u> <u>Administration Officer</u> <u>Sexton</u>	
<u>r 51</u>	<u>Power to inspect any work that is being carried out on memorials, places or internments and buildings for ceremonies</u>	<u>Chief Executive Officer</u> <u>Director Customer &amp; Performance</u> <u>Manager Governance &amp; Risk</u> <u>Head Of Governance</u> <u>Senior Administrative Officer</u> <u>Administration Officer</u> <u>Sexton</u>	
<u>r 52</u>	<u>Power to approve the arrangement or conduct of a funeral</u>	<u>Chief Executive Officer</u> <u>Director Customer &amp; Performance</u> <u>Manager Governance &amp; Risk</u> <u>Head Of Governance</u> <u>Senior Administrative Officer</u> <u>Administration Officer</u> <u>Sexton</u>	

Instrument of Delegation – Council to Staff  
Cemeteries and Crematoria

~~June 2024~~October 2025

<b>CEMETERIES AND CREMATORIA REGULATIONS <del>2015</del>2025</b>			
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Councils 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
<u>r 53(1)</u>	<u>Power to give written direction regarding the manner in which a funeral is to be conducted</u>	<u>Chief Executive Officer</u> <u>Director Customer &amp; Performance</u> <u>Manager Governance &amp; Risk</u> <u>Head Of Governance</u> <u>Senior Administrative Officer</u> <u>Administration Officer</u> <u>Sexton</u>	
<u>r 56(1)</u>	<u>Power to give directions regarding the objects, things or items affixed to, or placed on or around, the places of interment and memorials</u>	<u>Chief Executive Officer</u> <u>Director Customer &amp; Performance</u> <u>Manager Governance &amp; Risk</u> <u>Head Of Governance</u> <u>Senior Administrative Officer</u> <u>Administration Officer</u> <u>Sexton</u>	
<u>r 56(3)</u>	<u>Power to remove objects, things or items specified in (a)-(d) from a place of interment or memorial</u>	<u>Chief Executive Officer</u> <u>Director Customer &amp; Performance</u> <u>Manager Governance &amp; Risk</u> <u>Head Of Governance</u> <u>Sexton</u>	
<u>r 56(4)</u>	<u>Duty to dispose of items under r56(3) in a manner considered appropriate</u>	<u>Chief Executive Officer</u> <u>Director Customer &amp; Performance</u> <u>Manager Governance &amp; Risk</u> <u>Head Of Governance</u> <u>Sexton</u>	

Instrument of Delegation – Council to Staff  
Cemeteries and Crematoria

~~June 2024~~October 2025

<b>CEMETERIES AND CREMATORIA REGULATIONS <del>2015</del>2025</b>			
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Councils 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
r <del>547</del> (13)	Power to approve the use of fire in a public cemetery	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Head Of Governance	
r <del>548</del> (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
r <del>59</del>	<u>Duty to display the hours during which the public can access the cemetery</u>	<u>Chief Executive Officer</u> <u>Director Customer &amp; Performance</u> <u>Manager Governance &amp; Risk</u> <u>Head Of Governance</u> <u>Sexton</u>	
<b>Note: Schedule 2 contains Model Rules – only applicable if the cemetery trust has not made its own cemetery trust rules</b>			
Sch 2 cl 4	Power to approve the carrying out of an activity referred to in rules <u>5, 7, 8, 9, 10, 11, 12, 13, 15</u> , 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)	<del>Duty to display the hours during which pedestrian access is available to the cemetery</del>	<del>Chief Executive Officer</del> <del>Director Customer &amp; Performance</del> <del>Manager Governance &amp; Risk</del> <del>Head Of Governance</del> <del>Sexton</del>	<del>See note above regarding model rules</del>

Instrument of Delegation – Council to Staff  
Cemeteries and Crematoria

~~June 2024~~October 2025



<b>CEMETERIES AND CREMATORIA REGULATIONS <del>2015</del>2025</b>			
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Councils 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 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
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 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 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

<b>CEMETERIES AND CREMATORIA REGULATIONS <del>2015</del>2025</b>			
[##These provisions apply to Councils appointed as a cemetery trust under section 5 of the <i>Cemeteries and Crematoria Act</i> 2003, and also apply to Councils 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 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 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

June 2024 October 2025

<b>CEMETERIES AND CREMATORIA REGULATIONS <del>2015</del>2025</b>			
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Column 1	Column 2	Column 3	Column 4
PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS
Sch 2-cl-14	<del>Power to approve an animal to enter into or remain in a cemetery</del>	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Head Of Governance Sexton	See note above regarding model rules
Sch 2-cl-16(1)	<del>Power to approve construction and building within a cemetery</del>	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)	<del>Power to approve action to disturb or demolish property of the cemetery trust</del>	Chief Executive Officer Director Customer & Performance Manager Governance & Risk Head Of Governance Sexton	See note above regarding model rules
Sch 2-cl-18(1)	<del>Power to approve digging or planting within a cemetery</del>	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

June 2024 ~~October~~ 2025

### 4.3 Councillor Expenses and Support Policy Incorporating Response to Notice of Motion No. 173 - Connecting Council with the Knox Community (Ward Meetings)

<b>Final Report Destination:</b>	Council
<b>Paper Type:</b>	For Decision
<b>Author:</b>	Head of Governance, Saskia Weerheim
<b>Manager:</b>	Manager Governance and Risk, Andrew Dowling
<b>Executive:</b>	Interim Director Customer and Performance, Matt Kelleher

#### SUMMARY

This report presents Council with proposed amendments to the Councillor Expenses and Support Policy (the Policy), following a resolution of Council at its March 2025 Meeting in response to Notice of Motion No. 173 – Connecting Council with the Knox Community (Ward Meetings).

The report outlines the key areas of the Policy reviewed in light of Council’s resolution and incorporates feedback provided by Councillors. It also considers emerging issues and opportunities to ensure the Policy remains fit for purpose, transparent, and aligned with contemporary governance and community engagement expectations.

A revised draft Policy with tracked changes is included for Council consideration, reflecting proposed changes to support equitable access to resources, clarify entitlements, and enhance accountability and consistency in the provision of support to Councillors.

#### RECOMMENDATIONS

That Council:

1. Note this report in response to Notice of Motion No. 173 - Connecting Council with the Knox Community (Ward Meetings).
2. Endorse the draft Councillor Expenses and Support Policy in Attachment 1 for the purposes of community engagement.
3. Note that the draft Councillor Expenses and Support Policy will be presented to a future Council meeting following community engagement for further consideration.

#### 1. DISCUSSION

The Councillor Expenses and Support Policy (Attachment 1) is a requirement of the Local Government Act 2020 and reflects the provisions of Sections 40-42 as below:

- “40 Reimbursement of expenses of Councillors and members of a delegated committee
- (1) A Council must reimburse a Councillor or a member of a delegated committee for out-of-pocket expenses which the Council is satisfied—
- (a) are bona fide expenses; and
  - (b) have been reasonably incurred in the performance of the role of Councillor or member of a delegated committee; and
  - (c) are reasonably necessary for the Councillor or member of a delegated committee to perform that role.

- (2) A Council must provide details of all reimbursements under this Section to the Audit and Risk Committee.
- 41 Council expenses policy
  - (1) A Council must adopt and maintain an expenses policy in relation to the reimbursement of out-of-pocket expenses for Councillors and members of delegated committees.
  - (2) A policy adopted by a Council under this Section must—
    - (a) specify procedures to be followed in applying for reimbursement and in reimbursing expenses; and
    - (b) comply with any requirements prescribed by the regulations in relation to the reimbursement of expenses; and
    - (c) provide for the reimbursement of child care costs where the provision of child care is reasonably required for a Councillor or member of a delegated committee to perform their role; and
    - (d) have particular regard to expenses incurred by a Councillor who is a carer in a care relationship within the meaning of Section 4 of the Carers Recognition Act 2012.
- 42 Resources and facilities for the Mayor and Councillors
  - (1) A Council must make available to the Mayor and the Councillors the resources and facilities reasonably necessary to enable them to effectively perform their role.
  - (2) Without limiting the generality of Sub-Section (1), a Council must:
    - (a) Consider the support that may be required by a Mayor, Deputy Mayor or Councillor because of a disability; and
    - (b) Have particular regard to the support that may be required by a Councillor who is a carer in a care relationship within the meaning of Section 4 of the Carers Recognition Act 2012.”

The Councillor Expenses and Support Policy was last reviewed in 2023-2024 and adopted by Council at the June 2024 Mid-Month Council Meeting.

### **1.1 Notice of Motion No. 173 – Connecting Council with the Knox Community (Ward Meetings)**

At the end-of-month Council Meeting held in March 2025, and in response to a Notice of Motion from Councillor Atwell, Council resolved:

- “1. To recognise the importance of convening “meet your Councillor” style Ward Meetings as collaborative round-table discussions where attendees can raise issues and initiatives that are important to them and directly with local Councillors and senior Council staff; and
- 2. To include in the imminent review of the Councillor Expenses and Support Policy:
  - a) Consideration of the existing provisions regarding Ward Meetings and whether they remain fit for purpose and align with expectations regarding engagement and representation with the Knox community;
  - b) Options to refresh and renew the format and frequency of Ward Meetings and any relevant cost considerations; and
  - c) A year-by-year breakdown of Ward Meetings held between 2016 and 2024.”

In response to this Notice of Motion, officers have sought feedback from Councillors about the Councillor Expenses and Support Policy and made amendments for review. The draft Policy can be found in Attachment 1.

#### **1.1.1 Ward Meetings**

The current Policy has provisions for ward meetings however, they have not been a common practice for Councillors at Knox for a number of years. Instead, Councillors have embraced more informal opportunities to engage in-person with the community, as well as using online engagement tools such as social media for connection.

The current Policy position doesn't provide a formal definition for Ward Meetings, but they are generally seen as an opportunity for community members to engage with their local Councillor and for Councillors to share information. These meetings are discretionary and typically reflect a Councillor's individual focus rather than a coordinated Council engagement effort.

#### **1.1.2 Councillor Listening Posts**

Councillors play a vital role in fostering transparent and inclusive engagement with the community, and have expressed a strong interest in revitalising this activity through 'Councillor Listening Posts'. This model is intended to create more informal and direct opportunities for residents to connect with their local Councillors through forums, ward meetings, and listening posts. By leading these conversations, Councillors provide spaces where community members can raise issues, share experiences, and put forward ideas. Councillor-led engagement complements Council-led processes by strengthening personal connections, supporting transparency, and ensuring local perspectives are heard directly by elected representatives. In particular, "meet your Councillor" style ward meetings will be positioned as collaborative round-table discussions, enabling residents to raise matters of importance directly with Councillors.

Based on this feedback, the Ward Meeting section of the Policy has been removed and a new section included for the provision of Councillor Listening Posts – refer section 4.14 Councillor Listening Posts in Attachment 1.

##### **1.1.2.1 Format and Delivery**

Councillor Listening Posts are intended to provide a flexible platform for Councillors to engage directly with the community on local and municipal issues, supporting open dialogue and transparency. Sessions may take various formats—ranging from informal drop-ins to structured forums—and can be ward-based, thematic, or project-focused.

##### **1.1.2.2 Resourcing**

It is proposed that an annual budget provision be made for the reasonable costs associated with holding Councillor Listening Posts as follows:

- \$4,000 per calendar year for up to four multi-Councillor Listening Posts; and
- \$500 per calendar year per Councillor for expenses related to single Councillor Listening Posts.

Such costs may include room hire, tools to support engagement and catering items including tea, coffee and biscuits.

Staff support for Councillor engagement activities has also been considered as part of the review of this Policy – see 4.14.4 of Attachment 1.

## **1.2 Printing**

A new provision is proposed in the draft Policy to provide Councillors with flexibility to meet their printing needs. While Councillors are encouraged to primarily use the shared multi-function printers in the Councillor Suite—which are reliable, cost-effective, and supported by Council systems— the revisions provide an entitlement to reimbursement for additional printing expenses (such as paper, toner, and cartridges) capped at \$1,000 per Council term. This cap promotes equitable access to resources, manages overall expenditure, and encourages the use of Council’s centralised printing facilities – see section 4.3.10 of Attachment 1.

## **1.3 Australian Local Government Associate (ALGA) and National General Assembly (NGA)**

ALGA is the peak body for Local Government nationally, representing Councils across the country. ALGA operates in structure as a federation of State and Territory Local Government associations, with the Municipal Association of Victoria (MAV) being the relevant Victorian body.

The NGA is convened by ALGA each year in Canberra and is the peak annual event for Local Government in Australia. The NGA provides the opportunity for representatives from Australia’s 537 Local Governments to come together to meet with and hear from high profile and engaging speakers and Federal Government representatives, advocate on specific issues directly with Federal Ministers and Members, share learnings and industry best practice, and shape the national Local Government policy and advocacy agenda.

Based on Councillor feedback, the policy provision for ALGA has been simplified to now read that:

Where more than three Councillors, other than the Mayor, wish to claim an entitlement under this Section, the matter shall be referred to Council for determination.

This approach enhances transparency for the community and ensures equitable access for all Councillors to the representation and advocacy opportunities offered by the ALGA NGA. It removes the current requirement for any Councillor beyond the four outlined in the existing Policy to fund their attendance through their individual professional development budget – see Section 4.4.4 and 4.5.1 of Attachment 1.

## **1.4 Council-Branded Apparel**

A provision has been included in the draft Policy to support the provision of Council-branded clothing by Councillors – see Section 4.12.1 of Attachment 1. The proposed approach includes:

- Establishing an annual allocation for Councillors to access branded clothing;
- Specifying that clothing items may be selected from the standard range of uniform items available to staff; and
- Requiring all items to be embroidered with “Councillor” and/or the Councillor’s name.

The intent of this recommendation is to promote consistent branding and presentation, and to appropriately distinguish Councillors from staff; while allowing Councillors some flexibility to select items that suit their individual needs and preferences.

### **1.5 Community Benefit**

Following a recent review of the findings from a VAGO audit into fraud and corruption control in local government, it was identified that the provisions relating to the community benefit of reimbursing Councillor expenses should be further clarified and strengthened.

While community benefit has always been a core principle of the Policy, additional guidance has now been included in Appendix 2 to support its consistent application. This appendix outlines key criteria, guiding questions, and examples to assist in determining whether an expense provides a clear community and/or Council benefit.

### **1.6 Other Amendments**

Other proposed amendments have been made to the Policy as follows:

- Clarification regarding the general principles of travel expenses, noting inconsistencies within the current Policy – see 4.2.1.
- Clarification that Councillors can access a temporary Myki Card when using public transport for Council business – see 4.2.6.
- An amendment has been made to Section 4.4.4 of the Policy to note the mandatory ongoing professional development obligations set out in the Local Government (Governance and Integrity) Regulations 2020.
- An amendment has been proposed to section 4.6 of the Policy, which relates to Attendance by a Councillor's Spouse or Partner. The proposed amendments clarify the scope to include charity events, provide examples, and specify circumstances in which a partner may attend, consistent with the provisions in Section 4.6.1, Attendance at Functions of Victorian Councils.
- Inclusion of information to assist the assessment of community and Council benefit in Appendix 2.
- Updates to the Reference Documents to reflect the new Council and Health and Wellbeing Plan and other Council policies and legislation – Section 5.
- Inclusion of the definition of a candidate in the Definition Section – Section 6.
- Correction of minor spelling and grammatical errors.
- Reconfiguration of the Policy to the new template. This has resulted in re-numbering and it is noted that this is not reflected in the track marking as it would make it too difficult to read.

## **2. ENGAGEMENT**

Following Council endorsement of the draft Policy for community engagement purposes, engagement will take place with the following opportunities provided for the community to provide feedback:

- Online feedback via Council's *Have Your Say* platform; and
- A pop-up engagement opportunity at a Council Meeting during the consultation period.

The community will be informed of the Policy review via various means including signs at Council meetings, with engagement to occur over a one-month period.

Following community engagement, the policy will be presented to Council for final consideration.



### **3. SOCIAL IMPLICATIONS**

Transparent governance is a cornerstone of a healthy and thriving society. It plays a vital role in promoting accountability and trust in our community. Ensuring that decision-making processes and policies are accessible, clear, and open to public scrutiny, supports transparency and public accountability; while building community confidence in the governance standards of 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 applicable.

### **6. FINANCIAL AND RESOURCE IMPLICATIONS**

Changes to the Councillor Expenses and Support Policy can have a direct impact on the Council's budget. The extent of those impacts will depend on the scope of Councillor entitlements, and any limitations imposed on those entitlements; as well as the extent to which Councillors seek Council funding, or reimbursement of their expenses under the approved policy.

The proposed changes will impact direct and indirect costs, and have resource impacts:

- Additional Councillor attendance at the ALGA National General Assembly (NGA) will have a direct cost impact, depending on the number of Councillors who express an interest each year in attending the NGA.
- Supporting Ward Meetings or Councillor-Led Forums will have a direct cost impact of up to \$8,500 per annum for which there is currently no provision in the governance operational budget. There will be additional resource impacts on Governance and the broader organisation depending on the scale of the events and the support required which may divert officer resources away from other tasks and priorities. Depending on staff support requirements, there may also be additional unbudgeted overtime costs incurred.

### **7. RISKS**

This Policy serves as a robust mechanism for mitigating both financial and reputational risks, offering a thorough framework designed to instill confidence and provide assurance for both Council and the broader community regarding the integrity of Council's management of Councillor expenses and support.

By providing a framework to manage Councillor expenses and support, the revised Policy not only provides Councillors with clearer guidance and greater certainty regarding entitlements, it also ensures transparency, accountability, and fairness of our processes in the allocation of Council resources.

### **8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029**

#### **Leading, listening and governing responsibly**

Strategy 4.1 - Council demonstrates its accountability through transparent and responsible decision-making and working together productively.

Strategy 4.5 - Council is financially sustainable through long-term strategic, financial and asset planning, and the responsible prioritisation, allocation and use of resources.

#### **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.

It is noted that the Local Government (Governance and Integrity) Regulations 2020 provide that a conflict of interest does not arise in the adoption of an expenses policy by the Council under section 41 of the Local Government Act 2020.

#### **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 Councillor Expenses and Support Policy Tracked [4.3.1 - 34 pages]

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# Councillor Expenses and Support Policy and Procedure

<b>Policy Number:</b>	2023/21	<b>Directorate:</b>	Customer and Performance
<b>Approval by:</b>	Council	<b>Responsible Officer:</b>	Manager Governance and Risk
<b>Approval Date:</b>	<a href="#">11 June, 2024TBC</a>	<b>Version Number:</b>	<a href="#">65</a>
<b>Review Date:</b>	3 years from date of approval		

## 1. Purpose

This document assists Councillors, members of delegated committees, Council staff and the community to understand the entitlements of the Mayor, Councillors and members of Delegated Committees by outlining:

- entitlements for reimbursement of reasonable bona fide out-of-pocket expenses incurred while performing the duties of a Councillor or a member of a delegated committee.
- entitlements to have reasonable bona fide expenses associated with performing the duties of a Councillor or a member of a delegated committee paid on their behalf.
- Councillors' entitlements to professional development support and resources.

The facilities, resources and support considered necessary and appropriate for Councillors to perform their duties in accordance with the requirements of the Local Government Act 2020 (the Act).

This document also sets out:

- The process and standards for claiming expenses.
- The process and standards for reporting and accountability.

## 2. Context

Part 2, Division 6 of the Act provides for the payment of allowances; the reimbursement of expenses; and the provision of resources and facilities to the Mayor, Councillors and members of delegated committees for the purpose of supporting them perform their duties.

Councillors and members of delegated committees are entitled, under section 40 of the Act, to reimbursement of expenses reasonably incurred in the performance of their duties.

This policy ensures that the reimbursement of these expenses is in accordance with the Act and meets the Act's principles of public transparency; achieving the best outcomes for the municipal community; and ensuring the ongoing financial viability of the council.

Section 41 of the Act requires Council to adopt and maintain an expenses policy in relation to the reimbursement of out-of-pocket expenses for Councillors and members of delegated committees.



### 3. Scope

This Policy applies to the Knox City Council Mayor, Councillors and delegated committee members and specifically addresses a broad range of expenses including:

- Transport and travel;
- Information and Communications Technology
- Conference, seminars, training and professional development;
- Meals and refreshments; and
- Carer Support

This policy is not intended to prescribe for every possible situation that may arise. Any situation that is not adequately covered by this policy will be determined in accordance with section [4.14.154-15](#) or referred to Council for determination by resolution.

Any cost or expense (or portion thereof) which should reasonably be borne by another entity, or for which another entity is reasonably liable, is outside the scope of this policy and shall not be paid or reimbursed by Council.

The payment of allowances for the Mayor, Deputy Mayor and Councillors is outside of the scope of this policy and will be determined according to the requirements of section 39 of the Act.

## 4. Council Policy and Procedure

### 4.1 Policy Principles

The following principles represent the foundation of Council's Policy on payment or the reimbursement of expenses for the Mayor, Councillors and delegated committee members. The following principles also represent the foundation of Council's Policy on the provision of resources and facilities to support the Mayor and Councillors:

- Public resources will be used prudently and solely in the public interest, in accordance with the Councillor Conduct principles as prescribed in the Act.
- Public resources will be allocated in a fair and equitable manner taking into account individual needs and circumstances, to facilitate the full participation of all Councillors.
- The provision of support and resources, and the reimbursement of expenses must be accountable and transparent to the community, [and deliver a community or council benefit](#).
- Expenses must be:
  - Fair, reasonable and bona fide;
  - actually incurred in the performance and discharge of a Councillor's or delegated committee member's duties;
  - adequately substantiated; and
  - in accordance with statutory requirements and community expectations.
- Support and resources provided must be:



- fair and reasonable;
- reasonably necessary to meet the legitimate needs of Councillors when performing their duties; and
- in accordance with statutory requirements and community expectations.
- Councillors must reimburse Council for any costs incurred which relate to personal use which is not specifically authorised in this Policy.
- Council will provide reasonable additional support, facilities and/ or equipment for any Councillor with a disability to enable them to perform their duties.

[Refer to Appendix 2 for information to assist assessing community benefit.](#)

## 4.2 Transport and travel

### 4.2.1 General Provisions

The following general provisions shall apply when determining any expenses to be met or reimbursed by Council:

- Subject to section 4.5.1 interstate or overseas travel expenses must be applied for, and approved by Council resolution, in advance of the travel occurring.
- Expenses will only be met or reimbursed by Council where undertaking the duties of a Councillor is the primary and predominate purpose of travel.
- Travel shall be by the most practical mode and route possible, and be reasonable in the circumstances taking into account factors such as duration and total cost of travel.
- Costs should be minimised by sharing travel arrangements where reasonable and practicable.
- The amount paid or reimbursed by Council for air travel shall not exceed the cost of economy class air travel to the relevant destination.
- Where private travel is undertaken in conjunction with travel related to the duties of a Councillor:
  - All costs incurred for private purposes must be clearly delineated and documented pre-departure.
  - Council will not directly pay for or reimburse any costs related to private travel.
- The quantum of expenses met or reimbursed by Council will generally be on the basis of the actual cost incurred and the form of transport used. However, Council may reimburse an amount less than the amount claimed, where the actual expense incurred is considered unreasonable, taking into account for example, the alternative models of travel available.
- Council will not reimburse expenses for travel to Council or Delegated Committee meetings, meetings of Council, committees or formal briefing sessions ~~and civic and ceremonial functions.~~



#### **4.2.2 Mayoral Vehicle**

A fully maintained motor vehicle will be made available to the Mayor for the duration of their term, including for reasonable personal use.

The make and model of vehicle will be determined in accordance with Council Policy or at the discretion of the Chief Executive Officer.

Reserved parking will be provided for the Mayoral Vehicle at the Civic Centre.

#### **4.2.3 Private Vehicle Use**

Councillors and members of a delegated committee using their own private vehicles to carry out their duties as a Councillor or a delegated committee member may be reimbursed travel expenses. Reimbursement shall be on a per-kilometre basis at the rate prescribed for deductions for work-related car expenses by the Australian Taxation Office (ATO) using the cents per kilometre method.

Where a Councillor or delegated committee member uses a car for interstate travel in accordance with this policy, the amount paid or reimbursed by Council to undertake the interstate travel (inclusive of tolls, car parking and additional accommodation costs) shall not exceed the cost of economy class air travel and transfers to the relevant destination.

Parking will be provided for Councillors' private vehicles at the Civic Centre.

#### **4.2.4 Council Vehicle Use**

In exceptional circumstances, where practicable and by prior arrangement through the Chief Executive Officer, a Council pool vehicle may be made available for use by a Councillor where use of a private vehicle or other means of transport is not available or convenient.

All use of Council pool vehicles must be reasonably necessary to discharge the duties of a Councillor and pool vehicles may not be used for personal use.

Council does not have an allocated pool vehicle for use by Councillors and availability of vehicles is subject to operational demands upon the fleet.

Any Councillor use of Council pool vehicles is subject to relevant Council policies and procedures.

#### **4.2.5 Tolls and Car Parking Costs**

Councillors and delegated committee members may be reimbursed for the cost of:

- Car parking for the reasonable duration required to perform their duties.
- Fees for use of toll roads (EastLink and CityLink) incurred in attending to their duties.

The most value for money parking options should be sought. Where premium, valet or personalised parking services are used, the amount paid or reimbursed by Council shall not exceed the cost of standard parking facilities available in reasonable proximity.

#### **4.2.6 Public Transport**

Councillors and delegated committee members may be reimbursed for the cost of using public



transport incurred in attending to their duties as a Councillor.

#### **4.2.7 Taxi Costs (including ride share and other fare based services)**

Where it is not practicable or cost effective to use public transport, a Council or private motor vehicle, Councillors and delegated committee members may be reimbursed for taxi costs incurred in attending to their duties.

Where a Councillor or a delegated committee member uses a ride share service or other service providing a vehicle and driver, the amount paid or reimbursed by Council shall not exceed the cost of an equivalent taxi service.

Councillors may request a "Cab-Charge" voucher from Council for the payment of taxi services.

#### **4.2.8 Myki Cards**

Councillors may request a temporary "Myki Card" from Council for the payment of public transport.

#### **4.2.84.2.9 Overseas Travel**

Overseas travel expenses will only be incurred or reimbursed in accordance with a specific Council resolution made prior to the travel being undertaken.

Expenses relating to overseas travel, accommodation, meals and reasonable entertainment will be met or reimbursed by Council in accordance with the resolution.

#### **4.2.94.2.10 Exclusions**

Council will not directly pay for, or reimburse, the costs of any infringements incurred, including:

- For road, traffic or parking offences.
- For public transport offences.

#### **4.2.104.2.11 Travel Expenses not covered by the foregoing.**

Where travel expenses are proposed to be incurred outside this section or there is doubt as to the application of this section to expenses incurred, then the provisions of section 4.15 of this Policy can be applied.

### **4.3 Information and Communications Technology (ICT)**

#### **4.3.1 Selection and Provision of Councillors' ICT Equipment**

The following tools of trade will be made available to each Councillor to assist them perform their duties as a Councillor:

- one mobile telephone: Wi-Fi and mobile data (ie 3G, 4G, or 5G) enabled with a voice mail or voice to text service.
- one mobile tablet or laptop computer: Wi-Fi and mobile data (ie 3G, 4G, or 5G) enabled.



- one multi-function copier/printer/scanner – if requested: ~~One replacement set of toner cartridges will be provided upon request per Council term (see also 4.3.10).~~
- monitor with a second monitor available on request.
- headphones suitable for tablet / laptop based MS Teams and Zoom meetings.

The capital costs of Councillors' tools of trade are not an expense for the purposes of this policy.

Council will directly pay for the expenses associated with providing a mobile data plan for tools of trade through plans established periodically according to Council's usual procurement processes.

The make, model, and functionality of Councillors' tools of trade will be subject to consultation with Councillors, but will otherwise:

- Be selected in accordance with Council's ICT strategy and the usual standards and processes applied across Council for its business activities;
- Not exceed, nor be less than, the standard or specifications of equipment available to staff (including Directors and the Chief Executive Officer);
- Be consistent across the Councillor group to enable more efficient training, support and asset management;
- Be reviewed at the commencement of each electoral term; and
- Be upgraded at the end of their useful life or otherwise in accordance with Council's ICT strategy and the usual standards and processes applied across Council for its business activities.

Where a reasonable mobile data (ie 3G, 4G, 5G) connection cannot be accessed at a Councillor's normal place of residence, expenses for an alternative solution can be considered in accordance with section 4.15 of this Policy.

#### **4.3.2 Selection and Installation of ICT Software**

Councillors' tools of trade will be equipped with a range of approved software. Software selected will be subject to consultation with Councillors, but will otherwise be selected and upgraded in accordance with Council's ICT strategy and the usual standards, processes and security safeguards applied across Council's network.

The installation of additional software on Councillor tools of trade is subject to consultation with the IT Department.

Councillors must not load pirated, suspect or illegal software or content onto any Council provided device. Council has the right to audit a tool of trade, including applications and information, to ensure compliance with the law and this policy. The Chief Executive Officer has the authority to delete any inappropriate information or unauthorised software from a Council provided tool of trade.

The cost of approved software selected and made available to all Councillors is not considered an expense for the purposes of this policy.





#### **4.3.3 Use of ICT Equipment**

Councillors must maintain the integrity and the configuration of the tools of trade provided, protect and generally ensure the safe custody and operation of such equipment and the information they contain.

Councillors' tools of trade are to be used for their duties as a Councillor, however reasonable personal use (as defined) of Councillors' tools of trade is permissible. Councillors' tools of trade must not be used to conduct personal business or other unacceptable uses.

Councillors should take all reasonable steps to ensure that Council provided tools of trade are not used in breach of this policy by third parties.

Councillors will be provided an opportunity to review the costs associated with their tools of trade at regular intervals, in order to identify and reimburse Council for private usage which is beyond reasonable personal use.

#### **4.3.4 International Roaming**

Councillors travelling overseas travel in accordance with section 4.2.9 may have international roaming provisioned on their tools of trade for the duration of the trip in accordance with Council's resolution.

International use of tools of trade in all other circumstances requires approval of the Chief Executive Officer prior to departure and the quantum of expense to be met or reimbursed by Council shall be limited to \$100 per Councillor per 4 week period.

#### **4.3.5 User Accounts and Data**

Councillors will be provided a user account enabling access to:

- Their tools of trade and any associated local, network, or cloud based storage.
- An email account on Council's @Knox.vic.gov.au domain.
- Software provided in accordance with section [04.3.2](#).
- Other data and resources relevant to their duties as a Councillors.

Councillors' use of the accounts and data provided via their tools of trade (or any other method) are subject to the various codes, policies and procedures set out [in 4 Council Policy and Procedure](#).

Council will typically provide personalised user accounts and avoid generic (ie ward based) accounts to ensure the privacy and confidentiality of Councillors' data following the end of a Councillor's term of office.

#### **4.3.6 Damage, Loss or Theft of Equipment**

Any damage sustained to Councillors' tools of trade will be repaired at Council's expense. Device covers are highly recommended and may be supplied by Council.

Where a mobile device is damaged, lost or stolen a Councillor must:



- report the damage, loss or theft to the Information Technology Team as soon as practicable; and
- where requested, provide a Statutory Declaration including the details of the device and the circumstances of the damage, loss or theft.

All stolen or lost tools of trade will be subject to a remote wipe by Council.

#### **4.3.7 Return of Councillor Equipment**

All Councillor equipment must be returned to Council:

- upon request; and or
- at the conclusion of a Councillors' term of office.

Council staff will take appropriate steps to remove / destroy any data stored on Councillor equipment that is returned, before it is disposed of or re-deployed.

#### **4.3.8 Disposal of Redundant Councillor Equipment**

Councillors will be provided with an opportunity to purchase (at market value) the tools of trade that have been provided to, and used by them, if they are determined by the Director Customer and Performance to be redundant or additional to Council's needs.

Any equipment purchased must be returned to Council beforehand, to enable corporate software and personal information to be removed, in accordance with section [4.3.74-3.7](#).

Tools of trade are not considered redundant or surplus to Council's needs if they:

- are of a type and specification still being procured or deployed for use by Council; and/or
- are of a type and specification that are appropriate to retain for redeployment to other Councillors or staff members, Council programs or activities.

Equipment that remains relevant and useful to Council's needs will not be made available to Councillors for purchase.

The market value of any tools of trade to be sold in accordance with this section will be determined by the Director Customer and Performance; having regard to contemporary market rates for the sale or trade-in value of such equipment. Records of how the market value(s) was determined will be maintained by the Director Customer and Performance.

Once notified of the opportunity to purchase the equipment and the market value, a Councillor must inform Council of their intent to purchase or not within 7 days.

Any equipment not purchased must be returned to Council promptly in accordance with a notification from the Director Customer and Performance.

#### **4.3.9 Transfer of mobile telephone number**

A Councillor wanting to retain their Council owned mobile telephone number at the conclusion of may request the number be transferred to them.

Any associated costs in the transfer and any fees or charges incurred at this time and after will be met



by the Councillor wanting to transfer the number.

#### **4.3.10      Printing**

Councillors are encouraged to make use of the high-quality, cost-effective multi-function printers available in the Councillor Suite. These shared devices are designed for high-volume use, provide reliable performance, and are supported by Council's IT and procurement systems. Using these centralised printers helps ensure consistent print quality, reduces costs, and supports our sustainability goals.

Where Councillors seek reimbursement for printing-related expenses, claims will be capped at \$1,000 per Council term. Eligible expenses include paper, toner, printer cartridges, and other consumables directly related to printing. All claims must align with the Policy Principles outlined in section 4.1 of this Policy.

### **4.34.4      Conferences, Seminars, Training and Professional Development**

#### **4.4.1      General Provisions**

Council recognises the need for Councillors to attend training, conferences, seminars and professional development activities in order to be kept informed on relevant local government matters and to assist them performing their roles as Councillors. Generally, and as defined in this Policy, professional development means the process of improving and increasing the capabilities, knowledge, mindset or skillset of Councillors.

Annual budget provisions for conferences, seminars, training and professional development are addressed in Section 4.4.24-4.2.

Prior approval to attend the training and development activity must have been obtained from either the Chief Executive Officer or resolution of Council for expenses to be paid or reimbursed to Councillors.

The expenses paid or reimbursed to Councillors may include:

- 4.4.4.1 registration fees.
- 4.4.4.2 accommodation costs other than in the metropolitan area.
- 4.4.4.3 reasonable cost of meals and refreshments.

Where appropriate, Councillors will present a short synopsis of the event (written or verbal) at the next practicable Council meeting as part of their monthly Councillor report, following attendance at a conference, seminar, training or professional development.

Conferences, training or professional development conducted or delivered by Council staff are not considered expenses for the purposes of this policy, (including the cost of ancillary meals and refreshments including in accordance with Section 4.84-8).

A delegated committee member may have training and professional development expenses paid or



reimbursed by Council in accordance with a specific Council resolution made prior to the training or activity being undertaken.

Expenses relating to registration fees, accommodation and meals will be met or reimbursed by Council in accordance with the resolution.

#### **4.4.2 Annual Budget Allocation for Conferences, Seminars, Training, Professional Development and Representation**

Subject to consideration and approval of the annual Council budget, an allocation for Conferences, Seminars, Training, Professional Development and Representation of:

- \$5,500 will be made in respect of each Councillor;
- \$7,000 for the Deputy Mayor; and
- \$11,000 for the Mayor;

for use within a given mayoral year at the discretion of the individual Councillor. Allocations are not cumulative as between mayoral years.

#### **4.4.3 Accommodation and Meals at Conferences, Seminars, Training and Professional Development**

Where it is understood that a Councillor training and development activity involves related costs, such as accommodation or meals, these should be identified prior to registration.

If not included in the cost of the registration, the cost of meals and beverages (within reasonable limits) for the duration of the training and development activity may be reimbursed to Councillors and delegated committee members.

Appropriate accommodation, as selected by the Chief Executive Officer or delegate, for the duration of the training and development activity may be paid by Council. Accommodation expenses within the metropolitan Melbourne area will not be paid or reimbursed to Councillors or delegated committee members.

Accommodation and meal expenses should be consistent with Table 3 in the annual determinations of the Australian Taxation Office regarding reasonable accommodation and meal expenses (See for example Taxation Determination TD 2024/35 included at Appendix 1, or subsequent determinations as circulated to Councillors from time to time.)

#### **4.4.4 Councillor Induction and sector training**

A mandatory induction and training program will be conducted for all Councillors at the commencement of each electoral term. [Additionally, all Councillors are required to participate in ongoing professional development under the Local Government Act 2020. Throughout each Council term, Councillors must meet the obligations outlined in the Local Government \(Governance and Integrity\) Regulations 2020. Periodically throughout the Councillors' terms of office,](#)



Councillors will also have access to program of training and professional development opportunities including:

- 4.4.4.1 Meeting procedures
  - 4.4.4.2 Chairing of meetings
  - 4.4.4.3 Media training
  - 4.4.4.4 Governance training (for example, Australian Institute of Company Directors course)
  - 4.4.4.5 Financial training
  - 4.4.4.6 Information Technology usage
  - 4.4.4.7 Team Building and interpersonal skills
  - 4.4.4.8 MAV/VLGA Councillor Development Programs
  - 4.4.4.9 Cranlana Colloquium
- An allocation for these expenses will be made, subject to consideration and approval in the annual Council budget.
  - A Councillor's entitlement to have met or reimbursed the cost of undertaking the Australian Institute of Company Directors', Company Directors Course is subject to and conditional upon the course commencing prior to the calendar year in which a general election is to be held.
  - Additional training and professional activities outside of the above program must be funded separately as an expense from individual Councillor budget allocations in accordance with Section [4.4.24.4.2](#).

~~A Councillor who is not entitled (or seeking) to be reimbursed for attending the Australian Local Government Association (ALGA) National General Assembly (NGA) in accordance with Section 4.5.1, may fund their attendance at the NGA from their individual Councillor training and development budgets. (For the purposes of this section, the costs of attending the NGA shall include all registration, travel, meals, accommodation and incidental expenses).~~

## **4.4.5 Representing Council**

### **4.5.1 Attendance at the Australian Local Government Association (ALGA) National General Assembly (NGA)**

The Mayor and up to three additional Councillors are entitled under this section to have met or reimbursed, the costs for attending and representing Council at the Annual National General Assembly of the Australian Local Government Association (ALGA), which provides Councils with the opportunity to participate and engage in advocacy and discussion on matters of national importance to local government.

~~Where more than three Councillors, other than the Mayor, wish to claim an entitlement under this section, the matter shall be referred to Council for determination. the Mayor shall consult with Councillors seeking to reduce the number of Councillor delegates to four. Priority will be given to Councillors who have not previously attended the NGA in the current term of Council. Where, following consultation with the Mayor, more than four Councillors wish to claim an entitlement under this section, the matter shall be referred to Council for determination.~~

The total cost for attending the NGA (excluding meals and transport costs) under this section shall not



be deducted from individual Councillors' Conference, Seminar and Representation Expenses entitlement.

At the request of the Mayor, and subject to available budget provisions, the Councillor delegation to the NGA may be supported (at Council's expense) by the Chief Executive Officer or another member of the Executive Leadership Team.

#### **4.5.2 Attendance at Fundraising and Charitable Events**

Council will directly pay for or reimburse the cost of ticketed events for Councillors invited, in their role as a Councillor, by written invitation to attend Fundraising or Charitable Events:

- a) Conducted by a neighbouring municipality, or municipality in the Municipal Association of Victoria's Metropolitan East Region; or
- b) Where prior approval has been given by Council, or the Chief Executive Officer in consultation with the Mayor (or in the case of Mayoral expenses, the Deputy Mayor), and the event benefits the Knox Community.

#### **4.5.3 Appointments to External Organisations**

Each year, and from time to time, Council resolves to appoint Councillors to represent it on a number of external organisations.

For these organisations the nominated Councillors or their substitute are to be Council representatives at regular meetings of these organisations and any special events, with partners where appropriate.

Councillors are entitled to have paid by Council, or reimbursed, reasonable bona fide costs associated with representing Council on such organisations subject to expenditure in excess of \$500 per annum per delegate (including substitute nominees) per organisation being approved in advance by Council.

### **4.54.6 Attendance by a Councillor's Spouse or Partner**

#### **4.6.1 Attendance at Functions of Victorian Councils**

Where there is a mutual expectation of partners attending, Council will directly pay for or reimburse the reasonable costs of a Councillor's spouse or partner attending functions:

- a) held by Knox City Council; or
- b) held by other Victorian municipalities

A mutual expectation of partners attending would arise for example where:

- A spouse / partner is specified on the invitation; and
- The event is a dance, ball, or gala, to which a partner would typically be invited; or
- The event is of a nature where other attendees will be accompanied by partners.

#### **4.6.2 Attendance at other seminars, conferences or civic functions**

Attendance at any seminar, conference or civic function, [including charity events](#), by a councillor's



spouse / partner shall be at the expense of the councillor except where:

- a) Prior approval has been given by Council or the Chief Executive Officer in consultation with the Mayor (or in the case of Mayoral expenses, the Deputy Mayor); and
- b) Attendance by a councillor's spouse / partner is considered to be necessary or appropriate to support the business or representational needs of Council; and
- c) Sufficient provision exists in the approved annual budget for conferences and seminars.

A mutual expectation of partners attending would arise for example where:

- A spouse / partner is specified on the invitation; and
- The event is a fundraising or charity event such as a dinner or trivia night that a partner would typically be invited; or
- The event is of a nature where other attendees will be accompanied by partners.

In order to effectively manage GST liability – all arrangements for a Councillor's spouse or partner's attendance may be requested to be paid for by the Councillor, with reimbursement provided by Council.

#### **4.64.7 Other Support**

Where a Councillor attends an event on behalf of Council, the following support can be provided when required and as follows:

- Administrative support managing invitations and RSVPs provided by the Executive Assistant to the Mayor and Councillors.
- Provision of talking points for the Mayor (or delegate), for events where a formal invitation is received to attend and speak.
- Providing background information for Councillors attending other events if requested.
- Support associated with the wearing (and security of) of the Mayoral Robes and Chain for events where formal attire is considered necessary and appropriate.
- Taking photos of Councillors (using Councillor's devices) at events on request, provided such requests are incidental to, and not disruptive to the officer's role at the event.

#### **4.74.8 Meals and Refreshment**

##### **4.8.1 General Provisions**

Council will provide reasonable meals (typically either a buffet style meal or plated meal) during evenings of Council meetings, Delegated Committee meetings, Issues Briefings and other key meetings as determined by the Chief Executive Officer in consultation with the Mayor.

Reasonable meals may also be provided when other Council events or meetings are held at times that immediately follow or extend through normal mealtimes.



Council will provide reasonable refreshments for Councillors' in their office and meeting space.

[The provision of meals and refreshments must be reasonable with consideration given to community benefit and Appendix 1.](#)

[4.8.2](#) —

#### **[4.8.2](#) Alcohol**

Where this policy makes allowance for refreshments or meals for the Mayor, Councillors or Committee members, in the absence of a prior resolution of Council, the cost of alcoholic beverages shall not be met or reimbursed as an expense except:

- Where they cannot be reasonably avoided (such as where alcoholic beverages are included as part of the ticket price of an event or function.)
- Where the Chief Executive Officer has determined the provision of alcoholic beverages is appropriate at a Knox City Council civic or other function involving members of the community, having regard to:
  - The nature and purpose of the function.
  - Community expectation and the policy principles set out in section 4.1.1.
  - The impact alcohol can have on the safe, competent and professional performance of the duties of a Councillor, or other attendees.

#### **[4.8.9](#) Carer Support**

Council will directly pay for, or reimburse fair and reasonable childcare / family care expenses incurred by Councillors whilst discharging their duties as a councillor. The total expense paid for, or reimbursed, by Council must exclude any applicable rebates or subsidies.

Council will directly pay for, or reimburse fair and reasonable childcare / family care expenses incurred by a delegated committee member whilst discharging their duties as a member of a delegated committee. The total expense paid for, or reimbursed, by Council must exclude any applicable rebates or subsidies.

Family care relates to care provided to any immediate family member who is either a child or a sick, elderly, or disabled person. A child is defined as a person up to, but not including, 16 years of age.

Council may also make reasonable adjustments, and directly pay for or reimburse fair and reasonable additional expenses incurred by a Councillor who is breastfeeding.

Eligible care does not include care performed by a direct relative (spouse, domestic partner, son, daughter, mother, father, brother or sister of the Councillor or their spouse or partner).

Council will provide reimbursement of costs where the provision of carer services is reasonably required when a councillor or delegated committee member who is a carer incurs reasonable expenses in the performance of their duties.

Each claim must be substantiated by a receipt from the caregiver showing the dates and times care was provided and a written statement identifying the duty performed by the Councillor.





#### **4.94.10 Professional Memberships**

Council will directly pay for, or reimburse the cost of the following memberships:

- Australian Institute of Company Directors
- The Victorian Local Government Association
- The Australian Local Government Women's Association

Other memberships, which are considered demonstrably beneficial to Council or the performance of the duties of a Councillor, may be considered in accordance with section [4.154.15](#) of this Policy.

#### **4.104.11 Subscriptions**

Councillors can access The Age newspaper as part of a Your Library Membership.

Council will directly pay for, or reimburse the cost of a subscription to The Herald Sun newspaper.

Other subscriptions may be considered in accordance with section [4.154.15](#) of this Policy.

#### **4.114.12 Miscellaneous Support and Expenses**

All Councillors will be provided with:

- Standard stationery and office consumables held or obtained generally for the organisations requirements.
- Personalised business cards.
- Names badges, including for a spouse or partner.
- A page on Council's website including, but not limited to, a photo, contact details, term dates and committees. Additional information may be included at the request of individual Councillors, subject to approval by the Chief Executive Officer.
- Any safety equipment required for a Councillor's duties. This equipment is to be returned to the organisation promptly upon the completion of the activity/duty for which the articles were required.
- Council business papers, personal mail and other Council information will be couriered to Councillors' place of residence weekly or as required.

The Chief Executive Officer shall also provide an appropriate level of secretarial/administrative support for the Mayor and Councillors.

##### **4.12.1 Council-branded Apparel**

Each Councillor is entitled to claim up to \$300 (excl. GST) per financial year for the purchase of Council-branded apparel of their choice to be worn when representing Council.



This may include, but is not limited to, polo shirts, shell jackets, or business shirts. All items must comply with Council's Brand Style Guide, featuring approved Council branding and either "Councillor" or the Councillor's name.

Such clothing should only be worn when undertaking official duties — such as community events, site visits, or other external engagements — to support a consistent and recognisable presence on behalf of Council.

#### **4.12.21 Donations and/or sponsorship**

Donations and/or sponsorship made by a Councillor will be made on their own behalf and not on behalf of Council, except in accordance with a prior resolution of Council.

Councillor donations and/or sponsorship not in accordance with a prior resolution of Council will not be reimbursed by Council.

#### **4.12.32 Insurance Policies**

Councillors and delegated committee members are covered under the following Council insurance policies while discharging, in good faith, the duties of civic office including attendance at meetings of external bodies as Council representatives:

- Public Liability Insurance;
- Professional indemnity Insurance;
- Councillors and Officers liability Insurance;
- Personal Accident (accompanying partners are also covered) Insurance;
- Travel Insurance; and
- Work Cover (as a deemed employee).

The insurance does not cover criminal or ~~willful~~wilful acts.

The Council will pay the insurance policy excess in respect of any claim made against a Councillor or member of a delegated committee arising from Council business where any claim is accepted by Council's insurers, whether defended or not.

#### **4.12.43 Legal Expenses**

Other than by specific Council resolution, any legal expenses incurred by a Councillor shall be the responsibility of that Councillor.

#### **4.12.54 People Assist Program**

Council provides a People Assist Program to staff which is also available for use by Councillors. The program provides professional and confidential support services for personal or work related issues for Councillors and their immediate family at no cost.

Councillors can access the People Assist Program for up to four free hours, per issue.



#### **4.124.13 Office and Meeting Space**

At the Civic Centre there shall be provided:

- A Mayoral Office
- A separate, shared office space provided for use by Councillors
- A Councillors' Room.

All spaces will be determined by the Chief Executive (in consultation with Councillors) and suitably equipped for computer use, photocopying, reading, research and meetings.

Councillors will be provided with 24 hour security access to the Councillors' Room and shared office space. The Mayor shall have 24 hour security access to the Mayoral Office.

Subject to availability, other Council meeting/function rooms owned and controlled by Council may be booked by Councillors for use free of charge for meetings and other functions, provided the Councillor is in attendance and the use is necessary or appropriate for performing the duties of a Councillor or the conduct of Council business.

#### **4.14 Councillor Listening Posts**

Councillors play a key role in leading transparent and inclusive engagement. While each Councillor maintains strong connections within their ward, they also represent the interests of the entire municipality.

Councillor Listening Posts provide a vital forum for direct, collaborative engagement between residents and Councillors. Recognising the importance of convening "Meet Your Councillor" style ward meetings, these sessions function as a forum where attendees can raise issues and initiatives that matter to them and engage directly with their elected representatives. They offer a space for Councillors to hear from community members, who can share ideas, contribute to local initiatives, and discuss issues that matter to them.

This approach is designed to support and enhance the ongoing engagement activities undertaken by Council officers in collaboration with Councillors throughout the year, consistent with Council's Community Engagement Policy.

Councillor Listening Posts will not be held in the six months before, or during a Council election period.

An annual budget provision will be made for the reasonable costs associated with holding Councillor Listening Posts as follows:

- \$4,000 per calendar year for up to four multi-Councillor Listening Posts; and
- \$500 per calendar year per Councillor for expenses related to single Councillor Listening Posts.

##### **4.14.1 Format and Delivery**



Councillor Listening Posts provide a platform for Councillors to engage directly with the community on local and municipal issues, supporting open dialogue, transparency, and strategic conversations. Councillors take the lead in shaping and delivering each session, including the agenda, content, and overall format, which may be tailored to the purpose of the engagement, the audience, and the issues to be discussed.

Sessions may be informal drop-in style meetings in accessible public spaces or more structured forums incorporating presentations, round table discussions, question and answer form or small-group discussions. They may be ward-based, thematic, or project-focused, and can involve one or multiple Councillors. Multi-Councillor sessions are encouraged, with up to four permitted each year; additional sessions require Council approval. Locations may rotate across the municipality to ensure equitable access, and all sessions are branded as Council-led to maintain consistent messaging.

#### **4.14.2 Initiating Councillor Listening Posts**

Where practicable, a minimum of eight weeks' notice is required to support effective planning and communication for multi-Councillor Listening Posts.

Councillors must inform the Mayor and Chief Executive Officer of the proposed forum at the earliest opportunity to ensure alignment with this Policy and operational support.

#### **4.14.3 Resources**

Multi-Councillor Listening Posts may be held at the Civic Centre, or at a central and convenient location within the municipality as selected by the Councillor/s.

Refreshments may be provided and will be limited to tea, coffee and biscuits (and subject to the budgetary limits specified in this section).

Councillors may be provided with marketing tools to support either individual or multi-Councillor Listening Posts such as signage. (Availability of marketing tools will be dependent on notice and production lead times).

#### **4.14.4 Staff Attendance**

Council is committed to providing timely and expert operational and technical support to Councillors during multi-Councillor Listening Posts. Councillors may request the attendance of specific Council officers to assist with questions and provide expert advice. Council officers may participate in a supportive role, enabling Councillors to lead the engagement while ensuring accurate and timely information is available.

The Chief Executive Officer oversees the coordination of officer attendance and roles, considering relevance, availability, and organisational priorities. To ensure efficient use of resources, staff supporting these forums will generally attend for up to two hours.



#### **4.14.5 Advertising**

Advertising will be conducted via Council's website, Knox News (where practicable) and Council's social media channels. Additional advertising may be considered in accordance with section 4.15 of this Policy.

may (and subject to the budgetary limits specified in this section) Councillors may be provided with marketing tools to support Councillor Pop-up Engagement Sessions such as signage. (Availability of marketing tools will be dependent on notice and production lead times.) Ward Meetings

An annual budget provision will be made (and reviewed annually as part of the Council budget process) for the reasonable costs associated with holding one Ward Meeting per calendar year.

#### **4.14.1 General Provisions**

Ward Meetings are conducted as an informal feedback session for the benefit of Councillors. It is not intended that detailed information be provided by staff on the progress of projects or upcoming projects.

Ward meetings are held at the discretion of individual Councillors who are responsible for setting the agenda, preparing relevant content and conducting their Ward meetings.

Councillors are requested to indicate their intention to hold Ward Meetings at the commencement of each calendar year.

Ward meetings may be held at the Civic Offices, or at a convenient location within the Ward as selected by the Councillor.

Refreshments provided shall be limited to tea, coffee and biscuits.

Ward meetings will not be held during an election period.

#### **4.14.2 Staff Attendance**

Council staff typically do not participate in Ward Meetings.

At the request of the Ward Councillor, a staff member may attend to act as a note taker.

Councillors may request the attendance of a specific Council Officer to discuss a specific item. The Chief Executive Officer is responsible for determining the attendance and role of Council officers at Ward Meetings.

#### **4.14.3 Advertising**

Advertising will be conducted via Council's website and social media channels, and signage at Council's Civic Centre and local libraries.

Additional advertising may be considered in accordance with section 4.15 of this Policy.



#### **4.134.15 Other Expenditure Not Specified**

Where any expense sought to be paid for, or reimbursed to, a Councillor is not covered by this Policy or exceeds the budgetary limits in section [4.4.24.4.2](#) the following process shall apply:

- The Councillor shall make application prior to incurring any expense.
- For expenses \$300 or less and generally within the terms of section 75 of the Act and in compliance with this Policy:
  - The Chief Executive Officer shall confer on the matter with the Mayor (or in the case of Mayoral expenses, the Deputy Mayor).
  - The Chief Executive Officer may then determine the matter and inform the Councillor, providing reasons for their decision.
- For expenses greater than \$300 the matter will be referred to Council for consideration and determination.

Where there is any uncertainty or disagreement as to an entitlement; or where there is any failure to comply with this Policy, the following process shall apply:

1. The Chief Executive Officer shall confer on the matter with the Mayor (or in the case of Mayoral expenses, the Deputy Mayor).
2. The Chief Executive Officer may then determine the matter, or a proposed course of action to resolve the disagreement / uncertainty or the non-compliance, and inform the Councillor, providing reasons for their decision.
3. If the matter remains unresolved it will be referred to Council for consideration.

If the Chief Executive Officer and Mayor have been party to the decision which is the subject of the uncertainty / disagreement:

1. The Chief Executive Officer shall refer the matter to the Director Customer and Performance for independent review.
2. The Director Customer and Performance shall confer with the Manager Governance and Risk and determine the matter, or agree a proposed course of action to resolve the disagreement / uncertainty or the non-compliance.
3. The Director Customer and Performance will inform the affected Councillor of the proposed course of action to resolve the disagreement / uncertainty or the non-compliance.
4. If the matter remains unresolved it will be referred to Council for consideration.

#### **4.144.16 Claims and records**

##### **4.16.1 Form of claims**

All claims must be made on the form provided and be complete as to all specified detail.

Councillors and delegated committee members may also be periodically requested to certify details of expenses incurred on their behalf.

The following substantiation rules apply to all expense claims.



- A claim for reimbursement must be supported by written evidence, being a receipt, tax invoice or similar document that sets out the relevant particulars. This means a document from the supplier of the goods or services the expense is for, setting out:
  - the name or business name of the supplier; and
  - the amount of the expense, expressed in the currency in which it was incurred; and detailing any GST paid, and
  - the nature of the goods or services; and
  - the date the expense was incurred; and
  - the date the document was made.
- Where this documentation is not available a statutory declaration must be submitted to support the claim.

Incomplete claims or claims which are outside this Policy will be initially referred to the claimant Councillor for further advice.

Claims which are not in accordance with this Policy will be considered under section [4.154.15](#).

#### **4.16.2 Timeframe for submission of claims**

Councillors and delegated committee members are required to submit claims in a timely manner to ensure transparency and timely accountability.

Claims for reimbursement of expenses in the September, December and March quarters must be submitted by the close of business of the following month.

Claims for reimbursement of expenses in the June quarter must be submitted within 7 working days of the end of financial year.

Claims for reimbursement which are not in accordance with the above timeframes will not be processed unless Council resolves to accept the claim.

#### **4.16.3 Assessment of claims**

The Chief Executive Officer will oversee the processing of all claims by the Governance Department.

Where a claim appears incomplete or outside this Policy it will be initially referred to the claimant Councillor for further discussion. Unresolved issues will be managed in accordance with Section [4.154.15](#).

### **[4.154.17](#) Accountability**

Council is committed to accountability and transparency for reimbursement of expenses and the provision of resources and facilities to Councillors. This Policy will be posted on Council's website.

Quarterly reports of all councillor and delegated committee member expenses will be provided to council, and the council's Audit and Risk Committee.

The report will include:



- expenses incurred on behalf of councillors and delegated committee members during the quarter;
- reimbursement claims made by councillors and delegated committee members during the quarter; and
- reimbursements made by councillors and delegated committee members during the quarter.

In accordance with Council's Public Transparency Policy, Council maintains a public register which includes details of overseas or interstate travel (other than interstate travel by land for less than 3 days) undertaken in an official capacity by any Councillor in the previous 12 months, including—

- the name of the Councillor;
- the dates on which the travel began and ended; and
- the destination of the travel; and
- the purpose of the travel; and
- the total cost to the Council of the travel, including accommodation costs.

Council's annual report shall include information regarding all Mayoral and Councillor expenses (whether paid directly by Council or reimbursed to the Councillor) broken down into categories as required by the Act:

- Transport and Travel
- Communications Equipment
- Conferences, Seminars, Training and Professional Development
- Professional Memberships
- Carer Support
- Other Expenses

## 5. References

### 4.1 Community ~~Plan 2021-2031~~ Vision 2035

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### 5.1

### 5.15.2 ~~Council Plan 2021-2025~~ Knox Council and Health and Wellbeing Plan 2025-2029

Key Direction 5: Civic engagement and integrity ~~Theme 4:~~ Leading, listening and governing responsibly

Strategy 4.1: Council demonstrates its accountability through transparent and responsible decision-making and working together productively ~~Ensure our processes are transparent and decisions are accountable.~~

### 5.25.3 Relevant Legislation





- [Local Government Act 2020](#)
- [Local Government \(Governance and Integrity\) Regulations 2020](#)
- Carers Recognition Act 2012

#### **5.35.4 Charter of Human Rights**

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

#### **5.45.5 Related Council Policies**

- [Model Councillor Code of Conduct](#)
- Governance Rules
- Public Transparency Policy
- [Councillor Media Policy](#)
- Election Period Policy
- Email, Internet & Web Browsing Policy
- Information Management Security Policy
- Password Policy
- [Community Engagement Policy](#)
- 

## **6. Definitions**

Term	Definition
<b>the Act</b>	Means the Local Government Act 2020 as amended.
<b>Bona fide</b>	Means honest; genuine; actual; authentic; acting without the intention of defrauding.
<b><u>Candidate</u></b>	<p><a href="#">Means a person who is a candidate, in accordance with Council's Election Period Policy, who has:</a></p> <ul style="list-style-type: none"> <li>• <a href="#">Within 12 months of the next election period, publicly expressed an intention to run as a candidate in the election; and/ or</a></li> <li>• <a href="#">a person who has formally nominated as a candidate in the election with the Election Manager.</a></li> </ul> <p><a href="#">A candidate is a "known candidate" when a person has actual knowledge of the candidate's identity and that they meet the above definition</a></p>
<b>Carer</b>	Mean a carer as defined under section 4 of the Carers Recognition Act 2012.
<b>Civic function</b>	A ceremonial or celebratory Council event (including reception or ball).



<b>Term</b>	<b>Definition</b>
<b>Council</b>	Means Knox City Council, being a body corporate constituted as a municipal Council under the Local Government Act 2020.
<b>Delegated Committee</b>	Means a Delegated Committee established under section 63 of the Act.
<b>Duties as a Councillor</b>	<p>Means duties performed by a Councillor that are necessary or appropriate for the purposes of achieving the objectives of a Council having regard to any relevant Act, regulations, Ministerial guidelines or Council policies.</p> <p>Such duties include, but are not limited to, attendance at:</p> <ul style="list-style-type: none"> <li>• Council Meetings, Delegated Committee Meetings, or other committee meetings;</li> <li>• Briefing sessions, workshops, or other meetings with Council staff;</li> <li>• Training sessions, professional development opportunities and conferences (as an attendee and / or speaker) which: <ul style="list-style-type: none"> <li>– Are consistent with Council's objectives;</li> <li>– Will cover or present material with application / importance / relevance to current or future issues faced by the Council; and</li> <li>– Are within the General, or Councillor's annual budget allocations.</li> </ul> </li> <li>• Conferences or other meetings as Council's nominated representative or delegate.</li> <li>• Civic or ceremonial functions convened or scheduled by the Council, Mayor or Chief Executive Officer;</li> <li>• Meetings with individual community members, organisations and community groups;</li> <li>• Other meetings, inspections or events attended by a Councillor in an official capacity relevant to their duties.</li> </ul>
<b>Duties as a Delegated Committee Member</b>	Means duties performed by a member of a Delegated Committee who is not a Councillor, that is necessary or appropriate for the purposes of achieving the objectives of the Committee having regard to any relevant Act, regulations, Ministerial guidelines Instrument of Delegation or Council policy.
<b>Expenses</b>	<p>Means expenses</p> <ul style="list-style-type: none"> <li>• initially incurred by a Mayor, Councillor or member of a delegated committee for which a claim is subsequently made for reimbursement; and</li> <li>• expenses incurred by Council for or on behalf of a Mayor, Councillor or member of a delegated committee.</li> </ul>
<b>Fair and reasonable (in relation to</b>	<p>Means:</p> <ul style="list-style-type: none"> <li>• An amount, level or type that is consistent with what a reasonable person would pay or accept, if they were not a Councillor or member of a</li> </ul>



Term	Definition
<b>expenses, support and resources)</b>	<p>delegated committee, in the same or similar circumstances for the same or similar item.</p> <ul style="list-style-type: none"> <li>An amount that represents value for money and minimises waste or extravagance</li> </ul>
<b>Material cost</b>	<p>Means a cost greater than 10% of the:</p> <ul style="list-style-type: none"> <li>total once-off expense incurred; or</li> <li>monthly expense incurred.</li> </ul>
<b>Professional development</b>	<p>Means the process of improving and increasing the capabilities, knowledge, mindset or skillset of councillors through access to education and training opportunities, whether through outside organisations or in the workplace.</p>
<b>Reasonable personal use</b>	<p>Means personal use that:</p> <ul style="list-style-type: none"> <li>is infrequent and brief, and/or does not have a cost to Council, or a material cost to Council in the context of the expense in question.</li> <li>does not interfere with the operation of Council.</li> <li>does not unreasonably interfere with another councillor's use of Council's resources and facilities.</li> <li>does not compromise the security of the Council's systems or assets.</li> <li>does not impact on Council's electronic storage capacity.</li> <li>does not decrease Council's network performance, or consume bandwidth or data in a manner that could interfere with the service provided to others (e.g. large email attachments can decrease system performance and potentially cause system outages; streaming content can consume large amounts of bandwidth on Council's network, or data from Council's mobile plan).</li> <li>corresponds to Council's procedures for email maintenance and archiving documents.</li> <li>is not an unacceptable use, as defined.</li> </ul>
<b>Representing Council</b>	<p>Representing Council means external-facing responsibilities focused on promoting Council's interests and position; or where Council receives an official invitation seeking Council representation at an event</p>
<b>Term of office</b>	<p>In accordance with Section 29 of the Local Government Act 2020, the term of office of a Councillor elected at a general election commences on the day that the Councillor takes the Oath or affirmation of Office and expires at 6.00am on the day appointed for the next general election.</p> <p>In terms of this policy, the term of office for any Councillor elected as a result of an extraordinary vacancy expires at 6.00am on the day appointed for the next general election.</p>



Term	Definition
<b>Tools of trade</b>	Includes the following items of information and communications technology equipment provided to conduct business as a Councillor: <ul style="list-style-type: none"> <li>• Laptop and or Tablet Computer</li> <li>• Printer/Copier/Facsimile/Scanner</li> <li>• Mobile Communication Device (eg Smartphone)</li> </ul>
<b>Unacceptable use</b>	Means use: <ul style="list-style-type: none"> <li>• To create or exchange messages that are offensive, harassing, obscene or threatening.</li> <li>• To visit web sites containing objectionable (including pornographic) or criminal material.</li> <li>• To store publish or transmit material that is offensive, obscene, abusive, defamatory or unlawful.</li> <li>• That exchanges any confidential or sensitive information contrary to law.</li> <li>• That infringes intellectual property laws.</li> <li>• That transmits files or viruses that cause a negative impact on Council's computer system.</li> <li>• Of software that is unauthorised.</li> <li>• That is for electioneering purposes or any other purpose prohibited by law.</li> </ul>

## 7. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this Policy. Where an update does not materially alter this Policy, such a change may be made administratively on approval of the Chief Executive Officer. Examples of minor administrative changes include change to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this Policy, it must be considered by Council.



# Appendix 1 Extract from Taxation Determination TD 2023/35/4

Income tax: reasonable travel and overtime meal allowance expense amounts for the 2025–26 income year ~~Income tax: what are the reasonable travel and overtime meal allowance expense amounts for the 2023–24 income year?~~

Table 3: Reasonable amounts for domestic travel expenses – employee's annual salary \$263,851 or more

Place	Accomm. (\$)	Food and drink (\$)	Incidentals (\$)	Daily total (\$)
Adelaide	211	breakfast 42.15 lunch 59.60 dinner 83.40	35.05	431.20
Brisbane	257	breakfast 42.15 lunch 59.60 dinner 83.40	35.05	477.20
Canberra	246	breakfast 42.15 lunch 59.60 dinner 83.40	35.05	466.20
Darwin	293	breakfast 42.15 lunch 59.60 dinner 83.40	35.05	513.20
Hobart	235	breakfast 42.15 lunch 59.60 dinner 83.40	35.05	455.20
Melbourne	265	breakfast 42.15 lunch 59.60 dinner 83.40	35.05	485.20
Perth	265	breakfast 42.15 lunch 59.60 dinner 83.40	35.05	485.20
Sydney	297	breakfast 42.15 lunch 59.60 dinner 83.40	35.05	517.20
All country centres	207 or the relevant amount in Table 4 if higher	breakfast 42.15 lunch 59.60 dinner 83.40	35.05	variable



**Table 3: Reasonable amounts for domestic travel expenses – employee's annual salary \$247,021 or more**

Place	Accomm. (\$)	Food and drink (\$) breakfast 38.90 lunch 55.00 dinner 77.00	Incidentals (\$)	Daily total (\$)
Adelaide	211	as above	32.90	414.80
Brisbane	257	as above	32.90	460.80
Canberra	246	as above	32.90	449.80
Darwin	293	as above	32.90	496.80
Hobart	235	as above	32.90	438.80
Melbourne	265	as above	32.90	468.80
Perth	265	as above	32.90	468.80
Sydney	265	as above	32.90	468.80
All country centres	\$195 or the relevant amount in Table 4 if higher	as above	32.90	variable

<https://www.ato.gov.au/law/view/pdf/pbr/td2023-003.pdf>



## **Appendix 2 – Assessing Community and Council Benefit Criteria**

The following criteria, questions and examples can assist to determine how an expense provides Community and or Council benefit.

### **1. Outcome-Focused**

<u>Assessment Questions</u>	<u>What is the expected outcome of this expense?</u> <u>Does the outcome contribute to improved decision-making, service delivery, or advocacy for the community?</u>
<u>Example</u>	<u>Attending a regional economic development forum to identify investment strategies for local job creation.</u> <u>Participating in training on deliberative engagement methods to improve citizen participation in Council consultations.</u>

### **2. Benefit Beyond the Individual**

<u>Assessment Questions</u>	<u>Is the benefit of this expense limited to the Councillor, or does it flow through to the community or Council as a whole?</u> <u>Can and will the knowledge or benefit be shared, applied, or translated into action?</u>
<u>Examples</u>	<u>Councillor attends a forum on aged care service delivery and reports back to inform Council's ageing well strategy.</u> <u>Travel to meet with government departments secures commitment to fund local road upgrades.</u> <u>Participation in a First Nations cultural competency program supports inclusive Council policy development.</u>

### **3. Connection to Community Needs or Priorities**

<u>Assessment Questions</u>	<u>Does this expense relate to a known community need, service gap, or Council Plan priority?</u> <u>Can it be mapped to something the community has identified as important?</u>
<u>Example</u>	<u>Joining a digital inclusion seminar where local community surveys have shown access to technology as a barrier.</u> <u>Training in disaster resilience planning in area prone to bushfires or flooding.</u> <u>Attending a youth engagement summit after local feedback indicates youth disengagement from civic processes.</u>



#### 4. Evidence of Benefit

<u>Assessment Questions</u>	<p><u>Is there a clear output, report, change in practice, or outcome that can be demonstrated or documented?</u></p> <p><u>Could this benefit be measured, observed, or followed up?</u></p>
<u>Example</u>	<p><u>Councillor decision making is influenced based on insights gained from an attended seminar, which is adopted by Council.</u></p> <p><u>A councillor contributes to a new Council position on gender equity after participating in a relevant sector forum.</u></p> <p><u>Workshop attendance leads to revised public consultation processes that result in higher community participation rates.</u></p>

#### 5. Risk Avoidance or Capability Uplift

<u>Assessment Questions</u>	<p><u>Does the expense reduce a known risk, or enhance Council's governance, compliance, or service capacity?</u></p> <p><u>Does it improve the Councillor's ability to represent constituents effectively?</u></p>
<u>Example</u>	<p><u>Undertaking mandatory governance training to ensure compliance with legislative obligations under the Local Government Act 2020 (Vic).</u></p> <p><u>Participating in media skills training to reduce reputational risks when acting as Council spokesperson.</u></p> <p><u>Engaging in procurement and conflict-of-interest training to ensure ethical decision-making.</u></p>

#### 6. Alignment with Role and Responsibilities

<u>Assessment Questions</u>	<p><u>Is this something a reasonable person would expect a Councillor to undertake in their role?</u></p> <p><u>Does it improve their effectiveness in representation, advocacy, or decision-making?</u></p>
<u>Example</u>	<p><u>Site visit to a proposed development precinct to inform decision-making on planning applications.</u></p> <p><u>Engaging in a community leadership program designed for elected officials.</u></p>





## CLAIM FORM – CARER COSTS

### Application for Payment or Reimbursement of Carer Costs

<b>ALLOCATION NO:</b>		
<b>Councillor Name:</b>		
<b>Date(s) claimed for:</b>		
<b>Councillor or Delegated Committee Duties undertaken whilst carer support is provided</b>		
<b>Names of person or organisation providing care</b>		
<b>Costs</b>	Hours	
	Hourly Rate	\$
<b>Declaration:</b>	<p>I declare that the above claim is submitted in accordance with the requirements of the Councillor Support Policy and Procedure and:</p> <p><input type="checkbox"/> Is net of any rebates or subsidies;</p> <p><input type="checkbox"/> Is not for care provided by a direct relative (as defined);</p> <p><input type="checkbox"/> the expenses claimed are fair, reasonable, bona fide and reasonably necessary to enable me to perform my duties as a Councillor; and</p> <p><input type="checkbox"/> I have included appropriate supporting documentation in including a receipt from the caregiver.</p>	
<b>Councillor Signature</b>		<b>Date:</b>



CEO Signature:		Date:
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### CLAIM FORM – TRAVEL EXPENSES

#### Application for Payment or Reimbursement of Travel Expenses

ALLOCATION NO:
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Councillor Name:		
Description of Expenses claimed:		
Councillor Duties or Delegated Committee undertaken necessitating travel		
Value of expenses claimed	Travel	\$
	Accommodation	\$
	Attendance/ Registration	\$
	Meals/Drinks	\$
	Other Costs, specify	\$
	Total	\$
Declaration:	<p>I declare that the above claim is submitted in accordance with the requirements of the Councillor Support Policy and Procedure and:</p> <p><input type="checkbox"/> That undertaking the duties of a Councillor was the primary and predominate purpose of travel;</p> <p><input type="checkbox"/> the expenses claimed are fair, reasonable, bona fide; and</p> <p><input type="checkbox"/> I have included appropriate supporting documentation.</p> <p>I further understand that details of this travel will be disclosed publicly in accordance with Section 222 of the Local Government Act.</p>	
Councillor Signature		Date:



CEO Signature:		Date:
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## CLAIM FORM – GENERAL EXPENSES

### Application for Payment or Reimbursement of General Expenses

ALLOCATION NO:
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Councillor Name:		
Description of Expenses claimed:		
Councillor Duties or Delegated Committee undertaken relevant to expenses incurred		
Value of expenses claimed	Type of expenses	Value
		\$
		\$
		\$
		\$
		\$
	<b>Total</b>	<b>\$</b>
Declaration:	<p>I declare that the above claim is submitted in accordance with the requirements of the Councillor Support Policy and Procedure and:</p> <p><input type="checkbox"/> the expenses claimed are fair, reasonable, bona fide; and</p> <p><input type="checkbox"/> I have included appropriate supporting documentation.</p>	
Councillor Signature		Date:



<b>CEO Signature:</b>		<b>Date:</b>
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5 Notices Of Motion

6 Supplementary Items

7 Urgent Business

8 Confidential Items