

AGENDA

Mid Month Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 8 December 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 2025-2026 Monthly Report	4
4.2 Knox Community Awards Program Review	18
4.3 Stormwater Asset Management Plan (SWAMP)	43
4.4 Appointment of Second Representative to Your Library Ltd	82
5 Notices Of Motion	85
6 Supplementary Items	85
7 Urgent Business.....	85
8 Confidential Items	85

Matt Kelleher

Acting 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 10 November 2025.

4 Officer Reports

4.1 Minor Grants Program and Emergency Relief Fund 2025-2026 Monthly Report

Final Report Destination: Mid-Month Council
Paper Type: For Decision
Author: Community Partnerships Officer, Bryony Lee
Manager: Manager Community Strengthening, Kerry Jansons
Executive: Acting Director Connected Communities, Nicole Columbine

SUMMARY

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

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

RECOMMENDATION

That Council resolve to:

1. Approve four applications under the Minor Grants Program for a total of \$7,356.00 (excluding GST) as detailed below:

Minor Grants Program				
Applicant Name	Project Title	10% Contribution for Equipment	Amount Requested (inc. GST)	Amount Recommended (excl. GST)
Cass Care Ltd.	Balance for Life: Fall Prevention for Older People Funding is being sought to deliver a fall prevention program for Chinese seniors in Knox, promoting safety, independence and access to support services.	\$1932.50	\$2,339.60	\$1,763.27 (lesser amount due to GST and administration and marketing being ineligible)
Waverley Industries Ltd.	Digital Inclusion for People with Disabilities Funding is being sought to provide essential digital tools for supported employees with disabilities,	\$377.00	\$2,262.00	\$2,056.36 (lesser amount due to GST)

Minor Grants Program				
Applicant Name	Project Title	10% Contribution for Equipment	Amount Requested (inc. GST)	Amount Recommended (excl. GST)
	ensuring job capacity and inclusion.			
UCA - Bayswater Congregation	Freestanding Hall Storage Cupboards Funding is being sought to replace outdated freestanding storage cupboards, ensuring safe, organised storage for multiple active community groups.	\$1,200.00	\$2,500.00	\$2,272.73 (lesser amount due to GST)
St. Joseph's and St Bernadette's Community Fete	Keeping the Sizzle Alive: BBQ Replacement Project Funding is being sought to replace unsafe, outdated BBQs for the annual community fete, ensuring safe and efficient cooking.	\$162.00	\$1,390.00	\$1,263.64 (lesser amount due to GST)
Total			\$8,491.60	\$7,356.00

2. Refuse one application under the Minor Grants Program requesting a total of \$1,950.00 as detailed below:

Minor Grants Program			
Applicant Name	Project Title	Amount Requested	Reason for ineligibility
Vic Lanka Seniors Social Group	New Years Eve Project For All Seniors in City of Knox and Other Suburbs in Victoria.	\$1,950.00	With both the organisation address (Dandenong North) and project address (Monash) sitting outside of Knox, not enough benefit to Knox residents was demonstrated.
Total		\$1,950.00	

3. Note that should the recommended Minor Grants be approved by Council, the remaining budget for 2025-2026 will be \$92,694.56 after GST adjustments.
4. The Emergency Relief Fund has been suspended as the total budget has been exhausted. Therefore, no further applications have been received or assessed.

1. DISCUSSION

1.1 Background

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.

1.2 Applications Recommended for Approval

Five applications have been assessed this month, requesting grants totaling \$10,441.60 (including GST). Of the five applications, four are recommended for approval. A summary of the four projects recommended is in Attachment 1.

1.3 Applications Recommended for Refusal

One application is recommended for refusal, requesting a grant totaling \$1,950.00. Vic Lanka Seniors Social Group submitted a grant for their project titled "New Years Eve Project for all Seniors in City of Knox and Other Suburbs in Victoria". The project is not recommended for funding as the organisation is based in Dandenong North and the event occurs outside Knox in Monash. The application lacks clear evidence of benefits for Knox residents.

1.4 Applications Recommended for Withdrawal

One outstanding application was deferred at the November 2025 Mid-Month Meeting of Council, One Hope Community Church's "Outdoor Blinds for Community@Cavell" project. The scope of the project has changed, and the applicant has chosen to withdraw their application.

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.

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.

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

The approval of Minor Grants is managed within Council's adopted budget. The 2025-2026 budget provides \$156,696.00 for the Minor Grants Program, plus a returned grant of \$208.18 increased the budget to \$156,904.18.

Funding commitments to date are summarised below:

Yearly Summary 2025-26	Total Amount Approved at Council Meetings (Excluding GST)
July	\$13,039.83
August	\$14,174.01
September	\$12,606.00
October	\$14,830.55
November	\$2,203.23
December	\$
January	\$
February	\$

Yearly Summary 2025-26	Total Amount Approved at Council Meetings (Excluding GST)
March	\$
April	\$
May	\$
Totals (Year to Date)	\$56,853.62

Recommended applications for the December period total \$7,356.00 (excluding GST).

If approved as recommended, the remaining Minor Grants budget for 2025-2026 will total \$92,694.56 (excluding GST).

7. RISKS

Any risks associated with administering the Minor Grant Program are managed through the implementation of Council's Grant Framework Policy and the Guidelines. All Minor 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 1.2 - Our community can access diverse training and life-long learning opportunities through delivery, promotion and partnerships with relevant organisations.

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.

Planning our future city

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.

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 December 2025 [4.1.1 - 8 pages]

Minor Grant Program Applications
December 2025

2526-MGP055

Cass Care Ltd

Application ID	2526-MGP055
Organisation Name	Cass Care Ltd
Grant Program	Minor Grants Program

Project Title	Balance for Life: Fall Prevention for Older People
Project Start Date	09/12/2025
Project End Date	30/10/2026

Request Details	<p>Balance for Life: Fall Prevention for Older People is a health session designed for Chinese residents aged 55 and over living in the Knox area. The primary goal of this event is to help older adults prevent falls and lead active, independent lives. Through this initiative, participants will learn how to create a safer home environment, develop practical skills to reduce the risk of falls, and explore aging support services that can help them remain safe and self-sufficient at home.</p> <p>This session will accommodate up to 40 participants. It will be delivered by a registered occupational therapist, a registered physiotherapist, and an experienced speaker from CASS Care. Together, they will address key aspects of fall prevention and provide guidance to help older adults live safely and independently in their own homes.</p>		
Community Benefit	<p>The event includes talks by an occupational therapist on fall prevention, a physiotherapist on balance and strength with exercise demos, and an ageing services speaker sharing information on aging services for older adults.</p> <p>This project has three key objectives:</p> <ol style="list-style-type: none"> 1. Awareness Enhancement – To increase participants’ awareness of fall prevention and improve their understanding of home safety. 2. Health Promotion – To equip participants with practical exercise skills that promote active living. These exercises aim to improve balance and strengthen muscles, thereby reducing the risk of falls. 3. Connected Resources – To introduce participants to available aging support services that can help them live safely and independently at home. Even in the event of a fall, they will know where to seek assistance. <p>40 participants from a Chinese background residing in the Knox area, are expected to gain valuable knowledge and practical skills in fall prevention and healthy aging.</p>		
Total Beneficiaries	40	Total Project Cost	\$4,592.10
Knox Beneficiaries	32	Total Amount Requested	\$2,339.60

Minor Grant Program Applications
December 2025

Total Project Income

Income Description	Income Amount
Grant funds	\$2,339.60
Organisation contribution (Project co-ordinator \$38.65 X 2.5 hrs/per week X 20 weeks=50 hrs)	\$1,932.50
Volunteers in-kind contribution-2 volunteers X \$40/h X 4 h	\$320.00
Total Income	\$4,592.10

Total Project Expenditure

Expenditure Description	Expenditure Amount
Organisation contribution (Project co-ordinator \$38.65 X 2.5 hrs/per week X 20 weeks=50 hrs)	\$1,932.50
Volunteers in-kind contribution-2 volunteers X \$40/h X 4 h	\$320.00
Payment for the speaker of Support at Home	\$250.00
Payment for health professionals	\$480.00
Venue hire \$11x4h	\$44.00
Resistance bands	\$573.30
Refreshments	\$290.60
Printing	\$301.70
Admin fees and marketing	\$400.00
Total Expenditure	\$4,592.10

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, health professionals, speaker, resistance bands, refreshments and printing	\$1,939.60	\$57.33 (resistance bands)	Yes
Total	\$1,939.60	\$57.33	\$1,932.50

Minor Grant Program Applications
December 2025

2526-MGP084

Waverley Social Enterprises

Application ID	2526-MGP084
Organisation Name	Waverley Social Enterprises
Grant Program	Minor Grants Program

Project Title	Digital Inclusion for People with Disabilities
Project Start Date	15/12/2025
Project End Date	19/12/2025

Request Details	Waverley SE has recently acquired Knoxbrooke into our community, we have over 50 people with disabilities working in supported employment at the Bayswater site. Unfortunately with the merger, all of our digital assets are being removed and our supported employees - especially those in team leadership roles no longer have the capacity to do their job on fit for purpose devices. While our support staff have their own phones etc, many of the supported employees don't have the access or digital education to manage this in an alternative way. We are asking for some help, to provide the essential tools for these members of the Knox community with disabilities to work.		
Community Benefit	We have over 50 people with disabilities from the local community impacted by the lack of technology. Waverley is hoping to expand our Bayswater site to quickly accommodate another 60 people with disabilities in our inclusive and empowering community.		
Total Beneficiaries	200+	Total Project Cost	\$2,639.00
Knox Beneficiaries	200+	Total Amount Requested	\$2,262.00

Total Project Income

Income Description	Income Amount
Knox Council Grant	\$2,262.00
Waverley SE Contribution	\$377.00
Total Income	\$2,639.00

Total Project Expenditure

Expenditure Description	Expenditure Amount
Purchase of Tablets	\$2,639.00
Total Expenditure	\$2,639.00

Minor Grant Program Applications

December 2025

What specifically the grant is funding

Expenditure Description	Expenditure Amount	10% Co-Contribution Requirement (only if requesting equipment)	Co-Contribution Reflected in Project Income?
Tablets x 6	\$2,262.00	\$226.20	Yes
Total	\$2,262.00	\$226.20 - minimum amount required	\$377.00 – exceeds minimum required

Minor Grant Program Applications
December 2025

2526-MGP085

UCA - Bayswater Congregation

Application ID	2526-MGP085
Organisation Name	UCA - Bayswater Congregation
Grant Program	Minor Grants Program

Project Title	Freestanding Hall storage cupboards
Project Start Date	12/01/2026
Project End Date	27/02/2026

Request Details	<p>The heritage listed Pioneer Hall is increasingly being used by community organisations. There are now eight (and possibly a ninth) very active Alcoholic Anonymous groups as well as a religious congregation that uses the premises daily. Non-commercial rental is charged to allow the community groups to remain financially viable.</p> <p>There is an urgent need to replace the very old, free standing storage cupboards that are no longer fit for purpose for the number of groups using the hall.</p> <p>New free-standing cupboards with adequate shelving are urgently required so that each of the groups can store their materials and equipment.</p> <p>This will involve removing and disposing of the current cupboards and assembling custom made, pre-drilled cupboards with doors.</p>		
Community Benefit	<p>The community participants and worshippers will enter a welcoming environment where the materials and storage tubs are no longer visible and out of the way.</p> <p>This project will enable the many Alcoholic Anonymous committee members and worship leaders to safely and efficiently store their materials used in their activities. Each group will have their own shelves in the storage space.</p>		
Total Beneficiaries	300	Total Project Cost	\$3,700.00
Knox Beneficiaries	270	Total Amount Requested	\$2,500.00

Total Project Income

Income Description	Income Amount
Council Grant	\$2,500.00
Bayswater Uniting Church	\$1,200.00
Total Income	\$3,700.00

Minor Grant Program Applications
December 2025

Total Project Expenditure

Expenditure Description	Expenditure Amount
Freestanding Cupboards	\$2,500.00
Labour for construction	\$1,200.00
Total Expenditure	\$3,700.00

What specifically the grant is funding

Expenditure Description	Expenditure Amount	10% Co-Contribution Requirement (only if requesting equipment)	Co-Contribution Reflected in Project Income?
Freestanding Cupboards	\$2,500.00	\$250.00	Yes
Total	\$2,500.00	\$250.00 - minimum amount required	\$1,200.00 – exceeds minimum required

Minor Grant Program Applications
December 2025

2526-MGP086

St. Joseph's & St. Bernadette's Parish Fete

Application ID	2526-MGP086
Organisation Name	St. Joseph's & St. Bernadette's Parish Fete
Grant Program	Minor Grants Program

Project Title	Keeping the Sizzle Alive: BBQ Replacement Project
Project Start Date	17/12/2025
Project End Date	15/01/2026

Request Details	<p>Our annual community fete is a cherished event that brings people together to celebrate, connect, and enjoy great food. A key part of the tradition is the community BBQ, where volunteers serve up sausages, hamburgers, and more. Unfortunately, our current BBQs are well beyond their usable life. They are unreliable, inefficient, and increasingly unsafe due to age and wear. Replacing them is essential to ensure we can continue serving food safely and effectively at future events. This project seeks funding to purchase new, modern BBQs that meet safety standards and are built to handle the high demand of our fair. With updated equipment, our volunteers can cook more efficiently and safely, helping to keep the community spirit – and the sizzle alive. This upgrade will ensure our fair remains a safe, enjoyable, and inclusive event for everyone.</p>		
Community Benefit	<p>This project will provide lasting community benefit by supporting inclusive, family-friendly events that bring people together. Upgrading the BBQs will ensure safe, reliable, and efficient equipment for use at the annual Community Fete - an event open to the entire municipality and focused on community engagement and participation. Beyond the Fete, the BBQs will be available for other school, parish, and community activities such as sports days, working bees, and social gatherings, helping strengthen local connections throughout the year. Volunteers will benefit from easier, safer equipment that encourages participation and reduces workload, while attendees enjoy affordable, freshly prepared food in a welcoming setting. Overall, the project enhances community spirit, supports local fundraising efforts, and promotes inclusion by providing a shared resource that helps bring people together.</p>		
Total Beneficiaries	4000	Total Project Cost	\$1,552.00
Knox Beneficiaries	3500	Total Amount Requested	\$1,390.00

Minor Grant Program Applications
December 2025

Total Project Income

Income Description	Income Amount
Grant	\$1,390.00
Organisation Contribution	\$162.00
Total Income	\$1,552.00

Total Project Expenditure

Expenditure Description	Expenditure Amount
2 x Club Style BBQs	\$1,390.00
3 x Gas Bottles	\$162.00
Total Expenditure	\$1,552.00

What specifically the grant is funding

Expenditure Description	Expenditure Amount	10% Co-Contribution Requirement (only if requesting equipment)	Co-Contribution Reflected in Project Income?
Club Style BBQs x2	\$1,390.00	\$139.00	Yes
Total	\$1,390.00	\$139.00 - minimum amount required	\$162.00 – exceeds minimum required

4.2 Knox Community Awards Program Review

Final Report Destination:	Council
Paper Type:	For Decision
Author:	Head of Governance, Saskia Weerheim
Manager:	Manager Governance and Risk, Andrew Dowling
Executive:	Interim Director Customer and Performance, Liesl Westberry

SUMMARY

The Knox Community Awards, established in 2024, recognise and celebrate the valuable contributions of volunteers and community organisations across Knox. Following two successful years of delivery during National Volunteer Week, the Awards have seen growing community engagement and nominations.

A revised draft Terms of Reference is proposed to strengthen alignment with Council's community connection objectives, clarify the program's purpose, and support effective and transparent delivery. Updates include refining categories to better recognise long-standing volunteer contributions, introducing a symbolic prize for award recipients, and reframing supporting awards to align with the Volunteer of the Year Award.

The current award structure ensures the program remains relevant, inclusive, and reflective of the diverse ways community members contribute to life in Knox, while maintaining the celebratory and meaningful nature of the recognition.

RECOMMENDATIONS

That Council:

1. Note the outcomes of the 2025 Knox Community Awards.
2. Adopt the revised Knox Community Awards Committee Terms of Reference as set out in Attachment 2.

1. DISCUSSION

In January 2024, Council established the Knox Community Awards, a new annual program to recognise and celebrate the valuable contribution of volunteers and volunteer-involving organisations across the Knox community.

The Knox Community Awards are now presented each year during National Volunteer Week in May, with the inaugural program delivered in 2024. Terms of Reference were adopted to guide the program and establish a Committee to recommend recipients.

The Awards have now been delivered for two consecutive years, in 2024 and 2025, with a growing number of nominations each year, reflecting increased community interest and engagement.

Officers committed to providing a post-event report to allow Councillors to review the event, provide feedback and consider any improvements for future years. This report presents that post-event review following the second year of the program and proposes an update to the Terms of Reference.

1.1 Communications

The Knox Community Awards Program aims to recognise and celebrate the vital role that volunteers play in the Knox community. In 2025, a communications plan was developed to support the awards program and drive nominations.

The target of the communications campaign was community and all volunteer-involving organisations in Knox. The campaign period ran for an initial eight-week period from 3 February 2025, with an extension of one week. A range of communications channels were used to promote the awards including:

- Multiple web news items directing people to the award's webpage on Council's website.
- Multiple items in Council's e-newsletter.
- Use of digital screens at the Civic Centre and Knox Libraries.
- Knox News.
- Advertisements in community newspapers.
- Posters at community venues.
- Direct mailouts.
- Promotion through Council Advisory Committees.
- Councillor promotion through their own social media pages.
- Council newsletters including:
 - Councillor Bulletin.
 - Bright Ideas.
 - A Note from Leisure.
 - Community Strengthening.
 - School eNewsletter.
 - Volunteer eNewsletter.
 - Arts eNewsletter.

A similar communications campaign is planned for the 2026 Awards round.

1.2 Nominations

The adopted Terms of Reference include four award categories that offer a broad opportunity to recognise volunteer effort, as well as the opportunity for a Knox-based organisation to be recognised. The categories are as follows:

- Category One: Knox Volunteer of the Year.
- Category Two: Knox Community Organisation of the Year.
- Category Three: Outstanding Volunteer Service.
- Category Four: Recognition of Years of Service.

A scoring matrix that supports the Terms of Reference was used to assist the Knox Community Awards Committee to assess nominations for the Knox Community Awards Program.

A total of 126 nominations were received across all categories, which is an increase on nominations received in 2024. Of the nominations received in the substantive categories, there were only two nominees who were nominated by more than one person.

The 2025 recipients were as follows:

Category	Recipient (s)
Volunteer of the Year:	Irene Smith
Community Organisation of the Year:	Outer Eastern Honorary Justices
Outstanding Volunteer Services	<ul style="list-style-type: none">• Michael Crofts• Alex Edwards• Robert Heinley• Ruchi Sharm• Ray Siegersma

A full list of nominees is included in Attachment 1. This information was included as part of the Citation Book that each nominee received at the Awards Celebration, in recognition of their amazing contribution to the community.

It is anticipated that this positive trend in nomination numbers will be sustained in the coming years, and ideally continue to grow, further strengthening the recognition of outstanding volunteer contributions within the Knox community.

1.3 Committee Process

In line with the Terms of Reference, a Committee was formed, consisting of two Councillors – Councillor Atwell and Councillor Williams, along with the 2024 recipients of the Knox Community Awards. The following 2024 recipients also formed part of the Committee, assessing the applications and attending the Committee meeting held on 1 May 2025:

- | | |
|------------------------------------|---|
| • Christine Anderson | Volunteer of the Year 2024 |
| • Kathleen Loxton | Outstanding Volunteer Service 2024 |
| • Nirmala Nyaupane | Outstanding Volunteer Service 2024 |
| • Trevor Norton | Outstanding Volunteer Service 2024 |
| • Lillie Giang – Feed One Feed All | Community Organisation of the Year 2024 |

The Committee met once and assessed the nominations and then made recommendations by consensus to the Chief Executive Officer, in line with the Committee Terms of Reference. The Chief Executive Officer supported the recommendations.

The Committee also provided feedback for improvements to the scoring process and suggestions for the Terms of Reference. The Committee's feedback has been considered for the 2026 awards and the proposed changes to the Committee Terms of Reference.

1.4 Event

An event was held on Thursday, 22 May 2025 with approximately 170 people in attendance. Attendee feedback indicates that this event was a great success and that the event provided nominees and recipients with meaningful acknowledgement of their volunteer work.

As previously noted, all nominees were also honoured with a citation booklet that has proven to be very popular with attendees, providing them with a permanent keepsake of their nomination.

1.5 Terms of Reference

Council has now delivered the Awards over two years, making this an opportune time to reflect on lessons learned and consider a revised draft of the Terms of Reference (see Attachment 2).

The revised Terms of Reference aim to strengthen alignment with Council's community connection objectives, clearly articulate the program's purpose, and support effective and transparent delivery. Based on community and committee feedback and observations from the previous two years of the program, consideration has been given to:

- Revising the "Years of Service" categories to more appropriately recognise long-standing volunteer contributions. There has been strong feedback supporting this change, particularly noting that some volunteers have given more than 40 years of service - a remarkable commitment not well reflected in the current Terms of Reference.
- Introducing a small prize for the substantive categories to encourage nominations and support the long-term success of the Awards. Proposed Prizes:
 - Knox Volunteer of the Year: \$150 gift card + certificate + trophy.
 - Knox Volunteer of the Year – Special Honour: certificate + trophy.
 - Community Organisation of the Year: \$300 donation + certificate + trophy.
- Reframing the "Outstanding Volunteer Service" recognition to serve as a supporting award aligned with the Volunteer of the Year Award.
- The scoring matrix has been revised to a more simplified format, with each nominee now assessed on a total score out of 10 rather than 40, and duplicated wording from the Terms of Reference removed to make it easier for the Committee to review and finalise their scoring.

As part of the review of the Terms of Reference, officers also considered whether additional award categories were needed. At this stage, however, introducing new categories is not recommended. The Awards are working well in their current form, with a clear focus on community strengthening, connection and volunteerism. Adding more categories now could complicate the program and dilute its focus, while the existing structure ensures it remains relevant, inclusive and reflective of the many ways people contribute to life in Knox.

Other minor changes have been made to formatting and Council's template. It is also noted that, now that the Awards have been running for two years, the Committee is now to be composed of previous recipients of the Knox Community Awards. This reference has been updated accordingly.

1.6 2026 Round

Planning for the 2026 round has commenced, with nominations set to open in the first week of February 2026. Communications planning has also begun to ensure the nomination period is promoted effectively, supporting strong community awareness and participation.

2. ENGAGEMENT

Feedback has been received from nominees and nominators, and Award Committee members and considered in the proposed updates to the Terms of Reference. Feedback from all parties, and Councillors will also be used to identify continuous improvement opportunities throughout the planning and delivery of the 2026 program.

3. SOCIAL IMPLICATIONS

The Knox Community Awards Program fosters a sense of community pride and belonging by recognising the contributions of local volunteers and community organisations. It encourages volunteerism and inspires others to become more actively involved in community life. By celebrating diverse forms of contribution, the program helps to strengthen the Knox community.

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL IMPLICATIONS

Nil.

6. FINANCIAL AND RESOURCE IMPLICATIONS

The Awards program requires an investment of approximately \$50,000 per year in staff resources, event materials, and other delivery costs. As the program continues to grow in both profile and success, it is placing greater demands on internal resources. To ensure the program remains well-managed and continues to meet community needs, a review of resource requirements and potential adjustments will be necessary in the coming years.

7. RISKS

If the Awards Program fails to maintain community interest, there is a risk of losing an important platform for recognising and celebrating local volunteer contributions. Without strong community engagement and visibility, the Awards could come to be seen as a transactional process rather than an engaging and transformative celebration of community contribution. This would reduce opportunities to strengthen community connection, weaken Council's capacity to promote and support volunteerism, and diminish alignment with Council's broader community-building objectives.

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Embracing connection, inclusion and diversity

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

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 - Nominations 2025 [**4.2.1** - 4 pages]
2. Attachment 2 - Draft Terms of Reference - Clean [**4.2.2** - 6 pages]
3. Attachment 3 - Draft Terms of Reference - Trackmarked [**4.2.3** - 9 pages]

Knox Volunteer of the Year / Outstanding Volunteer Service (in alphabetical order by award category)

Nominee		Category
Eddie	Atacador	Knox Volunteer of the Year
Roger	Branford	Knox Volunteer of the Year
Jessica	Brookens	Knox Volunteer of the Year
Catherine	Cunningham	Knox Volunteer of the Year
Paul	Edwards	Knox Volunteer of the Year
John	Exon	Knox Volunteer of the Year
Regina	Imbor	Knox Volunteer of the Year
Raymond	Joy	Knox Volunteer of the Year
Julie	Kelly	Knox Volunteer of the Year
Marilyn	Lambert	Knox Volunteer of the Year
Cameron	Mackrill	Knox Volunteer of the Year
Shae	Mackrill	Knox Volunteer of the Year
Norman	Morcom	Knox Volunteer of the Year
Ruchi	Sharma	Knox Volunteer of the Year
Keiran	Smith	Knox Volunteer of the Year
Martin	Stowe	Knox Volunteer of the Year
Krystyna	Toton	Knox Volunteer of the Year
Barry	Treadwell	Knox Volunteer of the Year
Liz	Wigney	Knox Volunteer of the Year
Michael	Crofts	Knox Volunteer of the Year; Outstanding Volunteer Service
Dale	Nitz	Knox Volunteer of the Year; Outstanding Volunteer Service
Ruchi	Sharma	Knox Volunteer of the Year; Outstanding Volunteer Service
Ray	Siegersma	Knox Volunteer of the Year; Outstanding Volunteer Service
Irene	Smith	Knox Volunteer of the Year; Outstanding Volunteer Service
Monique	Smith	Knox Volunteer of the Year; Outstanding Volunteer Service
Adelina	Vanderzee	Knox Volunteer of the Year; Outstanding Volunteer Service
Vivian	Amos	Outstanding Volunteer Service
Neera	Basnet	Outstanding Volunteer Service
Irene	Boltuc	Outstanding Volunteer Service
Roslyn	Bruckner	Outstanding Volunteer Service
Andre	Cook	Outstanding Volunteer Service
Geoff	Eady	Outstanding Volunteer Service
Alex	Edwards	Outstanding Volunteer Service
Robert	Heinley	Outstanding Volunteer Service
Jeannie	Lau	Outstanding Volunteer Service
Denise	McTighe	Outstanding Volunteer Service
William	Wai	Outstanding Volunteer Service

Organisation
CHAMPION- an initiative of the Temple Society Australia (TSA)
Didibahini Samaj Victoria- Eastern Unit
Ferntree Gully Knitting for Charity group
Foothills Community Care Inc.
Hands Off Foundation
Knox Community Gardens Society
Knox Environment Society
Outer East Foodshare Inc
Outer Eastern Honorary Justices
Rotary Club of Boronia
Share Space Inc
Tabulam & Templer Homes for the Aged Inc
The 1812 Theatre (Set Build Team)
With One Voice Baywater Choir

Years of Service Nominations (in alphabetical order by years of service)

Nominee		Group/Organisation name	Years of Service
Richard	Adams	Golden Cobra Martial Arts	10 years
Christine	Anderson	Rotary Club of Fern Tree Gully	10 years
Eddie	Atacador	Knox Community Chess Enthusiasts	10 years
Tyler	Bartley	Interchange Outer East	10 years
Dylan	Davies	Boronia CFA	10 years
Tamie	Dekker	Cavell Kitchen (One Hope Community Church)	10 years
Mark	Gazzola	Ferntree Gully Falcons Basketball Club Inc	10 years
Sam	Gordon	Golden Cobra Martial Arts	10 years
Michael	Hoffman	Golden Cobra Martial Arts	10 years
Nial	Hudson	Boronia CFA	10 years
Brent	Humphrey	Lysterfield Junior Football Club	10 years
Matthew	Ireland	Knox City Council Meals on Wheels	10 years
Ken	Jarrott	Foothills Community Care Inc.	10 years
Kayley	Jarrott	Foothills Community Care Inc.	10 years
John	Katona	Boronia CFA	10 years
Mark	Knowles	Golden Cobra Martial Arts	10 years
Scott	Langdon	Boronia CFA	10 years
Ruth	Lewis	The Well (Food Relief Program)	10 years
Kyle	McKenzie	Golden Cobra Martial Arts	10 years
Jim	Murray	Friends of Koolunga Native Reserve	10 years
Craig	Relph	Ferntree Gully Falcons Basketball Club Inc	10 years
Timothy	Sanders	Boronia CFA	10 years
Brendan	Sard	Golden Cobra Martial Arts	10 years
Paul	Scheltinga	Ferntree Gully Falcons Basketball Club Inc	10 years
Annette	Schout	Cavell Kitchen (One Hope Community Church)	10 years
Harry	Scott	Golden Cobra Martial Arts	10 years
Allan	Tierney	Rotary Club of Fern Tree Gully	10 years
Aletta	Vandenberg	Mainly Music (One Hope Community Church)	10 years
Hamish	Bartlett	Boronia CFA	15 years
Trent	Battisson	Boronia CFA	15 years
Margaret	Best	Melbourne Eastern Ranges	15 years
Karen	Bevan	Knox Infolink Inc	15 years
Lynn	Brewster	Foothills Community Care Inc.	15 years
Don	Carmicheal	Aussie Veterans Association	15 years
Brian	Elliott	Knox Infolink Inc	15 years
Rowan	Jennion	Friends of Koolunga Native Reserve	15 years
Nat	Liddy	Foothills Community Care Inc.	15 years
Dave	Menz	Aussie Veterans Op Shop	15 years
Krystyna	Mrozik	Polish Senior Citizens Club Inc	15 years
Trevor	Norton	Knox City Council Meals on Wheels	15 years
David	Porter	Ferntree Gully Falcons Basketball Club Inc	15 years
Fiona	Quinn	Aussie Veterans Op Shop	15 years
Alex	Ruschanow	Foothills Community Care Inc.	15 years

Nominee		Group/Organisation name	Years of Service
Sukhi	Singh	Boronia CFA	15 years
Murray	Snell	Foothills Community Care Inc.	15 years
Emily	Wilkinson	Boronia CFA	15 years
Graeme	Aspinall	Rotary Club of Fern Tree Gully	20 years or more
Keith	Baker	Ferntree Gully Falcons Basketball Club Inc	20 years or more
Rob	Brownlie	Ferntree Gully Falcons Basketball Club Inc	20 years or more
Roslyn	Bruckner	St Stephen's Anglican Church Bayswater	20 years or more
Robert	Dawson	Rotary Club of Fern Tree Gully	20 years or more
Alan	Deans	Foothills Community Care Inc.	20 years or more
Natalie	Duke	Interchange Outer East	20 years or more
Moyra	Farrington	Friends of Koolunga Native Reserve	20 years or more
John	Flemming	Rotary Club of Fern Tree Gully	20 years or more
Ian	Hampton	Special Olympics Australia Melbourne Eastern Ranges	20 years or more
Cherie	Harris	Aussie Veterans Op Shop	20 years or more
David	Hawthorne	Boronia CFA	20 years or more
Robert	Hurst	Rotary Club of Fern Tree Gully	20 years or more
Luke	Lothian	Boronia CFA	20 years or more
Fran	Mandergheddes	Rotary Club of Fern Tree Gully	20 years or more
Pat	Mawson	Knox Infolink Inc	20 years or more
John	Michell	Ferntree Gully Falcons Basketball Club Inc	20 years or more
John	Mortimer	The Basin Music Festival Association Inc	20 years or more
Neil	Parlby	Boronia CFA	20 years or more
Ramon	Relph	Boronia CFA	20 years or more
Leticia (Letti)	Scott	Each	20 years or more
Daniel	Sefton	Boronia CFA	20 years or more
Lina	Tronconi	Knox City Council Meals on Wheels	20 years or more
Joyce	Vandenberg	Creche (One Hope Community Church)	20 years or more
Ray	Waller	Ferntree Gully Falcons Basketball Club Inc	20 years or more
Louise	Wentworth	Friends of Blind Creek Billabong	20 years or more
Paul	Wilson	Rotary Club of Fern Tree Gully	20 years or more

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Knox Community Awards Committee - Terms of Reference

Directorate:	Connected Communities	Responsible Officer:	Manager Community Access and Support
Approved by:	Council	Review Date:	4 years from date of approval
Approval Date:	TBC		

1. Purpose

The purpose of the Knox Community Awards Committee is to recognise and celebrate the valuable contribution that volunteers make to the Knox community through an annual awards program.

2. Objectives

2.1 The objectives of the Knox Community Awards Committee are to consider nominations and recommend annual award recipients in the following categories:

1. Knox Volunteer of the Year

For a volunteer:

- Who has made a difference to the Knox community through their volunteer efforts; and
- Whose service is over and above the contributions of other volunteers.

Knox Volunteer of the Year – Special Honour

The Committee may also present up to five Special Honour awards to volunteers whose contribution is outstanding and deserving of formal recognition.

2. Knox Community Organisation of the Year

For community organisations, clubs or groups whose service is over and above the contribution of other community organisations in improving the lives of the Knox community. Nominees must be not-for-profit community organisations or groups who have made a significant contribution to the Knox community.

Community groups may be nominated for a specific project or event undertaken in the last 12 months that demonstrates a positive impact to the Knox community.

3. Recognition of Years of Service

Council will also recognise volunteers who have provided continuous volunteer service to a community organisation that benefits the Knox community. Local community organisations are invited to recognise their volunteers who have provided services to the Knox community for the following time periods:

- 10 years of service;
- 20 years + of service;
- 30 years + of service;
- 40 years + of service.




2.2 The Committee may consider volunteers who are not residents of the municipality, but whose contributions have principally been within the municipality, or primarily for the benefit of the Knox community.

2.3 Awards will be presented at an event during National Volunteer Week – held annually, generally in the third week in May. The format of the award presentation is determined by the Chief Executive Officer in consultation with the Mayor and Councillors.

2.4 A form of award recognition, in the form of a small prize, certificate and/or a trophy, is offered in support of each Award category to acknowledge and celebrate the contribution of the recipient. The recognition is intended to be symbolic in nature, as follows:

- Knox Volunteer of the Year: \$150 gift card + certificate + trophy
- Knox Volunteer of the Year – Special Honour: certificate + trophy
- Community Organisation of the Year: \$300 donation to organisation + certificate + trophy
- Recognition of Years of Service: certificate

2.5 The Committee is expected to meet up to three times annually between March and April each year.

3. Membership, Period of Membership and Method of Appointment

Membership of the Knox Community Awards Committee is comprised of the following:

- Up to 2 Councillor(s) – appointed annually by Council at the November Council Meeting for the election of the Mayor.
- The previous year's Knox Community Awards Recipients including:
 - Knox Volunteer of the Year
 - Knox Volunteer of the Year – Special Honour
 - A representative from Knox Community Organisation of the Year

Unless appointed to the Committee, the Mayor is, by virtue of the Office, ex officio a member of the Committee. As an ex officio member the Mayor may not chair these meetings, however appropriate recognition should be given to the presence of the Mayor if in attendance. The Mayor has no voting rights in their capacity as an ex officio member of the Committee.

Council staff will provide support and assistance to the Committee as required.

4. Delegated Authority and Decision Making

The Committee has the capacity to make recommendations in relation to the objectives outlined in section 2 of these Terms of Reference.

The Committee will consider and assess all nominations in accordance with the objective set out in section 2 of these Terms of Reference.

The Committee will then recommend a preferred recipient(s) for each award category, which will be referred to the Chief Executive Officer. The Chief Executive Officer may either ratify the recommendations under delegated

The logo for Knox City Council, featuring the word "knox" in a stylized, lowercase, sans-serif font. The letters are white with a blue outline, set against a dark blue background.

powers, or refer the decision to Council at their discretion.

In making recommendations, the Committee must comply with Council's policies, procedures and guidelines. In accordance with section 124 of the *Local Government Act 2020*, a Councillor must not intentionally direct or seek to direct a member of Council staff in the exercise of any power or in the performance of any duty or function.

The Committee cannot make recommendations outside the agreed scope detailed in its Terms of Reference.

5. Meeting Procedures

The meeting schedule for the Committee will be determined in consultation with the Councillor members of the Committee.

Committee meetings are confidential and closed to the public. Committee members must not disclose the matters discussed at the meeting with anyone other than a fellow Committee member.

Officers are authorised to disclose award recipients to third parties in order to plan for the presentation of Knox Community Awards.

Meetings will:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and respectful discussion, participation and respect for each other's views;
- Focus on the relevant issues at hand; and
- Provide advice to the Chief Executive Officer, as far as practicable, on a consensus basis.

The designated quorum for the Knox Community Awards Committee will be a minimum of three members, comprising at least one Councillor member and one community member.

6. Chair

The position of Chairperson will be appointed annually at the first meeting of the Committee.

Where there is one Councillor representative on the Committee, that Councillor stands as chair. Where there is more than one Councillor, the chair is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the Chair.

A Committee may determine, with consent of the Councillor representative/s, to appoint another member other than the Councillor representative/s as Chairperson.

If the Chairperson is not present at a meeting, any other Councillor shall be appointed Chairperson. In the absence of any other Councillor representative/s, the Committee members shall appoint a Chairperson for the purpose of conducting the meeting.




The Chairperson must advise the Community Access and Support Department of the name of the Chairperson within one week of appointment.

7. Agendas and Meeting Notes

Agendas and Minutes must be prepared for each meeting. The Agenda must be provided to members of the Committee not less than 4 business days before the time fixed for the holding of the meeting.

The Chairperson must arrange for minutes of each meeting of the Committee to be kept.

The minutes of a Specific Purpose Committee meeting must:

- (a) Contain details of the proceedings and outcomes reached;
- (b) Be clearly expressed;
- (c) Be self-explanatory; and
- (d) In relation to outcomes recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision making process.

Minutes must be approved by the Chair. Due to the nature and role of this Committee, minutes shall remain confidential.

8. Voting

As Council Committees are advisory in nature, voting on issues is not required. Any recommendations will generally be developed through consensus. Where a matter cannot be agreed the differing opinions should be clearly expressed in the notes of the meeting.

Staff provide support and advice to the Committee only.

9. Conflict and Interest Provisions

In performing the role of Committee member, a person must:

- Act with integrity;
- Impartially exercise their responsibilities in the interests of the local community;
- Not improperly seek to confer an advantage or disadvantage on any person;
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

Meetings of the Committee will typically constitute a Meeting Conducted under the Auspices of Council pursuant to Council's Governance Rules and Councillors are consequently required to comply with the conflict of interest provisions as set down in section 131 of the 2020 Act and Chapter 5 of the Council's Governance Rules.

Councillors must:




- Disclose that conflict of interest by explaining the nature of the conflict of interest to those present immediately before the matter is considered;
- Absent themselves from any discussion of the matter; and
- As soon as practicable, provide the CEO with a written notice recording the nature of the conflict.

Typically, where a member of staff or a community member has a conflict of interest or perceived conflict of interest in relation to a matter before the Council Committee, they must disclose the matter to the Council Committee before the matter is considered or discussed. Disclosure must include the nature of the interest and be recorded in the meeting notes. It will be at the discretion of the Chairperson if the staff and/or community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the notes of the meeting.

10. Reporting

A report will be presented annually to Council to:

- Provide an overview of the Awards presented in that year; and
- Confirm the awards to be presented in the following year.

11. Administration Support

Administration support is provided to the Knox Community Awards Committee by the Community Access and Support Department.

12. Contact with the Media

Contact with the Media by members of the Committee will be conducted in accordance with the Councillor and Staff Media Policies. Community members should defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the Committee.

13. Review Date

The Terms of Reference will be reviewed as required, or as a minimum every 4 years.

14. Meals

Reasonable refreshments will be provided during the course of a Committee meeting. The provision of meals will be determined by the CEO or delegate, and be within the capacity of the relevant department's budget.

15. Administration Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this Terms of Reference, such a change may be made administratively and approved by 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, or a change that does not otherwise have material impact. Where any change or update may materially change the intent of this Terms of Reference, it must be considered by Council at a Council meeting.

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Appendix 1: Scoring Matrix

Knox Community Awards – Category One: Volunteer of the Year (Total Score: 10)

Criterion	Contribution to Total Score	Notes
Impact	3 points	Positive difference made in the Knox community through the nominee's volunteer efforts
Community Engagement	2.5 points	Actively working with and encouraging others in the community
Inclusivity	2 points	Promoting participation and welcoming others in community activities
Leadership	2.5 points	Leading by example and inspiring others to contribute

Scoring Instructions:

- Each criterion is assessed based on the nominee's demonstrated contribution.
- The scores for all criteria are added to give a total out of 10.
- The total score provides guidance to the Committee in determining the nominee's overall suitability for the award.

Knox Community Awards – Category Two : Community Organisation (Total Score: 10)

Criterion	Contribution to Total Score	Notes
Impact	3 points	The positive difference the organisation or group has made in the Knox community through its services, activities or projects
Community Engagement	2.5 points	Working collaboratively with other organisations or community members to achieve outcomes
Inclusivity	2 points	Ensuring participation and accessibility for all members of the community in programs or activities
Leadership	2.5 points	Demonstrating leadership in planning, coordinating, or inspiring others within the community

Scoring Instructions:

- Each criterion is assessed based on the organisation's demonstrated contribution, either through ongoing service, activities or a specific project/event within the past 12 months.
- Scores are added to give a total out of 10.
- The total score guides the Committee in determining the overall suitability of the organisation or group for the award.

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Knox Community Awards Committee - Terms of Reference

Directorate:	<u>Connected Communities</u>	Responsible Officer:	Manager <u>Community Access and Support</u>
Approved by:	Council	Review Date:	4 years from date of approval
Approval Date:	TBC		

1. Purpose

The purpose of the Knox Community Awards Committee is to recognise and celebrate the valuable contribution that volunteers make to the Knox community through an annual awards program.

2. Objectives

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1. Knox Volunteer of the Year

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Knox Volunteer of the Year – Special Honour

The Committee may also present up to five Special Honour awards to volunteers whose contribution is outstanding and deserving of formal recognition.

2. Knox Community Organisation of the Year

For community organisations, clubs or groups whose service is over and above the contribution of other community organisations in improving the lives of the Knox community. Nominees must be not-for-profit community organisations or groups who have made a significant contribution to the Knox community.

Community groups may be nominated for a specific project or event undertaken in the last 12 months that demonstrates a positive impact to the Knox community.

~~3. Outstanding Volunteer Service~~

~~The Committee will also consider recognising up to five volunteers who have made an outstanding contribution to the Knox community through their volunteer efforts.~~

~~4.3. Recognition of Years of Service~~

Council will also recognise volunteers who have provided continuous volunteer service to a community organisation that benefits the Knox community. Local community organisations are invited to recognise their volunteers who have provided services to the Knox community for the following time periods:




- 10 years of service;
- ~~- 15 years of service;~~
- ~~- 20 years + of service;~~
- ~~- 30 years + of service;~~
- ~~- 40 years + of service.~~

2.2 The Committee may consider volunteers who are not residents of the municipality, but whose contributions have principally been within the municipality, or primarily for the benefit of the Knox community.

2.3 Awards will be presented at an event during National Volunteer Week – held annually, generally in the third week in May. The format of the award presentation is determined by the Chief Executive Officer in consultation with the Mayor and Councillors.

2.4 A form of award recognition, in the form of a small prize, certificate and/or a trophy, is offered in support of each Award category to acknowledge and celebrate the contribution of the recipient. The recognition is intended to be symbolic in nature, as follows:

- Knox Volunteer of the Year: \$150 gift card + certificate + trophy
- Knox Volunteer of the Year – Special Honour: certificate + trophy
- Community Organisation of the Year: \$300 donation to organisation + certificate + trophy
- Recognition of Years of Service: certificate

~~2.3.2.5~~ The Committee is expected to meet up to three times annually between March and April each year.

3. Membership, Period of Membership and Method of Appointment

Membership of the Knox Community Awards Committee is comprised of the following:

- Up to 2 Councillor(s) – appointed annually by Council at the November Council Meeting for the election of the Mayor.
- ~~The previous year's Knox Community Awards Recipients including:~~
 - ~~• Knox Volunteer of the Year~~
 - ~~• Knox Volunteer of the Year – Special Honour~~
 - ~~• A representative from Knox Community Organisation of the Year (from categories one and three and a representative from the recipient of category two) are invited to participate on the committee for the following year's award recipients.~~

~~It is noted that in the first year of the awards, Council will appoint Councillors to the Committee at a Council Meeting. The 2023 Knox Australia Day Award recipients will also be invited to join the inaugural Knox Community Awards Committee.~~

Unless appointed to the Committee, the Mayor is, by virtue of the Office, ex officio a member of the Committee. As an ex officio member the Mayor may not chair these meetings, however appropriate recognition should be given to the presence of the Mayor if in attendance. The Mayor has no voting rights in their capacity as an ex officio




member of the Committee.

Council staff will provide support and assistance to the Committee as required.

4. Delegated Authority and Decision Making

The Committee has the capacity to make recommendations in relation to the objectives outlined in section 2 of these Terms of Reference.

The Committee will consider and assess all nominations in accordance with the objective set out in section 2 of these Terms of Reference.

The Committee will then recommend a preferred recipient(s) for each award category, which will be referred to the Chief Executive Officer. The Chief Executive Officer may either ratify the recommendations under delegated powers, or refer the decision to Council at their discretion.

In making recommendations, the Committee must comply with Council's policies, procedures and guidelines. In accordance with section 124 of the *Local Government Act 2020*, a Councillor must not intentionally direct or seek to direct a member of Council staff in the exercise of any power or in the performance of any duty or function.

The Committee cannot make recommendations outside the agreed scope detailed in its Terms of Reference.

5. Meeting Procedures

The meeting schedule for the Committee will be determined in consultation with the Councillor members of the Committee.

Committee meetings are confidential and closed to the public. Committee members must not disclose the matters discussed at the meeting with anyone other than a fellow Committee member.

Officers are authorised to disclose award recipients to third parties in order to plan for the presentation of Knox Community Awards.

Meetings will:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and respectful discussion, participation and respect for each other's views;
- Focus on the relevant issues at hand; and
- Provide advice to the Chief Executive Officer, as far as practicable, on a consensus basis.

The designated quorum for the Knox Community Awards Committee will be a minimum of three members, comprising at least one Councillor member and one community member.

6. Chair

The logo for Knox City Council, featuring the word "knox" in a bold, lowercase, sans-serif font.

The position of Chairperson will be appointed annually at the first meeting of the Committee.

Where there is one Councillor representative on the Committee, that Councillor stands as chair. Where there is more than one Councillor, the chair is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the Chair.

A Committee may determine, with consent of the Councillor representative/s, to appoint another member other than the Councillor representative/s as Chairperson.

If the Chairperson is not present at a meeting, any other Councillor shall be appointed Chairperson. In the absence of any other Councillor representative/s, the Committee members shall appoint a Chairperson for the purpose of conducting the meeting.

The Chairperson must advise the [Community Access and Support Department](#) of the name of the Chairperson within one week of appointment.




7. Agendas and Meeting Notes

Agendas and Minutes must be prepared for each meeting. The Agenda must be provided to members of the Committee not less than 4 business days before the time fixed for the holding of the meeting.

The Chairperson must arrange for minutes of each meeting of the Committee to be kept.

The minutes of a Specific Purpose Committee meeting must:

- (a) Contain details of the proceedings and outcomes reached;
- (b) Be clearly expressed;
- (c) Be self-explanatory; and
- (d) In relation to outcomes recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision making process.

Minutes must be approved by the Chair. Due to the nature and role of this Committee, minutes shall remain confidential.

8. Voting

As Council Committees are advisory in nature, voting on issues is not required. Any recommendations will generally be developed through consensus. Where a matter cannot be agreed the differing opinions should be clearly expressed in the notes of the meeting.

Staff provide support and advice to the Committee only.

9. Conflict and Interest Provisions

In performing the role of Committee member, a person must:

- Act with integrity;
- Impartially exercise their responsibilities in the interests of the local community;
- Not improperly seek to confer an advantage or disadvantage on any person;
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

Meetings of the Committee will typically constitute a Meeting Conducted under the Auspices of Council pursuant to Council's Governance Rules and Councillors are consequently required to comply with the conflict of interest provisions as set down in section 131 of the 2020 Act and Chapter 5 of the Council's Governance Rules.

Councillors must:




- Disclose that conflict of interest by explaining the nature of the conflict of interest to those present immediately before the matter is considered;
- Absent themselves from any discussion of the matter; and
- As soon as practicable, provide the CEO with a written notice recording the nature of the conflict.

Typically, where a member of staff or a community member has a conflict of interest or perceived conflict of interest in relation to a matter before the Council Committee, they must disclose the matter to the Council Committee before the matter is considered or discussed. Disclosure must include the nature of the interest and be recorded in the meeting notes. It will be at the discretion of the Chairperson if the staff and/or community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the notes of the meeting.

10. Reporting

A report will be presented annually to Council to:

- Provide an overview of the Awards presented in that year; and
- Confirm the awards to be presented in the following year.

11. Administration Support

Administration support is provided to the Knox Community Awards Committee by the [Community Access and Support Department](#).

12. Contact with the Media

Contact with the Media by members of the Committee will be conducted in accordance with the Councillor and Staff Media Policies. Community members should defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the Committee.

13. Review Date

The Terms of Reference will be reviewed as required, or as a minimum every 4 years.

14. Meals

Reasonable refreshments will be provided during the course of a Committee meeting. The provision of meals will be determined by the CEO or delegate, and be within the capacity of the relevant department's budget.

15. Administration Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this Terms of Reference, such a change may be made administratively and approved by 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, or a change that does not otherwise have material impact. Where any change or update may materially change the intent of this Terms of Reference, it must be considered by Council at a Council ~~or delegated Committee~~ meeting.

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Appendix 1: Scoring Matrix

Knox Community Awards – Category One: Volunteer of the Year (Total Score: 10)

Criterion	Contribution to Total Score	Notes
Impact	3 points	Positive difference made in the Knox community through the nominee's volunteer efforts
Community Engagement	2.5 points	Actively working with and encouraging others in the community
Inclusivity	2 points	Promoting participation and welcoming others in community activities
Leadership	2.5 points	Leading by example and inspiring others to contribute

Scoring Instructions:

- Each criterion is assessed based on the nominee's demonstrated contribution.
- The scores for all criteria are added to give a total out of 10.
- The total score provides guidance to the Committee in determining the nominee's overall suitability for the award.

Knox Community Awards – Category Two : Community Organisation (Total Score: 10)

Criterion	Contribution to Total Score	Notes
Impact	3 points	The positive difference the organisation or group has made in the Knox community through its services, activities or projects
Community Engagement	2.5 points	Working collaboratively with other organisations or community members to achieve outcomes
Inclusivity	2 points	Ensuring participation and accessibility for all members of the community in programs or activities
Leadership	2.5 points	Demonstrating leadership in planning, coordinating, or inspiring others within the community

Scoring Instructions:

- Each criterion is assessed based on the organisation's demonstrated contribution, either through ongoing service, activities or a specific project/event within the past 12 months.
- Scores are added to give a total out of 10.
- The total score guides the Committee in determining the overall suitability of the organisation or group for the award.

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Knox Community Awards Scoring Matrix

1. This scoring matrix has been developed to assist the Knox Community Awards Committee to assess nominations for the Knox Community Awards Program. The scoring matrix will also be made available for nominators to assist in the nomination process for the following categories:

Knox Volunteer of the Year

For a volunteer:

- Who has made a difference to the Knox community through their volunteer efforts; and
- Whose service is over and above the contributions of other volunteers.

Knox Community Organisation or Event of the Year

For community organisations, clubs or groups whose service is over and above the contribution of other community organisations in improving the lives of the Knox community. Nominees must be not-for-profit community organisations or groups who have made a significant contribution to the Knox community.

Community groups may be nominated for a specific project or event undertaken in the last 12 months that demonstrates a positive impact to the Knox community.

Outstanding Volunteer Service

Recognition of up to five volunteers who have made an outstanding contribution to the Knox community through their volunteer efforts.

2. The Committee may consider volunteers who are not residents of the municipality, but whose contributions have principally been within the municipality, or primarily for the benefit of the Knox community.
3. The Committee may, through consensus, elect:
 - i. Not to recommend an award recipient in a particular category; and/or
 - ii. To consider a nominee in a category other than that for which they have been nominated.
4. The Committee will consider and assess all nominations in accordance with the objective set out in Knox Community Awards Committee Terms of Reference.

The Committee will then recommend a preferred recipient (s) for each award category, which will be referred to the Chief Executive Officer. The Chief Executive Officer may either ratify the recommendations under delegated powers, or refer the decision to Council at their discretion.

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5. The Committee will use the following scoring matrix to assess nominations:

Criterion	
Impact	<ul style="list-style-type: none"> — Level of impact on the Knox community — Demonstrated positive change and influence
Community Involvement	<ul style="list-style-type: none"> — Collaboration with others in the community — Building partnerships for collective success
Inclusivity	<ul style="list-style-type: none"> — Promotion of inclusivity within the community
Leadership	<ul style="list-style-type: none"> — Demonstrating leadership in community initiatives — Inspiring and motivating others to contribute

Each criterion is scored on a scale from 0 to 10, reflecting the nominee's demonstrated performance in each category. The total score will provide an overall assessment of the individual or group's eligibility for the community award.

4.3 Stormwater Asset Management Plan (SWAMP)

Final Report Destination:	Council
Paper Type:	For Decision
Author	Coordinator Asset Strategy, Robin Cassidy
Manager:	Manager Strategic Infrastructure, Matthew Hanrahan
Executive:	Director, Infrastructure, Grant Thorne

SUMMARY

The Stormwater Asset Management Plan (SWAMP 2025) has been produced as an update to the Drainage Asset Management Plan 2010. The purpose of the Stormwater Asset Management Plan is to guide continuous improvement in Council's stormwater asset management practices and outcomes. The quality of these practices directly influences our ability to keep the city green, liveable, resilient and sustainable.

The draft Stormwater Asset Management Plan (SWAMP) was endorsed by Council on 28 July 2025 for the purpose of community consultation. This consultation has now been completed, incorporating feedback received through Council's Have Your Say portal, a pop-up session at the Council Meeting, and input from the Community Panel. The feedback has been reviewed and considered, resulting in minor amendments to the document. The final version of the SWAMP is now being presented to Council for endorsement.

RECOMMENDATIONS

That Council:

1. Adopts the Stormwater Asset Management Plan 2025 as set out in Attachment 1
2. Note that the Stormwater Asset Management Plan 2025 has been informed by community engagement processes.

1. DISCUSSION

Council's original Stormwater Asset Management Plan (SWAMP 2021) was drafted in December 2021 for initial feedback. At that time, Council's Asset Management Framework consisted of the Asset Management Policy, The Strategic Asset Management Plan, and nine Asset Management Plans (five major and four minor).

Strategic Context

Changes to the Local Government Act in 2020 introduced a new requirement for Council to adopt a ten-year Asset Plan by June 2022. Since the introduction of the ten-year Asset Plan, many Councils (including Knox) have started to consider amending their Asset Management Framework and strategic documents, to avoid content duplication and ensure consistency across content, terminology, format and style.

In June 2023, Knox completed an Asset Management Plan Refresh Strategy project having the following objectives:

- Investigate where other Councils were intending to head with their Asset Management Plans,
- Recommend a methodology to assist with the development of the next generation of Asset Management Plans, and
- Recommend a structure for the next generation of Asset Management Plans.

The draft 2026 Asset Plan defines Council's Asset Management Framework to incorporate the key elements as outlined below and acknowledges the need to consolidate Asset Management Plans to ensure that outcomes identified are clearly articulated and achievable across the Asset Management cycle. The SWAMP (presented as an attachment) to this report represents the first of the four consolidated service based asset management plans.

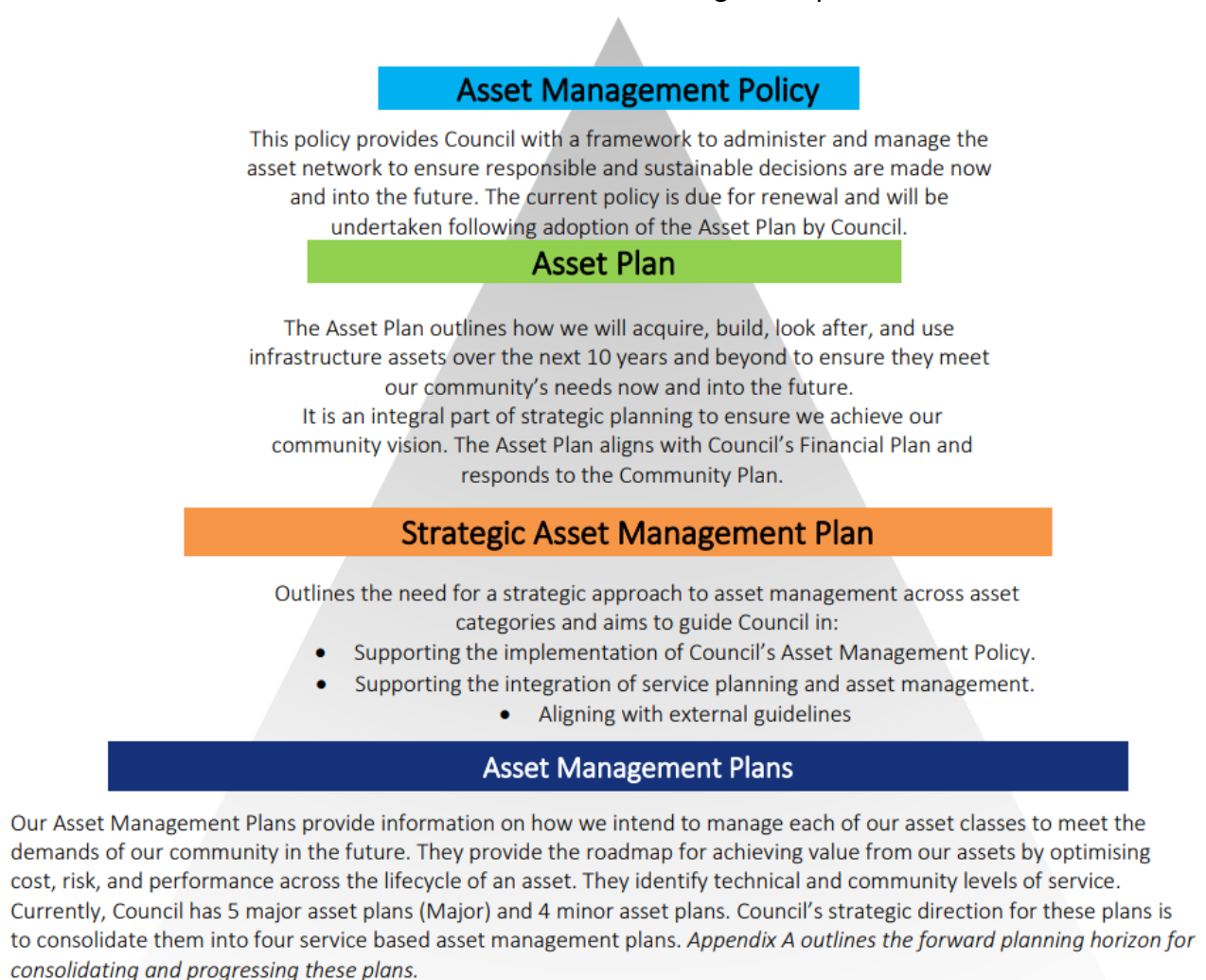


Figure 1 – Asset Management Framework (excerpt from Knox Asset Plan 2025)

Outcomes from the refresh strategy project recommended adopting standard templates, consolidating asset performance data and developing an accompanying portfolio of major asset plans, which would be more concise and support live data to be refreshed on an ongoing basis, noting that such data would sit as linked appendices to the Asset Plan, rather than be core content within the plan itself. In March 2024, an internal audit of Council's Asset Management

Methodology also delivered low and medium risk recommendations resulting from a review of Council's Asset Management Framework and documents. A number of these recommendations relate to the SWAMP.

Stormwater Asset Management Plan Development

In November 2024, a project refresh of the SWAMP commenced, having the objective of consolidating previous improvement recommendations identified by internal stakeholders with responsibility for delivering stormwater outcomes. The SWAMP has continued to be refined and is now presented for Council endorsement and incorporates updated key financial data, condition data, and supported recommendations.

The SWAMP reinforces Council's management approach with an emphasis on long term sustainability when managing its stormwater assets. Key challenges addressed in the document include analysis of the historical maintenance spend, drainage prioritisation being too reactive and lacking strategy and general Water Sensitive Urban Design (WSUD) upkeep. The SWAMP gives focus to the review of service levels/standards, measuring asset performance, and optimising the lifecycle management of Council's stormwater assets within the financial capacities of Council.

The purpose of the refresh of the SWAMP is to respond to outcomes from previous projects, internal audit recommendations, and feedback from key stakeholders.

The refresh of the Stormwater Asset Management Plan aims to provide:

- A template that can be applied to other asset classes.
- A document that aligns with the driving principles below:
 - Council is seeking to consolidate existing asset plans into four major asset plans moving forward – Stormwater, Transport, Open Space and Buildings.
 - The SWAMP is considered a major asset plan.
 - All asset management documentation should be as concise as possible.
 - Asset Management Plans shall provide a snapshot of both the current and desired performance of Council assets.
 - Asset Management Plans shall be easy to read and understand when viewed by the Knox Community.
 - Asset Management Plans shall define the financial investment required by Council over a 10-year horizon, informed by measurable service levels and standards.
 - The methodology for presenting financial information should be established to support a consistent and repeatable process across all plans.
 - Asset Management Plans shall both inform and be informed by both Council's 10 Year Asset Plan and Financial Plan.
 - Asset Management Plans should align with IPWEA best practice and ISO 55000 standards.
 - Asset Management Plans shall provide information to support Service Planning.

2. ENGAGEMENT

In developing the SWAMP 2025, the Asset Strategy team have consulted with Knox community members, internal stakeholders and other Councils.

Two community engagement activities have been undertaken:

- a. A pop-up session held at the Council Meeting on the 29 September, and
- b. Seeking community feedback using Councils Have Your Say web portal between the 8 September and the 5 October.

Campaign advertising included articles in the local community newspapers, web news on the Council website, eNews and social media. The campaign was successful with forty-six downloads of the plan occurring and no critical or negative comments being received on Facebook. Eight submissions were received via the Have Your Say website which mostly identified locations where localised flooding had been observed. These locations have been investigated for historical evidence of flooding and will continue to be monitored. One attendee visited the pop-up stand.

Based on the feedback, sites referenced as experiencing localised flooding have been referred to both internal stormwater and maintenance teams for review/inspection as appropriate noting that other minor administrative changes to the plan have been made e.g. grammatical errors. In addition, this report considers the feedback received from the Community Panel formed to support the development of the Knox Asset Plan, which highlighted both the importance and performance of Council's stormwater assets, having regard to other competing asset infrastructure performance needs including, roads, open spaces and buildings. A register of Have Your Say posts and officer responses to the feedback received is included as Attachment 2 to this report.

The Stormwater Asset Management Plan - once endorsed - will be accompanied by online content, which will provide current stormwater asset information, enabling efficient future updates of the plan. This plan is the first to be developed under the Asset Management Plan Refresh Strategy (June 2023), which aimed to standardise and streamline Council's approach to asset management.

3. SOCIAL IMPLICATIONS

This report does not have any direct social implications. The Knox community, will at times be directly impacted by flood events, noting that Council's stormwater network is sized to provide protection against 1 in 5 year flooding events in residential areas and 1 in 10 year events in industrial areas). Acknowledging this, there will be residents who are impacted at times by rain events, and who will incur duress during these events. Council does not have the financial capacities to mitigate all flood risk across Knox; however, it does seek to be responsive to major flood events and seeks to work closely with key partners (i.e. Melbourne Water) to ensure that flood risk is minimised.

4. CLIMATE CHANGE CONSIDERATIONS

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

Implementation and the provision of funding to support the recommendations as presented in this report will create some opportunities for Council and its community to adapt to climate change, through the provision of stormwater management techniques which assist flood protection in response to more frequent and more intense rain events.

It is noted that the stormwater system capacity is negatively impacted by Council's ongoing need to support the life of existing infrastructure assets, many of which have been designed to respond to lesser stormwater events than currently experienced. Council's stormwater system

includes undersized assets and while retrofitting is possible, it is likely that flooding events will continue to be experienced across Knox.

5. ENVIRONMENTAL IMPLICATIONS

The Knox community will benefit from effective flood protection strategies and from having access to healthy waterways and green spaces. Given the predicted changes in weather and rainfall patterns, Council requires good stormwater asset management approaches to effectively retain our green leafy environment for future generations.

The quality of our stormwater asset management practices will define our ability to keep our city green, liveable, resilient and sustainable. The SWAMP also speaks to the value of water sensitive urban design elements (WSUDs), which complement the traditional drainage pit and pipe network. They mimic nature and act to reduce both the volume and speed at which stormwater travels through a catchment. WSUD's provide opportunity for:

- Improved landscape amenity by supporting sustainable greening of our neighbourhoods.
- Passive cooling of our suburbs.
- Removal of stormwater pollutants.
- Protection of our natural waterways from pollution and erosion.
- Stormwater harvesting and opportunity for conservation of potable water.
- Savings from using captured stormwater for irrigation and other grey water uses.
- Provision of natural habitat, micro ecosystems and improved biodiversity within urbanised regions.
- Provision of reliable habitat niche for wetland species in a drying environment due to climate change.

WSUDs have been installed throughout the city over many years. Some have been installed as part of major subdivisions, such as the Harcrest estate. The installation approach has been opportunistic, rather than a well-considered part of an overall stormwater management strategy. Council has included WSUDs as part of open space master plans and occasionally as part of carpark upgrades and road reconstruction projects.

6. FINANCIAL AND RESOURCE IMPLICATIONS

Funding outlined within the Stormwater Asset Management Plan is in accordance with Council's Financial Plan, noting that in recent years, there has been shift in the funding allocation for Stormwater projects towards asset renewal funding, and away from new and upgrade projects.

This aligns with Council's funding policy, which prioritises Asset Renewal over New/Upgrade/Expansion investment. This approach also aligns with forthcoming asset handover agreements to be enacted between Council and Melbourne Water, noting that this will likely result in a redistribution of assets between the two entities.

7. RISKS

Risk	Accept/ Transfer/ Avoid	Risk Mitigation
<p>Management of Stormwater Activities.</p> <p>Council have traditionally been challenged by the concept of “document currency” when adopting a strategy document. Written at a point in time, the document becomes a key reference source for the community across its expected life, which in some instances can be up to 10 years.</p> <p>In practice, however data and knowledge about stormwater assets and infrastructure management tools and processes change consistently over time (refer to “Background to the Plan” section on Page 5. New assets are constructed, assets may be disposed or changed, asset conditions can improve/ deteriorate, and asset valuations can change. In addition, Council’s standards and procedures may change over time, due to technology changes.</p> <p>Moving forward, Council is seeking to develop a web-based content portal which portrays real time asset information and is available for the community to see and understand asset performance. At the time of writing, however, Council does not have the resources to provide such a tool, however it continues to explore opportunities across infrastructure assets with an intent to enable “click through” live content to be viewed by the community.</p>	Accept	Council acknowledges that asset management processes and asset data changes will not immediately be captured and made available for the community on its web portal, however it will continue to work towards the implementation of this goal, subject to available resources.

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Caring for and enhancing our environment

Strategy 3.1 - Our environment is healthy and sustainable by considering environmental factors when planning for and making decisions.

Strategy 3.2 - Green spaces and waterways are protected, enhanced and enjoyed through planning, promotion and maintenance of our built and natural environment.

9. CONFLICT OF INTEREST

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

10. STATEMENT OF COMPATIBILITY

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

11. CONFIDENTIALITY

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

ATTACHMENTS

1. Attachment 1 - Draft Refreshed SWAMP - version 12 June 2025 [**4.3.1** - 28 pages]
2. Attachment 2 - Stormwater Asset Management Plan Community Engagement Feedback - Have Your Say [**4.3.2** - 4 pages]



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STORMWATER ASSET MANAGEMENT PLAN

2025 TO 2035



**“Our environment is greener,
healthier and sustainable
through Council’s
environmental protection and
enhancement, working in
collaboration with our
community**

Council and Health and Wellbeing Plan
2025-2029

Acknowledgement of Country

Knox City Council acknowledges the Wurundjeri Woi-wurrung people and Bunurong people of the Kulin Nation as Traditional Custodians of the land.

The Knox Aboriginal and Torres Strait Islander Community come from a variety of different Nations within Australia and Torres Strait, including the Traditional Custodians and Stolen Generation. As such we pay respect to all Aboriginal and Torres Strait Islander Elders, past and present, who have resided in the area and have been an integral part of the region’s history.

Located at the foot of the Dandenong Ranges, Knox has many places of historic significance to the Kulin nation. Important cultural and historical sites within Knox hold both the traditional knowledge of the First Nations People and the traumatic stories of colonisation.

The journey ahead for Knox involves the land, the traditional custodians, the local Indigenous community, the wider community and the Council itself. Walking together and listening together to create a culturally safe and culturally rich community for all.

Contents

Our Assets.....	2
What is Asset Management and why is it important?	2
Lifecycle Management.....	2
Purpose of this Plan	4
How we developed this Plan	5
Implementation of this Plan.....	6
Plan monitoring and review	6
Our stormwater asset management objectives	7
Our stormwater assets	8
Demarcation of Roles and Responsibilities	9
Risks and challenges we face	11
Closing the gaps	12
Current asset performance	13
Our level of service targets	15
Financials.....	19
Our plan for the next 10 years	20
What will happen next.	26

Our Assets

Knox City Council manage approximately \$1.89 billion of infrastructure assets (excludes land value) on behalf of our community. These assets, which range from significant structures such as roads, drainage pipes, bridges and buildings, through to park furniture and play equipment, are fundamental to supporting services for the community.

What is Asset Management and why is it important?

Asset management allows Council to strategically, effectively and efficiently manage its assets across their life cycle, while meeting the service needs of the community. This requires balancing risk, cost, and performance criteria. Effective asset management answers the following fundamental questions:

- What assets do the community need now and in the future?
- How can we best manage our assets to serve the community?

The choices we make today can impact the quality of life for future generations. Sound asset management provides us with the ability to understand the immediate, medium, and long-term impacts of our decisions and provide solutions on how to mitigate risk. The benefits of sound asset management include:

- Improved cost efficiency by looking at the costs of assets over their entire lifecycle.
- Being able to target critical assets to ensure performance is maintained and risks are managed.
- Aligning levels of service for assets to meet community needs.
- Making sure infrastructure assets are appropriately funded for the long term.

Over the next 10 years we are budgeting investment of approximately \$700 million to renew, improve, and care for our infrastructure. Given this sizeable investment and the importance of these assets to supporting community outcomes, it is vital that we are good asset managers.

Lifecycle Management

Our approach to asset management is centred on asset life-cycle management decision making processes that are used to manage our infrastructure. Through careful and efficient lifecycle management, our goal is to meet our agreed levels of service in the most cost-effective manner over the life of assets. The management strategies we follow in each asset lifecycle phase are shown in the figure below.

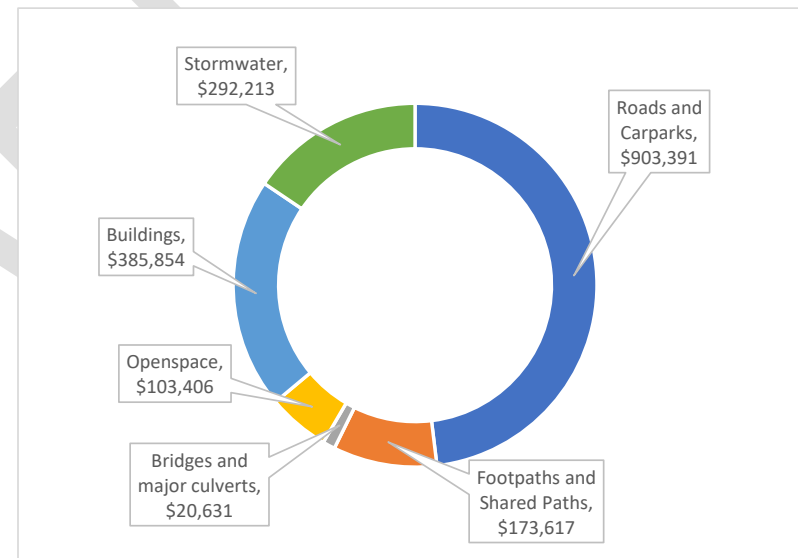


Figure 1 – Value(\$m) of Council Assets



Figure2- Asset Lifecycle

Planning and Design

- Asset planning and analysis to meet long term service needs.
- Asset design balances affordability, equity, and environmental performance.
- Whole of life cost considerations

Creation/ Acquisition

- Before building or acquiring new assets non-asset service delivery solutions such as leasing, strategic partnerships, etc. are considered.
- Assets are constructed according to planning and design standards and documentation.
- Efficient procurement strategies are utilised.
- Asset performance standards are met when Council assets are delivered by Knox or others.

Maintenance and Operations

- Systems and processes record information about assets.
- Cyclic condition assessments are undertaken.
- Assets are operated and maintained to reduce risk/failure.
- Assets are available to meet/service community needs.
- Optimisation of works and timely intervention to minimise ongoing costs.

Renewal

- Optimisation of asset renewal to minimise cost and risk.
- Maximise the use of our assets through reuse or co-location of services, where possible.

Disposal or Rationalisation

- Where assets do not directly support service objectives they are considered for decommissioning, disposal or rationalisation to reduce lifecycle costs and financial burden.

Purpose of this Plan

The quality of our stormwater asset management practices determines our ability to keep our City green, liveable, resilient and sustainable. The aim of this plan is therefore to guide continuous improvement in our stormwater asset management practices and outcomes.

By improving our asset management practices, we can be confident that our investment in stormwater assets will deliver many important community benefits.

Community Benefits

- Improved flood protection.
- Resilience to the anticipated impacts of climate change.
- Increased biodiversity and improved habitat for our local fauna and flora.
- Improved ecological health of our streams and waterways.
- Healthier trees, vegetation and ecological systems.
- Attractive water landscapes and green spaces that encourage us to be more active and connected.
- A reduction in heat related stress due to the passive cooling effect of green-blue assets
- Reduced water utility bills as we increase our use of stormwater for irrigation.
- Preservation of potable water supplies for high value uses like drinking and food preparation.

How we developed this Plan

A stakeholder reference group was established, comprising Council staff involved in stormwater asset management. The participants:

- contributed to the setting of asset management objectives (service level targets).
- assisted in the identification of deliverable improvement recommendations.

Background to this plan

The following research/review of documents was undertaken to develop this Plan. Supporting documentation is linked to the Stormwater Asset Management Plan home page.

Related Knox City Council Documents	Internal Stakeholder Roles and Responsibilities
Relevant Regulations and Industry Standards	Our progress implementing earlier versions of this plan
Asset Management Information Systems	Our Current Asset Management Practices
Asset Audit Program	Our Service Level Objectives
Asset Inventory, Condition and Valuation	Risks and Challenges
Asset Deterioration model results	Community Expectations
Our priority improvement initiatives	Future Demand and Demand Management Strategies

Implementation of this Plan

The Strategic Infrastructure department, as subject matter experts, will have responsibility for implementing this plan.

Establishment of an Integrated Stormwater Asset Management Group (chaired by the Coordinator Strategic Stormwater) is recommended to bring stakeholders together to collaborate and deliver this Plan.

Funding for the management and performance of stormwater assets will be allocated as part of Council's budget processes. This requires Council to balance stormwater asset management investment against all other Council priorities.

Plan monitoring and review



This plan has a life of 10 years. It will then be reviewed, in full, updated and replaced.

The responsibility for reviewing the progress of Asset Management Plans improvement actions is allocated to the Asset Management Steering Group (AMSG), with key support from the Strategic Infrastructure Department.

The relevance of recommended improvements and the predicted funding levels will be reviewed each year, as part of Council's budget and capital works planning processes to reflect new data and changes in Council and community priorities.

Our stormwater asset management objectives

Our stormwater asset management approach is guided by six objectives.

 Biodiversity, habitat and waterway protection	 Community satisfaction and participation in decision making
 Water conservation and reuse	 Financial sustainability and intergenerational equity
 Flood protection	 Transparent evidence-based decision making

To deliver on these objectives we need to be strategic, proactive and innovative.

Our stormwater assets

Our stormwater assets include grey assets and a range of green-blue assets (known as water sensitive urban design features or WSUDs). The grey assets primarily act to provide flood protection and downstream carriage of stormwater, whilst the green-blue assets are used to capture water for re-use or to improve the quality of water discharged to the natural environment and provide opportunity for biodiversity enhancement.

GREEN-BLUE STORMWATER ASSETS	QUANTITY	ESTIMATED REPLACEMENT COST	ESTIMATED USEFUL LIFE	GREY STORMWATER ASSETS
Raingardens	54	\$250 to \$2,000 per sq. m.	5 - 10 years	 278 Endwalls Replacement value =\$ 0.44 M Average age = 38.0 years Est. Useful Life - 80 years
Wetlands	20	\$150 to 250 per sq. m.	20 -25 years	
Permeable paving	4 sites	\$100-120 per sq. m. 1	25 years	
Tree pits	128	\$ 1,000 to \$8,000 per sq. m.	10 years	 39,673 Pits Replacement value =\$ 60.87 M Average age = 41 years Est. Useful Life - 80 years
Sedimentation ponds	13	\$150 to \$250 per sq. m. Plant and labour cost + \$260 / tonne for sediment disposal	5 - 10 years	
Gross pollutant traps	32	\$50,000 to \$250,000	25 years	
Constructed swales	38	\$15 to \$150 per sq. m.	5 - 7 years	 1, 188.9km Pipes Replacement value =\$ 227.70 M Average age =42 years Est. Useful Life - 80 years
Passive irrigation kerb cuts	26	\$30 per metre	80 years	
Above- ground stormwater tanks	75	\$5,000 for 10 KL tank + installation	20 - 30 years	
Below-ground stormwater tanks	5	\$5,000 for 10 KL tank + installation	30 years	

Table 1 – Our Stormwater Asset Inventory

The total replacement value of our green-blue assets has not been quantified. The estimated replacement value of our grey stormwater assets was \$292,213M on 30 June 2024

Demarcation of Roles and Responsibilities

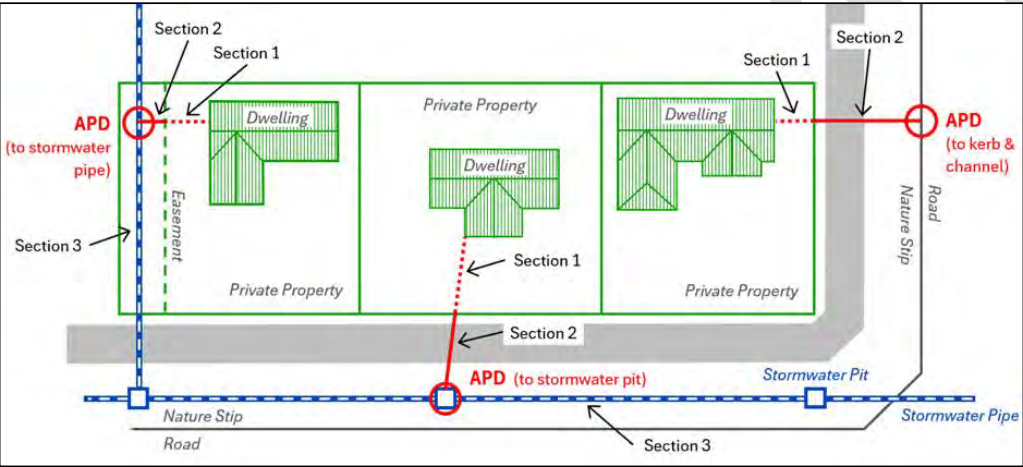
Not all stormwater assets are owned or managed by Council.

There is a clear demarcation of responsibilities.

Melbourne Water is the Regional Drainage and Floodplain Management Authority, with responsibility for all major drainage assets, creeks and waterways within Knox City Council.

Landowners (including private entities and public authorities such as Vic Track) are responsible for ensuring that stormwater runoff from their property does not cause nuisance to any neighbouring properties. Each landowner must connect to an approved point of discharge (APD) – ie the location at which private drainage is permitted to discharge into Council’s drainage network.

The functionality of each landowner’s private drainage network, as well as deficiencies in the capacity of Melbourne Water’s regional drains, creeks and waterways, impact on the performance of Council’s stormwater assets.



Pipe Section	Responsibility
Section 1	Landowner
Section 2	Landowner
Section 3	Council

Council has a duty to inspect, maintain and repair its stormwater assets (Section 3) as illustrated in the figure above. Section 3 will be inspected for hazards and maintained to specified service levels as articulated in the Knox Road Management Plan, when the drainage asset is located within a Council road reserve.

Stormwater pipes and pits located within drainage easements within private property are Council assets. Connection from a residential building to Council's stormwater system or kerbing is the responsibility of the resident to construct (to Council standards), alter and maintain at their cost

Council does not have a statutory duty to inspect, maintain and repair Sections 1 and 2. Household drainage (including tapings) is the responsibility of the resident to construct (to Council standards), alter and maintain. Council is not required to inspect Section 1 and 2 for hazards. These assets are not required to be maintained to specified service levels.

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Risks and challenges we face

Challenges



Adapting to Climate Change

Extended dry periods with shorter duration and higher intensity rainfall events.



Infill development

The Victorian State Government has set a target of 43,000 additional homes in Knox by 2051. More impervious surfaces leading to more polluted, higher velocity stormwater runoff and increasingly difficult access to easements.



Ageing Assets

Many of our older pipes are small and damaged by intrusive tree roots; with some assets potentially asbestos lined.



Unavoidable flooding risks

Low lying areas within the municipality may be subject to riverine or flash flooding. This occurs when the intensity or duration of rainfall exceeds the capacity of Melbourne Water managed creeks and waterways or the local (Council) drainage network (1 in 5-year rainfall event for residential drainage systems and 1 in 10-year rainfall event for industrial drainage systems)..

Risks

Council's financial position and priorities can change quickly. It is therefore important to acknowledge the potential impacts if Council is unable to provide adequate funding or resources for stormwater asset management, including:

Funding shortfalls, or poorly assigned capital upgrade investment, will mean that known localised flooding risks and the effects of urbanisation on our natural waterways will remain. An increased risk of failed/poor quality asset requiring increased maintenance and leading to a potential decline in the current level of service provided to the community.

Closing the gaps

Stakeholder consultation revealed several gaps in Council's current approach to stormwater asset management. Council is focused on closing the gaps by:

- Developing a strategic roadmap (whole of Council, or precinct-level catchment master plans) to guide investment in stormwater assets.
- Ensuring maintenance budgets keep pace with growth in the size and complexity of the asset portfolio.
- Considering in-house provision of CCTV investigations of Council's pipe networks.
- Revising renewal budgets to upgrade under capacity stormwater assets and accommodating the cost of traffic management and control.
- Working with capital works delivery managers to improve asset handover performance.
- Considering lifecycle costs and maintenance needs when designing (or allowing others to create) new or upgraded stormwater assets.
- Designing the stormwater network to respond to higher intensity rainfall events.

Six priority improvement initiatives are proposed to address key gaps in Council's stormwater asset management practices. The anticipated budget implications are outlined at the end of this document (and in our 10-year Asset Plan).

Through this engagement process, additional, lower priority improvement recommendations have been developed for consideration by internal stakeholders and will inform the Service Plan for stormwater.

Current asset performance

We need to audit our assets in order to monitor their performance

Green-blue stormwater assets

To date, our green-blue assets have not been audited, largely because the condition of these assets are unstable and affected by the weather. Although we have not audited the condition of our water sensitive urban design features, we know that many of these assets are reaching the end of their design life.

Grey stormwater assets

The most recent audit of pits was in 2017. The most recent audit of drainage pipes was in 2021. To date, only 61% of pits and 7% of pipes have been audited. The lack of pipe condition data is due to the high cost of auditing underground drainage pipes. Proactive CCTV investigations of reported blocked pipes, pipes in known flooding locations, and pipes beneath roads being renewed have identified faults and provided treatments. The internal audit of asset management in 2023 identified that Council set the extent and frequency of drainage condition audits, to improve its knowledge of the total drainage network. To address this, Council is currently investigating the feasibility of establishing an in-house CCTV pipe auditing crew so that a greater proportion of pipes can be audited each year. To be effective in improving Council’s knowledge of the condition of the pipe network, it will be important to audit a representative sample of the network each year. Taking into consideration pipe size, age, suburb and location within a road reserve or a property easement.

The graphs below summarise our condition audit results for pits and pipes. The table below explains how each condition rating should be interpreted.

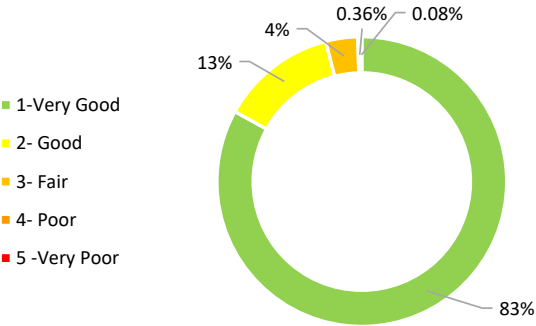


Figure 1 – Audited pit condition distribution

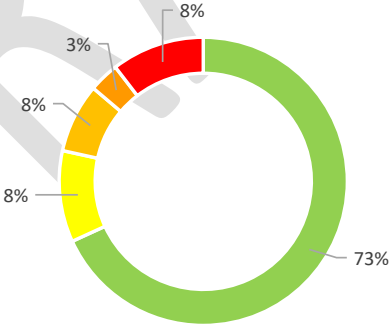


Figure 2 – Audited pipe condition distribution

Condition Rating	Description
1 - Very Good	Sound physical condition. Insignificant deterioration. Asset likely to perform adequately without major work for 25 years or more.
2 - Good	Acceptable physical condition; minor deterioration / minor defects evident. Negligible short-term failure risk but potential for deterioration in long-term (20 years plus). Only minor work required (if any).
3 - Fair	Moderate to significant deterioration evident; Minor components or isolated sections of the asset need replacement or repair now but not affecting short term structural integrity. Failure unlikely within the next 10 years but further deterioration likely and major replacement likely within next 10 to 20 years.
4 - Poor	Serious deterioration and significant defects evident affecting structural integrity. Failure likely in short to medium term. Likely need to replace most or all of asset within 10 years.
5 – Very Poor	Asset has failed or failure is imminent. Immediate need to replace most or all of the asset.

Our level of service targets

We aim to provide high quality stormwater assets that meet our key objectives.

Technical service level objectives

PERFORMANCE MEASURE	TARGET	CURRENT PERFORMANCE												
OBJECTIVE - FLOOD PROTECTION														
Capacity	<p>An annual reduction in the number of Commercial and Industrial properties at risk of inundation, during a once in ten-year rainfall event</p> <p>An annual reduction in the number of Residential properties at risk of inundation, during a once in five-year rainfall event</p>	<p>Properties potentially at risk of inundation based on flood modelling and mapping in 2020.</p> <ul style="list-style-type: none">• 3,998 residential properties (8%)• 810 commercial properties (29%)• 815 industrial properties (22%)												
Risk	<p>Zero settled insurance claims attributable to poor condition stormwater assets that have deteriorated to an extent that reduces their original design capacity.</p>	<p>One under excess settled insurance claim in 2022.</p> <p>Cause categorised as flooding/storm/water</p>												
Maintenance	<p>Less than 1000 customer requests to clear blocked pits or pipes per year.</p>	<table><tr><th>Year</th><th>Qty</th></tr><tr><td>2023-2024</td><td>852</td></tr><tr><td>2022-2023</td><td>926</td></tr><tr><td>2021-2022</td><td>867</td></tr><tr><td>2020-2021</td><td>629</td></tr><tr><td>2019-2020</td><td>1111</td></tr></table>	Year	Qty	2023-2024	852	2022-2023	926	2021-2022	867	2020-2021	629	2019-2020	1111
Year	Qty													
2023-2024	852													
2022-2023	926													
2021-2022	867													
2020-2021	629													
2019-2020	1111													

PERFORMANCE MEASURE	TARGET	CURRENT PERFORMANCE
Condition	<p>By 2029 consolidate CCTV registers into a single repository and capture asset condition in the asset register.</p> <p>From 2026 onwards conduct targeted CCTV inspections of 3km of drainage pipes per year to improve Council's understanding of condition across its entire network.</p>	<p>Only 7% pipes and 64% pits have been audited; WSUDs have not been audited. Based on asset age, it is predicted that 1.2% of pipes and 0.25% of pits not audited are also in Very Poor condition.</p>
Road Management Plan Compliance	<p>100% compliance with the target timeframes documented in Council's Road Management Plan (RMP).</p>	<p>RMP compliance for the period 1 Jan 2021 until 31 Dec 2024.</p> <ul style="list-style-type: none"> • Routine Inspections - 98% • Initial Assessment - 97% • Rectification Works - 99%
OBJECTIVE - BIODIVERSITY, HABITAT AND WATERWAY PROTECTION		
Targets to be determined by the Stormwater team, taking into consideration targets set by the Department of Energy, Environment and Climate in their Integrated Water Management Framework.		
OBJECTIVE - WATER CONSERVATION		
Targets to be determined by the Stormwater team, taking into consideration targets set by the Department of Energy, Environment and Climate in their Integrated Water Management Framework.		

Community service level objectives

PERFORMANCE MEASURE	TARGET	CURRENT PERFORMANCE
OBJECTIVE - COMMUNITY SATISFACTION AND INVOLVEMENT IN DECISION MAKING		
Community Satisfaction	Knox community satisfaction performance is rated at least equal to the Melbourne Metropolitan average for participating Councils.	<ul style="list-style-type: none"> In 2024, Knox community satisfaction with Council's overall performance rated 7.0 out of 10. This result is similar or a little higher than to the Metropolitan Council Group average.
Community Involvement	<p>A minimum of one event/ campaign held by the Stormwater team each year to involve the community in decision making.</p> <p>Deliberation on this Asset Plan in a manner consistent with principles of the Local Government Act 2020.</p>	<ul style="list-style-type: none"> Stormwater team community engagement data not available
OBJECTIVE - TRANSPARENT EVIDENCE BASED DECISION MAKING		
Strategic Master Planning	Catchment master plans presented to Council for endorsement for 20 to 25 minor catchments by December 2027.	<p>Masterplans developed for:</p> <ul style="list-style-type: none"> 0 out of 49 minor catchments
OBJECTIVE - LONG TERM FINANCIAL SUSTAINABILITY AND INTERGENERATIONAL EQUITY		
Renewal expenditure	<p>Average annual renewal expenditure, calculated as a percentage of the fair value of the asset category, is at least equal to annual average asset consumption rate (AAAC) based on pit and pipe life of 80 years and WSUD life of 25 years.</p> <p>AAAC (Pits and Pipes) \geq 1.25% of fair value</p> <p>AAAC (WSUDs) \geq 4% of fair value</p>	<ul style="list-style-type: none"> AAAC - Pits and Pipes = 0.67% (i.e., \$2.2 M pa spent on renewal of pits and pipes with a fair value of \$326.7 M)

PERFORMANCE MEASURE	TARGET	CURRENT PERFORMANCE
	<p>Local Government Performance Reporting Framework (LGPRF) asset renewal indicator is greater than 100%.</p> <p>(i.e. the rate of spending on existing assets through renewing, restoring, and replacing existing assets exceeds depreciation.)</p>	<ul style="list-style-type: none">165.68% - sourced from the 2023-2024 Annual Report

Financials

Based on the available information we have about our assets and the planning we have done to formulate our capital works program; we intend to spend a total of \$74.4M on stormwater assets over the next ten years. This includes a total budget of \$42.9M to renew deteriorated stormwater assets, and \$4.8M to improve the capacity of existing assets or create new stormwater assets. We also propose to allocate around \$ 26.6M to operate and maintain our stormwater assets.

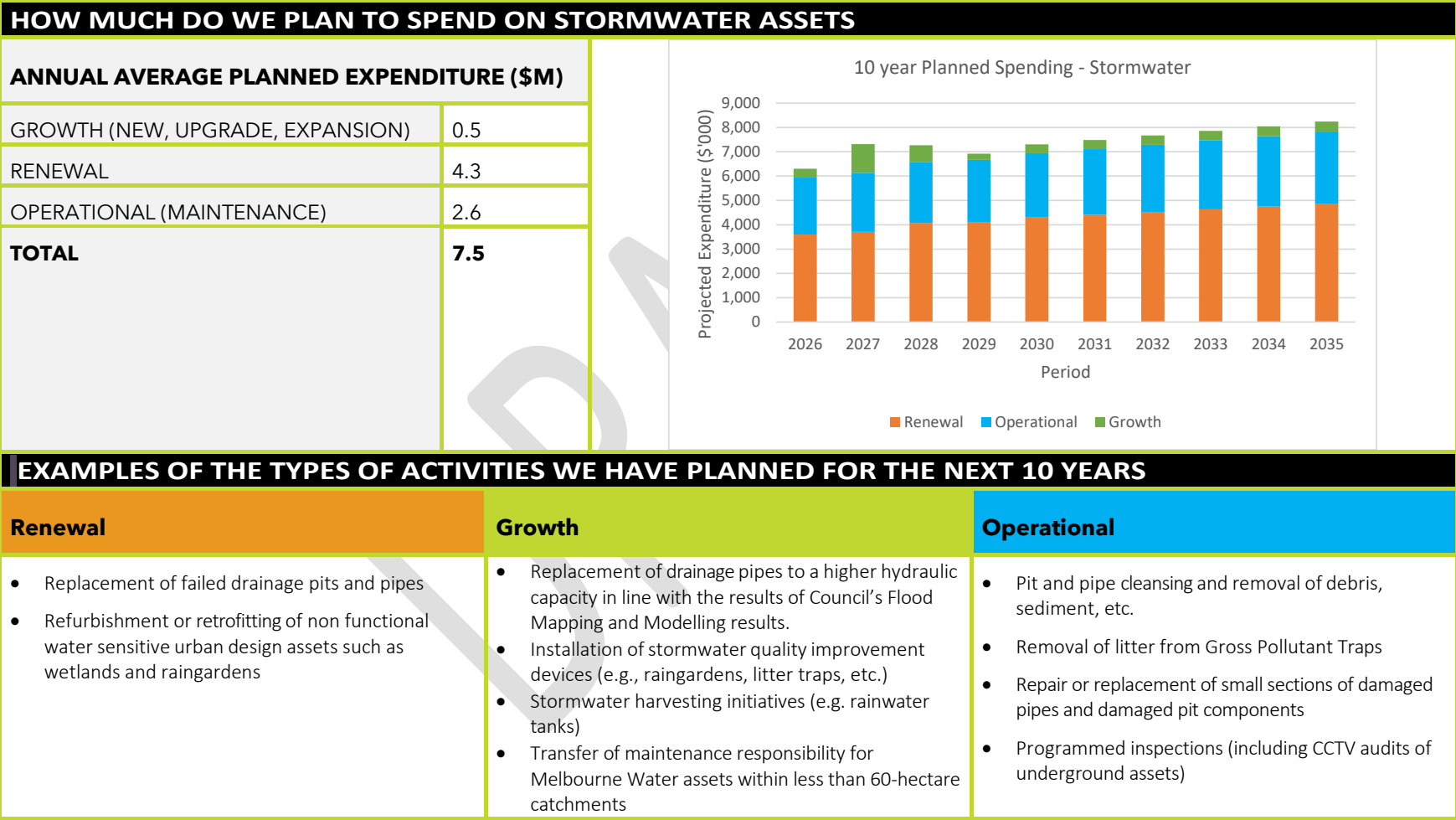


Figure 3- Projected 10 -year Expenditure by Expenditure Category

Expenditure Category	Activity	Description
Operational	Maintenance	Ongoing work required to keep an asset performing at the required level of service.
	Operations	Recurrent expenditure that is continuously required to provide a service.
Renewal	Renewal	Returns the service potential or the life of the asset up to that which it had originally.
Growth	Upgrade	Enhancements to an existing asset to provide a higher level of service.
	Expansion	Extends or expands an existing asset at the same standard as is currently enjoyed by residents, to a new group of users.
	New	Creates a new asset that provides a service that does not currently exist.

Our plan for the next 10 years

Our experienced staff will continue to manage our stormwater assets throughout each stage of the asset lifecycle



PREDICTED ASSET CONDITION

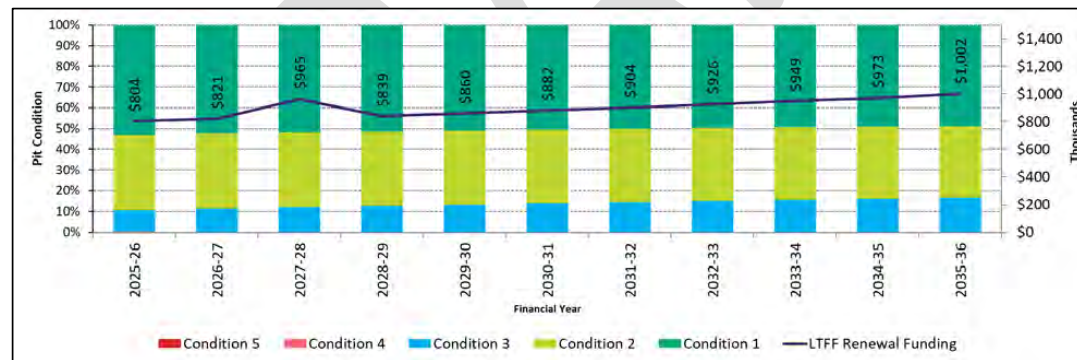
Green-blue stormwater assets

The predicted condition of our green-blue assets is unknown. Future condition audits will form the basis of future predictions.

Grey stormwater assets

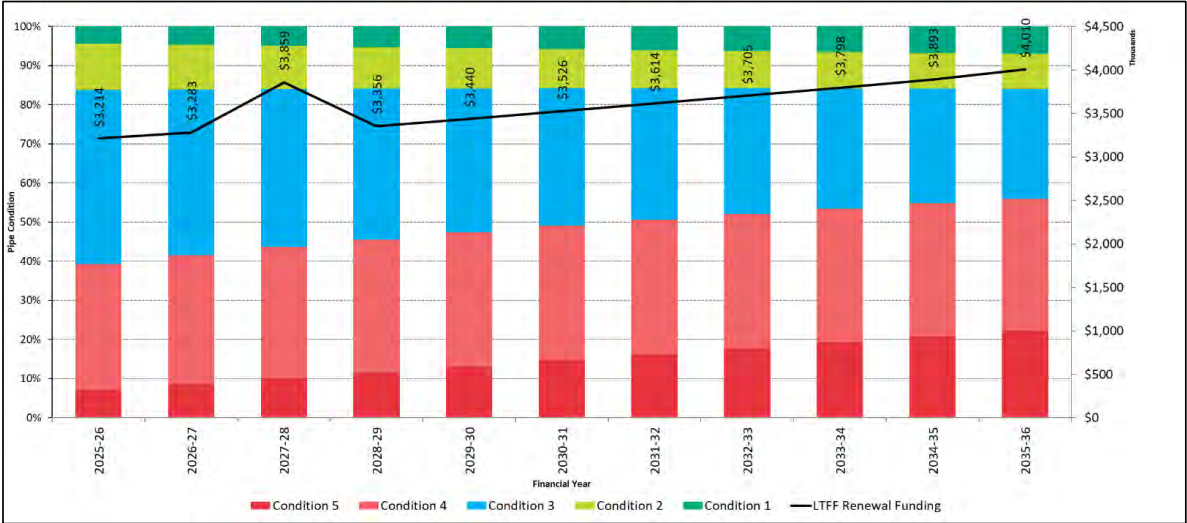
Predictive asset deterioration modelling results (illustrated in graphs 1 and 2 below) show that funding asset renewal in accordance with the current Long-Term Financial Forecast may not keep pace with the predicted rate of asset deterioration for pipes. 22% of pipes (259 km) are predicted to be in Very Poor condition (Condition 5) by 2035-36 and a further 34% of pipes are predicted to be in Condition 4 (Poor).

It must be noted however that we have a low level of confidence in the predicted condition because we do not yet have a complete inventory of current asset condition (only 7% of pipes and 64% of pits have been audited and in some cases, audit data will target known problem assets). In the absence of comprehensive condition data across the whole stormwater assets network, a conservative approach was used. The model was based on asset age and an estimated asset life of 80 years. Performance targets set for condition will gradually improve Councils knowledge of network condition. The predicted condition, and our level of confidence in the prediction will improve when Council has audited a representative sample of underground pipes.



Graph 1 – Predicted Pit Condition

PREDICTED ASSET CONDITION



Graph 2 – Predicted Pipe Condition

OUR LIFECYCLE MANAGEMENT PLANS FOR THE NEXT 10 YEARS

CAPITAL WORKS PLAN

GROWTH (NEW- UPGRADE - EXPANSION - DISPOSAL)

We will continue to aim to upgrade our stormwater assets when their original design functionality no longer matches service expectations. Capital projects to create new assets, upgrade or expand existing assets will only go ahead if approved by Council as part of annual budget preparations.

To improve the capacity of our existing drainage network, additional funding is recommended to implement two improvement initiatives:

➤ Strategic upgrade master planning (\$0.16 M pa (for three years) + cost to implement approved catchment master plans).

- Invest in catchment master planning to provide a road map for future upgrade investment. Including the development of innovative water sensitive solutions to replace small pipes that are often blocked by tree roots.
- The aim is to identify and prioritise projects that provide multiple benefits: improved flood protection; protection of our waterways; and Increased opportunity for water conservation
- Implement approved catchment master plans, starting with priority flood protection and water conservation projects, as soon as the first year of master planning is complete.
- Improve efficiencies by aligning the delivery of drainage upgrades with other capital programs, such as road renewal.

➤ Pilot proactive drainage easement replacement (\$0.15 M pa for two years)

- Introduce a proactive drainage replacement pilot program to upgrade damaged, undersized easement drains when small-scale private developments are approved, and demolition consents are provided.
- This pilot could enable replacement of around 300 m of pipe each year.
- At the end of the pilot, assess deliverability and consider opportunities to continue the program using funding from developer contributions.

RENEWAL

We will aim to renew our existing stormwater assets as they fail, so that the network functionality is retained. Council's Drainage Renewal Program will continue to be informed by independent condition audits and inspections undertaken by Council staff. Typically, the team only renew around 0.5% of the pit and pipe network each year. Due to capacity issues, most grey asset renewal work unavoidably includes asset upgrades to increase capacity.

To keep pace with asset deterioration additional renewal funding is recommended to fund the implementation of two initiatives:

➤ Shift toward more proactive renewal of green-blue assets (WSUD) – \$0.3M pa.

- Audit the quantity, replacement cost and condition of our WSUDs.
- Develop a proactive WSUD renewal program to restore the functionality of poorly performing assets.
- Review long-term recurrent WSUD renewal funding to reflect 2% of the replacement cost of these assets.

➤ Review assumed economic life of pits and pipes (currently 80 years),

- When assets are formally revalued, consider increasing the economic life
- Adjust Council's predictive asset deterioration modelling and renewal funding requirements accordingly.

➤ Maintain LTFF renewal funding above \$3M for next four years.

- When formal revaluation is complete, and proposed catchment master planning is well progressed, adjust the pit and pipe renewal funding to:
 - Keep pace with rising replacement costs and the anticipated rate of deterioration.
 - Efficiently and strategically address capacity constraints when assets are renewed.

MAINTENANCE PLAN

We will continue to maintain our stormwater assets so that they operate at their original design capacity for as long as possible. Maintenance includes reactive and proactive inspections, and a range of activities to repair defects and clear blockages as they arise. Our pit and pipe inspection and maintenance standards (including timeframes) are detailed in our Road Management Plan.

We recognise that more work is required to improve the maintenance of our green-blue stormwater assets (such as wetlands, raingardens and swales). Maintenance standards for our green-blue assets are reactive and not yet documented.

To improve our maintenance outcomes additional maintenance funding is recommended to implement the following improvements:

➤ Shift toward more proactive maintenance of green-blue assets (WSUD) – increase funding from \$0.045M to \$0.244M pa

- Re-establish a vacated role within the Stormwater team to lead a shift toward proactive management of all WSUDs.
- Develop inspection and maintenance service levels for all WSUD types including raingardens, water tanks and emerging WSUD assets such as filter screens and UV lights.
- Address the backlog of poorly functioning WSUDs, including plant and filter media management and the establishment of stable ecosystems.
- Deliver regular proactive inspection and maintenance programs for all WSUDs.

➤ Improve grey stormwater asset (pit and pipe) maintenance – increase funding from \$1.35M to \$1.78M pa

- Increase funding to match growth in the size and complexity of the service including:
 - Clearing waste from increased numbers of litter baskets and gross pollutant traps.
 - Open drain maintenance, to protect waterways from debris that runs off our unsealed roads.
 - CCTV investigation when pipes are found to block repeatedly and require renewal.
 - More regular cleaning of drains in areas that flood modelling has identified as flood prone.

-

What will happen next.

Community engagement will be undertaken to seek support for the draft plan before it is adopted by Council.

The level of capital investment in renewals, upgrades, new and expanded assets will be informed by Council's Financial Plan and Council's Forward Capital Works Program.

Subject to available funding, allocated during the annual budget process, staff and resources will be allocated to the delivery of recommended improvement initiatives.

Council's website will be updated with the revised Asset Plan and information relevant to the Stormwater Asset Management Plan including:

Council's Asset Policy	Relevant Legislation and Industry Standards	Relevant Asset Management Information System data	Council's Condition Audit Program
Stormwater assets deterioration modelling data	Priority Improvement Initiatives and their status	Internal Stakeholder Roles and Responsibilities	Progress on Implementation of Asset Management Plans
Current Management Practices	Key Risk and Challenges	Community Expectations	Future Demand modelling

¹ Melbourne Water healthy waterways Raingardens- Instruction sheet Porous Paving



Stormwater Asset Management Plan – Attachment 2 - Community Engagement – Have Your Say.

Date Submitted	Share any comments you have on the draft Stormwater Asset Management Plan:	Have you experienced flooding in Knox? (Yes/No)	Drop a pin and tell us where below:	Is there anything else you would like to tell us about the draft Stormwater Asset Management Plan?	Point of interest or concern	Response to HYS Notes/Comments	Is further action required (Yes/No)	Description of further action taken
Oct 02, 2025, 12:36 PM	<p>The plan appears to have been put together by civil engineers, using some cut and paste to cover environmental aspects with a focus on maintenance over function. The biodiversity, habitat and waterway protection section defers to some yet to be decided targets considering the DEECA Integrated Water Management Framework. Can't comment on these if they are not specified.</p> <p>Council subsequently advised that I should refer to the Dandenong Catchment Integrated Water Management Plan. Which one is it? Review of the Dandenong Catchment Integrated Water Management Plan provides some more detail but the focus is on discharge of the Dandenong Creek catchment to the bay and is not relevant to the waterway health issues observed in Knox.</p> <p>The specific waterway health issues in Knox need to be specified so that you know what the problem is and solutions can be designed accordingly.</p>	No		<p>The Dandenong CIWM Plan talks about reduction in the urban runoff volume but this does not include Knox area targets and does not point to consideration of the specific issues that are of concern within our part of the catchment. An example of an issue that is not mentioned is the need to facilitate groundwater recharge. Impervious surfaces reduce this recharge, but groundwater is important for stream base flow to keep creeks flowing over a greater period of the year.</p> <p>The document talks about blue-green assets but these are large assets that only impact nominated points. A more holistic approach needs to be taken that incorporates nature based solutions at the stream headwaters, prior to the water reaching the stormwater assets and creeks and streams. These solutions must facilitate infiltration and slow the water down so that the creek discharge occurs at a lower volume (peak) over a longer period of time.</p> <p>The management / inspection / maintenance system should be risk based</p>	<p>Waterway health targets - seeking clarity on the standards.</p> <p>Targets for urban runoff. Ground water recharge.</p> <p>Risk based management/inspection/maintenance.</p>	<p>Although these two biodiversity targets have yet to be determined, Council's service level objectives identify actions to support Biodiversity, habitat and waterway protection, and Water Conservation and reuse. Actions include partnering with Melbourne Water to protect creeks and waterways from erosion and pollution and better manage the adverse effect of urbanisation.</p>	Yes	Update the targets by 30/6/2026

Stormwater Asset Management Plan – Attachment 2 - Community Engagement – Have Your Say.

Date Submitted	Share any comments you have on the draft Stormwater Asset Management Plan:	Have you experienced flooding in Knox? (Yes/No)	Drop a pin and tell us where below:	Is there anything else you would like to tell us about the draft Stormwater Asset Management Plan?	Point of interest or concern	Response to HYS Notes/Comments	Is further action required (Yes/No)	Description of further action taken
Sep 28, 2025, 09:19 PM	<p>Starts off with a balanced focus of grey & green-blue infrastructure but then seems to go backwards to traditional stormwater planning ie. I understand what you’re planning with grey assets but don’t know what / if you’re planning green-blue improvements.</p> <p>Eg. The biodiversity targets not being set don’t give me confidence council will set anything meaningful in this 10 year period. We already know the issues and benefits and biodiversity has a large amount of catching up to do so why are we waiting in a state government direction?</p> <p>Also while climate change is acknowledged in different ways, it doesn’t seem as prominent as it should. I’d like more targets and actions that taken into account the inter-connectedness of stormwater, climate, biodiversity. Knox keeps losing trees in the landscape in part due to climate stress so one start is more groundwater recharge from our stormwater system.</p>	Yes	2 markers 'Road Flooding' (170 Forest Road, Ferntree Gully Victoria 3156, Australia, 100 Dorset Road Ferntree Gully Victoria 3156)	<p>Water is a valuable utility resource but it’s still seems to be treated as a problem / cost and is being managed rather than being harnessed and utilised. The draft plan seems to try to include progressive concepts but still feels held back. Budget can keep being the excuse for not moving forward on important issues otherwise the council needs to re-prioritise other spend and be more modest on costs that only benefit some and not all residents eg. Synthetic soccer pitches and monumental football clubs.</p>	<p>Biodiversity targets.</p> <p>Ground water recharge.</p> <p>Water harvesting</p>	<p>The Stormwater Asset Management Plan replaces the Drainage Asset Management Plan and includes, for the first time, Water Sensitive Urban Design Assets. The plan recommends proactive renewal and maintenance of Water Sensitive Urban Design Assets. Although these two biodiversity targets have yet to be determined, Council's service level objectives identify actions to support Biodiversity, habitat and waterway protection, and Water Conservation and reuse. The dropped pin markers indicating an observed flooding location have been forwarded to our operational teams for investigation. The Work Order history has been investigated for the observed flooding location/s. The location will continue to be monitored.</p>	Yes	Observed flooding location/s will continue to be monitored.

Stormwater Asset Management Plan – Attachment 2 - Community Engagement – Have Your Say.

Date Submitted	Share any comments you have on the draft Stormwater Asset Management Plan:	Have you experienced flooding in Knox? (Yes/No)	Drop a pin and tell us where below:	Is there anything else you would like to tell us about the draft Stormwater Asset Management Plan?	Point of interest or concern	Response to HYS Notes/Comments	Is further action required (Yes/No)	Description of further action taken
Sep 21, 2025, 03:10 PM	<p>The plan is comprehensive and its proactive focus on challenges like climate change is commendable. However, its effectiveness is undermined by a critical gap: the lack of accurate asset data. The plan openly states that only 7% of pipes have been audited and their condition is largely unknown. This means the entire financial forecast is based on assumptions rather than evidence.</p> <p>I strongly support the initiatives to close this gap, particularly the plan for more CCTV inspections and establishing an in-house auditing crew. This must be the highest priority; all other strategic goals depend on knowing the true condition of our network.</p>	Yes	1 marker 'Above Koolunga Native Reserve. Please look at solutions that support biodiversity and adapt to climate change rather than just making having an old school grey asset solution' (166b Forest Road, Ferntree Gully Victoria 3156, Australia)	<p>The proposed \$74.4 million investment is significant. I am concerned by the plan's own modelling, which shows this funding may not keep pace with the rate of pipe deterioration. I urge Council to ensure future budgets are adjusted to close this funding gap to avoid greater costs later.</p> <p>I also want to voice my strong support for the increased funding for proactive maintenance and renewal of "green-blue" assets like wetlands and raingardens. This is a modern, multi-benefit approach that improves not only drainage but also waterway health, biodiversity, and public amenity for our community.</p>		Council understands the need to have accurate asset pit and pipe condition data and has set targets and recommended improvements to close the gap. Renewal modelling will be undertaken once a sufficient volume of assets have been audited. The dropped pin markers indicating an observed flooding location have been forwarded to our operational teams for investigation. The Work Order history has been investigated for the observed flooding location/s. The location will continue to be monitored.	Yes	Observed flooding location/s will continue to be monitored.
Sep 19, 2025, 03:03 PM		Yes	1 marker 'Flooded in rain event summer 2012 as storm water opening at end of court was too small. Also at end of court is open drain underneath boundary fence which does not receive regular clearing and maintenance.' (15 Quail Way, Rowville Victoria 3178, Australia).	No	Flooding	The dropped pin markers indicating an observed flooding location have been forwarded to our operational teams for investigation. The Work Order history has been investigated for the observed flooding location/s. The location will continue to be monitored.	Yes	Observed flooding location/s will continue to be monitored.

Stormwater Asset Management Plan – Attachment 2 - Community Engagement – Have Your Say.

Date Submitted	Share any comments you have on the draft Stormwater Asset Management Plan:	Have you experienced flooding in Knox? (Yes/No)	Drop a pin and tell us where below:	Is there anything else you would like to tell us about the draft Stormwater Asset Management Plan?	Point of interest or concern	Response to HYS Notes/Comments	Is further action required (Yes/No)	Description of further action taken
Sep 19, 2025, 02:37 PM	Like to see better stormwater management at the corner of Cathies Lane and High Street Road, where it gets so flooded that cars can't use the road.	Yes	4 markers ' 2011 flood had water up to Juniper Road. The water often gets up to the creek bank at other times of high water flow.' (27-29 Juniper Road, Wantirna Victoria 3152, Australia), 'Boronia Road underpass has flooded several times.' (Eastlink, Wantirna Victoria 3152, Australia) 'Wantirna Road underpass has flooded many times.' (256 Wantirna Road, Wantirna Victoria 3152, Australia), ' Eastlink, Wantirna Victoria 3152, Australia' (Boronia Road has flooded at times and been closed to traffic.)		Flooding	The dropped pin markers indicating an observed flooding location have been forwarded to our operational teams for investigation. The Work Order history has been investigated for the observed flooding location/s. The location will continue to be monitored.	Yes	Observed flooding location/s will continue to be monitored.
Sep 14, 2025, 04:54 AM		Yes	1 marker 'Floods here often and cars are unable to use this area.' (159 Cathies Lane, Wantirna South Victoria 3152, Australia)		Flooding	The dropped pin markers indicating an observed flooding location have been forwarded to our operational teams for investigation. The Work Order history has been investigated for the observed flooding location/s. The location will continue to be monitored.	Yes	Observed flooding location/s will continue to be monitored.
Sep 08, 2025, 08:00 PM	Please ensure properties adjacent to the Tirhatuan wetlands are adequately protected from freak/100 year floods, especially in this time of climate uncertainty.	No			Flooding	The dropped pin markers indicating an observed flooding location have been forwarded to our operational teams for investigation. The Work Order history has been investigated for the observed flooding location/s. The location will continue to be monitored.		Observed flooding location/s will continue to be monitored.

4.4 Appointment of Second Representative to Your Library Ltd

Final Report Destination:	Council
Paper Type:	For Decision
Author:	Manager Community Strengthening, Kerry Jansons
Manager:	Manager Community Strengthening, Kerry Jansons
Executive:	Acting Chief Executive Officer, Matt Kelleher

SUMMARY

Governance arrangements for Your Library Ltd require each Member Council to appoint a Corporate Representative. On 27 June 2022 as part of the establishment of Your Library Ltd, Bruce Dobson, Chief Executive Officer was appointed as Council's Corporate Representative. As the substantive Chief Executive Officer will be on leave during the next Your Library Ltd Annual General Meeting on 15 December 2025, it is appropriate that Council appoint the Acting Chief Executive Officer, Matt Kelleher as its second standing Corporate Representative, in accordance with the Your Library Ltd constitution.

RECOMMENDATION

That Council appoints, in accordance with the Your Library Ltd constitution, Acting Chief Executive Officer, Mr Matt Kelleher, as its second standing Corporate Representative of Your Library Ltd in addition to standing Corporate Representative Mr Bruce Dobson, Chief Executive Officer.

1. DISCUSSION

Library services across the Knox community are provided by Your Library Ltd on behalf of Knox City Council, a beneficial enterprise and a public company limited by guarantee under the Corporations Act 2001. Your Library Ltd also delivers library services on behalf of Maroondah and Yarra Ranges Councils, and all three Councils are joint owners of Your Library Ltd. Council resolved to support the transition of the former Eastern Regional Library Corporation (ERLC) in June 2022, with Your Library Ltd commencing in its place from 1 July 2022 with Knox City Council a founding member and co-owner.

Governance arrangements for Your Library Ltd require each Member Council to appoint two Directors to form part of the Board of Directors along with a Corporate (Member) Representative. At its meeting of 20 November 2025, Council appointed Councillor Atwell and Councillor Lockwood as Directors appointed to the Your Library Ltd Board for the coming year. At its meeting of 27 June 2022 as part of the establishment of Your Library Ltd, Mr Bruce Dobson, Chief Executive Officer was appointed as Council's Corporate Representative. When Your Library Ltd was established, the CEOs of each Member Council were appointed to this role.

Your Library Ltd has its Annual General Meeting (AGM) scheduled for 15 December 2025 and Council's Corporate Representative needs to participate in and vote as part of the AGM to ensure Council's best interests are represented. The Your Library Ltd Constitution (clause 15) requires each member (Council) to appoint at least one, and up to two natural persons as its Corporate Representative.

It does not appear, according to the Your Library constitution, that an existing Corporate Representative has the authority to delegate this role to another natural person to represent Knox. Such an appointment needs to be made by the Member Council itself.

At the current time, the substantive CEO is on leave until 26 December 2025 and is being backfilled by the Acting CEO, Matt Kelleher, appointed to the role by Council on 13 October 2025. In these circumstances and noting the Your Library Ltd Constitution enables up to two Corporate Representatives, it is appropriate that Council appoint the Acting CEO as its second Corporate Representative so that they can represent Council in this role as part of the Your Library Ltd AGM.

Once Council has appointed the Acting CEO as its secondary Corporate Representative, they will complete the necessary documentation for Your Library Ltd as required by its constitution.

2. ENGAGEMENT

The Chief Executive Officer has engaged with the Your Library Ltd executive to confirm the approach to Council appointing a secondary standing Corporate Representative.

3. SOCIAL IMPLICATIONS

Libraries are valued highly by the community as a safe place of community connection and wellbeing and in addition to books, offer a wide range of services that support individuals across all life stages. Your Library delivers a variety of resources, programs and services to a range of diverse audiences and has worked to build and maintain strong partnerships to ensure they continue to meet the evolving needs of the community.

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL IMPLICATIONS

There are no environmental implications for this report.

6. FINANCIAL AND RESOURCE IMPLICATIONS

There are no direct financial or resource implications for this report.

7. RISKS

Appointing a secondary standing Corporate Representative ensures, alongside Council's two Your Library Ltd Board Directors, that it is appropriately represented at the upcoming AGM.

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Enhancing community connection to vital services and resources

Strategy 1.2 - Our community can access diverse training and life-long learning opportunities through delivery, promotion and partnerships with relevant organisations.

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

Nil

5 Notices Of Motion

6 Supplementary Items

7 Urgent Business

8 Confidential Items