MINUTES

Meeting of Council

Held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 24 November 2025

The Agenda for the Meeting of Council, Monday 24 November 2025, forms part of these Minutes and is attached in full at the end of the Minutes.

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

PRESENT:

Cr Paige Kennett (Mayor)	Chandler Ward
Cr Chris Duncan (Deputy Mayor)	Collier Ward
Cr Peter Lockwood	Baird Ward
Cr Robert Williams	Dinsdale Ward
Cr Meagan Baker	Dobson Ward
Cr Parisa Considine	Friberg Ward
Cr Lisa Cooper	Scott Ward
Cr Susan Pearce	Taylor Ward
Cr Glen Atwell	Tirhatuan Ward

Matt Kelleher	Acting Chief Executive Officer
Grant Thorne	Director – Infrastructure
Nicola Ward	Acting Director - City Liveability
Nicole Columbine	Acting Director – Connected Communities
Liesl Westberry	Interim Director - Customer and Performance
Navec Lorkin	Chief Financial Officer
Andrew Dowling	Manager, Governance and Risk
Saskia Weerheim	Head of Governance

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

Council acknowledges the Wurundjeri Woi-wurrung people and Bunurong people of the Kulin Nation as Traditional Custodians of the land, and meets on the traditional lands of the Wurundjeri Woi-wurrung people. We pay our respects to elders both past and present.

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1 Apologies And Requests For Leaves Of Absence

Nil.

2 Declarations Of Conflict Of Interest

Councillor Baker foreshadowed a declaration in Item 10.2 Notice of Motion (Rescission) No. 190 – Lease Agreement between Knox City Council and Scouts Victoria

3 Confirmation Of Minutes

The Chairperson, Councillor Paige Kennett invited Councillors to raise any opposition to the Minutes of the Meeting of Council held on Monday 27 October 2025. There being none, the Chairperson declared the Minutes be confirmed.

4 Presentations, Petitions And Memorials

Nil.

5 Reports By Councillors

5.1 Councillor Baker

Councillor Baker reported attending the following:

- CEO Performance and Remuneration Committee Meeting.
- Open Space Strategy – Introductory Presentation.
- Your Library Board Meeting.
- Remembrance Day Service at Tim Neville Arboretum.
- Seniors Exercise Park Launch at Wally Tew Reserve.

5.2 Councillor Cooper

Councillor Cooper reported attending the following:

- The Basin Community House Annual General Meeting - noting they have a new Manager and congratulated the volunteers for their work.
- Rowville Community House Annual General Meeting.
- Remembrance Day Service at Tim Neville Arboretum, outlining it was great to see primary school children involved in the service.
- Opened the new Dog Parks in Kings Park and Wantirna Reserve.
- Radio Eastern 98.1FM Interview with Ian Rayson, discussing the feedback sought by Council regarding household waste services which can be provided via Council's 'Have Your Say' page until 7 December 2025.
- Knox City Football Club All Nations Cup at Egan Lee Reserve, noting Cyprus defeated South Sudan in the Final 4-1.

Councillor Cooper also:

- Encouraged people to submit their expression of interest to be part of the Immerse Festival at Knox via knox.vic.gov.au/immerse
- Noted there has been consultation regarding community signage.

5.3 Councillor Duncan

Councillor Duncan reported attending the following:

- CEO Performance and Remuneration Committee Meeting.

- Open Space Strategy – Introductory Presentation, with discussion on open space plans for the next 50 years.
- Templeton Cricket Club 'Tastes of the World' Event to celebrate multiculturalism.
- Remembrance Day Service at Tim Neville Arboretum, noting it was great to see kids singing the National Anthem.
- Opening of the new cricket nets at Marie Wallace Reserve.
- Meeting regarding the pavilion at Templeton Reserve which will be part of a bus tour, highlighting the importance of investing in sporting infrastructure.
- Youth Advisory Committee Meeting.
- Meetings with residents regarding various concerns.

5.4 Councillor Lockwood

Councillor Lockwood reported attending the following:

- Remembrance Day Service at Tim Neville Arboretum.
- Selectronic Australia Factory Tour on Lewis Road which is a modern factory producing solar batteries for solar panels through modern manufacturing.
- 'Haunted Theatre' Halloween event at the Knox Community Arts Centre.
- Your Library Board Meeting.
- Knox Citizenship Ceremony, noting the attendance of Mary Doyle MP and Councillor Kennett and congratulated the staff for their work on the event.

5.5 Councillor Considine

Councillor Considine reported attending the following:

- Knox Off-Road Radio Control Car Club with Councillor Kennett, meeting international competitors, members and the Club President.
- Vicki Angel Memorial Day at the Knox United Soccer Club which was dedicated to Vicki's friendship and positive impact on others.
- Waterford Valley Links Retirement Village Meeting, discussing the needs and concerns of residents at the village.
- 'Haunted Theatre' Halloween event at the Knox Community Arts Centre.

5.6 Councillor Atwell

Councillor Atwell reported attending the following:

- Sharespace Festive Market at the First Scout Hall in Rowville, recognising the local crafts, bake stalls and the Santa Claus from the Rowville CFA entertaining the children, thanking the volunteers and stallholders.
- Knox Local Safety Committee Meeting, led by the local Police which is action-focused and is collaborative with local community groups, noting Council is all-in on supporting the Committee – with all Councillors invited as observers.
- Knox Citizenship Ceremony with Councillor Kennett and Mary Doyle MP where he administered the pledge of commitment.
- Makers and Bakers Market run by the Rowville-Lysterfield Rotary Club at the Rowville Community Centre which promotes local artisan food producers.
- 'Haunted Theatre' Halloween event at the Knox Community Arts Centre with Councillor Lockwood, Councillor Williams and Councillor Considine.

5.7 Councillor Williams

Councillor Williams reported attending the following:

- Youth Advisory Committee Meeting with Councillor Duncan, noting that there is an End of Year Celebration coming up.
- CEO Performance and Remuneration Committee Meeting.
- 'Haunted Theatre' Halloween event at the Knox Community Arts Centre.
- Knox Historical Society Cemetery tour at Ferntree Gully Cemetery with Councillor Cooper and Councillor Pearce.
- Knox Off-Road Radio Control Car Club, speaking with international competitors at a world-recognised event.
- Remembrance Day Service at the Bayswater RSL.
- Opening of Marie Wallace Park cricket nets for the Bayswater Park Cricket Club
- Opening of Marie Wallace Seniors Park in Baywater.
- Knox City Tennis Club Annual General Meeting.
- First Friends of Dandenong Creek Annual General Meeting.
- Elm Street Mission meeting with Mary Doyle MP, acknowledging the great work done by local groups to help those in need, with the group looking for a defibrillator and a first aid kit.

- Bayswater Makers and Bakers Market with a great attendance and local arts and crafts.
- Selectronic Australia Factory Tour which is a great facility run by an Australian manufacturer.

Councillor Williams also:

- Met with residents of Hicks Court, Rowville alongside Councillor Pearce regarding a proposed development.
- Noted it is great to see Christmas decorations adding to the vibrancy of Knox.

5.8 Councillor Pearce

Councillor Pearce reported attending the following:

- Knox Historical Society Cemetery Tour with Councillor Williams and Councilor Cooper, noting the computer holograms were frightening and highlighted that the famous painter Arthur Streeton is buried in Ferntree Gully Cemetery.
- Opening of the 51st Rowville-Lysterfield Knox Art Show at the Churchill-Waverley Golf and Bowls Club which had digital effects. Cr Pearce commended the skill of artists along with the Committee and volunteers for running the show.
- Remembrance Day Service with Councillor Cooper, Councillor Baker, Councilor Kennett, Councillor Duncan and Mary Doyle MP, noting the involvement of students and the local CFA in the service.
- Rowville-Lysterfield Newspaper Annual General Meeting, encouraging people to volunteer delivering the newspaper. Also acknowledged Peter Rundle received an award for 30 years of service.
- Quarry Safari Open Day in Lysterfield with a sausage sizzle, free coffees, face painting and a free tour of the Quarry.

Councillor Pearce also:

- Visited the residents of Hicks Court, Rowville and residents of Taylor Ward to hear their concerns regarding developments, streets and safety.
- Encouraged people to attend the Rowville Makers and Bakers Market on the first Sunday of December.

5.9 Councillor Kennett

Councillor Kennett reported attending the following:

- Remembrance Day Poppy Appeal
- The Basin Community House Annual General Meeting
- The Basin Primary School Arts Show
- Bayswater Seniors Bingo
- CEO Performance and Remuneration Committee Meeting
- Knox Off-Road Remote Control Car Club event at Carrington Park
- Boronia Scout Hall for Men's Snack and Chat
- Open Space Strategy Introductory Presentation
- Discussion and feedback Session for the Draft The Basin Parking Management Plan
- Remembrance Day Service at Tim Neville Arboretum
- Eastern Alliance for Greenhouse Action Meeting
- Knox Citizenship Ceremony
- Launch of the Seniors Exercise Park at Marie Wallace Bayswater Park
- Planning Consultative Committee Meeting
- Environment Advisory Committee Meeting
- The Basin Marvellous Machines

6 Planning Matters

6.1 Report of Planning Applications Decided Under Delegation 1 October 2025 to 31 October 2025

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

RECOMMENDATION
That Council note the planning applications decided under delegation 1 October 2025 to 31 October 2025 as set out in the officers' report.

RESOLUTION

MOVED: **Councillor Atwell**
SECONDED: **Councillor Baker**

That Council note the planning applications decided under delegation 1 October 2025 to 31 October 2025 as set out in the officers' report.

CARRIED

6.2 Proposed Sale of Kingston Links / Bankside Land Sale - post-engagement

SUMMARY
This report is to inform Council that the statutory processes required under Section 114 of the *Local Government Act 2020*, for the sale of 14A Corporate Avenue, Rowville [Lot A PS830610S] are now complete.

Prior to development commencing for the Kingston Links development in Rowville (now known as Bankside Estate) Council entered into a Section 173 Agreement (under the *Planning and Environment Act* 1987), establishing a number of obligations to be fulfilled by the landowner.

Included within the Section 173 Agreement was confirmation of Council's decision to sell a parcel of its land to the developer, Pask Group, resolved on 29 January 2019. While Council had resolved to proceed with the land sale, the transaction has not yet been completed due to a number of reasons. Due to the passage of time and the introduction of the new *Local Government Act* 2020, it is appropriate that Council update the market valuation for the land, which has been undertaken in parallel with an updated proposal received from Pask Group.

Council resolved on 27 October 2025 to receive at a future meeting a report on outcomes from community engagement regarding the proposed sale of 14A Corporate Drive, Rowville, via private Treaty to Pask Group. Community consultation has now been completed in line with the requirements of the *Local Government Act 2020 and* Council's endorsement of the sale is now being sought.

RECOMMENDATION
That Council:

1. Note the feedback received during the community consultation undertaken between 28 October and 11 November 2025 for the proposed sale of 14A Corporate Avenue, Rowville via private treaty to Pask Group at Attachment 1.
2. Having complied with the requirements of Section 114 of the Local Government Act 2020, resolve to sell 14A Corporate Avenue, Rowville.
3. Authorises the Chief Executive Officer (or such person that the Chief Executive Officer appoints for the purpose of giving effect to this resolution) to proceed with the sale of the property at 14A Corporate Avenue, Rowville; Lot A on Plan of Subdivision 830610S and contained in Certificate of Title Volume 12546 Folio 383 by private treaty to Pask Group (or related nominated entities) at the price set out in Confidential Attachment 2.
4. Authorises the Chief Executive Officer (or other such person that the Chief Executive Officer appoints for the purpose of giving effect to the resolution) to finalise negotiations for, and subsequently sign, the Contract of Sale and all other necessary documents associated with the sale.
5. Pursuant to Section 125 of the *Local Government Act 2020*, to authorise the confidential information in the confidential attachments to be publicly available for the limited purpose of communicating the effect of these resolutions to the extent necessary to give effect to them.
6. To authorise the Chief Executive Officer (or such person the Chief Executive Officer appoints for the purpose of giving effect to the resolutions) to communicate the content of the confidential attachments to the extend necessary at their discretion, including for the purpose of informing the community about the content of the report or Council's decision

The Chairperson, Councillor Kennett, noted there was a minor typographical error in the recommendation published in the Agenda under point 6 requiring correction in the resolution to read “extent”.

RESOLUTION

MOVED: Councillor Pearce
SECONDED: Councillor Atwell

That Council:

1. **Note the feedback received during the community consultation undertaken between 28 October and 11 November 2025 for the proposed sale of 14A Corporate Avenue, Rowville via private treaty to Pask Group at Attachment 1.**
2. **Having complied with the requirements of Section 114 of the Local Government Act 2020, resolve to sell 14A Corporate Avenue, Rowville.**
3. **Authorises the Chief Executive Officer (or such person that the Chief Executive Officer appoints for the purpose of giving effect to this resolution) to proceed with the sale of the property at 14A Corporate Avenue, Rowville; Lot A on Plan of Subdivision 830610S and contained in Certificate of Title Volume 12546 Folio 383 by private treaty to Pask Group (or related nominated entities) at the price set out in Confidential Attachment 2.**
4. **Authorises the Chief Executive Officer (or other such person that the Chief Executive Officer appoints for the purpose of giving effect to the resolution) to finalise negotiations for, and subsequently sign, the Contract of Sale and all other necessary documents associated with the sale.**
5. **Pursuant to Section 125 of the *Local Government Act 2020*, to authorise the confidential information in the confidential attachments to be publicly available for the limited purpose of communicating the effect of these resolutions to the extent necessary to give effect to them.**
6. **To authorise the Chief Executive Officer (or such person the Chief Executive Officer appoints for the purpose of giving effect to the resolutions) to communicate the content of the confidential attachments to the extent necessary at their discretion, including for the purpose of informing the community about the content of the report or Council’s decision.**

CARRIED

RESOLUTION

MOVED: Councillor Pearce
SECONDED: Councillor Williams

That Council resolve to change the order of business to consider Item 6.3 – 3 Hicks Court, Rowville after Item 7 – Public Question Time.

CARRIED

6.4 Council submission to Planning Scheme Amendment C225yran - Erosion Management Overlay Review

SUMMARY
The purpose of this report is to seek retrospective endorsement of the submission lodged by officers to Yarra Ranges Shire Council on 29 October 2025 in response to Amendment C225yran – Erosion Management Overlay Review. The submission lodged by officers is provided at Attachment 1.

The Amendment seeks to update the erosion management planning framework in the Yarra Ranges Planning Scheme including in the Dandenong Ranges and townships. Specifically, the amendment seeks to update the planning scheme ordinance and mapping for Erosion Management Overlay – Schedule 1 (EMO1) - Landslip Susceptibility and introduce a new EMO2 – Debris Flow Susceptibility. The purpose of the EMOs is to identify areas within Yarra Ranges susceptible to land debris flow and to ensure appropriate land use and development decisions are made within these areas given the likelihood of a landslip or debris flow event.

Yarra Ranges Shire Council is updating historical geotechnical information and reviewing the erosion management framework, in part, following the significant storm period of 2019 to 2022. These significant storm events resulted in adverse environmental impacts throughout the Yarra Ranges including within the Dandenong Ranges, which included instances of landslip. The introduction of the EMO2 into the Yarra Ranges Planning Scheme is necessary to separately identify property within the municipality that may be subject to a future debris flow occurrence, as distinct from a landslip risk. The risks to properties in Knox primarily relate to landslip risk in parts of Ferntree Gully and Upper Ferntree Gully, and to debris flow from elevated areas in the Dandenong Ranges, moving down west-facing slopes into parts of the Dandenong Foothills in Knox.

The technical study informing the amendment has been underpinned by Light Detection and Ranging (LiDAR) technology, and is understood to have enhanced accuracy in identifying areas susceptible to landslip and debris flow. This includes possible flow path detail. As noted in the submission, some 937 properties in Yarra Ranges that were located within the EMO1 have been removed, whilst an additional 3,259 properties have been mapped for landslip risk to combine with the existing 10,168 properties considered relevant to the revised EMO1. Importantly, 209 properties have been identified as susceptible to the new category of debris flow susceptibility (EMO2). All identified properties subject of the amendment are located in Yarra Ranges. Risk areas identified by officers relating to Knox have been inferred from the technical report and a briefing from Yarra Ranges Shire Council officers and the geotechnical consultants engaged to support Yarra Ranges' study. No technical analysis of erosion management risk has been commissioned for Knox.

Officers note the amendment relates to erosion management in Yarra Ranges. Officers have reviewed the exhibited documents and prepared a submission noting key areas of interest for Knox. Key issues identified include:

- The full extent of risk pertaining to Knox communities is unknown as the study area comprised areas in Yarra Ranges only.

- Mixed landslip risk exists in the vicinity of the Yarra Ranges and Knox municipal boundaries with landslip risks evident in parts of Ferntree Gully and Upper Ferntree Gully near Burwood Highway.
- A possible debris flow path has been identified in the abutting reserve in the vicinity of Bowen Avenue, The Basin.
- A potential source location for a debris flow event has been identified in a rural area of Sassafras.

Given the timeframes to consider the amendment, officers have not had the opportunity to present the submission for Council adoption prior to the submission deadline of 26 October 2025. Officers obtained an extension to the deadline from Yarra Ranges Shire Council and lodged the submission on Wednesday 29 October 2025. Yarra Ranges Shire Council has confirmed receipt of the officer submission.

RECOMMENDATION
That Council resolve to:

1. Endorse the submission lodged on 29 October 2025 provided at Attachment 1 of the Officers report.
2. Lodge a revised submission with Yarra Ranges Shire Council with any revisions arising from Council's resolution, if required.
3. Note that officers have requested that Knox City Council be kept informed by Yarra Ranges Shire Council of progress and decisions on the amendment.

RESOLUTION

MOVED: Councillor Baker
SECONDED: Councillor Pearce

That Council resolve to:

1. **Endorse the submission lodged on 29 October 2025 provided at Attachment 1 of the Officers report.**
2. **Note that officers have requested that Knox City Council be kept informed by Yarra Ranges Shire Council of progress and decisions on the amendment.**
3. **Commission a preliminary erosion risk assessment (landslide and debris flow susceptibility) for the Dandenong Foothills and other relevant areas of Knox in the 2025/26 financial year.**
4. **Request a further report to Council once the preliminary erosion risk assessment is complete, outlining findings, implications, and recommended next steps.**
5. **Refer the commissioning of an erosion-risk study for Knox to the 2026/27 Budget deliberations for consideration of funding to undertake detailed erosion and debris-flow susceptibility analysis in Knox subject to the findings of the preliminary assessment noted in Point 4.**
6. **Authorise the Mayor and CEO to write to the State Government for guidance, technical support, and funding to assist councils with erosion management, consistent with the recommendations of the McCrae Landslide Board of Inquiry.**

7. **Request officers to consider the findings of any erosion risk management assessment for Knox in future updates of the Knox Climate Response Plan and Municipal Emergency Management Plan, to ensure alignment with emerging erosion-related risks.**

CARRIED

7 Public Question Time

Question Time commenced at 7:51pm.

The following questions were raised with Council:

7.1.1 Question One - Anonymous

What actions have been taken, or are planned, to address the inappropriate fencing (made up of car parts and flimsy materials often not secured properly and blown onto Wantirna Road and footpaths), graffiti, and ongoing neglect at 275–279 Wantirna Road and graffiti at 276 Wantirna Road?

Does Council intend to strengthen or enforce requirements to ensure that vacant properties and demolition sites are properly fenced, secured, and long grass regularly maintained to prevent similar long-term issues in the future?

Will Council have these sites cleaned up and made presentable before Christmas, so the neighbourhood reflects a safe and well-maintained environment for the community over the holiday period?

The Acting Director City Liveability, Nicola Ward responded:

- There is a long history to the issues that have identified at these properties, and officers have been working with the owners for several years to address ongoing issues of unsightliness, unsafe conditions and earlier issues with squatting.
- The properties at 275-279 Wantirna Rd previously contained 3 dwellings that had become a venue for considerable antisocial behaviour, unsightliness and safety concerns. Council successfully had the former dwellings demolished a number of years ago. It is unfortunate however that the demolition of the structures on the site has not prevented further issues with these properties.
- Officers from the Community Laws team and Building Services team attended and inspected the properties following the original complaint in October 2025 and have again inspected the properties recently following further correspondence from the submitter.
- With regards to the unsightliness concern, under the Amenity Local Law, Council officers have issued Notices to Comply to 277 and 279 Wantirna Road to cut back long grass and remove rubbish from the vacant blocks. To take account of recent weather events, these works must be completed by the end of November.
- With respect to the fence, if a site is left unfenced, it becomes a target for illegal dumping. The fencing is intended to prevent illegal dumping, however the fence then becomes a target for damage and graffiti.
- Through the inspection by a Building Officer, it was noted that the existing timber boundary fencing was in poor condition and does not present well. However, it was not deemed unsafe or hazardous. This limits the ability for Council to require works to be

carried out. To reduce the likelihood of further deterioration, the building officers installed props on some sections of the fence. Importantly, from a building perspective, there is no legal obligation on the owners to install fencing or to restrict access to their properties. Although the fence is in poor condition and does not look the best, it has been assessed as not being unsafe at this time.

- Community Laws has engaged with the real estate agent to make them aware of community concerns and feedback on the fencing and the real estate signage, however Community Laws has no legal jurisdiction under the Local Law to direct owners to remove fencing or to improve the aesthetics of a fence.
- Community Laws has, however, given the Real Estate Agent a direction to have the board removed as it has been placed there without a Local Law permit.
- With regards to the graffiti on the fence line at 276 Wantirna Road, Council has limited ability to address this when it is located on private property as it does not trigger provisions within the Amenity Local Law. That said, the property owner was made aware of community concerns and officers have been working with them to have the fencing cleaned up. The graffiti on the fencing at 276 Wantirna Road has been addressed by the owner and is now resolved.
- Regarding the overhanging vegetation concerns at 271 Wantirna Road, an officer will attend to determine whether a Notice to Comply can be issued.

7.1.2 Question Two - Shane Barr

In relation to the application P/2024/6263, 3 Hicks Court Rowville and Clause 22.07-4 Knox Neighbourhood, could Council please explain the reference to '15 Jamieson Avenue Rowville' as an 'Example' to the development at 3 Hicks Court, Rowville?

I would like to hear the reasoning behind Jamieson Avenue, as well as other listings put forward as Examples.

The Acting Director City Liveability, Nicola Ward responded:

- The reference to 15 Jamieson Avenue was put forward in information supplied by the applicant to justify the proposal against clause 22.07-4 of the planning scheme (as part of the Advertising Documents during the Public Notification process).
- As noted in the officer report Section 3.1 of Attachment 1, the application was amended on 27 August 2025 which means the application is assessed against the new Townhouse and Low Rise Code. This means that a number of planning scheme provisions such as clause 22.07-4 are no longer relevant to the assessment.

- I note that the comparison to 15 Jamieson Avenue was not considered by officers as part of the report on the proposal considered at tonight's Council Meeting. I can confirm that the development at 15 Jamieson Avenue has had no impact on the assessment or recommendation for this application.

7.1.3 Question Three - Shane Barr

Could Council please explain Clause 16.01-1s - Housing Supply?

Could you please outline the agenda and contribution toward your targeted number for this proposed development?

I am interested in the contribution of this development as well as similar developments toward your 2051 target.

The Acting Director City Liveability, Nicola Ward responded:

- Clause 16.01-1S seeks to facilitate well-located, integrated and diverse housing that meets community needs. The clause has a number of strategies to ensure that the Planning Scheme can deliver housing against specified targets (43,000 additional dwellings in the case of Knox, which is the State Government target).
- The Knox Housing Strategy 2015 outlines Council's approach to providing additional housing in Knox whilst respecting Knox's unique character. Progress in providing additional housing is regularly provided to Council via the Housing Monitoring Program Annual Report. The latest report can be accessed in the Agenda and Minutes of the Council Meeting on 23 June 2025, or in the "Residential Development Reports" page of the Knox Website.
- Clearly the application at 3 Hicks Court Rowville would contribute to achieving the housing target if approved, as well as the many other applications that Council considers over the course of a normal year.

Question Time Concluded at 8:09pm.

6.3 3 Hicks Court, Rowville

SUMMARY
This report considers Planning Application P/2024/6263 for the construction of four (4) double storey dwellings at 3 Hicks Court, Rowville.

RECOMMENDATION

That Council issue a Planning Permit for the construction of four (4) double storey dwellings at 3 Hicks Court, Rowville, subject to the following conditions Amended Development Plans:

1. Prior to the commencement of the development approved under this Permit, amended development plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The development plans must be approved prior to other plans required by this permit. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans submitted with the application but modified to show:

    1.1 Existing crossover shown to be reconstructed to Council standards.
    1.2 The location of Tree Protection fencing and Tree Protection Zones for the existing street tree to be drawn on the Ground Floor Plan.

    To the satisfaction of the Responsible Authority.

Other Plans

2. Prior to the commencement of the development and issue of a Building Permit for the development approved under this Permit, the following plans and computations must be submitted to the Responsible Authority as a complete set. When approved, the plans will be endorsed and will then form part of the permit. Construction must be in accordance with these plans. The plans must comprise the following:

    2.1 A Stormwater Management Plan in accordance with Condition 3.
    2.2 A Landscape plan in accordance with Condition 4.

    To the satisfaction of the Responsible Authority.

Stormwater Management Plan

3. Prior to the commencement of the development approved under this Permit, drainage plans and computations must be submitted to and approved by the Responsible Authority. Construction of the drainage must be in accordance with these plans. The plans must show the following:

    3.1 All stormwater drainage discharge from the site connected to a legal point of discharge.
    3.2 The internal drains of the dwellings to be independent of each other.
    3.3 An on-site detention system designed by a suitably qualified Civil Engineering Consultant to ensure no net increase in stormwater discharge from the proposed development.

3.4 The on-site detention system to be installed in a suitable location for easy access and maintenance.
3.5 A suitable overland flow path for the entire site to the satisfaction of the Responsible Authority. Details of the overland flow path are to be included on the plans.
3.6 Any Environmental Sustainable Design initiatives shown on the Development Plans approved pursuant to Condition 1 of this permit.
3.7 Location of fencing in accordance with the Development Plans approved pursuant to Condition 1 of this permit.
3.8 All levels to be to AHD (Australian Height Datum).

To the satisfaction of the Responsible Authority.

Landscape Plan

4. Prior to the commencement of the development approved under this Permit, a landscape plan prepared by a suitably qualified Landscape architect or a suitably qualified landscape designer to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. Plan must be in accordance with Council's 'Landscape Plan Guidelines'. When approved, the plan will be endorsed and will then form part of the permit. The plan must be trees generally in accordance with 'Landscape Plan – 3 Hicks Crt Rowville – Sun'n'Shade – 19/08/2025' but modified to show:

4.1 Front Setback: Replace Eucalyptus radiata with Eucalyptus polyanthemos (adjust canopy cover calculation to 10m canopy spread). Relocate to ensure minimum 5m setback to building. Relocate Acacia implexa to ensure minimum 3m setback to building.
4.2 Private Open Space Dwellings 1 and 4: Replace Eucalyptus leucoxylon 'Rosea' with Geijera parviflora (or similar small tree with 6m canopy spread). Ensure minimum 3m setback to buildings.
4.3 Private Open Space Dwelling 2: Replace Allocasuarina littoralis with large feature shrub with a mature height of 4-5m OR relocate to ensure minimum 3m setback to building.
4.4 Private open Space Dwelling 3: Relocate Acacia implexa to ensure minimum 3m setback to buildings.
4.5 Planting of this site to comprise 40% of the vegetation species to be indigenous (across all plant forms) from plant list 1 of the 'Landscape Plan Guidelines' and 40% additional native species (across all plant forms) from plant list 2 of the 'Landscape Plan Guidelines'. Remaining plant species (20%) can be indigenous, native or exotic (across all plant forms) provided they are not listed as weeds.
4.6 Show tree protection fencing for street tree.
4.7 Notation: "All proposed trees in lawn areas must be within mulched 50 x 50cm edging box (minimum). Edging box not to protrude more than 30mm from ground level."
4.8 Revise canopy cover table in accordance with above planting revisions:

To the satisfaction of the Responsible Authority.

5. Before the occupation of the development, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the responsible authority.

6. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the responsible authority. Any dead, diseased or damaged plants are to be replaced.

General

7. All development must be in accordance with the endorsed plans.

8. The layout of buildings and works as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.

9. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.

10. Prior to the occupation of the dwellings the development is to be completed in accordance with the endorsed plan/s to the satisfaction of the Responsible Authority.

11. All walls on the boundaries of adjoining properties must be cleaned and finished to the satisfaction of the Responsible Authority.

Street Tree Protection

12. All works, including excavation, within the Tree Protection Zone (TPZ) of any tree/s to be retained within the nature strip must be undertaken under the supervision of a qualified Arborist to ensure that there is no unreasonable damage to the root system of trees to be retained and/or protected, to the satisfaction of the Responsible Authority. Before the development starts, the owner must submit to the Responsible Authority details of the name of the Arborist who will supervise the works and the tasks to be undertaken by the Arborist, to the satisfaction of the Responsible Authority.

13. Prior to any works commencing on the site (including demolition and tree removal), all street and vegetation to be retained must be fenced off and/or provided with ground protection to create a protection zone in accordance with AS-4970 Protection of Trees on Development Sites. The protection zone must extend to the full extent of the tree's TPZ or as approved by the responsible authority and shown on endorsed plans.

14. The tree protection fence is to be chain link or wire mesh, comprise either wooden or steel posts, self –supporting or on concrete pads, and be a minimum height of 1.8 metres. Signage is to be affixed to the fence advising that the area is a tree protection zone and a no-go development area.

15. Ground Protection, where shown on the endorsed plans, is to consist of a permeable membrane such as geotextile fabric beneath a 100mm layer of mulch or crushed rock below strapped rumble boards.

16. The tree protection fence and/or ground protection and signage is to be maintained throughout the construction period and removed at the completion of all works.

17. No temporary removal of the tree protection measures, or encroachment into the protection zone is permitted without the written consent of the responsible authority.

18. Prior to erecting the tree protection fence around the tree protection zone, all unwanted vegetation and weed species must be removed from within the zone, and the ground within the protection zone must be covered with a layer of well composted organic mulch (maximum 100mm depth). The area is to be watered at least fortnightly throughout the construction period.

19. The following activities are prohibited from the tree protection area, without the written consent of the responsible authority:

    19.1 Parking of vehicles or other machinery.
    19.2 Construction activities.
    19.3 Dumping and/or storage of materials, goods and/or soil.
    19.4 Trenching or excavation.
    19.5 Lopping branches, nailing or affixing signs, service lines, lights etc. to the trees.

20. Prior to any works commencing on site, the Responsible Authority must be contacted to inspect the Tree Protection fencing.

Car Parking & Accessways

21. Before the dwellings are occupied, driveways and car parking areas must be:

    21.1 Fully constructed to the minimum standard of 100mm reinforced concrete and available for use in accordance with the plans submitted to and approved by the Responsible Authority; and
    21.2 Formed to such levels and drained so that they can be used in accordance with the approved plan; and
    21.3 Treated with an all-weather seal or some other durable surface; and

    To the satisfaction of the Responsible Authority.

22. Parking areas and driveways must be kept available and maintained for these purposes at all times to the satisfaction of the Responsible Authority.

23. Before the development is occupied vehicular crossing(s) must be constructed to align with approved driveways to the satisfaction of the Responsible Authority. All redundant crossing(s), crossing opening(s) or parts thereof must be removed and replaced with footpath, naturestrip and kerb and channel to the satisfaction of the Responsible Authority.

Fencing

24. Prior to the occupancy of the development all fencing must be in a good condition, to at least the height shown on the endorsed plans, to the satisfaction of the Responsible Authority.

Amenity During Construction

25. Upon commencement and until conclusion of the development, the developer must ensure that the development does not adversely affect the amenity of the area in any way, including:

    25.1 the appearance of building, works or materials on the land
    25.2 parking of motor vehicles
    25.3 transporting of materials or goods to or from the site
    25.4 hours of operation
    25.5 stockpiling of top soil or fill materials
    25.6 air borne dust emanating from the site
    25.7 noise

25.8 rubbish and litter
25.9 sediment runoff
25.10 vibration

Should the development cause undue detriment to the amenity of the area then immediate remedial measures must be undertaken to address the issue as directed by, and to the satisfaction of, the Responsible Authority.

Stormwater

26. Stormwater runoff from all buildings and hardstanding surfaces must be properly collected and discharged in a complete and effective system of drains within the property and must not cause or create a nuisance to abutting properties.

Energy Provision

27. Any new apartment/dwelling allowed by this permit must not be connected to a reticulated gas service (within the meaning of clause 53.03 of the relevant planning scheme). This condition continues to have force and effect after the development authorised by this permit has been completed.

Permit Expiry

28. This permit will expire if one of the following circumstances applies:

28.1 The development is not started within two years of the date of this permit.
28.2 The development is not completed within four years of the date of this permit.

Pursuant to Section 69 of the Planning & Environment Act 1987, the Responsible Authority may extend:

- The commencement date referred to if a request is made in writing before the permit expires or within six (6) months afterwards.
- The completion date referred to if a request is made in writing within 12 months after the permit expires and the development started lawfully before the permit expired.

USEFUL INFORMATION:

(the following information does not form part of this permit)

- A building permit must be obtained before development is commenced. A Report and Consent may be required for flooding where applicable, please contact Council's Building Department on 9298 8125 for more information.
- Buildings are not allowed to be built over Council easements.
- In accordance with Council policy, an 8.5% public open space contribution may apply in the event of the subdivision of the land.
- To arrange an inspection of the Tree Protection fencing please contact Council Landscape Team on 9298 8125.
- Dwelling numbers as shown on the endorsed plans do not necessarily indicate any future street numbers. Property (street) numbering shall be in accordance with Council's

Property (Street) Numbering Policy. Information regarding this can be obtained from Council's Property and Revenue Services Department on 9298 8215.

RESOLUTION

MOVED: **Councillor Lockwood**
SECONDED: **Councillor Pearce**

That Council issue a Planning Permit for the construction of four (4) double storey dwellings at 3 Hicks Court, Rowville, subject to the following conditions:

Amended Development Plans

1. Prior to the commencement of the development approved under this Permit, amended development plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The development plans must be approved prior to other plans required by this permit. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans submitted with the application but modified to show:

1.1 Existing crossover shown to be reconstructed to Council standards.
1.2 The location of Tree Protection fencing and Tree Protection Zones for the existing street tree to be drawn on the Ground Floor Plan.

To the satisfaction of the Responsible Authority.

Other Plans

2. Prior to the commencement of the development and issue of a Building Permit for the development approved under this Permit, the following plans and computations must be submitted to the Responsible Authority as a complete set. When approved, the plans will be endorsed and will then form part of the permit. Construction must be in accordance with these plans. The plans must comprise the following:

2.1 A Stormwater Management Plan in accordance with Condition 3.
2.2 A Landscape plan in accordance with Condition 4.

To the satisfaction of the Responsible Authority.

Stormwater Management Plan

3. Prior to the commencement of the development approved under this Permit, drainage plans and computations must be submitted to and approved by the Responsible Authority. Construction of the drainage must be in accordance with these plans. The plans must show the following:

3.1 All stormwater drainage discharge from the site connected to a legal point of discharge.
3.2 The internal drains of the dwellings to be independent of each other.

3.3 An on-site detention system designed by a suitably qualified Civil Engineering Consultant to ensure no net increase in stormwater discharge from the proposed development.

3.4 The on-site detention system to be installed in a suitable location for easy access and maintenance.

3.5 A suitable overland flow path for the entire site to the satisfaction of the Responsible Authority. Details of the overland flow path are to be included on the plans.

3.6 Any Environmental Sustainable Design initiatives shown on the Development Plans approved pursuant to Condition 1 of this permit.

3.7 Location of fencing in accordance with the Development Plans approved pursuant to Condition 1 of this permit.

3.8 All levels to be to AHD (Australian Height Datum).

To the satisfaction of the Responsible Authority.

Landscape Plan

4. Prior to the commencement of the development approved under this Permit, a landscape plan prepared by a suitably qualified Landscape architect or a suitably qualified landscape designer to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. Plan must be in accordance with Council's 'Landscape Plan Guidelines'. When approved, the plan will be endorsed and will then form part of the permit. The plan must be trees generally in accordance with 'Landscape Plan – 3 Hicks Crt Rowville – Sun'n'Shade – 19/08/2025' but modified to show:

4.1 Front Setback: Replace Eucalyptus radiata with Eucalyptus polyanthemos (adjust canopy cover calculation to 10m canopy spread). Relocate to ensure minimum 5m setback to building. Relocate Acacia implexa to ensure minimum 3m setback to building.

4.2 Private Open Space Dwellings 1 and 4: Replace Eucalyptus leucoxylon 'Rosea' with Geijera parviflora (or similar small tree with 6m canopy spread). Ensure minimum 3m setback to buildings.

4.3 Private Open Space Dwelling 2: Replace Allocasuarina littoralis with large feature shrub with a mature height of 4-5m OR relocate to ensure minimum 3m setback to building.

4.4 Private open Space Dwelling 3: Relocate Acacia implexa to ensure minimum 3m setback to buildings.

4.5 Planting of this site to comprise 40% of the vegetation species to be indigenous (across all plant forms) from plant list 1 of the 'Landscape Plan Guidelines' and 40% additional native species (across all plant forms) from plant list 2 of the 'Landscape Plan Guidelines'. Remaining plant species (20%) can be indigenous, native or exotic (across all plant forms) provided they are not listed as weeds.

4.6 Show tree protection fencing for street tree.

4.7 Notation: "All proposed trees in lawn areas must be within mulched 50 x 50cm edging box (minimum). Edging box not to protrude more than 30mm from ground level."

4.8 Revise canopy cover table in accordance with above planting revisions:

To the satisfaction of the Responsible Authority.

5. **Before the occupation of the development, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the responsible authority.**

6. **The landscaping shown on the endorsed plans must be maintained to the satisfaction of the responsible authority. Any dead, diseased or damaged plants are to be replaced.**

General

7. **All development must be in accordance with the endorsed plans.**

8. **The layout of buildings and works as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.**

9. **Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.**

10. **Prior to the occupation of the dwellings the development is to be completed in accordance with the endorsed plan/s to the satisfaction of the Responsible Authority.**

11. **All walls on the boundaries of adjoining properties must be cleaned and finished to the satisfaction of the Responsible Authority.**

Street Tree Protection

12. **All works, including excavation, within the Tree Protection Zone (TPZ) of any tree/s to be retained within the nature strip must be undertaken under the supervision of a qualified Arborist to ensure that there is no unreasonable damage to the root system of trees to be retained and/or protected, to the satisfaction of the Responsible Authority. Before the development starts, the owner must submit to the Responsible Authority details of the name of the Arborist who will supervise the works and the tasks to be undertaken by the Arborist, to the satisfaction of the Responsible Authority.**

13. **Prior to any works commencing on the site (including demolition and tree removal), all street and vegetation to be retained must be fenced off and/or provided with ground protection to create a protection zone in accordance with AS-4970 Protection of Trees on Development Sites. The protection zone must extend to the full extent of the tree's TPZ or as approved by the responsible authority and shown on endorsed plans.**

14. **The tree protection fence is to be chain link or wire mesh, comprise either wooden or steel posts, self –supporting or on concrete pads, and be a minimum height of 1.8 metres. Signage is to be affixed to the fence advising that the area is a tree protection zone and a no-go development area.**

15. **Ground Protection, where shown on the endorsed plans, is to consist of a permeable membrane such as geotextile fabric beneath a 100mm layer of mulch or crushed rock below strapped rumble boards.**

16. **The tree protection fence and/or ground protection and signage is to be maintained throughout the construction period and removed at the completion of all works.**

17. **No temporary removal of the tree protection measures, or encroachment into the protection zone is permitted without the written consent of the responsible authority.**

18. **Prior to erecting the tree protection fence around the tree protection zone, all unwanted vegetation and weed species must be removed from within the zone, and the ground within the protection zone must be covered with a layer of well composted organic mulch**

(maximum 100mm depth). The area is to be watered at least fortnightly throughout the construction period.

19. The following activities are prohibited from the tree protection area, without the written consent of the responsible authority:

19.1 Parking of vehicles or other machinery.
19.2 Construction activities.
19.3 Dumping and/or storage of materials, goods and/or soil.
19.4 Trenching or excavation.
19.5 Lopping branches, nailing or affixing signs, service lines, lights etc. to the trees.

20. Prior to any works commencing on site, the Responsible Authority must be contacted to inspect the Tree Protection fencing.

Car Parking & Accessways

21. Before the dwellings are occupied, driveways and car parking areas must be:

21.1 Fully constructed to the minimum standard of 100mm reinforced concrete and available for use in accordance with the plans submitted to and approved by the Responsible Authority; and
21.2 Formed to such levels and drained so that they can be used in accordance with the approved plan; and
21.3 Treated with an all-weather seal or some other durable surface; and

To the satisfaction of the Responsible Authority.

22. Parking areas and driveways must be kept available and maintained for these purposes at all times to the satisfaction of the Responsible Authority.

23. Before the development is occupied vehicular crossing(s) must be constructed to align with approved driveways to the satisfaction of the Responsible Authority. All redundant crossing(s), crossing opening(s) or parts thereof must be removed and replaced with footpath, naturestrip and kerb and channel to the satisfaction of the Responsible Authority.

Fencing

24. Prior to the occupancy of the development all fencing must be in a good condition, to at least the height shown on the endorsed plans, to the satisfaction of the Responsible Authority.

Amenity During Construction

25. Upon commencement and until conclusion of the development, the developer must ensure that the development does not adversely affect the amenity of the area in any way, including:

25.1 the appearance of building, works or materials on the land
25.2 parking of motor vehicles
25.3 transporting of materials or goods to or from the site
25.4 hours of operation

25.5 stockpiling of top soil or fill materials
25.6 air borne dust emanating from the site
25.7 noise
25.8 rubbish and litter
25.9 sediment runoff
25.10 vibration

Should the development cause undue detriment to the amenity of the area then immediate remedial measures must be undertaken to address the issue as directed by, and to the satisfaction of, the Responsible Authority.

Stormwater

26. Stormwater runoff from all buildings and hardstanding surfaces must be properly collected and discharged in a complete and effective system of drains within the property and must not cause or create a nuisance to abutting properties.

Energy Provision

27. Any new apartment/dwelling allowed by this permit must not be connected to a reticulated gas service (within the meaning of clause 53.03 of the relevant planning scheme). This condition continues to have force and effect after the development authorised by this permit has been completed.

Permit Expiry

28. This permit will expire if one of the following circumstances applies:

28.1 The development is not started within two years of the date of this permit.
28.2 The development is not completed within four years of the date of this permit.

Pursuant to Section 69 of the Planning & Environment Act 1987, the Responsible Authority may extend:

- **The commencement date referred to if a request is made in writing before the permit expires or within six (6) months afterwards.**
- **The completion date referred to if a request is made in writing within 12 months after the permit expires and the development started lawfully before the permit expired.**

USEFUL INFORMATION:

(the following information does not form part of this permit)

- **A building permit must be obtained before development is commenced. A Report and Consent may be required for flooding where applicable, please contact Council's Building Department on 9298 8125 for more information.**
- **Buildings are not allowed to be built over Council easements.**
- **In accordance with Council policy, an 8.5% public open space contribution may apply in the event of the subdivision of the land.**
- **To arrange an inspection of the Tree Protection fencing please contact Council Landscape Team on 9298 8125.**

- **Dwelling numbers as shown on the endorsed plans do not necessarily indicate any future street numbers. Property (street) numbering shall be in accordance with Council's Property (Street) Numbering Policy. Information regarding this can be obtained from Council's Property and Revenue Services Department on 9298 8215.**

PROCEDURAL MOTION

MOVED: **Councillor Atwell**
SECONDED: **Councillor Williams**

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

CARRIED

The Substantive Motion was Put and CARRIED.

A Division was called by Councillor Pearce

For the motion: Councillor Kennett, Councillor Duncan, Councillor Cooper, Councillor Baker, Councillor Considine, Councillor Williams, Councillor Atwell and Councillor Lockwood.

Against the motion: Councillor Pearce

Abstention: Nil

CARRIED 8:1

PROCEDURAL MOTION

ADJOURNMENT

MOVED: **Councillor Williams**
SECONDED: **Councillor Pearce**

That Council adjourn the Meeting for 10 Minutes.

CARRIED

The Meeting was adjourned at 8:30pm and resumed at 8:44pm with all Councillors present.

8 Officer Reports

8.1 Your Library Annual Report 2024-2025

SUMMARY
This report presents the Your Library Annual Report 2024-2025 (refer Attachment 1) to Council for noting.

Your Library Ltd is a not-for-profit company limited by guarantee and a registered charity. They operate as a co-operative venture comprised of Knox, Maroondah, and Yarra Ranges Councils and serve a combined population of approximately 442,793 residents (163,302 Knox residents) with a focus on promoting literacy, learning, digital inclusion and community wellbeing. Governance is provided by the Your Library Board, which is made up of two Councillors from each of the member Councils, appointed as company directors.

Your Library's mission is "to provide something indispensable or enriching every day – for free – to everyone in the community".
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.

In 2024-2025, Your Library added almost 70,000 new items to its collection (including 20,000 digital titles) and reported an increase in borrowing of 2.4%, with loans of physical items increasing for the first time in many years.

Updated statistics for the six Knox libraries indicate 611,507 physical check outs, 766,371 library visits, and 17,413 new members in the 2024-2025 financial year. These statistics are all increases upon the figures for 2023-24 and show Knox libraries, as a collective, as the most highly utilised of the Your Library network. Knox libraries also continue to rate highly in Council's Customer Satisfaction survey; ranking first amongst Council services and highly in comparison to similar Councils.

RECOMMENDATION
That Council resolve to receive and note the Your Library 2024-2025 Annual Report (refer to Attachment 1).

RESOLUTION

MOVED: Councillor Lockwood
SECONDED: Councillor Baker

That Council resolve to receive and note the Your Library 2024-2025 Annual Report (refer to Attachment 1).

CARRIED

8.2 Review and Update of the Knox Parking Policy

SUMMARY
At its meeting on 26 May 2025, Knox Council resolved to update the Knox Parking Policy, originally adopted in 2018. Due to the extensive rollout of Parking Management Plans and post-COVID changes in parking patterns, a review of the policy could not occur until now.

An updated draft Knox Parking Policy has been developed. The draft policy includes:

- Refinements to parking zones and hierarchy for better clarity.
- Simplified residential parking permit schemes, removal of additional permits, and grandfathering of existing arrangements.
- Consideration of visitor parking permits and investigation of transferable permits, though not recommended due to marginal benefits and high costs.
- Technology enhancements such as automatic number plate recognition, in-ground sensors, and potential adoption of a digital ePermit system to improve flexibility, enforcement, and reduce administrative workload.
- Updates to support EV charging, sustainability goals, and inclusion of flexi-car parking.

Community engagement is planned for February 2026, with final endorsement targeted for May 2026.

RECOMMENDATION
That Council:

1. Endorse the draft Knox Parking Policy (attachment 1) for community consultation.
2. Note that following the community consultation the feedback will be assessed and the Knox Parking Policy modified, where appropriate, with the updated draft Knox Parking Policy to be presented to at a future Council meeting for approval.

RESOLUTION

MOVED: Councillor Baker
SECONDED: Councillor Cooper

That Council:

1. **Endorse the draft Knox Parking Policy (attachment 1) for community consultation subject to an amendment to the following paragraph as indicated below:**

   4.2.3.2 Endorsement
   On an annual basis, new or revised Parking Management Plans will be presented to Council for consideration and endorsement as required

2. **Note that following the community consultation the feedback will be assessed and the Knox Parking Policy modified, where appropriate, with the updated draft Knox Parking Policy to be presented to at a future Council meeting for approval.**

CARRIED

8.3 Quarterly Performance Report for the period ended 30 September 2025

SUMMARY
The Council and Health and Wellbeing Plan Progress Report and Financial Performance Report provides an overview of how we are performing against the Council and Health and Wellbeing Plan 2025-2029 and the Annual Budget 2025-2026.

The Capital Program Progress Report provides an overview of the progress of each project within the 2025-2026 Capital Works Program. The Transformation Report provides an overview of the Customer and Performance capital and operational projects.

This report summarises progress for the quarter ending 30 September 2025 except for the Transformation Report which summarises progress for the month ending 30 September 2025.

RECOMMENDATION
That Council resolve to note the:

1. Council and Health and Wellbeing Plan Progress Report for the quarter ended 30 September 2025 (Attachment 1).
2. Financial Performance Report for the quarter ended 30 September 2025 (Attachment 2).
3. Capital Program Progress Report for the quarter ended 30 September 2025 (Attachment 3).
4. Transformation Report for the month ending 30 September 2025 (Attachment 4).

The Chairperson, Councillor Kennett, noted there was an error in the Councillor Expenses section of the Quarterly Performance Report - where Councillor Atwell was incorrectly attributed an additional $207 under Performance of the Role. This expense does not relate to Tirhatuan Ward and the error will be reconciled in the next Quarterly Report and having been noted, doesn't impact the noting of this report.

Councillor Duncan also noted on Page 280 of the Agenda Project 1680, the Scoresby Reserve Telecommunications Tower Fund – Scoresby was mistakenly attributed to Baird Ward and is located in Tirhatuan Ward.

RESOLUTION

MOVED: Councillor Lockwood
SECONDED: Councillor Baker

That Council resolve to note the:

1. **Council and Health and Wellbeing Plan Progress Report for the quarter ended 30 September 2025 (Attachment 1).**
2. **Financial Performance Report for the quarter ended 30 September 2025 (Attachment 2).**
3. **Capital Program Progress Report for the quarter ended 30 September 2025 (Attachment 3).**
4. **Transformation Report for the month ending 30 September 2025 (Attachment 4).**

CARRIED

8.4 Response to Alternate - Report into Ground Leases

SUMMARY
At its meeting of 28 July 2025, Council resolved to receive a report to a Council meeting no later than 24 November 2025 summarising:

- the advantages and disadvantages of establishing ground leases where other parties own a building;
- what alternative approaches could be considered; and
- including a review of other Council approaches.

This report responds to that resolution. This report examines how ground leases work within Council's Leasing and Licensing Policy framework and explains why tenant category (rather than facility type or lease structure) was selected as the primary determinant of rent, fees, and responsibilities.

This report also canvasses potential alternatives to ground leases and concludes that the current principle-based approach best supports equitable access, consistent treatment of tenants, and innovative, diverse use of Council property. It considers the ways in which ground leases transfer operational responsibility for buildings and land use to the tenant but do not eliminate Council's statutory and legal obligations.

RECOMMENDATION
That Council:

1. Note the information provided in this report regarding ground leases in response to a resolution at its meeting of 28 July 2025.
2. Note that no changes are recommended to the existing Leasing and Licensing Policy as a result of this report.

Councillor Williams made a transparency statement, noting that Bayswater CFA is referenced in the Report and as the Report is for noting only and no decision is required, a conflict of interest does not arise; however, it was appropriate to disclose that he is the Knox Group Officer for CFA.

RESOLUTION

MOVED: **Councillor Pearce**
SECONDED: **Councillor Baker**

That Council:

1. **Note the information provided in this report regarding ground leases in response to a resolution at its meeting of 28 July 2025.**
2. **Note that no changes are recommended to the existing Leasing and Licensing Policy as a result of this report.**

CARRIED

8.5 Complaints Policy

SUMMARY
This report presents Council with a revised Complaints Policy for adoption.

Knox Council's Complaints Policy was last adopted in August 2023. Several improvements to the current Complaints Policy are proposed, to further strengthen Council's complaint handling practices, improve clarity for customers wishing to make a complaint and ensure consistency with the newly released guidance from the Victorian Ombudsman.

RECOMMENDATION
That Council resolve to adopt the Complaints Policy as provided in Attachment 1.

RESOLUTION
MOVED: Councillor Atwell
SECONDED: Councillor Duncan

That Council resolve to adopt the Complaints Policy as provided in Attachment 1.

CARRIED

8.6 Response to Notice of Motion No. 188 - Knox News

SUMMARY
At its meeting of 29 September 2025, Council received Notice of Motion No. 188 and resolved:

1. *That a report be provided to the Council Meeting on 24 November 2025 (unless deferred to a later meeting in consultation with the Mayor) that explores cessation of the publication Knox News, including:*
   a. *Detail of the funds that would be saved; and*
   b. *How some of those funds saved could be redirected to utilising the four local community newspapers for Council and councillor information*
2. *To refer the content of this report to a subsequent budget discussion.*

Council is committed to ensuring the whole community has easy access to information and services they need to thrive and participate in community life. Knox News and the community newspapers are highly valued communication channels utilised by Council to reach Knox residents, especially those who are harder to connect with and who do not actively seek out Council information.

Knox News is considered by residents to be a particularly valuable source of Council information and provides the most comprehensive reach. In 2025-2026 Council will spend $193,000 on producing and distributing five editions of Knox News, which is delivered to every household. The magazine is a great opportunity to share information transparently about the broad range of services, projects, events and initiatives that Council delivers which are of value to the community. The production is of excellent quality and delivered via Australia Post to ensure coverage. It is also a publication that Council has full control over the content of.

There are currently four community newspapers published and distributed in Knox, which have continued to do so when many other local papers have moved to online publication only. They have maintained this by sourcing much of their content from volunteers and local organisations or groups, with printing subsidised by advertising income.

Knox City Council purchases one full page advertisement in each edition of all four community newspapers (six or 11 based on their production), at an additional annual cost of $30,565. Combined, the four papers are currently being delivered to approximately just over half of Knox homes. Council has no control over the broader content of these publications, which might not always reflect Council's values or position.

RECOMMENDATION
That Council note:

1. The value that both Knox News and the community newspapers together provide in sharing information with our community to maintain transparency and build trust.
2. The current number and cost of Knox News editions being published within the existing budget allocation.
3. That Council will continue to advertise in the community newspapers, largely funded through individual service budgets, with the aim of maintaining at least one full page advertisement in every edition.
4. This item will be referred to the 2026-2027 budget discussions.

RESOLUTION

MOVED: Councillor Lockwood

SECONDED: Councillor Atwell

That Council note:

1. **The value that both Knox News and the community newspapers together provide in sharing information with our community to maintain transparency and build trust.**
2. **The current number and cost of Knox News editions being published within the existing budget allocation.**
3. **That Council will continue to advertise in the community newspapers, largely funded through individual service budgets, with the aim of maintaining at least one full page advertisement in every edition.**
4. **This item will be referred to the 2026-2027 budget discussions.**

CARRIED

8.7 Lease and Licencing Omnibus Report

SUMMARY
Under the Leasing and Licensing Policy ("the Policy") which was endorsed by Council in July 2025, all occupancy arrangements that exceed four years require a Council resolution. The Policy also establishes the standard duration of a lease or license as five years, meaning the majority of agreements will proceed to Council to be entered into, varied or extended.

To manage this process, the Property team expects to bring a number of agreements to Council three times a year seeking delegation for several agreements at a time, a process referred to currently as the "omnibus report".

The cover report provides an overview of the agreements to be considered and background on the governance of leases and licences. An attachment is provided for each agreement which details the proposed tenant, and any deviations from the standard agreement templates or the Policy.

This report contains eleven agreements for consideration.

RECOMMENDATION
That Council resolves to:

1. Enter into a Lease with **Harcrest Community Garden Inc at 17R Appledale Way , Wantirna South**, for the purpose of a **Community Garden** under the conditions outlined in Attachment 1, including:
    a. The annual rent is $468, increasing by 4% on the anniversary of the agreement, plus outgoings.
    b. The commencement date of the agreement is 1 December 2025, for a period of 5 years, with no extension options.
2. Enter into a Lease with **The Basin Community House at CB98 Senior Citizens Club 364-366 Forest Road, The Basin** for the purpose of a **Community Hall Hire** under the conditions outlined in Attachment 2, including:
    a. The annual rent is $468, increasing by 4% on the anniversary of the agreement, plus outgoings.
    b. The commencement date of this agreement is 1 December 2025, for a period of 5 years, with no extension options.
3. Enter into a Lease with **The Basin Community House at CB95 The Basin Progress Hall at 376 Forest Road, The Basin** for the purpose of a **Community Hall Hire** under the conditions outlined in Attachment 3, including:
    a. The annual rent is $468, increasing by 4% on the anniversary of the agreement, plus outgoings.
    b. The commencement date of this agreement is 1 December 2025 and will be for a period of 5 years, with no extension options.
4. Enter into a Lease with **Rowville Men's Shed Inc at CB337 Rowville Community Workshop at 1395 Stud Road**, **Rowville** for the purpose of a **Community Workshop Hire** under the conditions outlined in Attachment 4, including:
    a. That the commencement of this agreement is subject to ministerial attestation due to its location on Crown Land, managed by Council.
    b. The annual rent is $468, increasing by 4% on the anniversary of the agreement, plus outgoings.

   c. The commencement date (subject to ministerial attestation) of this agreement is 1 December 2025 and will be for a period of 5 years, with one extension option of 4 years.
   d. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer delegates) to negotiate and execute all documents required to give effect to the further term.
5. Enter into a Lease with **Knox Toy Library at CB106 Community Centre at 11 Gerda Street, Scoresby** for the purpose of a **Toy Library** under the conditions outlined in Attachment 5, including:
   a. The annual rent is $468, increasing by 4% on the anniversary of the agreement, plus outgoings.
   b. The commencement date of this agreement is 1 December 2025 and will be for a period of 5 years, with no extension options.
6. Enter into a Lease with **Kinderlea 3-Year-Old Preschool Inc at CB57 Kinderlea Children and Family Centre at 3 Coleman Road, Wantirna South** for the purpose of **Early childhood Education and Care Service** under the conditions outlined in Attachment 6, including:
   a. The annual rent is $468, increasing by 4% on the anniversary of the agreement, plus outgoings.
   b. The commencement date of this agreement is 1 January 2026, and will be for a period of 2 years, with 2 extension options of 1 year.
   c. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer delegates) to negotiate and execute all documents required to give effect to the further terms.
7. Enter into a Lease with **Rowville 3 Year Old Kindergarten at CB232 Rowville Children and Family Centre at 967 Wellington Road Rowville** for the purpose of **Early childhood Education and Care Service** under the conditions outlined in Attachment 7, including:
   a. The commencement of this lease is conditional on the Victorian Government Department of Education's consent to a service approval for this location.
   b. The annual rent is $468, increasing by 4% on the anniversary of the agreement, plus outgoings.
   c. The commencement date of this agreement is 1 January 2026 and will be for a period of 1 year, with 3 extension options of 1 year.
   d. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer delegates) to negotiate and execute all documents required to give effect to the further terms.
8. Enter into a Lease with **Yarra Ranges Kindergartens at Colchester Park Preschool at CB154 Children & Family Centre at 8A Beresford Drive, Boronia** for the purpose of **Early childhood Education and Care Service** under the conditions outlined in Attachment 8, including:
   a. The annual rent is $468, increasing by 4% on the anniversary of the agreement, plus outgoings.
   b. The commencement date of this agreement is 1 January 2026 and will be for a period of 2 years, with 2 extension options of 1 years.
   c. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer delegates) to negotiate and execute all documents required to give effect to the further terms.

9. Enter into a Lease **with Alchester Village Preschool for two buildings at Alchester Village, 28 & 30 Lockwoods Road, Boronia** for the purpose of **Early childhood Education and Care Service** under the conditions outlined in Attachment 9, including:
    a. The annual rent is $468 per site, increasing by 4% on the anniversary of the agreement, plus outgoings.
    b. The commencement date of this agreement is 1 January 2026 and will be for a period of 2 years, with 2 extension options of 1 years.
    c. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer delegates) to negotiate and execute all documents required to give effect to the further terms.
10. Enter into a Deed of Variation to an existing Lease with **Liberty Avenue Three Year Old Kindergarten Incorporated at CB133 Liberty Children and Family Centre at 77B Liberty Avenue Rowville** for the purpose of **Early childhood Education and Care Service** under the conditions outlined in Attachment 10, including:
    a. The annual rent remains $450, increasing by 4% on the anniversary of the agreement, plus outgoings.
    b. The commencement date of this Deed of Variation is 1 January 2026 and will apply for the remainder of the existing Lease (a period of 2 years, with 2 extension options of 1 years).
    c. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer delegates) to negotiate and execute all documents required to give effect to the further terms.
11. Enter into a Deed of Variation to an existing Lease with **Uniting (Victoria and Tasmania) Limited at CB141 Flamingo Children and Family Centre at 21A Merryn Grove Wantirna South** for the purpose of **Early childhood Education and Care Service** under the conditions outlined in Attachment 11, including:
    a. The annual rent remains at $450, increasing by 4% on the anniversary of the agreement, plus outgoings.
    b. The commencement date of this Deed of Variation is 1 January 2026 and will apply for the remainder of the existing lease (a period of 2 years, with 2 extension options of 1 years).
    c. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer delegates) to negotiate and execute all documents required to give effect to the further terms.
12. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer nominates) to negotiate and execute the lease agreement/s for each site, generally in accordance with the above resolutions, with any minor or administrative amendments deemed necessary and appropriate at the discretion of the Chief Executive Officer or their nominee.

Pursuant to Section 130 of the Local Government Act 2020 (the Act) and Chapter 5 of the Governance Rules of Knox City Council, Councillor Cooper declared a general conflict of interest in this item on the grounds that she is the Area Network Manager for the Outer Eastern Community Houses which falls within the grouping, as one of the houses covered by the organisation -The Basin Community House is listed within the Report.

Councillor Cooper left the meeting at 9:14pm before the discussion and vote on item 8.7

RESOLUTION

MOVED: Councillor Atwell
SECONDED: Councillor Pearce

That Council resolves to:

1. **Enter into a Lease with Harcrest Community Garden Inc at 17R Appledale Way , Wantirna South, for the purpose of a Community Garden under the conditions outlined in Attachment 1, including:**
    a. **The annual rent is $468, increasing by 4% on the anniversary of the agreement, plus outgoings.**
    b. **The commencement date of the agreement is 1 December 2025, for a period of 5 years, with no extension options.**
2. **Enter into a Lease with The Basin Community House at CB98 Senior Citizens Club 364-366 Forest Road, The Basin for the purpose of a Community Hall Hire under the conditions outlined in Attachment 2, including:**
    a. **The annual rent is $468, increasing by 4% on the anniversary of the agreement, plus outgoings.**
    b. **The commencement date of this agreement is 1 December 2025, for a period of 5 years, with no extension options.**
3. **Enter into a Lease with The Basin Community House at CB95 The Basin Progress Hall at 376 Forest Road, The Basin for the purpose of a Community Hall Hire under the conditions outlined in Attachment 3, including:**
    a. **The annual rent is $468, increasing by 4% on the anniversary of the agreement, plus outgoings.**
    b. **The commencement date of this agreement is 1 December 2025 and will be for a period of 5 years, with no extension options.**
4. **Enter into a Lease with Rowville Men's Shed Inc at CB337 Rowville Community Workshop at 1395 Stud Road, Rowville for the purpose of a Community Workshop Hire under the conditions outlined in Attachment 4, including:**
    a. **That the commencement of this agreement is subject to ministerial attestation due to its location on Crown Land, managed by Council.**
    b. **The annual rent is $468, increasing by 4% on the anniversary of the agreement, plus outgoings.**

c. **The commencement date (subject to ministerial attestation) of this agreement is 1 December 2025 and will be for a period of 5 years, with one extension option of 4 years.**

d. **Authorise the Chief Executive Officer (or such person as the Chief Executive Officer delegates) to negotiate and execute all documents required to give effect to the further term.**

5. **Enter into a Lease with Knox Toy Library at CB106 Community Centre at 11 Gerda Street, Scoresby for the purpose of a Toy Library under the conditions outlined in Attachment 5, including:**

    a. **The annual rent is $468, increasing by 4% on the anniversary of the agreement, plus outgoings.**

    b. **The commencement date of this agreement is 1 December 2025 and will be for a period of 5 years, with no extension options.**

6. **Enter into a Lease with Kinderlea 3-Year-Old Preschool Inc at CB57 Kinderlea Children and Family Centre at 3 Coleman Road, Wantirna South for the purpose of Early childhood Education and Care Service under the conditions outlined in Attachment 6, including:**

    a. **The annual rent is $468, increasing by 4% on the anniversary of the agreement, plus outgoings.**

    b. **The commencement date of this agreement is 1 January 2026, and will be for a period of 2 years, with 2 extension options of 1 year.**

    c. **Authorise the Chief Executive Officer (or such person as the Chief Executive Officer delegates) to negotiate and execute all documents required to give effect to the further terms.**

7. **Enter into a Lease with Rowville 3 Year Old Kindergarten at CB232 Rowville Children and Family Centre at 967 Wellington Road Rowville for the purpose of Early childhood Education and Care Service under the conditions outlined in Attachment 7, including:**

    a. **The commencement of this lease is conditional on the Victorian Government Department of Education's consent to a service approval for this location.**

    b. **The annual rent is $468, increasing by 4% on the anniversary of the agreement, plus outgoings.**

    c. **The commencement date of this agreement is 1 January 2026 and will be for a period of 2 year, with 2 extension options of 1 year.**

    d. **Authorise the Chief Executive Officer (or such person as the Chief Executive Officer delegates) to negotiate and execute all documents required to give effect to the further terms.**

8. **Enter into a Lease with Yarra Ranges Kindergartens at Colchester Park Preschool at CB154 Children & Family Centre at 8A Beresford Drive, Boronia for the purpose of Early childhood Education and Care Service under the conditions outlined in Attachment 8, including:**

    a. **The annual rent is $468, increasing by 4% on the anniversary of the agreement, plus outgoings.**

b. **The commencement date of this agreement is 1 January 2026 and will be for a period of 2 years, with 2 extension options of 1 years.**

c. **Authorise the Chief Executive Officer (or such person as the Chief Executive Officer delegates) to negotiate and execute all documents required to give effect to the further terms.**

9. **Enter into a Lease with Alchester Village Preschool for two buildings at Alchester Village, 28 & 30 Lockwoods Road, Boronia for the purpose of Early childhood Education and Care Service under the conditions outlined in Attachment 9, including:**

    a. **The annual rent is $468 per site, increasing by 4% on the anniversary of the agreement, plus outgoings.**

    b. **The commencement date of this agreement is 1 January 2026 and will be for a period of 2 years, with 2 extension options of 1 years.**

    c. **Authorise the Chief Executive Officer (or such person as the Chief Executive Officer delegates) to negotiate and execute all documents required to give effect to the further terms.**

10. **Enter into a Deed of Variation to an existing Lease with Liberty Avenue Three Year Old Kindergarten Incorporated at CB133 Liberty Children and Family Centre at 77B Liberty Avenue Rowville for the purpose of Early childhood Education and Care Service under the conditions outlined in Attachment 10, including:**

    a. **The annual rent remains $450, increasing by 4% on the anniversary of the agreement, plus outgoings.**

    b. **The commencement date of this Deed of Variation is 1 January 2026 and will apply for the remainder of the existing Lease (a period of 2 years, with 2 extension options of 1 years).**

    c. **Authorise the Chief Executive Officer (or such person as the Chief Executive Officer delegates) to negotiate and execute all documents required to give effect to the further terms.**

11. **Enter into a Deed of Variation to an existing Lease with Uniting (Victoria and Tasmania) Limited at CB141 Flamingo Children and Family Centre at 21A Merryn Grove Wantirna South for the purpose of Early childhood Education and Care Service under the conditions outlined in Attachment 11, including:**

    a. **The annual rent remains at $450, increasing by 4% on the anniversary of the agreement, plus outgoings.**

    b. **The commencement date of this Deed of Variation is 1 January 2026 and will apply for the remainder of the existing lease (a period of 2 years, with 2 extension options of 1 years).**

    c. **Authorise the Chief Executive Officer (or such person as the Chief Executive Officer delegates) to negotiate and execute all documents required to give effect to the further terms.**

12. **Authorise the Chief Executive Officer (or such person as the Chief Executive Officer nominates) to negotiate and execute the lease agreement/s for each site, generally in**

accordance with the above resolutions, with any minor or administrative amendments deemed necessary and appropriate at the discretion of the Chief Executive Officer or their nominee.

CARRIED

Councillor Cooper returned to the meeting at 9:19 pm following the vote on item 8.7

9 Supplementary Items

Nil.

10 Notices Of Motion

10.1 Notice of Motion No. 191 - Advocacy for Improved Maintenance Standards of Arterial Road Medians

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

I hereby give notice that it is my intention to move the following motion at the Council Meeting on 24 November 2025:

That Council:

1. Notes that Council has previously raised concerns regarding the standard of maintenance undertaken by the Department of Transport and Planning (DTP) on arterial road medians within the City of Knox.
2. Acknowledges that DTP has advised its current maintenance regime includes three scheduled grass cuts per annum, with the following indicative timing:
    a) First cut between 1 August 2025 and 31 October 2025
    b) Second cut between 1 November 2025 and 24 December 2025
    c) Third cut between 1 April 2026 and 30 July 2026
3. Strongly expresses concern that this level of maintenance is insufficient to:
    a) Adequately control grass length throughout the summer period.
    b) Mitigate safety and fire risks associated with overgrown vegetation.
    c) Maintain acceptable levels of visual amenity across the municipality.
4. Writes to the Minister for Roads and Road Safety, the Hon. Melissa Horne MP, and local state Members of Parliament, Jackson Taylor MP, Daniela Di Martino MP and The Hon. Kim Wells MP representing Knox, requesting that the Department of Transport and Planning:
    a) Review its current mowing schedule and increase the frequency of cuts.
    b) Provide Council with a detailed and publicly accessible schedule of mowing activities within Knox.
    c) Engage with Council and emergency services to ensure mowing activities are responsive to local conditions and risk assessments.

RESOLUTION

MOVED: Councillor Williams
SECONDED: Councillor Baker

That Council:

1. **Notes that Council has previously raised concerns regarding the standard of maintenance undertaken by the Department of Transport and Planning (DTP) on arterial road medians within the City of Knox.**

2. **Acknowledges that DTP has advised its current maintenance regime includes three scheduled grass cuts per annum, with the following indicative timing:**
    a) **First cut between 1 August 2025 and 31 October 2025**
    b) **Second cut between 1 November 2025 and 24 December 2025**
    c) **Third cut between 1 April 2026 and 30 July 2026**
3. **Strongly expresses concern that this level of maintenance is insufficient to:**
    a) **Adequately control grass length throughout the summer period.**
    b) **Mitigate safety and fire risks associated with overgrown vegetation.**
    c) **Maintain acceptable levels of visual amenity across the municipality.**
4. **Writes to the Minister for Roads and Road Safety, the Hon. Melissa Horne MP, and local state Members of Parliament, Jackson Taylor MP, Daniela Di Martino MP and The Hon. Kim Wells MP representing Knox, requesting that the Department of Transport and Planning:**
    a) **Review its current mowing schedule and increase the frequency of cuts.**
    b) **Provide Council with a detailed and publicly accessible schedule of mowing activities within Knox.**
    c) **Engage with Council and emergency services to ensure mowing activities are responsive to local conditions and risk assessments.**

CARRIED

10.2 Notice of Motion (Rescission) No. 190 - Lease Agreement between Knox City Council and Scouts Victoria

The following Rescission Motion was lodged by Councillor Susan Pearce and Councillor Robert Williams and listed on the Agenda of the Council Meeting of 20 November 2025 in accordance with Council's Governance Rules.

At the Council Meeting on 20 November 2025, Council resolved to adjourn this matter until the Council Meeting on 24 November 2025.

This matter will now be considered at the Council Meeting on Monday 24 November 2025 under, Item 10 – Notices of Motion.

That Council resolve:

A. That the following resolutions of the Council Meeting on 10 November 2025 in relation to Item 6.1 Lease Agreement between Knox City Council and Scouts Victoria, be rescinded:
"That Council resolve to:

1. *Note that the relevant provisions of Section 115 of the Local Government Act 2020 regarding Lease of Land have been met.*
2. *Enter into Lease Agreement/s with Scouts Victoria for the eleven Scout Hall sites listed in this report which are on Council-owned land:*
    a. *For the purpose of providing Scout related activities; and*
    b. *With an annual rent payable of $239 per site per annum, increasing by 4% on the annual anniversary of the Agreement, plus outgoings.*
3. *Enter into Lease Agreements with Scouts Victoria for the two Scout Hall sites for which Council is the manager of the land on behalf of the Victorian State Government and Melbourne Water:*
    a. *For the purpose of providing Scout related activities;*
    b. *Using terms agreeable to the land-owners (noting these leases will need to be approved by the landowners); and*
    c. *With an annual rent payable of $239 per site per annum, increasing by 4% on the annual anniversary of the agreement, plus outgoings.*
4. *Authorise the Chief Executive Officer (or such person as the Chief Executive Officer nominates) to negotiate and execute the lease agreement/s for each site, generally in accordance with:*
    a. *the above resolutions;*
    b. *the officer recommendations in section 1 of the Officers' report;*
    c. *the draft lease as outlined in Confidential Attachment 1; and*
    d. *where applicable, the requirements of the Victorian State Government and Melbourne Water as relevant land owners;*

    with such minor or administrative changes considered necessary and appropriate at the discretion of the Chief Executive Officer or their nominee.

5. *Authorise the Chief Executive Officer (or such person as the Chief Executive Officer nominates), pursuant to Section 125 of the Local Government Act 2020, to communicate the content of the Confidential Attachments for the limited purpose of*

communicating the effect of this resolution to the extent necessary at their discretion, including for the purpose of informing staff and the community about the content and/or Council decision."

B. Having regard to the Officers' Report presented to the Council meeting on 10 November 2025 and titled "Item 6.1 Lease Agreement between Knox City Council and Scouts Victoria" (the 10 November Report):
    1. To note that the relevant provisions of Section 115 of the Local Government Act 2020 regarding Lease of Land have been met.
    2. To authorise the Chief Executive Officer (or such person as the Chief Executive Officer nominates) to negotiate with Scouts Victoria to prepare proposed lease agreement/s for the eleven Scout Hall sites listed in the 10 November Report:
        a. For the purpose of providing Scout related activities;
        b. With an annual rent payable of $239 per site per annum, increasing by 4% on the annual anniversary of the Agreement, plus outgoings.
        c. Generally in accordance with these resolutions and;
            i. the officer recommendations in section 1 of the 10 November Report;
            ii. the draft lease as outlined in Confidential Attachment 1 of the 10 November Report; and
        d. With such other changes considered necessary and appropriate having regard to negotiations at the discretion of the Chief Executive Officer or their nominee.
    3. To Authorise the Chief Executive Officer (or such person as the Chief Executive Officer nominates) to negotiate with Scouts Victoria to prepare proposed lease agreement/s for the two Scout Hall sites listed in the 10 November Report for which Council is the manager of the land on behalf of the Victorian State Government and Melbourne Water:
        a. For the purpose of providing Scout related activities;
        b. With an annual rent payable of $239 per site per annum, increasing by 4% on the annual anniversary of the Agreement, plus outgoings.
        c. Generally in accordance with these resolutions and;
            i. the officer recommendations in section 1 of the 10 November Report;
            ii. the draft lease as outlined in Confidential Attachment 1 of the 10 November Report;
            iii. where applicable, the requirements of the Victorian State Government and Melbourne Water as relevant land owners; and
        d. With such other changes considered necessary and appropriate having regard to negotiations, at the discretion of the Chief Executive Officer or their nominee.
    4. To present the proposed leases to a future Council meeting determined by the Chief Executive Officer in consultation with the Mayor for Council's consideration.
    5. To authorise the Chief Executive Officer (or such person as the Chief Executive Officer nominates), pursuant to Section 125 of the Local Government Act 2020, to

communicate the content of the Confidential Attachments for the limited purpose of communicating the effect of this resolution to the extent necessary at their discretion, for the purpose of implementing Council's decision.

Councillor Baker made a transparency statement noting that she has a friend who is a member of a local Scouts group. She advised that she does not believe this constitutes a conflict of interest.

Councillor Atwell made a transparency statement noting that he has a family member who is a member of a local Scouts group. He advised that he does not believe this constitutes a conflict of interest.

The Mayor, Councillor Kennett, noted the Rescission Motion was moved and seconded at the Council Meeting on 20 November 2025, and that Council resolved to adjourn debate until this meeting, and invited debate on the motion to resume.

RESOLUTION

MOVED: **Councillor Pearce**
SECONDED: **Councillor Williams**

That Council resolve:

A. **That the following resolutions of the Council Meeting on 10 November 2025 in relation to Item 6.1 Lease Agreement between Knox City Council and Scouts Victoria, be rescinded:** ***"That Council resolve to:***

1. ***Note that the relevant provisions of Section 115 of the Local Government Act 2020 regarding Lease of Land have been met.***
2. ***Enter into Lease Agreement/s with Scouts Victoria for the eleven Scout Hall sites listed in this report which are on Council-owned land:***
    a. ***For the purpose of providing Scout related activities; and***
    b. ***With an annual rent payable of $239 per site per annum, increasing by 4% on the annual anniversary of the Agreement, plus outgoings.***
3. ***Enter into Lease Agreements with Scouts Victoria for the two Scout Hall sites for which Council is the manager of the land on behalf of the Victorian State Government and Melbourne Water:***
    a. ***For the purpose of providing Scout related activities;***
    b. ***Using terms agreeable to the land-owners (noting these leases will need to be approved by the landowners); and***
    c. ***With an annual rent payable of $239 per site per annum, increasing by 4% on the annual anniversary of the agreement, plus outgoings.***
4. ***Authorise the Chief Executive Officer (or such person as the Chief Executive Officer nominates) to negotiate and execute the lease agreement/s for each site, generally in accordance with:***
    a. ***the above resolutions;***

*b. **the officer recommendations in section 1 of the Officers' report;***
*c. **the draft lease as outlined in Confidential Attachment 1; and***
*d. **where applicable, the requirements of the Victorian State Government and Melbourne Water as relevant land owners;***

with such minor or administrative changes considered necessary and appropriate at the discretion of the Chief Executive Officer or their nominee.

*5. **Authorise the Chief Executive Officer (or such person as the Chief Executive Officer nominates), pursuant to Section 125 of the Local Government Act 2020, to communicate the content of the Confidential Attachments for the limited purpose of communicating the effect of this resolution to the extent necessary at their discretion, including for the purpose of informing staff and the community about the content and/or Council decision."***

B. **Having regard to the Officers' Report presented to the Council meeting on 10 November 2025 and titled "Item 6.1 Lease Agreement between Knox City Council and Scouts Victoria" (the 10 November Report):**
   1. **To note that the relevant provisions of Section 115 of the Local Government Act 2020 regarding Lease of Land have been met.**
   2. **To authorise the Chief Executive Officer (or such person as the Chief Executive Officer nominates) to negotiate with Scouts Victoria to prepare proposed lease agreement/s for the eleven Scout Hall sites listed in the 10 November Report:**
      a. **For the purpose of providing Scout related activities;**
      b. **With an annual rent payable of $239 per site per annum, increasing by 4% on the annual anniversary of the Agreement, plus outgoings.**
      c. **Generally in accordance with these resolutions and;**
         i. **the officer recommendations in section 1 of the 10 November Report;**
         ii. **the draft lease as outlined in Confidential Attachment 1 of the 10 November Report; and**
      d. **With such other changes considered necessary and appropriate having regard to negotiations at the discretion of the Chief Executive Officer or their nominee.**
   3. **To Authorise the Chief Executive Officer (or such person as the Chief Executive Officer nominates) to negotiate with Scouts Victoria to prepare proposed lease agreement/s for the two Scout Hall sites listed in the 10 November Report for which Council is the manager of the land on behalf of the Victorian State Government and Melbourne Water:**
      a. **For the purpose of providing Scout related activities;**
      b. **With an annual rent payable of $239 per site per annum, increasing by 4% on the annual anniversary of the Agreement, plus outgoings.**
      c. **Generally in accordance with these resolutions and;**
         i. **the officer recommendations in section 1 of the 10 November Report;**
         ii. **the draft lease as outlined in Confidential Attachment 1 of the 10 November Report;**

iii. where applicable, the requirements of the Victorian State Government and Melbourne Water as relevant land owners; and

d. With such other changes considered necessary and appropriate having regard to negotiations, at the discretion of the Chief Executive Officer or their nominee.

4. To present the proposed leases to a future Council meeting determined by the Chief Executive Officer in consultation with the Mayor for Council's consideration.

5. To authorise the Chief Executive Officer (or such person as the Chief Executive Officer nominates), pursuant to Section 125 of the Local Government Act 2020, to communicate the content of the Confidential Attachments for the limited purpose of communicating the effect of this resolution to the extent necessary at their discretion, for the purpose of implementing Council's decision.

LOST

A Division was called by Councillor Pearce

For the motion: Councillor Pearce, Councillor Williams, Councillor Kennett, Councillor Lockwood and Councillor Duncan.

Against the motion: Councillor Atwell, Councillor Cooper and Councillor Baker

Abstention: Councillor Considine.

CARRIED 5:3:1

11 Urgent Business

Nil.

12 Questions Through the Chair

Nil.

13 Confidential Items

PROCEDURAL MOTION

CLOSURE OF MEETING

MOVED: **Councillor Pearce**
SECONDED: **Councillor Williams**

That Council resolve to close the meeting to the public in accordance with Section 66 of the Local Government Act 2020 and Council's Governance Rules to consider Confidential business relating to:

1. **Item 13.1 Core Business Systems Platform Update as it relates to:**
    - **Council business information, that will prejudice Council's position when negotiation the price for contract if prematurely released;**
    - **Private commercial information, that if released, would unreasonably expose the business, commercial or financial undertaking to advantage; and**
    - **Contractual matters which are commercial in confidence.**

2. **13.2 CEO Performance Review as it relates to personal information, which if released, would result in the unreasonable disclosure of information about the affected person and or their personal affairs. Section 125 of the Local Government Act 2020 regarding Confidential Information applies to a person who is, or has been, a Councillor, a member of a delegated committee or a member of Council staff.**

CARRIED

THE MEETING WAS CLOSED TO THE PUBLIC AT 9:37 pm

MEETING CLOSED AT 9:46pm

Minutes of Meeting confirmed at the
Meeting of Council
held on Monday, 15 December 2025

……
Chairperson

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

AGENDA

Meeting of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Monday 24 November 2025 at 7:00 PM

This meeting will be conducted as a hybrid meeting

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Bruce Dobson

Chief Executive Officer

1 Apologies And Requests For Leaves Of Absence

2 Declarations Of Conflict Of Interest

3 Confirmation Of Minutes

Confirmation of Minutes of Meeting of Council held on Monday 27 October 2025

4 Presentations, Petitions And Memorials

5 Reports By Councillors

6 Planning Matters

6.1 Report of Planning Applications Decided Under Delegation 1 October 2025 to 31 October 2025

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

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

RECOMMENDATION
That Council note the planning applications decided under delegation 1 October 2025 to 31 October 2025 as set out in the officers' report.

1. REPORT
Details of planning applications decided under delegation from 1 October 2025 to 31 October 2025 are attached. The applications are summarised as follows:

Application Type		**No.**
Building & Works:	Residential	6
	Other	5
Subdivision		12
Units		7
Tree Removal / Pruning		12
Change of Use		6
Single Dwelling		1
Child Care Centre		2
TOTAL		**51**

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

ATTACHMENTS
Nil

Knox City Council

Report of Planning Applications Decided under Delegation

1 October 2025 and 31 October 2025

Ward	No/ Type	Address	Description	Decision
Baird	2025/6004	868 Mountain Highway BAYSWATER VIC 3153	Buildings and works for the construction of a warehouse building and associated office, reduction in car parking and alteration of access to a road in a Transport Zone 2	2/10/2025 Approved
Baird	2025/6216	7 Dunlop Court BAYSWATER VIC 3153	Buildings and works (construction of three (3) canopies over existing driveways)	3/10/2025 Approved
Baird	2025/6378	6 Dion Street FERNTREE GULLY VIC 3156	Two Lot Subdivision (Approved Unit Development)	3/10/2025 Approved
Baird	2025/6426	121B Burke Road FERNTREE GULLY VIC 3156	Two Lot Subdivision (Approved Unit Development)	3/10/2025 Approved
Baird	2024/6364	65 - 67 Dorset Road FERNTREE GULLY VIC 3156	Use and development of the land for a childcare centre, illuminated and non-illuminated business identification signage and the alteration to access to the principal road network (Dorset Road)	8/10/2025 Approved
Baird	2025/6039	3 Marville Court BORONIA VIC 3155	Development of two (2) dwellings (one single storey dwelling and one double storey dwelling) and removal of native vegetation	8/10/2025 Approved
Baird	2025/6443	1/217 Boronia Road BORONIA VIC 3155	Two lot Subdivision (Existing buildings - SECTION 32A)	13/10/2025 Approved
Baird	2025/6459	3/1 Falkiner Way FERNTREE GULLY VIC 3156	Buildings and works in a Heritage Overlay (removal and replacement of window)	16/10/2025 Approved
Baird	2025/6497	65 Piperita Road FERNTREE GULLY VIC 3156	Removal of one (1) Eucalyptus nicholii (Narrow leaved Black Peppermint)	24/10/2025 Approved

Ward	No/ Type	Address	Description	Decision
Baird	2025/9101	262B Dorset Road BORONIA VIC 3155	Removal of a central sash within an existing corner window on the north elevation and its replacement with a roller shutter	28/10/2025 Approved
Baird	2025/6109	11 Manuka Drive FERNTREE GULLY VIC 3156	Construction of two (2) single storey dwellings on a lot	31/10/2025 Approved
Chandler	2025/6357	2 Liverpool Road BORONIA VIC 3155	The removal of one (1) Eucalyptus sideroxylon (Red Ironbark) and the pruning of one Eucalyptus obliqua (Messmate) and lopping of one (1) Ulmus sp (Elm)	8/10/2025 Approved
Chandler	2025/6355	5 Flinders Crescent BORONIA VIC 3155	Buildings and Works extension to existing dwelling within the tree protection zone of existing vegetation	13/10/2025 Approved
Chandler	2025/6369	29 Government Road THE BASIN VIC 3154	Buildings and works (extension to an existing dwelling)	16/10/2025 Approved
Chandler	2025/6293	10 Baldwin Avenue BORONIA VIC 3155	Buildings and works (construction of a shed)	20/10/2025 Approved
Chandler	2025/6364	49 Underwood Road BORONIA VIC 3155	Removal of one (1) Liquidambar styraciflua (Sweetgum)	21/10/2025 Approved
Chandler	2025/6374	25 Marie Street BORONIA VIC 3155	Removal of one (1) Acer sp (Maple)	22/10/2025 Approved
Chandler	2025/6386	9 Daffodil Road BORONIA VIC 3155	Removal of one (1) Paulownia tomentosa (Empress Tree)	22/10/2025 Approved
Chandler	2025/6245	8A Chandler Road BORONIA VIC 3155	Use and construction of two (2) double storey Rooming Houses, including vegetation removal	23/10/2025 Approved
Chandler	2025/6392	83 Albert Avenue BORONIA VIC 3155	Removal of four (4) Acacia dealbata (Silver Wattle)	23/10/2025 Approved
Chandler	2025/9100	Lot 1 Grumont Road THE BASIN VIC 3154	Buildings and works to construct an outbuilding	24/10/2025 Approved
Chandler	2025/9110	113 Albert Avenue BORONIA VIC 3155	Small second dwelling	30/10/2025 Approved

Ward	No/ Type	Address	Description	Decision
Chandler	2025/6401	46 Mount View Road BORONIA VIC 3155	Removal of one (1) Eucalyptus obliqua (Messmate)	31/10/2025 Approved
Collier	2025/6175	535 Boronia Road WANTIRNA VIC 3152	Fifteen Lot Subdivision (Approved unit development)	2/10/2025 Approved
Collier	2025/6391	5 Cassia Court WANTIRNA VIC 3152	Three lot subdivision (Approved unit development)	13/10/2025 Approved
Collier	2025/6435	471 Mountain Highway BAYSWATER VIC 3153	Buildings and Works (verandah)	24/10/2025 Approved
Collier	2024/6564	26 Stokes Road WANTIRNA VIC 3152	Use and development of the land for a child care centre	31/10/2025 Notice of Decision
Dinsdale	2025/6308	18 Bona Vista Road BAYSWATER VIC 3153	Construction of three (3) double storey dwellings	2/10/2025 Approved
Dinsdale	2025/9099	13 Westham Crescent BAYSWATER VIC 3153	Two (2) lot subdivision (approved unit development)	3/10/2025 Approved
Dinsdale	2025/6439	2 Annette Grove BORONIA VIC 3155	Two Lot subdivision (Approved Unit Development)	3/10/2025 Approved
Dinsdale	2025/6404	7 Hertford Court WANTIRNA SOUTH VIC 3152	Four (4) lot subdivision (approved unit development)	13/10/2025 Approved
Dinsdale	2025/6389	4 Wilhelma Avenue BORONIA VIC 3155	Three Lot Subdivision (Approved Unit Development)	13/10/2025 Approved
Dinsdale	2025/6147	19 Bona Vista Road BAYSWATER VIC 3153	Construction of one single storey dwelling to the rear of the existing dwelling	16/10/2025 Approved
Dinsdale	2025/9104	28 Elm Street BAYSWATER VIC 3153	Two Lot Subdivision (Approved Unit Development)	24/10/2025 Approved
Dinsdale	2025/6413	Knox Ozone Sh 4050/509 Burwood Highway WANTIRNA SOUTH VIC 3152	Use of the land for a Restricted Recreation Facility, including the construction and display of an internally illuminated business identification sign	31/10/2025 Approved
Dinsdale	2025/6174	5 Armstrong Road BAYSWATER VIC 3153	Development of the land for four (4) double storey dwellings	31/10/2025 Approved

Ward	No/ Type	Address	Description	Decision
Dobson	2023/6049	1022-1028 Burwood Highway FERNTREE GULLY VIC 3156	The development of the land for the purpose of restricted retail premises, reduce the number of car parking spaces, create or alter access to the Transport Zone 2 and associated buildings and works.	8/10/2025 Notice of Decision
Dobson	2024/6588	30 Forest Road FERNTREE GULLY VIC 3156	Use and construction of a double storey Rooming House, alterations and additions to the existing Assisted Living Facility and the removal of vegetation	9/10/2025 Approved
Dobson	2025/6361	6 Gleeson Avenue LYSTERFIELD VIC 3156	Removal of five (5) Eucalyptus obliqua (Messmate)	13/10/2025 Approved
Dobson	2025/6458	6 Moore Street FERNTREE GULLY VIC 3156	Removal of one (1) Eucalyptus species, one (1) Pittosporum tenuifolium (Kohukohu) and one (1) Grevillea robusta (Silky Oak)	23/10/2025 Approved
Dobson	2025/6399	28 Bales Street FERNTREE GULLY VIC 3156	The Pruning of one (1) Cedrus atlantica (Atlas Cedar)	27/10/2025 Approved
Friberg	2025/6286	896 Burwood Highway FERNTREE GULLY VIC 3156	Use of the land for motor vehicle, boat, or caravan sales and buildings and works	2/10/2025 Approved
Friberg	2025/6383	9 Coringa Court KNOXFIELD VIC 3180	Three Lot Subdivision (Approved Unit Development)	8/10/2025 Approved
Scott	2025/6480	Community Centre/Office 300 Ridge Road WANTIRNA SOUTH VIC 3152	Buildings and works (roofing to existing pergola)	16/10/2025 Approved
Scott	2025/6179	1 Kent Street KNOXFIELD VIC 3180	Construction of two (2) double storey dwellings on a lot	31/10/2025 Approved
Taylor	2025/6385	144 Dandelion Drive ROWVILLE VIC 3178	2 Lot Subdivision (Approved Unit Development)	3/10/2025 Approved
Taylor	2025/6345	97 Major Crescent LYSTERFIELD VIC 3156	Construction of a single dwelling on the land pursuant to the SLO5	6/10/2025 Approved
Taylor	2025/6431	296 Dandelion Drive ROWVILLE VIC 3178	Removal of one (1) Fraxinus angustifolia (Desert Ash)	30/10/2025 Approved

Ward	No/ Type	Address	Description	Decision
Tirhatuan	2025/6213	82 Berrabri Drive SCORESBY VIC 3179	Use of the land for a food and drinks premises (cafe) and display business identification signage	15/10/2025 Notice of Decision
Tirhatuan	2025/6396	43 Tetragona Quadrant ROWVILLE VIC 3178	Removal of one (1) Eucalyptus nicholii (Narrow leaved Black Peppermint)	31/10/2025 Refused
Tirhatuan	2025/6171	172 Waradgery Drive ROWVILLE VIC 3178	Construction of two (2) double storey dwellings on a lot	31/10/2025 Approved

6.2 Proposed Sale of Kingston Links / Bankside Land Sale - post-engagement

Final Report Destination:	Council
Paper Type:	For Decision
Author:	Interim Director Customer & Performance, Matt Kelleher; Property Management Coordinator, Flora Westcott;
Executive:	Chief Financial Officer, Navec Lorkin Acting Director City Liveability, Jonathan McNally

SUMMARY
This report is to inform Council that the statutory processes required under Section 114 of the *Local Government Act 2020*, for the sale of 14A Corporate Avenue, Rowville [Lot A PS830610S] are now complete.

Prior to development commencing for the Kingston Links development in Rowville (now known as Bankside Estate) Council entered into a Section 173 Agreement (under the *Planning and Environment Act* 1987), establishing a number of obligations to be fulfilled by the landowner.

Included within the Section 173 Agreement was confirmation of Council's decision to sell a parcel of its land to the developer, Pask Group, resolved on 29 January 2019. While Council had resolved to proceed with the land sale, the transaction has not yet been completed due to a number of reasons. Due to the passage of time and the introduction of the new *Local Government Act* 2020, it is appropriate that Council update the market valuation for the land, which has been undertaken in parallel with an updated proposal received from Pask Group.

Council resolved on 27 October 2025 to receive at a future meeting a report on outcomes from community engagement regarding the proposed sale of 14A Corporate Drive, Rowville, via private Treaty to Pask Group. Community consultation has now been completed in line with the requirements of the *Local Government Act 2020 and* Council's endorsement of the sale is now being sought.

RECOMMENDATION
That Council:

1. Note the feedback received during the community consultation undertaken between 28 October and 11 November 2025 for the proposed sale of 14A Corporate Avenue, Rowville via private treaty to Pask Group at Attachment 1.
2. Having complied with the requirements of Section 114 of the Local Government Act 2020, resolve to sell 14A Corporate Avenue, Rowville.
3. Authorises the Chief Executive Officer (or such person that the Chief Executive Officer appoints for the purpose of giving effect to this resolution) to proceed with the sale of the property at 14A Corporate Avenue, Rowville; Lot A on Plan of Subdivision 830610S and contained in Certificate of Title Volume 12546 Folio 383 by private treaty to Pask Group (or related nominated entities) at the price set out in Confidential Attachment 2.
4. Authorises the Chief Executive Officer (or other such person that the Chief Executive Officer appoints for the purpose of giving effect to the resolution) to finalise negotiations for, and subsequently sign, the Contract of Sale and all other necessary documents associated with the sale.

5. Pursuant to Section 125 of the *Local Government Act 2020*, to authorise the confidential information in the confidential attachments to be publicly available for the limited purpose of communicating the effect of these resolutions to the extent necessary to give effect to them.
6. To authorise the Chief Executive Officer (or such person the Chief Executive Officer appoints for the purpose of giving effect to the resolutions) to communicate the content of the confidential attachments to the extend necessary at their discretion, including for the purpose of informing the community about the content of the report or Council's decision

1. DISCUSSION

1.1 Introduction

14A Corporate Avenue, Rowville is a 2.495 hectare wedge of land located on the east end of the former Kingston Links Golf Course Site. There is no legal or formal access via road or pedestrian path provided to the land. The land is surrounded by residential and a reserve to the north east and drainage reserve to the south. There are no Council facilities or structures onsite.

Figure One: arial view of 14A Corporate Avenue Rowville.

The Knox Housing Strategy 2015 identified this Council owned land (along with the adjacent former golf course) as a strategic site for residential housing. Following an extensive planning scheme amendment and associated community consultation process, the site was subsequently rezoned, along with the former golf course, to support the Bankside development project.

Amendment C142 (Kingston Links Golf Course rezoning and redevelopment) was adopted by Council on 12 June 2018 and approved and gazetted by the Minister for Planning on 11 October 2018. The amendment package included a Development Contributions Agreement, in the form of a Section 173 agreement that has been signed by both parties as a legal contract but has not been registered on title. The Agreement contains, among other things, timeframes for the sale and

settlement of Council land at 14A Corporate Avenue, Rowville to Pask Group, if it was resolved that Council would sell the land, which it subsequently was.

1.2 Land Sale
Council resolved to sell the land on 29 January 2019, following a previous resolution of 12 November 2018. The title of the land was finalised for sale in mid-May 2019. Council's resolution of 29 January 2019 required settlement of the land 60 days after the creation of the separate title, being the latter date when compared with the gazettal of Amendment C142 (11 October 2018).

This was not possible due to delays in finalising the Contract of Sale, then impacted by the COVID pandemic and project delays.

Council resolved at its meeting of 27 October 2025 to undertake a further consultation process under the *Local Government Act 2020*, (which came into effect after the original Council decision in 2019). This consultation has now been completed – please refer to Section 2 for detailed discussion about the feedback received.

1.3 Proposed Land Sale Terms and Conditions
As outlined in the Council report of 27 October 2025, Council officers have engaged with the purchaser, Pask Group, to outline the process that has needed to be followed to finalise the sale of the land and they have confirmed their ongoing interest in the land. Pask Group were approached last financial year to discuss the land value, which was considered to have increased since the original agreement. At that time, Pask Group confirmed their intention to proceed with the agreed purchase price of $7.6 million, with settlement scheduled for June 2024. However, following further discussions and consideration of legislative changes, a revised valuation was required. Pask Group is open to a revised amount for the land, subject to a staged settlement arrangement, with half of the payment upfront, followed by the balance at an instalment and at settlement, potentially in 2027/28, when the land is required. This would help them manage costs, while assisting Council to meet its capital program objectives.

As part of that process, Pask Group have had the opportunity to source their own valuation of the land. A valuer's conference has been held, providing the opportunity to test the valuation. As part of that process, an updated valuation of the land has been obtained to ensure that Council is selling the land for an appropriate market value. Information on the new valuation is provided at Confidential Attachments 2.

Subsequently, Pask Group has lodged an updated proposal with Council to purchase the land via a direct treaty arrangement, subject to the statutory process being completed.

1.4 Sale of Land and Buildings Policy
This policy applies to any land owned and identified as surplus by Council that is being considered for sale or transfer.

The policy requires an assessment to confirm land as being surplus prior to sale (Clause 8.1), Council has made the determination that this land is surplus to Council requirements at its meeting of 12 November 2018 as part of initiating the statutory process. This requirement has therefore already been satisfied. Clause 10.1 of the policy outlines the process for the sale of the land. Council has already previously resolved to sell the land via a direct treaty arrangement with

Pask Group (or one of its nominated entities). No change is proposed to this method of sale, and it continues to be recommended for the following reasons:

- The land is currently landlocked with no direct legal or road access provided.
- The only potential current form of access is via an existing reserve at Linnel Court to the north-east, which is a cul-de-sac accessed via another cul-de-sac. Council would need to invest in removing the reserve status of the land creating delays and displace this piece of open space. Further, it would likely create increased traffic movement implications which have not been considered or addressed.
- Pask Group entities own land to the west that is progressively being developed as part of the Bankside development, consistent with the current residential zoning of this land and the relevant Planning Permit, providing the necessary vehicular access and services needed to further develop this land.
- Holding the land for a long period of time until access and services arrive is not considered feasible as this will not occur for a number of years. The sale of the land has already experienced delays and the proceeds will be needed to support capital delivery.
- An expectation that the land would be sold via a direct treaty arrangement has already been established via previous consultation.

A direct treaty sale continues to be recommended due to the unique circumstances and position of the land and the timing of the proceeds required by Council. This is consistent with the Local Government Best Practice Guidelines for the Sale, Exchange and Transfer of Land, which provides for sale via private treaty where the nature of the land makes this appropriate so long as market value is obtained.

In response to other policy considerations:

- The land has already been subdivided and the reserve restriction removed from title
- Public consultation has been conducted twice
- The proposal Council has received to purchase the land is not less than the current market value as assessed by an independent valuer
- The proceeds of the sale will be directed to Council’s capital program.

Officers have considered the community consultation results (summarised below in section 2), along with the current and future needs of the municipality and maximsing public value (both financial and non-financial) of the land. Officers' recommendation remains that the sale of this land via direct treaty remains appropriate to achieve the optimum return to Council and the community from the site.

2. ENGAGEMENT

2.1 Community Consultation

Council officers conducted community consultation from 28 October 2025 to 11 November 2025, providing an opportunity for residents and community stakeholders to comment on the proposed sale of 14A Corporate Avenue, Rowville to Pask Group at market value.

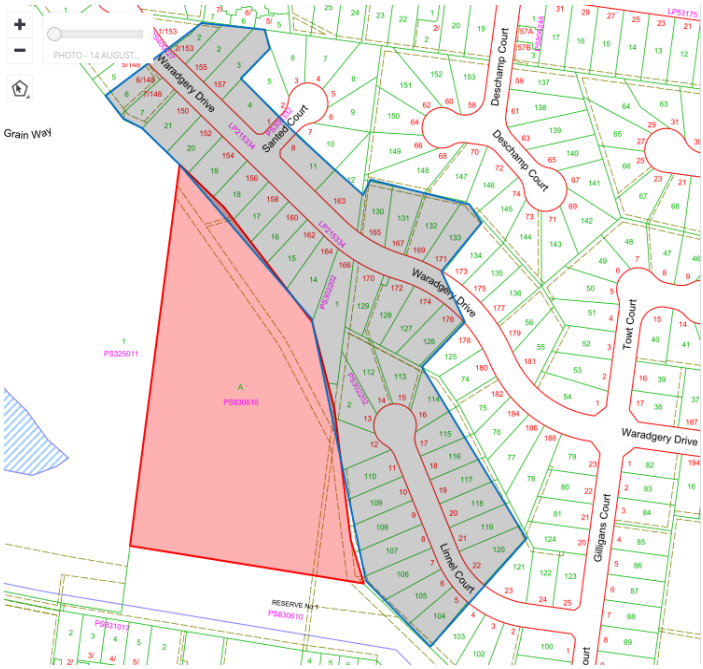
For this project, the community was engaged at the level of ‘consult’, in line with Council’s Community Engagement Policy, providing Council the opportunity to consider the communities feedback in the final decision. Engagement was tailored in recognition of the previous widespread

engagement and consultation on the proposed sale as well as the overall Pask Group development itself.

Notice of the proposed sale and consultation period was published to Council's website the morning of 28 October 2025, and included in the "web news" section of Council's homepage. Neighboring residents of the site received a letterbox drop advising of the consultation, which included a QR code to the 'Have Your Say' page of the website with further information, along with other potential avenues for contact such as a direct email address and phone number. The letterbox drop included 43 houses as per the map below at Figure 1. Opportunities provided for the community to have their say included:

- Council's 'Have Your Say' website;
- in writing via post or email; and
- via phone call.

Figure 2: A map of 14A Corporate Ave, Rowville (red) and the neighboring houses that received the letter highlighted with the blue outline.



At the conclusion of the consultation period, there were 4 contributors to the Have Your Say page. The Have Your Say Page gained:

- 1 project follower
- 71 views
- 47 visits.

Attachment 1 presents the feedback received, while Table 1 below sets out the responses to the key themes arising from the consultation.

Table 1: Community Consultation Feedback Themes
Several responses addressed more than one theme; therefore, the total number of responses mentioned in the table below will exceed four.

Open Space/Recreational Facilities

Three responses were concerned about local residents' capacity to access open space and recreational facilities including parkland, basketball facilities and turf pitch cricket.

This site is currently not formally used for recreational facilities, and there are no council assets on the site. Its previous purpose was as a drainage reserve and serves limited use as parkland or open space given the lack of access. The potential access to the site via Linnel Court is not highly used, as there is a steep down slope from the back of this property onto 14A Corporate Avenue Rowville, which currently discourages public access.

Knox residents have access to a number of basketball and cricket facilities in the area. The recently constructed State Basketball Centre is a 10-minute drive from the site. There are also three Knox cricket clubs within a 6-minute drive from the site including Rowville, Scoresby and Eildon Park. As for turf cricket pitches, Knox has two available at Boronia and Bayswater. Alternatively, there is a turf pitch at Mulgrave Cricket Club which, while outside of the Knox Municipality, is within a 4-minute drive of the site.

Residents can also access nearby parkland via a number of minor and major reserves. The south of the site connects to the Wellington Road Linear Reserve. The extensive Stamford Park is a five-minute drive away. A small Council reserve at 40 Drummond Crescent Rowville is a 10 minute walk away, as is another small reserve at 10 Denver Cresent Rowville. All these parklands are accessible without crossing the major arterial roads of Wellington Road, Stud Road or Ferntree Gully Road.

Additionally, Pask Group have committed significant contributions for open space/Parkland across the whole of the Bankside development as part of the Section 173 agreement. These include the provision of at least 2.717 ha of Active Open Space, along with passive open space.

Sale of the Land/Planning Processes

Two responses were in relation to the decision making associated with the sale of the land, and the planning process that the development of the site has followed.

The decision to sell the site has followed the appropriate statutory requirements. The land was validly declared surplus in 2019. At the same time, the appropriate community consultation specific to a potential land sale was undertaken. On 29 January 2019 Council resolved to sell the land having followed the appropriate statutory requirements under the *Local Government Act 1989.*

The new *Local Government Act 2020* has come into force since then. The statutory requirements leading to a decision to sell are broadly similar to the previous Act. Section 114 of the LGA Act 2020 requires that:

- Notice of the intended sale is published no less than four weeks before the sale;
- A community engagement process is undertaken in accordance with the Community Engagement Policy; and
- A suitably qualified person undertakes a valuation of the land no more than six months prior to the sale (Confidential Attachment 2).

As discussed above, Council has undertaken to repeat these requirements, especially the community consultation and valuation requirements of Section 114, to ensure a transparent process.

Council has also considered the Best Practice Guidelines for the Sale, Exchange and Transfer of Land, as outlined above in section 1.4, in particular the guidance around direct treaty land sales. A direct treaty sale continues to be recommended due to the timing of the proceeds required by Council and the unique circumstances and position of the land. This is consistent with the Local Government Best Practice Guidelines for the Sale, Exchange and Transfer of Land, which provides for sale via private treaty where the nature of the land makes this appropriate so long as market value is obtained.

All relevant Planning decision making for this subject site has been undertaken in accordance with the relevant statutory requirements. This can be traced back to the Strategic Planning Process to re-zone the site, the approval of the relevant Development Plan, and the approval of the planning permit to subdivide the land (including the subsequent plans which have been endorsed as part of the subdivision, including engineering land and landscaping plans).

The Council owned parcel of land to the east of the previous Kingston Links Golf Course, which this Council report references, was included as part of the Planning Amendment process for the Kingston Links Golf Course. Amendment C142 was on public exhibition from 24 October 2017 until 27 November 2017.

Following on from the consultation, the Amendment C142 was adopted by Council on 12 June 2018, was, was approved by the Minister for Planning and gazetted, and now forms part of the planning controls for the site.

Following on from this, the Development Plan application was lodged with Council. Whilst there was no formal requirement for the Development Plan to be advertised, the Development Plan was advertised by way of four signs on the site and notices were sent to adjoining owners and occupiers. In total, five submissions were received. These submissions were addressed in the Council Report associated with the Meeting of Council on 26 August 2019. Council approved the Development Plan.

Following on from the approval of the Development Plan, the development of broader site has occurred, with Stage 5 of twelve stages currently being developed.

Social Housing

One response suggested that the development could incorporate social housing.

As part of the development, a Section 173 agreement has been put in place, with requirements around Social Housing Contributions to be paid or, alternatively, built on the land. The developer of the site has chosen not to build Social Housing on this site. Therefore, the second option (for contributions to be paid to Council, for Social Housing to be provided elsewhere) has been chosen. The developer has paid all the relevant contributions to Council to date for the provision of Social Housing as result of the development.

3. SOCIAL IMPLICATIONS

Not applicable

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

5. ENVIRONMENTAL IMPLICATIONS
Not applicable

6. FINANCIAL AND RESOURCE IMPLICATIONS
The proceeds of the land sale are budgeted in the current financial year to enable the delivery of the capital program.

Confidential Attachments 2 provides the market valuation, reflecting the property's market value and this is consistent with budget expectations. Confidential Attachment 3 outlines key financial considerations.

7. RISKS
There is a risk to Council not being able to fund its planned capital program for the current financial year if the sale does not proceed within the planned timeframe.

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029
Leading, listening and governing responsibly
Strategy 4.1 - Council demonstrates its accountability through transparent and responsible decision-making and working together productively.
Strategy 4.2 - Our diverse community is informed and has opportunities to participate and provide feedback through clear and meaningful communication and engagement.

Planning our future city
Strategy 6.1 - There is improved access to a diverse range of housing options through effective planning, advocacy, and identifying opportunities for social and affordable housing supply.
Strategy 6.4 Our community's expectations and aspirations for housing development and land use are considered through planning, advocacy, partnerships and decision-making.

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

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

11. CONFIDENTIALITY
Attachments 2 and 3 are included in the confidential agenda, as they contain confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to:

- Council business information, that will prejudice Council's position by disclosing the sale price and conditions prior to a Council decision being made and / or negotiations finalised.

ATTACHMENTS

1. Attachment 1 - Engagement Survey Results 14A Corporate Avenue Rowville Proposed Sale [**6.2.1** - 1 page]

Proposed Sale Of 14A Corporate Avenue, Rowville

Activity ID: 530
Report Date Range: 30 Oct 2025 - 11 Nov 2025
Date Exported: 12 Nov 2025 08:27 am

ID	Date Submitted	Question	Contribution
19060	Nov 11, 2025, 02:42 AM	Do you have any feedback you would like Council to consider when it considers the sale of this land via private treaty?	I do not think the council should sell it as there are a lot of town houses in the area (to be honest alot of new builds nowadays in the Knox area are not good quality) Council should make it a public infrastructure or something the community can enjoy and use.
18991	Nov 05, 2025, 07:56 PM	Do you have any feedback you would like Council to consider when it considers the sale of this land via private treaty?	I think it would be great if the planned dwellings are for social housing. I love that the plans include a small park and a multi-unit building, and I think there could be more multi-unit dwellings, and maybe a large green area. Looking at Pask's website, the image they show (as of 5th Nov 2025) includes lots of different and colourful plants. If Pask can ensure that they will use lots of native Australian flora in the park and green spaces, it will be very beneficial for the local wildlife populations. It should be designed with a people-first focus; that is, including wide, walkable streets, a bus route, and separated bicycle paths that do NOT double up as car parks. The shops and schools are nearby, it should be safe for children and families to walk around without fear of getting hit by a car. Pask should make sure that the development will be pedestrian-centered and ensure all amenities are accessible for those who struggle with physical movements (eg: footpaths are wide enough for wheelchairs, etc). If the Council can ensure that requirement like the ones I've suggested will be met, I think it should go through with selling the land to Pask. As long as Pask develop their houses with the proper insulation and all are built safely, it will bring opportunities for more people to live and work in Rowville.
18985	Nov 03, 2025, 08:31 AM	Do you have any feedback you would like Council to consider when it considers the sale of this land via private treaty?	Make the land into sporting facilities. The need for basketball courts in Knox is causing kids to miss on on games weekly due to byes. CLosed down Boronia stadium and there isnt enough new courts. THere also isn't turf pitch cricket ovals available for cricket.
18979	Oct 30, 2025, 11:27 AM	Do you have any feedback you would like Council to consider when it considers the sale of this land via private treaty?	Looking at the aerial photo of all the houses, it is obvious that this land area at 14A Corporate Avenue, Rowville is needed for parkland. Once it is sold, the Council will not buy another area to make parkland. So think of future residents of Rowville, especially since the Victorian Government is encouraging dual or more occupancy on where there was just the one home. Who decides that this area at 14A Corporate Avenue, Rowville is surplus? I think it is a short term economic decision to get more rates in from the new housing development.

6.3 3 Hicks Court, Rowville

Final Report Destination: Council
Paper Type: For Decision
Author: Principal Planner, Nancy Neil
Manager: Manager City Planning & Building, Paul Dickie
Executive: Acting Director, City Liveability, Jonathan McNally

SUMMARY
This report considers Planning Application P/2024/6263 for the construction of four (4) double storey dwellings at 3 Hicks Court, Rowville.

RECOMMENDATION (SUMMARY)
That Council issue a Planning Permit for the construction of four (4) double storey dwellings at 3 Hicks Court, Rowville, subject to the conditions detailed in the full recommendation in section 10 below.

1. DISCUSSION

Application P/2024/6263 has been lodged with Council for the development of the land for four (4) double storey dwellings at 3 Hicks Court, Rowville.

This application is being reported to Council as it has been called up by Cr Pearce.

The application meets the Objectives and Standards of Clause 55 (Townhouse and Low-Rise Code) of the Knox Planning Scheme.

The detailed Officer's Report is provided at Attachment 1, along with the relevant plans at Attachment 2.

2. ENGAGEMENT

The application was advertised by way of one (1) sign on the site and notices were sent to adjoining property owners and occupiers. In total nine (9) objections were received.

The application was referred internally to Council's Traffic Team, Stormwater Team, Landscape Officer, Parks Services, Arborist, ESD Officer, Buildings, Waste Services Team, and Assets. No major concerns were raised with the application.

3. SOCIAL IMPLICATIONS

There are no significant social implications associated with the proposed development. An assessment of the application against all relevant considerations of the Knox Planning Scheme can be found in the Officer's Report at Attachment 1.

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.

In response to the Community Net Zero 2040 target and exposure to climate risks or climate change adaptation, the Knox Planning Scheme does not currently require planning applications to achieve net zero emissions, nor has this proposal been required to achieve this.

5. ENVIRONMENTAL IMPLICATIONS

There are no significant environmental impacts or amenity issues associated with the proposed development. A thorough assessment of the application against environmental and amenity considerations can be found in the Officer's Report at Attachment 1.

6. FINANCIAL AND RESOURCE IMPLICATIONS

There are no financial or economic implications associated with the proposed use/development for Council.

7. RISKS

There are no major risks associated with the proposal.

8. KNOX COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Planning our future city

Strategy 6.1 - There is improved access to a diverse range of housing options through effective planning, advocacy, and identifying opportunities for social and affordable housing supply.
Strategy 6.2 - High quality, integrated community services and facilities are available through the planning, design and maintenance of multifunctional places that promote connection and utilisation.
Strategy 6.3 - Our evolving neighbourhoods are liveable and sustainable through planning and design that responds to population growth and our community's changing needs.
Strategy 6.4 Our community's expectations and aspirations for housing development and land use are considered through planning, advocacy, partnerships and decision-making.
Goals are inserted by Doc Assembler

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. RECOMMENDATION

That Council issue a Planning Permit for the construction of four (4) double storey dwellings at 3 Hicks Court, Rowville, subject to the following conditions:

Amended Development Plans

1. Prior to the commencement of the development approved under this Permit, amended development plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The development plans must be approved prior to other plans required by this permit. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans submitted with the application but modified to show:

    1.1 Existing crossover shown to be reconstructed to Council standards.
    1.2 The location of Tree Protection fencing and Tree Protection Zones for the existing street tree to be drawn on the Ground Floor Plan.

    To the satisfaction of the Responsible Authority.

Other Plans

2. Prior to the commencement of the development and issue of a Building Permit for the development approved under this Permit, the following plans and computations must be submitted to the Responsible Authority as a complete set. When approved, the plans will be endorsed and will then form part of the permit. Construction must be in accordance with these plans. The plans must comprise the following:

    2.1 A Stormwater Management Plan in accordance with Condition 3.
    2.2 A Landscape plan in accordance with Condition 4.

    To the satisfaction of the Responsible Authority.

Stormwater Management Plan

3. Prior to the commencement of the development approved under this Permit, drainage plans and computations must be submitted to and approved by the Responsible Authority. Construction of the drainage must be in accordance with these plans. The plans must show the following:

    3.1 All stormwater drainage discharge from the site connected to a legal point of discharge.
    3.2 The internal drains of the dwellings to be independent of each other.
    3.3 An on-site detention system designed by a suitably qualified Civil Engineering Consultant to ensure no net increase in stormwater discharge from the proposed development.
    3.4 The on-site detention system to be installed in a suitable location for easy access and maintenance.
    3.5 A suitable overland flow path for the entire site to the satisfaction of the Responsible Authority. Details of the overland flow path are to be included on the plans.
    3.6 Any Environmental Sustainable Design initiatives shown on the Development Plans approved pursuant to Condition 1 of this permit.
    3.7 Location of fencing in accordance with the Development Plans approved pursuant to Condition 1 of this permit.
    3.8 All levels to be to AHD (Australian Height Datum).

To the satisfaction of the Responsible Authority.

Landscape Plan

4. Prior to the commencement of the development approved under this Permit, a landscape plan prepared by a suitably qualified Landscape architect or a suitably qualified landscape designer to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. Plan must be in accordance with Council's 'Landscape Plan Guidelines'. When approved, the plan will be endorsed and will then form part of the permit. The plan must be trees generally in accordance with 'Landscape Plan – 3 Hicks Crt Rowville – Sun'n'Shade – 19/08/2025' but modified to show:

    4.1 Front Setback: Replace Eucalyptus radiata with Eucalyptus polyanthemos (adjust canopy cover calculation to 10m canopy spread). Relocate to ensure minimum 5m setback to building. Relocate Acacia implexa to ensure minimum 3m setback to building.
    4.2 Private Open Space Dwellings 1 and 4: Replace Eucalyptus leucoxylon 'Rosea' with Geijera parviflora (or similar small tree with 6m canopy spread). Ensure minimum 3m setback to buildings.
    4.3 Private Open Space Dwelling 2: Replace Allocasuarina littoralis with large feature shrub with a mature height of 4-5m OR relocate to ensure minimum 3m setback to building.
    4.4 Private open Space Dwelling 3: Relocate Acacia implexa to ensure minimum 3m setback to buildings.
    4.5 Planting of this site to comprise 40% of the vegetation species to be indigenous (across all plant forms) from plant list 1 of the 'Landscape Plan Guidelines' and 40% additional native species (across all plant forms) from plant list 2 of the 'Landscape Plan Guidelines'. Remaining plant species (20%) can be indigenous, native or exotic (across all plant forms) provided they are not listed as weeds.
    4.6 Show tree protection fencing for street tree.
    4.7 Notation: "All proposed trees in lawn areas must be within mulched 50 x 50cm edging box (minimum). Edging box not to protrude more than 30mm from ground level."
    4.8 Revise canopy cover table in accordance with above planting revisions:

    To the satisfaction of the Responsible Authority.

5. Before the occupation of the development, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the responsible authority.

6. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the responsible authority. Any dead, diseased or damaged plants are to be replaced.

General

7. All development must be in accordance with the endorsed plans.

8. The layout of buildings and works as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.

9. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.

10. Prior to the occupation of the dwellings the development is to be completed in accordance with the endorsed plan/s to the satisfaction of the Responsible Authority.

11. All walls on the boundaries of adjoining properties must be cleaned and finished to the satisfaction of the Responsible Authority.

Street Tree Protection

12. All works, including excavation, within the Tree Protection Zone (TPZ) of any tree/s to be retained within the nature strip must be undertaken under the supervision of a qualified Arborist to ensure that there is no unreasonable damage to the root system of trees to be retained and/or protected, to the satisfaction of the Responsible Authority. Before the development starts, the owner must submit to the Responsible Authority details of the name of the Arborist who will supervise the works and the tasks to be undertaken by the Arborist, to the satisfaction of the Responsible Authority.

13. Prior to any works commencing on the site (including demolition and tree removal), all street and vegetation to be retained must be fenced off and/or provided with ground protection to create a protection zone in accordance with AS-4970 Protection of Trees on Development Sites. The protection zone must extend to the full extent of the tree's TPZ or as approved by the responsible authority and shown on endorsed plans.

14. The tree protection fence is to be chain link or wire mesh, comprise either wooden or steel posts, self –supporting or on concrete pads, and be a minimum height of 1.8 metres. Signage is to be affixed to the fence advising that the area is a tree protection zone and a no-go development area.

15. Ground Protection, where shown on the endorsed plans, is to consist of a permeable membrane such as geotextile fabric beneath a 100mm layer of mulch or crushed rock below strapped rumble boards.

16. The tree protection fence and/or ground protection and signage is to be maintained throughout the construction period and removed at the completion of all works.

17. No temporary removal of the tree protection measures, or encroachment into the protection zone is permitted without the written consent of the responsible authority.

18. Prior to erecting the tree protection fence around the tree protection zone, all unwanted vegetation and weed species must be removed from within the zone, and the ground within the protection zone must be covered with a layer of well composted organic mulch (maximum 100mm depth). The area is to be watered at least fortnightly throughout the construction period.

19. The following activities are prohibited from the tree protection area, without the written consent of the responsible authority:

    19.1 Parking of vehicles or other machinery.
    19.2 Construction activities.
    19.3 Dumping and/or storage of materials, goods and/or soil.
    19.4 Trenching or excavation.
    19.5 Lopping branches, nailing or affixing signs, service lines, lights etc. to the trees.

20. Prior to any works commencing on site, the Responsible Authority must be contacted to inspect the Tree Protection fencing.

Car Parking & Accessways

21. Before the dwellings are occupied, driveways and car parking areas must be:

    21.1 Fully constructed to the minimum standard of 100mm reinforced concrete and available for use in accordance with the plans submitted to and approved by the Responsible Authority; and
    21.2 Formed to such levels and drained so that they can be used in accordance with the approved plan; and
    21.3 Treated with an all-weather seal or some other durable surface; and

    To the satisfaction of the Responsible Authority.

22. Parking areas and driveways must be kept available and maintained for these purposes at all times to the satisfaction of the Responsible Authority.

23. Before the development is occupied vehicular crossing(s) must be constructed to align with approved driveways to the satisfaction of the Responsible Authority. All redundant crossing(s), crossing opening(s) or parts thereof must be removed and replaced with footpath, naturestrip and kerb and channel to the satisfaction of the Responsible Authority.

Fencing

24. Prior to the occupancy of the development all fencing must be in a good condition, to at least the height shown on the endorsed plans, to the satisfaction of the Responsible Authority.

Amenity During Construction

25. Upon commencement and until conclusion of the development, the developer must ensure that the development does not adversely affect the amenity of the area in any way, including:

    25.1 the appearance of building, works or materials on the land
    25.2 parking of motor vehicles
    25.3 transporting of materials or goods to or from the site
    25.4 hours of operation
    25.5 stockpiling of top soil or fill materials
    25.6 air borne dust emanating from the site
    25.7 noise
    25.8 rubbish and litter
    25.9 sediment runoff
    25.10 vibration

    Should the development cause undue detriment to the amenity of the area then immediate remedial measures must be undertaken to address the issue as directed by, and to the satisfaction of, the Responsible Authority.

Stormwater

26. Stormwater runoff from all buildings and hardstanding surfaces must be properly collected and discharged in a complete and effective system of drains within the property and must not cause or create a nuisance to abutting properties.

Energy Provision

27. Any new apartment/dwelling allowed by this permit must not be connected to a reticulated gas service (within the meaning of clause 53.03 of the relevant planning scheme). This condition continues to have force and effect after the development authorised by this permit has been completed.

Permit Expiry

28. This permit will expire if one of the following circumstances applies:

    28.1 The development is not started within two years of the date of this permit.
    28.2 The development is not completed within four years of the date of this permit.

    Pursuant to Section 69 of the Planning & Environment Act 1987, the Responsible Authority may extend:

    - The commencement date referred to if a request is made in writing before the permit expires or within six (6) months afterwards.
    - The completion date referred to if a request is made in writing within 12 months after the permit expires and the development started lawfully before the permit expired.

USEFUL INFORMATION:

(the following information does not form part of this permit)

- A building permit must be obtained before development is commenced. A Report and Consent may be required for flooding where applicable, please contact Council's Building Department on 9298 8125 for more information.
- Buildings are not allowed to be built over Council easements.
- In accordance with Council policy, an 8.5% public open space contribution may apply in the event of the subdivision of the land.
- To arrange an inspection of the Tree Protection fencing please contact Council Landscape Team on 9298 8125.
- Dwelling numbers as shown on the endorsed plans do not necessarily indicate any future street numbers. Property (street) numbering shall be in accordance with Council's Property (Street) Numbering Policy. Information regarding this can be obtained from Council's Property and Revenue Services Department on 9298 8215.

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 - Officer Report - 3 Hicks Court, Rowville [**6.3.1** - 7 pages]
2. Attachment 2 - Council Attachments - 3 Hicks Court, Rowville [**6.3.2** - 27 pages]

Attachment 1

Planning Application P/2024/6263 for the development of land for four (4) double storey dwellings at 3 Hicks Court, Rowville.

1. Summary:

Subject Site:	3 Hicks Court, Rowville
Proposed Development:	Construction of four double storey dwellings
Existing Land Use:	Single dwelling
Site Area:	1,376m^2
Planning Scheme Controls:	Neighbourhood Residential Zone – Schedule 4 / No Overlays
Application Received:	1 July 2024
Number of Objections:	Nine (9)
PCC Meeting:	Not applicable
Ward:	Taylor

2. Purpose

The purpose of this report is to provide Councillors with the Council Planning Officer's assessment of Planning Permit Application P/2024/6263 to assist in making a decision on the application. It should be read in conjunction with the other attachments.

3. Background

3.1 Planning Scheme Amendment VC267

Planning Scheme Amendment VC267 was gazetted on 6 March 2025. VC267 amended the Victoria Planning Provisions and Knox Planning Scheme with regards to the Clause 55 controls that apply to applications for two or more dwellings on a lot and residential buildings.

VC267 included transitional provisions for applications that were lodged prior to its gazettal. As this application was amended on 27 August 2025 it is assessed against the VC267 Clause 55 planning controls

3.2 Subject Site and Surrounds

The location of the subject site and surrounds is shown in Attachment 2.

- The subject site is a large single allotment located at the end of a court bowl, known as 3 Hicks Court, Rowville. The subject site is irregular in shape and is relatively flat.
- The site area is 1376m^2. The site has vehicular access via a single crossover adjacent the west boundary.
- The north-east boundary is partially affected by a sewerage easement.
- No significant existing vegetation exists on the site.

Attachment 1

- The subject site and surrounds are located within an established residential area, predominately single storey, with some double storey dwellings scattered throughout. Landscaping is established within the front and rear setbacks.
- Covenant P489978H is registered on the copy of title. The covenant requires that any dwelling built must have a minimum floor area of 158 m² (excluding garage or carport), with at least 75% of the external ground floor walls constructed of brick or brick veneer and a roof made of masonry or terracotta tiles. No front or side boundary fence is permitted within 4.6 metres of the front boundary, with special provisions applying to corner lots. It is considered that the proposed application does not breach the covenant.

3.3 The Proposal

The proposal seeks permission for the construction of four (4) double storey dwellings. Refer to attached plans at Attachment 2. Details of the proposal are as follows:

- All existing buildings and vegetation will be removed (planning permit not required).
- Each dwelling will contain four (4) bedrooms, with one (1) bedroom provided on the ground floor level.
- Maximum building height is 8.5m (Dwelling 2).
- No front fence is proposed.
- Vehicle access to the site is maintained via the existing crossover adjacent the west boundary.
- Site coverage is 40.99% and permeability is 42.85%.

4. Consultation

4.1 Advertising

The application was advertised by way of one (1) sign on the site and notices were sent to adjoining property owners and occupiers. In total nine (9) were received and are summarised below.

Overdevelopment and Neighbourhood Character

- As a planning permit is triggered under Clause 32.09-7 (Neighbourhood Residential Zone) of the Scheme, the development must meet the requirements of Clause 55. Under an assessment of Clause 55, the responsible authority is exempt from and is not required to consider:
    - The Municipal Planning Strategy and Planning Policy Framework, unless an applicable decision guideline specifies otherwise.
    - The purpose or decision guidelines of the relevant zone, unless an applicable decision guideline specifies otherwise.
    - The decision guidelines in Clause 65, unless an applicable decision guideline specifies otherwise.
- As such, policies regarding neighbourhood character can no longer be considered by Council for this type of application.
- Clause 55 sets out key neighbourhood character standards for: street setback, building height, side and rear setbacks, walls on boundaries, site coverage, access, tree canopy, and front fences. An assessment against Clause 55 is contained within Section 5.4 of this report.

Privacy

- The development complies with Standard B4-4 (Overlooking) of Clause 55. All first floor habitable windows that require screening are shown to be screened on the plans (noting that in Standard B4-4, a habitable room does not include a bedroom).

Car parking / impact on traffic

Attachment 1

- Car parking has been provided at ratios consistent with Clause 52.06 (Car Parking) of the Knox Planning Scheme. Car parking provision is considered to be adequately catered for in the proposed design as noted in Section 5.2 of this report. Further, Council's Traffic and Transport Department have not raised concerns with reference to the street networks ability to cater for the proposed development.

Waste collection

- The proposal meets the minimum bin storage as required by Standard B5-5 of Clause 55, therefore a Waste Management Plan (WMP) is not required. Standard B5-5 of Clause 55 does not consider placement of bins for kerbside collection.

Parking location compliance

- The purpose of the Parking Location Objective is to minimise the impact of vehicular noise within developments on residents. Standard B3-2 of Clause 55 requires habitable rooms with sill heights of less than 3m above ground level to be setback from access ways (driveways) and car parks by 1.5m or 1m where the window sills are at least 1.5m above ground level. As discussed below in Section 5.3 of this report, a variation to this standard is considered acceptable.

Impact on existing infrastructure

- Conditions on any permit issued would ensure the site to be adequately drained so as not to put any additional pressure on the existing drainage system.

4.2 Amended Application

The planning application was amended under Section 57A of the *Planning and Environment Act 1987* on 27 August 2025. As a result, the application is assessed against the updated Clause 55 (Townhouse and Low-Rise Code) provisions of the Knox Planning Scheme, introduced by Amendment VC267 on 6 March 2025.

The only change to the plans relates to the front setback, which has been increased from 4.5m to 5.04m. No changes to the side or rear setbacks were proposed. Given the minor nature of the amendment, the revised plans were not re-advertised, as it was considered that the changes would not result in any material detriment compared to the originally advertised plans.

4.3 Referrals

The application was referred to external authorities and internal departments for advice. The following is a summary of relevant advice:

Traffic Engineer: Standard conditions to be included on any permit issued.

Landscape: Standard conditions to be included on any permit issued.

Parks Services: Tree Protection Fencing required.

Building: No major issues identified.

Assets: Existing crossover to be removed and replaced to Council standards.

5. Discussion

This section considers the proposed development in light of the provisions of the Knox Planning Scheme including State and Local Planning Policies, any other relevant policies and objectives.

Attachment 1

5.1 Zoning and Overlays

5.1.1 Zone

The site is located within the Neighbourhood Residential Zone – Schedule 4. A permit is required to construct two or more dwellings.

- 41% Garden Area is provided which complies.
- Maximum building height is 8.5m (Dwelling 2).
- No front fence is proposed.
- The application complies with all the applicable standards under Clauses 55.02, 55.04-1, 55.04-2, 55.04-3, 55.04-4 and 55.05-2, and therefore is exempt from the decision requirements of Section 64(1), (2) and (3) and the review rights of section 82(1) of the Act.

5.1.2 Overlays

The site is not affected by any overlays.

5.2 Particular Provisions

Clause 52.06 Car Parking: Prior to a new use commencing or a new building being occupied the car parking spaces required under Clause 52.06-5 must be provided on the land or as approved under Clause 52.06-3 to the satisfaction of the responsible authority.

Clause 52.06-5 specifies a ratio of two car spaces to each three or more bedroom dwelling (with studies or studios that are separate rooms counted as a bedrooms) and one visitor space to every five dwellings for developments of five or more dwellings. A permit may be granted to reduce or to waive the number of car spaces required by the table.

Clause 52.06-8 details the design standards for car parking. The provision of car parking should meet the design requirements of this Clause. An assessment of the design standards, including any areas of non-compliance are considered below:

- Car parking provision: The proposal satisfies the car parking provision as each four (4) bedroom dwelling is provided with a double garage.
- As the proposal is for four (4) dwellings, on-site visitor car parking is not required.
- Car parking design: Complies.

5.3 General Requirements and Performance Standards

Clause 53.03 Residential Reticulated Gas Service Connection: This clause applies to an application for a permit under any provision of this scheme that is for the construction of a new dwelling (other than a caretaker's house) or a new apartment development.

A permit granted for buildings and works in relation to an application to which this clause applies must include the following mandatory condition(s) as relevant:

For a dwelling:

Attachment 1

"Any new dwelling allowed by this permit must not be connected to a reticulated gas service (within the meaning of clause 53.03 of the relevant planning scheme). This condition continues to have force and effect after the development authorised by this permit has been completed."

This condition will be required as part of the recommendation.

5.4 Clause 55 – Two or More Dwellings on a Lot and Residential Buildings (Townhouse and Low-Rise Code)

A development must meet all of the applicable objectives contained in this clause.

If a development meets a standard:

- The corresponding objective is deemed to be met;
- The responsible authority is not required to consider the corresponding decision guidelines.

If a development does not meet a standard, the responsible authority must consider the applicable decision guidelines in determining whether the corresponding objective is met.

Despite any other provision of this planning scheme, in determining applications to which this clause applies, the responsible authority is exempt from consideration of:

- The Municipal Planning Strategy and Planning Policy Framework, unless an applicable decision guideline specifies otherwise.
- The purpose or decision guidelines of the relevant zone, unless an applicable decision guideline specifies otherwise.
- The decision guidelines in Clause 65, unless an applicable decision guideline specifies otherwise.

If there is any inconsistency between the requirements of this clause and another provision of this planning scheme, this clause prevails.

An application to which this clause applies is exempt from the requirements of:

- Section 60(1)(b), (e), (f), (1A) and (1B) of the Act; and
- Section 84B(2)(b) to (jb) of the Act.

Neighbourhood Character

Street Setback – Complies.

Building Height – Complies.

Side and rear setbacks – Complies.

Walls on boundaries – Complies.

Site coverage – Complies.

Attachment 1

Access – Complies.

Tree Canopy – Complies.

Front fences – Complies.

Liveability

Dwelling diversity – Not applicable as development proposes less than 10 dwellings.

Parking location – Variation required and is considered to be acceptable as windows within 1m of the internal driveway will be double-glazed. This should provide an appropriate level of internal amenity.

Street integration – Complies.

Entry – Complies.

Private open space – Complies.

Solar access – Complies.

Functional layout – Complies.

Room depth – Complies.

Daylight to new windows – Complies.

Natural ventilation – Complies.

Storage – Complies.

External Amenity

Daylight to existing windows – Complies.

Existing north-facing windows – Not applicable.

Overshadowing secluded open space – Complies.

Overlooking – Complies.

Internal views – Complies.

Sustainability

Permeability and stormwater management – Complies.

Overshadowing domestic solar energy systems – Complies.

Rooftop solar generation area – Complies.

Solar protection to new north-facing windows – Complies.

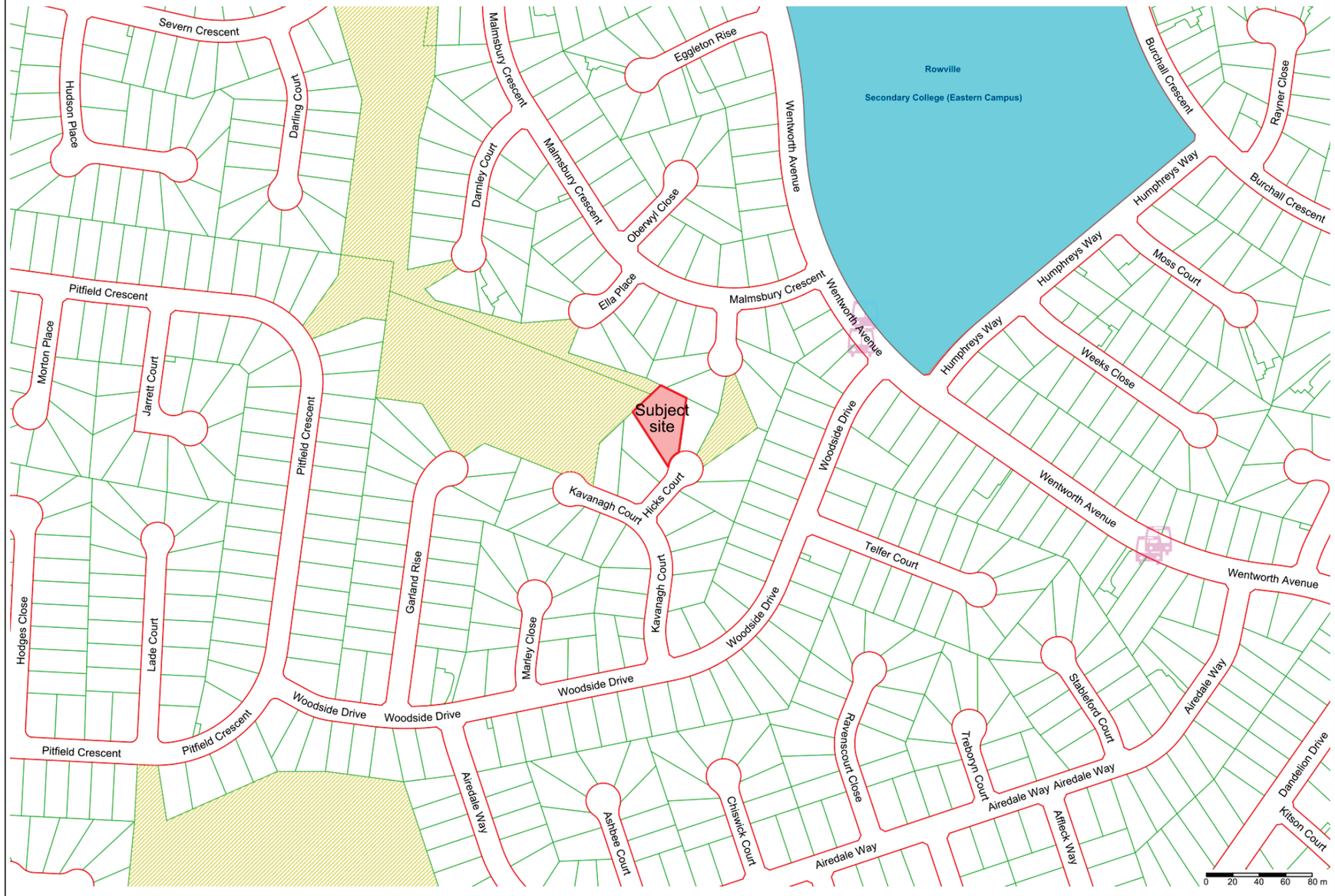
Waste and recycling – Complies.

Noise impacts – Complies.

Attachment 1

6. Conclusion

The application meets the provisions of Clause 55, and specifically the 'deemed to comply' provisions of Clause 55. As a result, the proposal is in compliance with the Knox Planning Scheme. Objections have been received, however, appeal rights are not provided, pursuant to Clause 55, and a Planning Permit must be issued, subject to conditions.



ATTACHMENT 2

Address	3 Hicks Court, ROWVILLE
Application Number	P/2024/6263
Description	Construction of four double storey dwellings
Ward	Taylor

LEGEND:

- Title Boundary
- Road Boundaries
- City Boundary
- Bus Route
- Reserves
- Commercial Areas
- Tertiary Schools
- Primary Schools
- Secondary Schools
- P-12 School
- Bus Stops
- O Objector
- U Unit Development
- S Subject Property
- P Petition

Scale: **1:3000**

DISCLAIMER:

Roads, Title Boundaries and Planning Scheme Information - State of Victoria, Knox City Council
Aerial Photography - AAM (Flown January 2023 - unless otherwise stated)
Melbourne Water Drainage Information - Melbourne Water

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2. Planning information should be used only as a means of preliminary investigation. For accurate planning overlay information please obtain a Planning Certificate from the Department of Transport and Planning.
3. Drainage and flood extent information has been provided to Council on a yearly basis by Melbourne Water or by external consultants and is for indicative purposes only. Where the latest Melbourne Water drainage and flood extent mapping is critical, please contact Melbourne Water directly.

Knox City Council

ATTACHMENT 2

Address	3 Hicks Court, ROWVILLE
Application Number	P/2024/6263
Description	Construction of four double storey dwellings
Ward	Taylor

LEGEND:

- Title Boundary
- Road Boundaries
- City Boundary
- Bus Route
- Reserves
- Commercial Areas
- Tertiary Schools
- Primary Schools
- Secondary Schools
- P-12 School
- Bus Stops
- Objector
- Unit Development
- Subject Property
- Petition

N

Scale: **1:3000**

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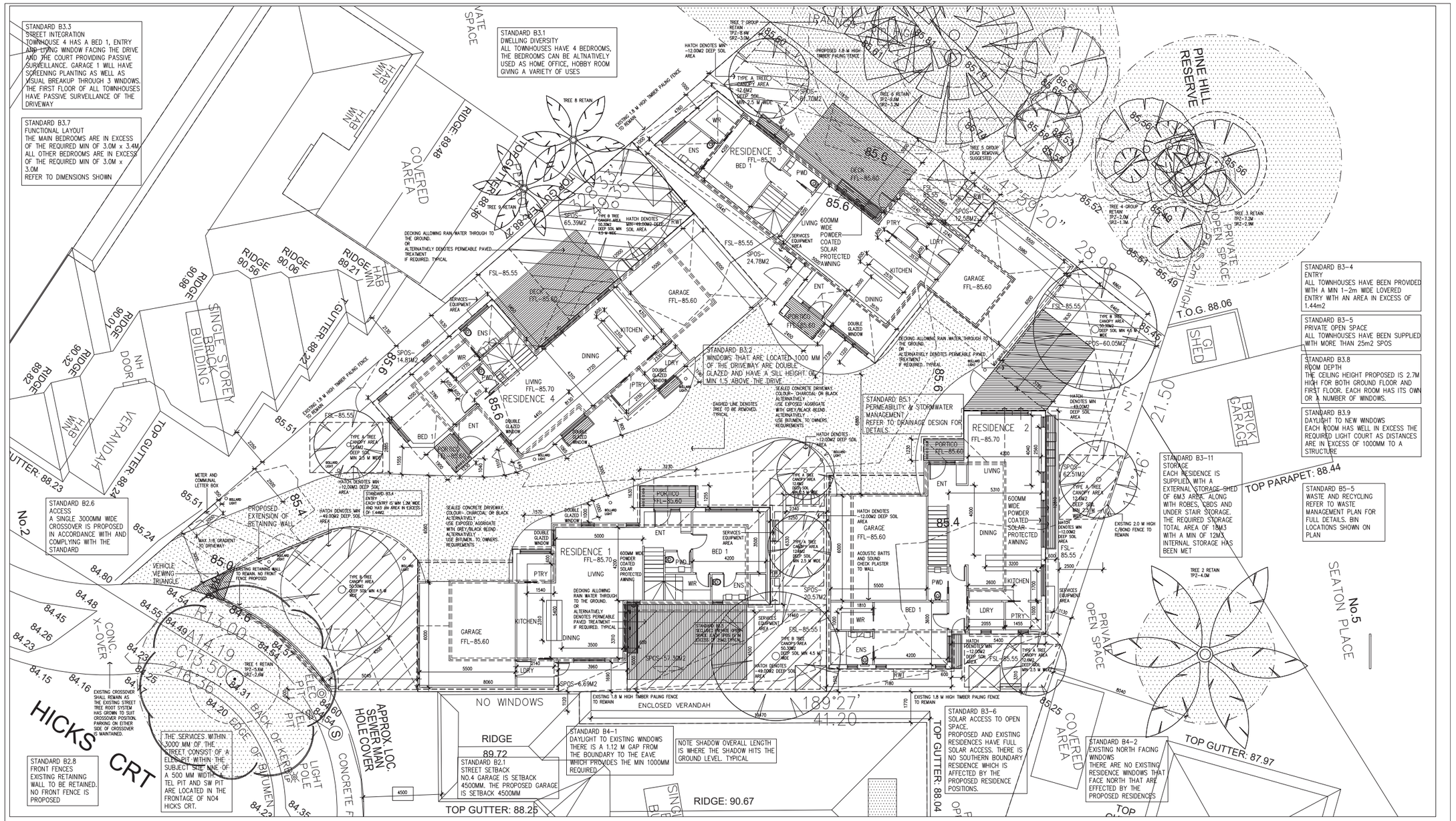
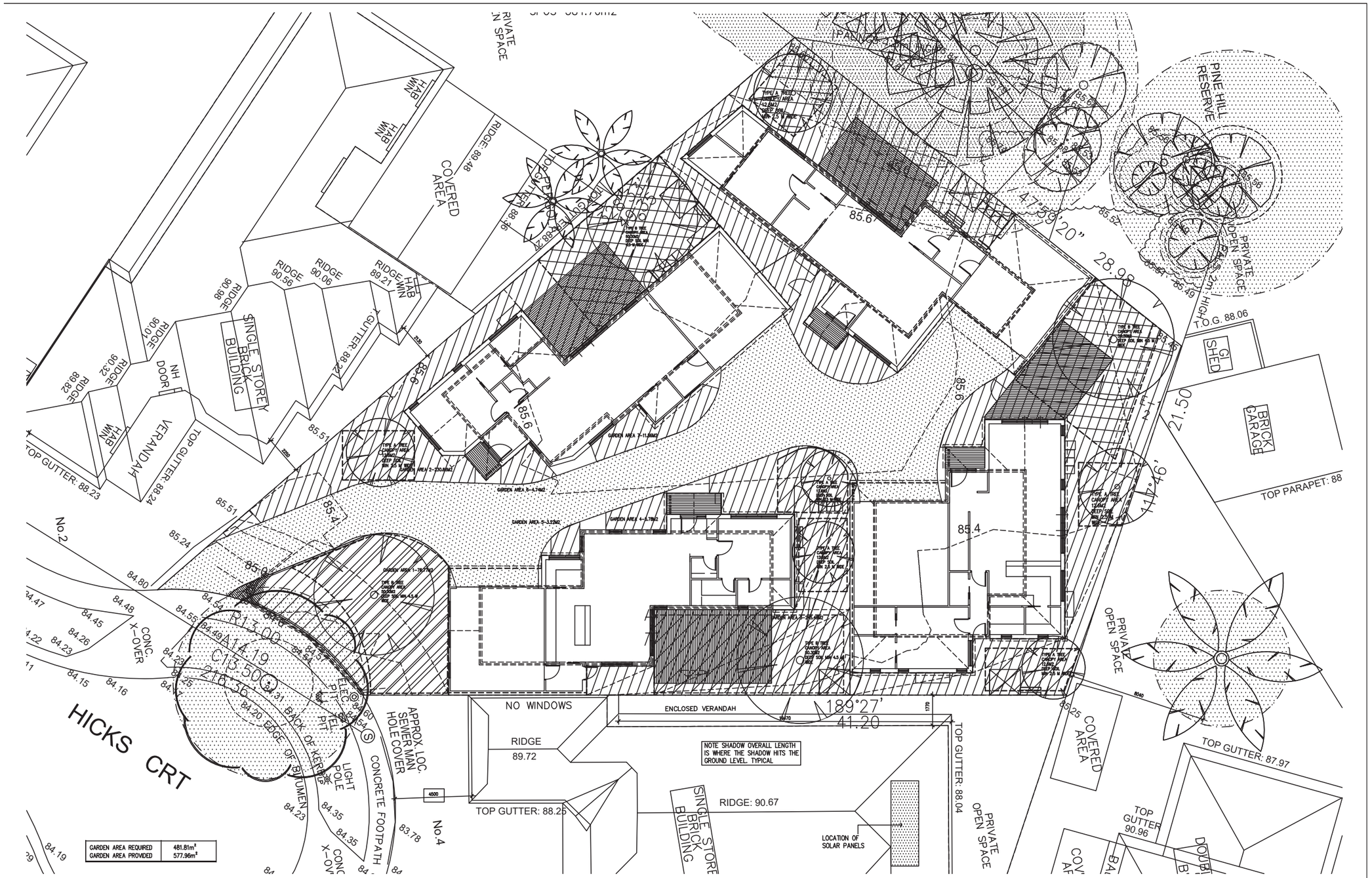


SITE STATISTICS

AREA IN METERS

SITE AREA	1376.61m²
PROPOSED NUMBER OF DWELLINGS	4
RESIDENCE No.1	
GROUND FLOOR	97.77m²
FIRST FLOOR	87.19m²
GARAGE	35.38m²
PORTICO	3.91m²
TOTAL FLOOR AREA INCLUDING GROUND/FIRST PORTICO & GARAGE	224.25m²
RESIDENCE No.2	
GROUND FLOOR	107.21m²
FIRST FLOOR	72.30m²
GARAGE	34.96m²
PORTICO	2.84m²
TOTAL FLOOR AREA INCLUDING GROUND/FIRST PORTICO & GARAGE	217.31m²
RESIDENCE No.3	
GROUND FLOOR	103.53m²
FIRST FLOOR	84.74m²
GARAGE	36.97m²
PORTICO	2.94m²
TOTAL FLOOR AREA INCLUDING GROUND/FIRST PORTICO & GARAGE	227.89m²

RESIDENCE No.4	
GROUND FLOOR	100.15m²
FIRST FLOOR	79.26m²
GARAGE	36.33m²
PORTICO	2.34m²
TOTAL FLOOR AREA INCLUDING GROUND/FIRST PORTICO & GARAGE	218.08m²
SITE COVER	564.33m² 40.99%
IMPERVIOUS AREA	786.78m² 57.15%
GARDEN AREA REQUIRED	481.81m²
GARDEN AREA PROVIDED	577.96m²
SECLUDED PRIVATE OPEN SPACE	
SPOS RESIDENCE No.1	84.56m²
SPOS RESIDENCE No.2	122.56m²
SPO



PROPERTY DEVELOPMENT
BUILDING DESIGN
TOWNPLANNING
CONSTRUCTION DRAWINGS

MODARC
RESIDENTIAL SITE POTENTIAL SPECIALISTS

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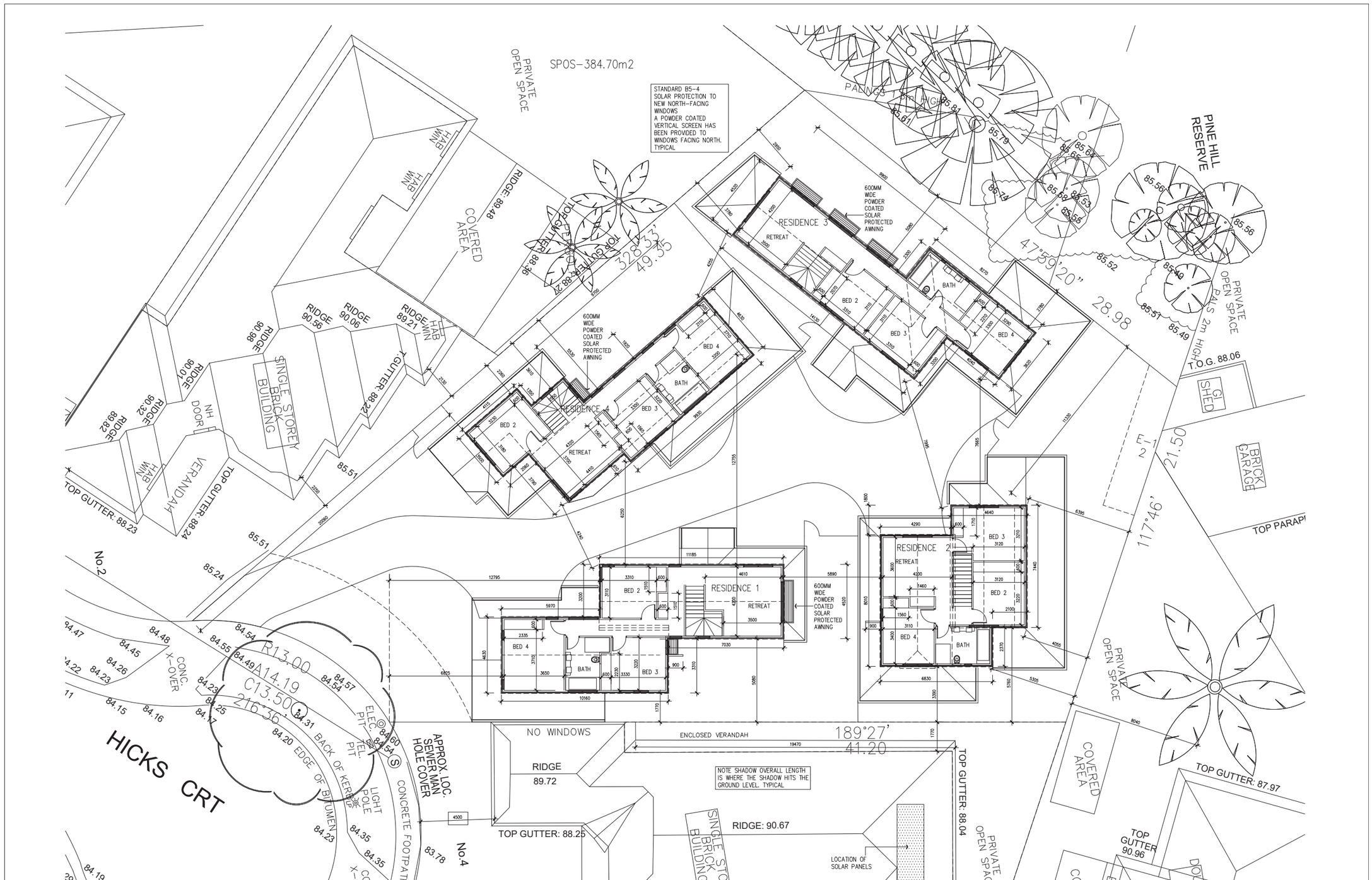
REV	REMARKS	DATE
A	ISSUED TO COUNCIL	MAY_24
B	RFI RESPONSE	OCT_24
C	AMENDMENT WASTE MANAGEMENT AND MATERIALS	APR_25
D	CLAUSE 55 INFORMATION ADDED	AUG_25

CLIENT NAME
C. LEE & C.MANN

TITLE NAME
35 % GARDEN PROVISION DIAGRAM

PROJECT
PROPOSED TWO STOREY RESIDENCES
AT: 3 HICKS CRT, ROWVILLE

SCALE 1:200 @ A3	PLOT 1:1
DRAWN M . DE WEERD	COMMENCEMENT MARCH_24
PROJECT NUMBER 23026	DOCUMENT TYPE PLANNER
SHEET NUMBER TP1A	REVISION D



REV	REMARKS	DATE
A	ISSUED TO COUNCIL	MAY_24
B	RFI RESPONSE	OCT_24
C	AMENDMENT WASTE MANAGEMENT AND MATERIALS	FEB_25
D	CLAUSE 55 INFORMATION ADDED	AUG_25

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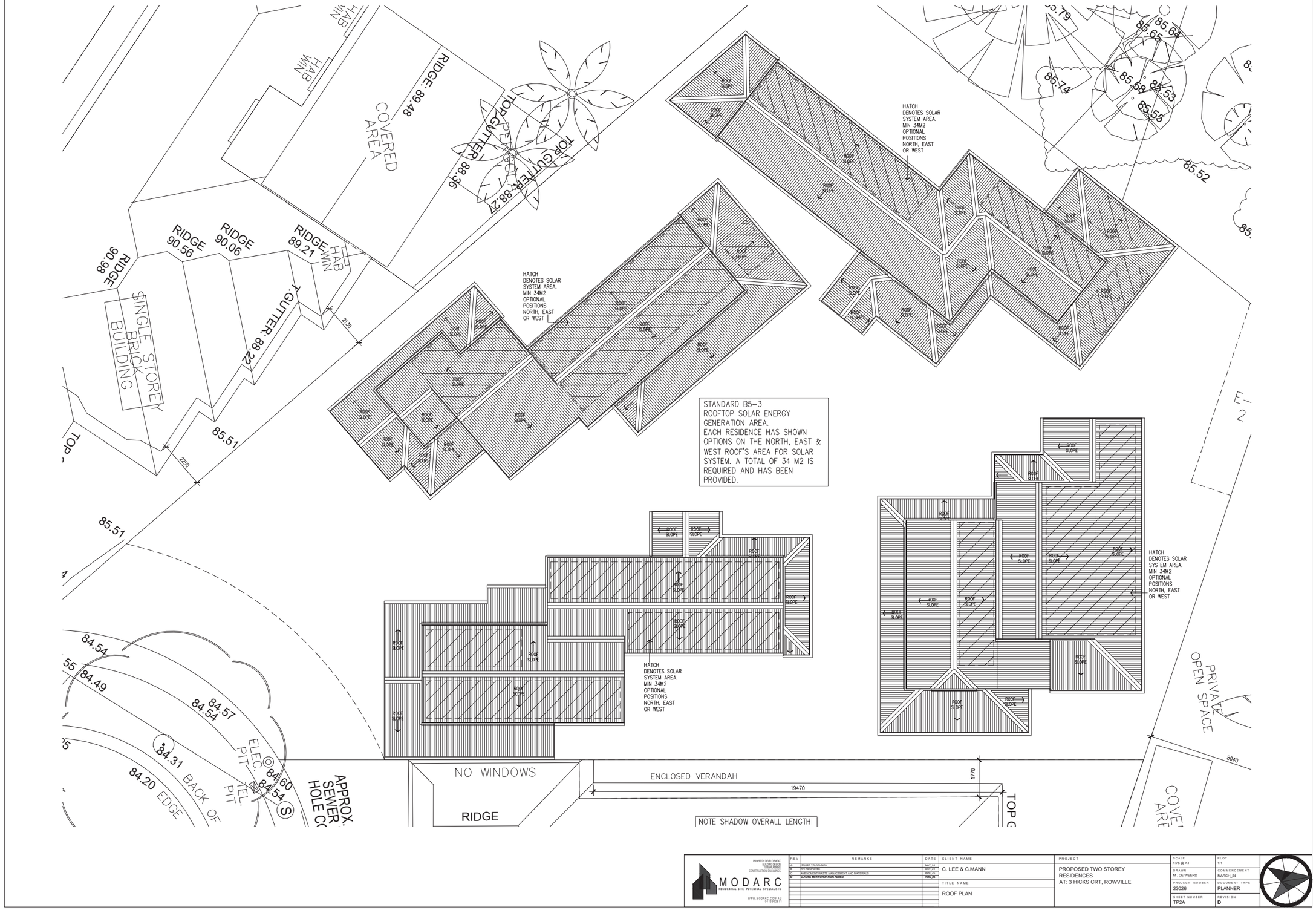
CLIENT NAME	C. LEE & C.MANN
TITLE NAME	FIRST FLOOR PLAN
PROJECT	PROPOSED TWO STOREY RESIDENCES AT: 3 HICKS CRT, ROWVILLE
SCALE	1:100 @ A1
PLOT	1:1
DRAWN	M. DE WEERD
COMMENCEMENT	MARCH_24
PROJECT NUMBER	23026
DOCUMENT TYPE	PLANNER
SHEET NUMBER	TP2
REVISION	D



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PROPERTY DEVELOPMENT
TOWN PLANNING
TOWN HOUSING
CONSTRUCTION DRAWINGS
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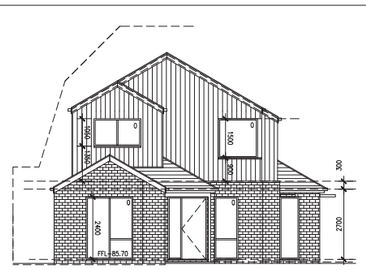
REV	REMARKS	DATE
A	ISSUED TO COUNCIL	MAY_24
B	RFI RESPONSE	OCT_24
C	AMENDMENT WASTE MANAGEMENT AND MATERIALS	APR_25
D	CLAUSE 55 INFORMATION ADDED	AUG_25

CLIENT NAME: C. LEE & C.MANN

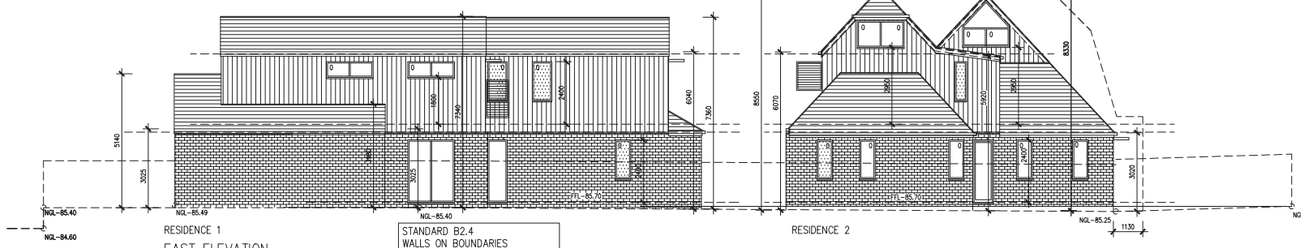
TITLE NAME: ROOF PLAN

PROJECT: PROPOSED TWO STOREY RESIDENCES
AT: 3 HICKS CRT, ROWVILLE

SCALE	PLOT
1:75 @ A1	1:1
DRAWN	COMMENCEMENT
M. DE WEERD	MARCH_24
PROJECT NUMBER	DOCUMENT TYPE
23026	PLANNER
SHEET NUMBER	REVISION
TP2A	D

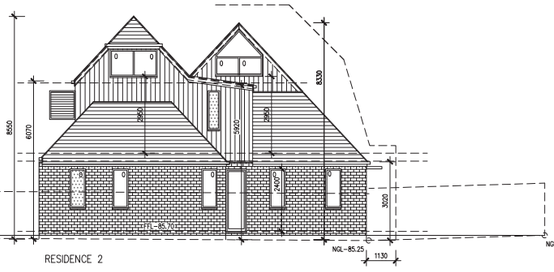


RESIDENCE 4
SOUTH ELEVATION

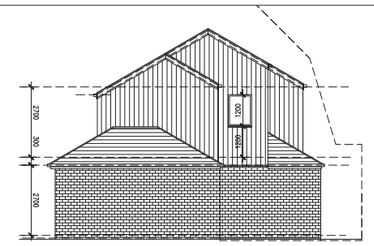


RESIDENCE 1
EAST ELEVATION

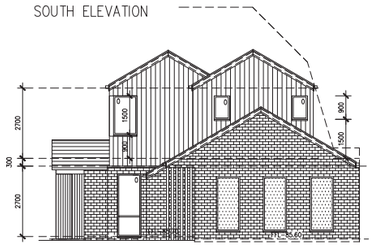
STANDARD B2.4
WALLS ON BOUNDARIES
GARAGE 1 IS ADJACENT TO No.4 HICKS COURT GARAGE. THE WALL LENGTH IS 8.08M LESS THAN 10M



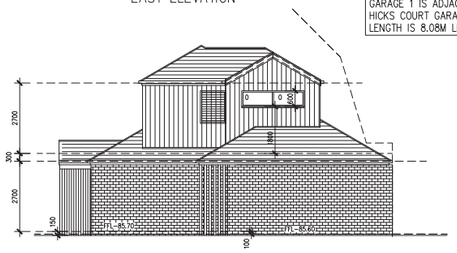
RESIDENCE 2



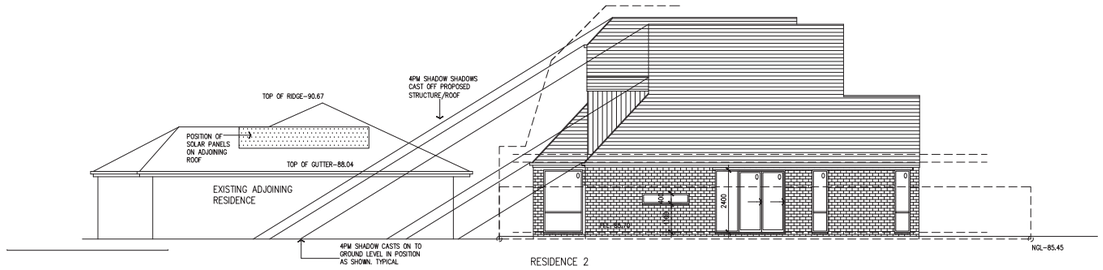
NORTH ELEVATION
RESIDENCE 4



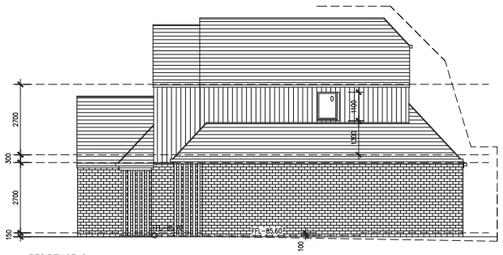
RESIDENCE 1
SOUTH ELEVATION



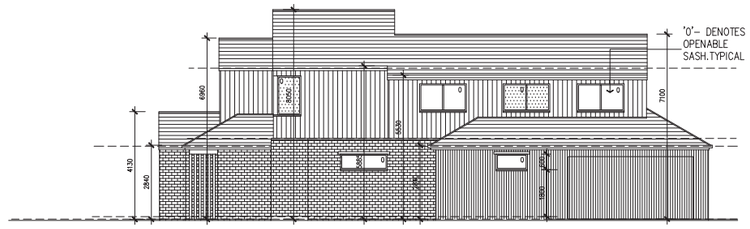
RESIDENCE 3
EAST ELEVATION



RESIDENCE 2
NORTH ELEVATION



RESIDENCE 2
SOUTH ELEVATION



EAST ELEVATION
RESIDENCE 4

RESIDENCE 4
WEST ELEVATION

RESIDENCE 3
SOUTH ELEVATION

RESIDENCE 3
NORTH ELEVATION

STANDARD B2.2
BUILDING HEIGHT
NO ROOF EXCEEDS 9M IN HEIGHT ABOVE NATURAL GROUND LINE DIRECTLY UNDER THAT POINT

RESIDENCE 1
NORTH ELEVATION

FINISHES & COLOUR SCHEDULE

WALLS.

1. SELECTED FACE BWORK. COLOUR– RED CLINKER OR RECYCLED BRICK OR SIMILAR.
2. HARDWOOD TIMBER CLADDING–LIGHT STAINED OR SIMILAR FINISH TO HAVE A NATURAL TIMBER LOOK
3. AXON CLADDING BY JAMES HARDIE COLOUR–MONUMENT OR SIMILAR

ROOFING, DOWNPIPES & CAPPING ETC.

4. SELECTED FLAT PROFILE ROOF TILES AT 30° PITCH FOR TOWNHOUSE 1,3&4. FOR TOWNHOUES 2 PITCH 48°. COLOR–CHARCOAL GREY OR SIMILAR
5. SELECTED PARAPET CAPPING, DOWN PIPES/RWH ETC TO MATCH THE WALL COLOUR ITS ATTACHED TO

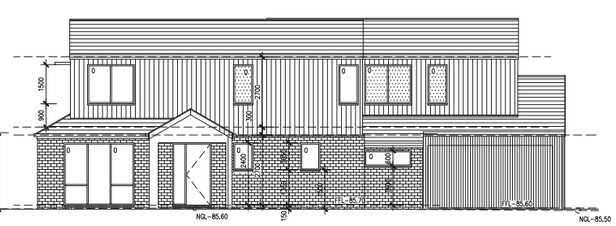
WINDOWS/DOORS.

6. ALUMINIUM FRAMED. COLOUR– SILVER OR BLACK OR WHITE OR LIGHT/DARK GREY

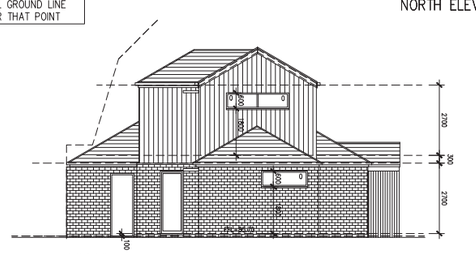
DENOTES OBSCURE GLAZING TO ENSURE NO OVERLOOKING OR FOR BATHROOMS AS SHOWN ON ELEVATIONS

STANDARD B2.3
SIDE AND REAR SETBACKS ENVELOPE AS SHOWN SHOWS COMPLIANCE WITH THE STANDARD

RESIDENCE 2
WEST ELEVATION



RESIDENCE 1



RESIDENCE 3
WEST ELEVATION

PROPERTY DEVELOPMENT
RESIDENTIAL BUILDING
TOWNHOUSES
CONSTRUCTION DRAWINGS

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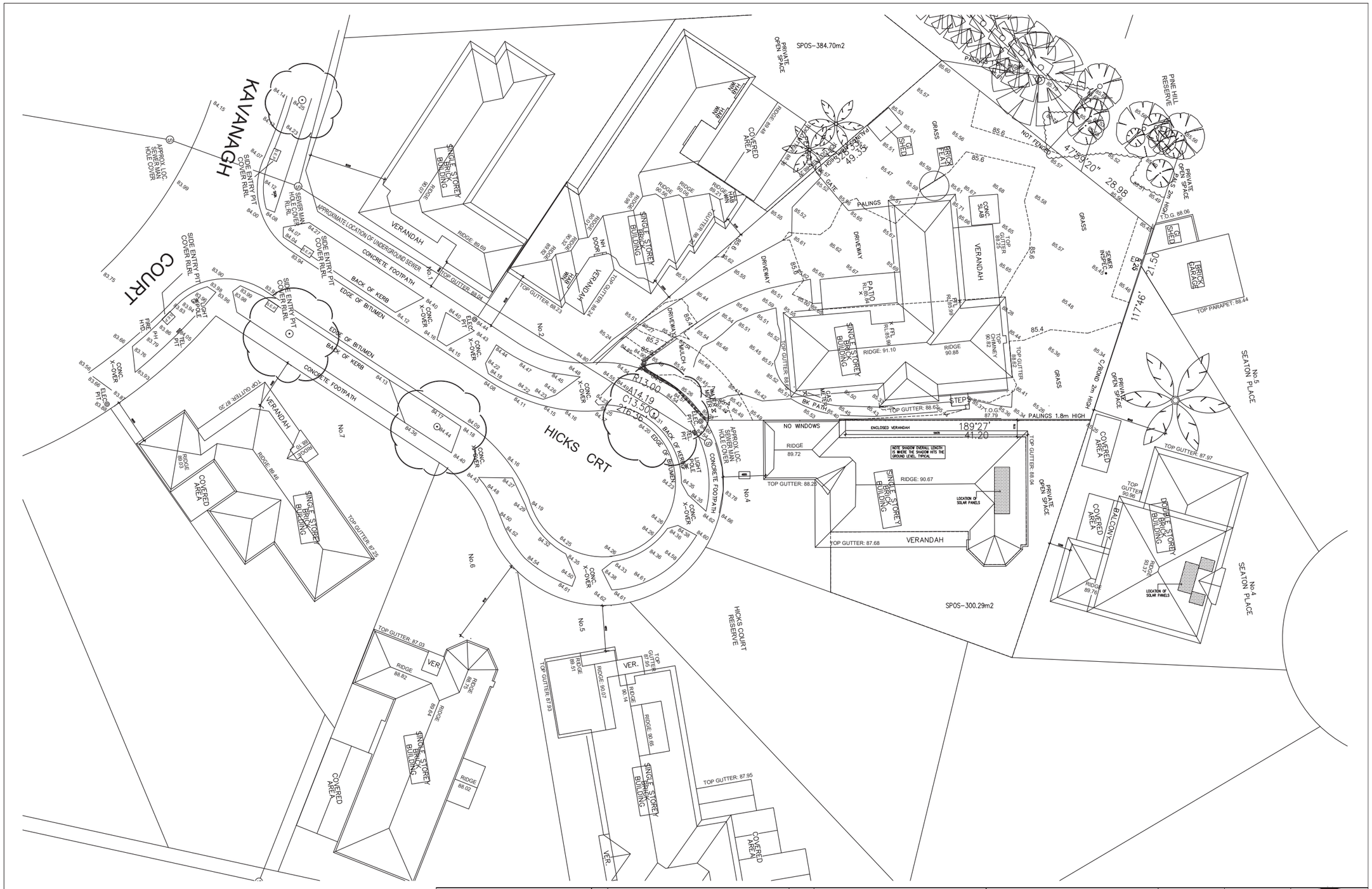
REV	REMARKS	DATE
A	ISSUED TO COUNCIL	MAY_24
B	RFI RESPONSE	OCT_24
C	ENCROACHMENT, WASTE MANAGEMENT AND MATERIALS	AUG_25
D	CLAUSE 55 INFORMATION ADDED	AUG_25

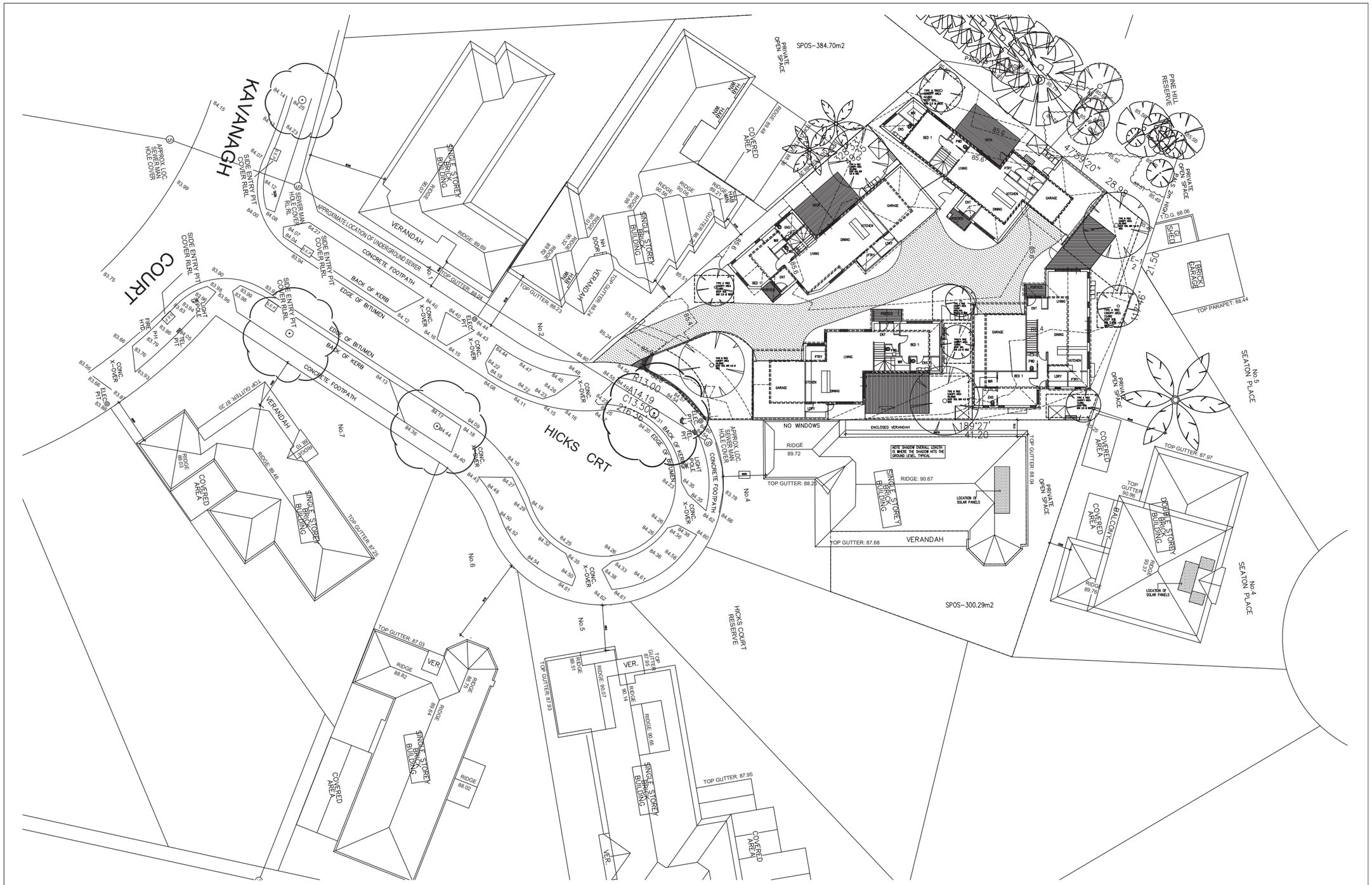
CLIENT NAME: C. LEE & C.MANN

TITLE NAME: ELEVATIONS

PROJECT: PROPOSED TWO STOREY RESIDENCES
AT: 3 HICKS CRT, ROWVILLE

SCALE	PLOT
1:100 @ A1	1:1
DRAWN	COMMENCEMENT
M. DE WEERD	MARCH_24
PROJECT NUMBER	DOCUMENT TYPE
23026	PLANNER
SHEET NUMBER	REVISION
TP3	D


KAVANAGH COURT
HICKS CRT
SEATON PLACE
HICKS COURT RESERVE
PINE HILL RESERVE
PRIVATE OPEN SPACE
SPOS–384.70m2
SPOS–300.29m2
No.2
No.4
No.5
No.6
No.7
No.4 SEATON PLACE
No.5 SEATON PLACE
SINGLE STOREY BRICK BUILDING
COVERED AREA
VERANDAH
DRIVEWAY
PATIO
CONC SLAB
G SHED
BRICK GARAGE
BRICK PIER
PALINGS
GRASS
NOT FENCED
APPROXIMATE LOCATION OF UNDERGROUND SEWER
CONCRETE FOOTPATH
EDGE OF BITUMEN
BACK OF KERB
TOP GUTTER: 88.06
TOP GUTTER: 88.22
TOP GUTTER: 88.25
TOP GUTTER: 87.68
TOP GUTTER: 87.97
TOP GUTTER: 87.95
TOP GUTTER: 87.03
TOP GUTTER: 87.25
TOP GUTTER: 87.30
TOP GUTTER: 88.04
TOP PARAPET: 88.44
RIDGE: 91.10
RIDGE: 90.67
RIDGE: 89.72
RIDGE: 90.88
RIDGE: 89.48
RIDGE: 88.92
RIDGE: 88.51
RIDGE: 90.07
RIDGE: 90.14
RIDGE: 90.65
RIDGE: 88.02
RIDGE: 89.78
RIDGE: 90.10
RIDGE: 89.98
RIDGE: 88.64
RIDGE: 88.72
RIDGE: 89.58
RIDGE: 89.56
RIDGE: 90.06
RIDGE: 89.21
RIDGE: 89.69
RIDGE: 89.07
RIDGE: 89.58
RIDGE: 89.58
NO WINDOWS
ENCLOSED VERANDAH
NOTE SHADOW OVERALL LENGTH IS WHERE THE SHADOW HITS THE GROUND LEVEL TYPICAL
LOCATION OF SOLAR PANELS
STEPS
GAS METER
ELEC PIT
SIDE ENTRY PIT COVER RL/RL
SEWER MAN HOLE RL/RL
APPROX LOC SEWER MAN HOLE/COVER
LIGHT POLE
FIRE HYD
TEL PIT
CONC X-OVER
INVERT
R13.00
A14.19
C13.500
216°35'
189°27'
41.20
117°46'
47°59'20"
28.98
21.50
49.33
52°20'
1.8m HIGH
C/ GROUND 2m HIGH
PALINGS 1.8m HIGH
PALINGS 2m HIGH
O.G 88.06
O.G 87.79
TOP OF CHIMNEY 90.92
TOP GUTTER 89.96
TOP GUTTER 89.98
TOP GUTTER 90.06
TOP GUTTER 89.24
TOP GUTTER 89.26
TOP GUTTER 89.27
TOP GUTTER 89.28
TOP GUTTER 89.29
TOP GUTTER 89.30
TOP GUTTER 89.31
TOP GUTTER 89.32
TOP GUTTER 89.33
TOP GUTTER 89.34
TOP GUTTER 89.35
TOP GUTTER 89.36
TOP GUTTER 89.37
TOP GUTTER 89.38
TOP GUTTER


KAVANAGH COURT
HICKS CRT
SEATON PLACE
HICKS COURT RESERVE
PINE HILL RESERVE
No.2
No.4
No.5
No.6
No.7
No.4 SEATON PLACE
No.5 SEATON PLACE
SPOS–384.70m2
SPOS–300.29m2
PRIVATE OPEN SPACE
COVERED AREA
SINGLE STOREY BRICK BUILDING
DOUBLE STOREY BRICK BUILDING
VERANDAH
BRICK GARAGE
SHED
TOP PARAPET: 88.44
TOP GUTTER: 88.25
TOP GUTTER: 87.68
TOP GUTTER: 87.97
TOP GUTTER: 87.95
TOP GUTTER: 87.03
TOP GUTTER: 87.25
TOP GUTTER: 88.22
TOP GUTTER: 88.24
RIDGE: 89.89
RIDGE: 89.72
RIDGE: 90.67
RIDGE: 88.92
RIDGE: 88.51
RIDGE: 90.07
RIDGE: 90.14
RIDGE: 90.65
RIDGE: 88.02
RIDGE: 87.36
RIDGE: 88.64
RIDGE: 88.78
RIDGE: 89.48
NO WINDOWS
ENCLOSED VERANDAH
LOCATION OF SOLAR PANELS
NOTE SHADOW OVERALL LENGTH IS WHERE THE SHADOW HITS THE GROUND LEVEL TYPICAL
APPROX LOC SEWER MAN HOLE/COVER
SEWER MAN HOLE/COVER
SIDE ENTRY PIT COVER RL/RL
APPROXIMATE LOCATION OF UNDERGROUND SEWER
CONCRETE FOOTPATH
BACK OF KERB
EDGE OF BITUMEN
CONC. X-OVER
ELEC. PIT
TEL. PIT
FIRE HYD
LIGHT POLE
CONCRETE FOOTPATH
R13.00
A14.19
C13.500
216°35'
189°27'
41.20
47°39'20"
28.98
21.50
114°46'
7.0 G
88.06
85.6
85.5
85.52
85.58
85.49
85.51
85.24
85.57
85.54
85.55
85.56
85.59
85.60
85.61
85.62
85.63
85.64
85.65
85.66
85.67
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85.84
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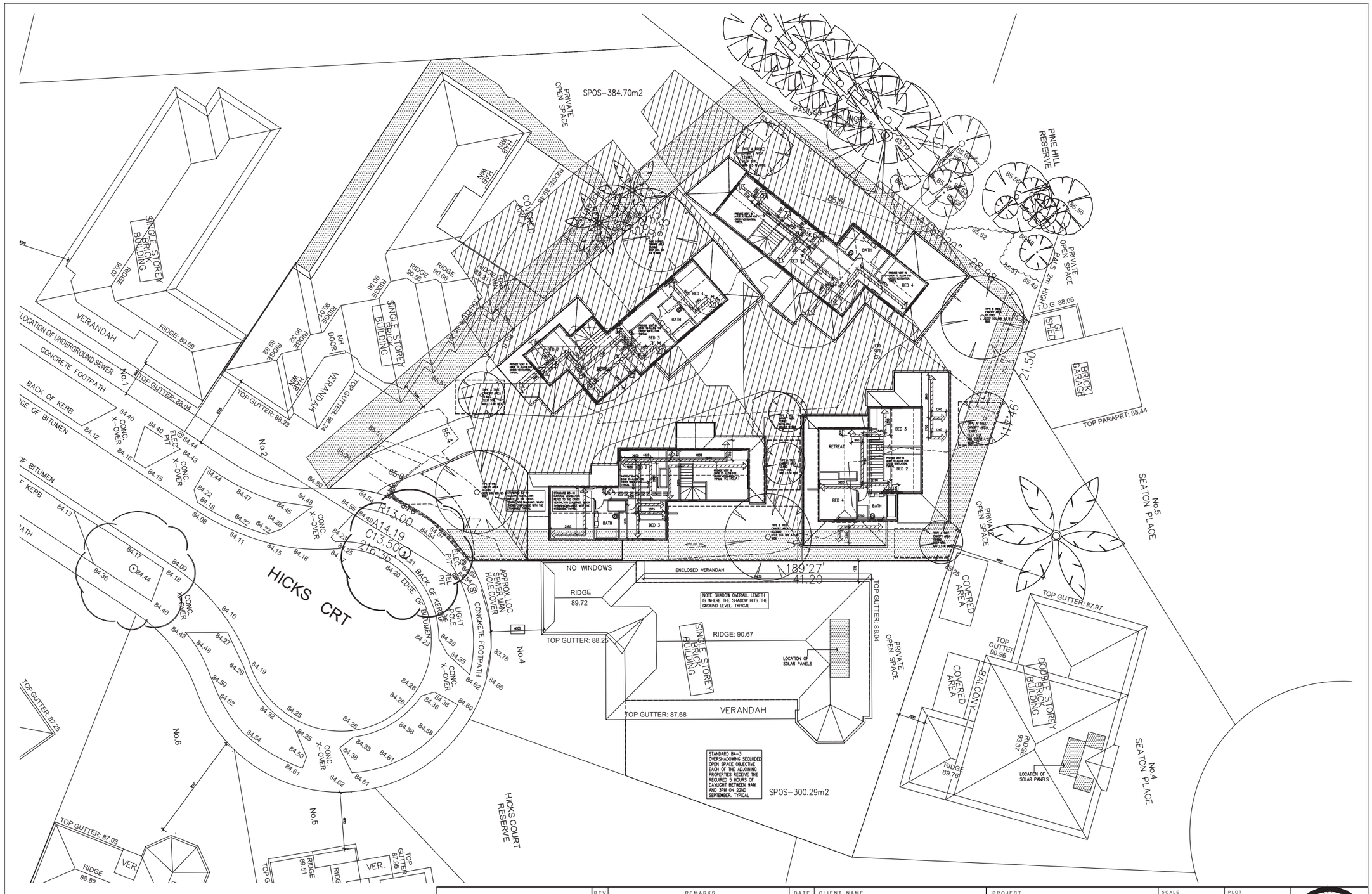
85.98



PROPERTY DEVELOPMENT
BUILDING DESIGN
TOWNPLANNING
CONSTRUCTION DRAWINGS

MODARC
RESIDENTIAL SITE POTENTIAL SPECIALISTS

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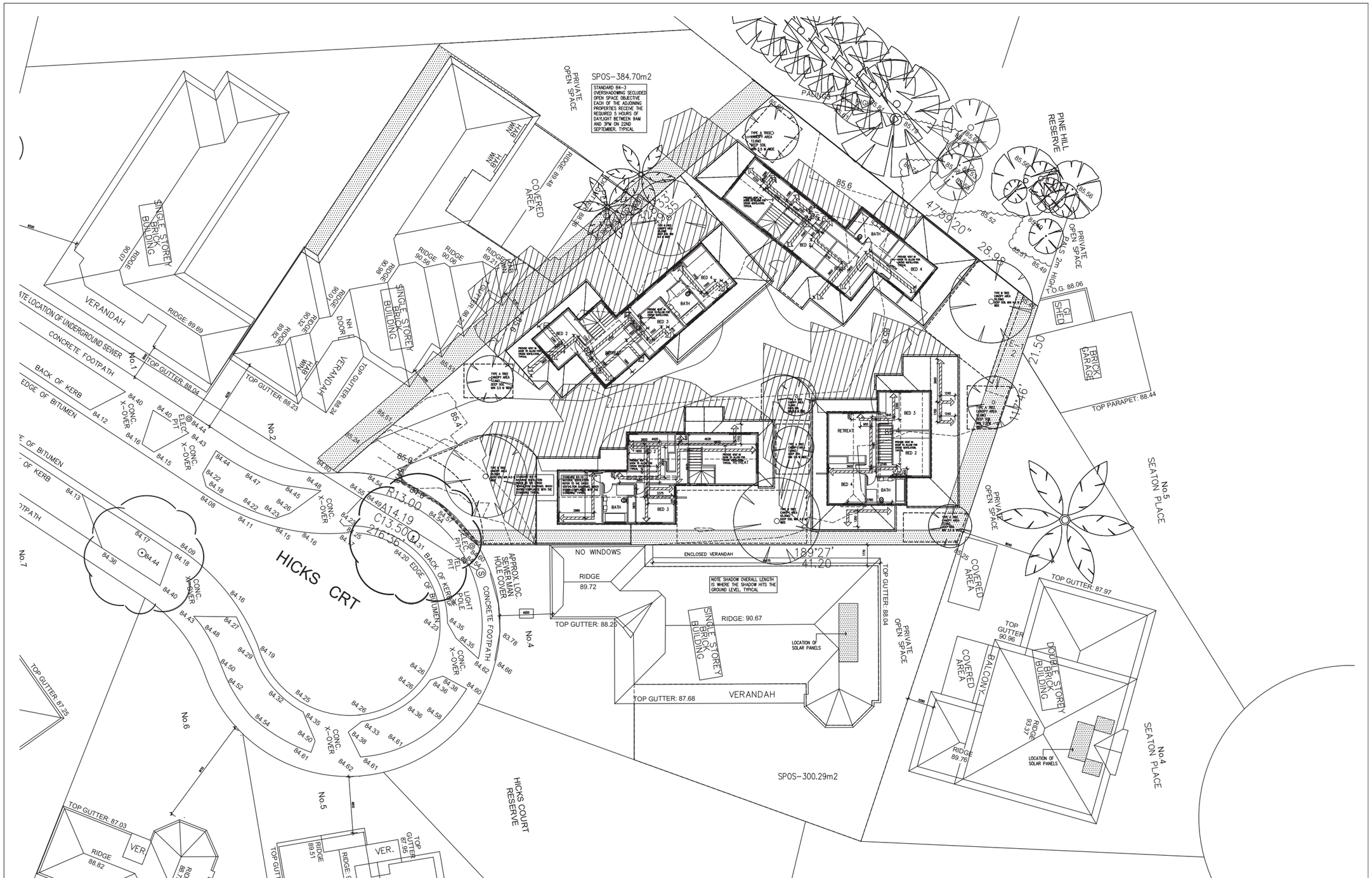
REV	REMARKS	DATE
A	ISSUED TO COUNCIL	MAY_24
B	RFI RESPONSE	OCT_24
C	AMENDMENT WASTE MANAGEMENT AND MATERIALS	APR_25
D	CLAUSE 55 INFORMATION ADDED	AUG_25

CLIENT NAME: C. LEE & C.MANN

TITLE NAME: 9 AM SHADOW DIAGRAM

PROJECT: PROPOSED TWO STOREY RESIDENCES
AT: 3 HICKS CRT, ROWVILLE

SCALE: 1:200 @ A2	PLOT: 1:1
DRAWN: M . DE WEERD	COMMENCEMENT: MARCH_24
PROJECT NUMBER: 23026	DOCUMENT TYPE: PLANNER
SHEET NUMBER: TP6	REVISION: D



PROPERTY DEVELOPMENT
BUILDING DESIGN
TOWNPLANNING
CONSTRUCTION DRAWINGS

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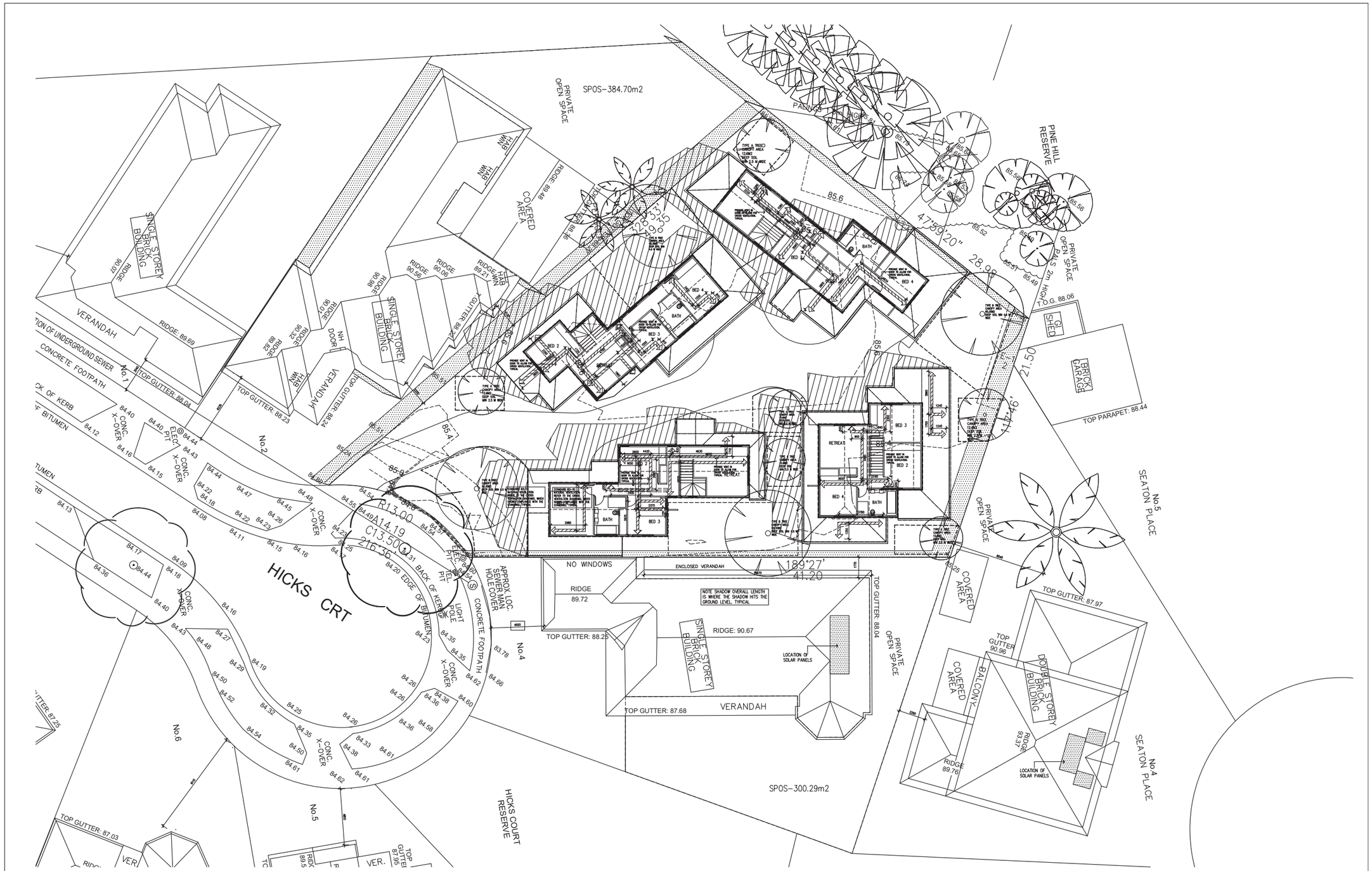
REV	REMARKS	DATE
A	ISSUED TO COUNCIL	MAY_24
B	RFI RESPONSE	OCT_24
C	AMENDMENT WASTE MANAGEMENT AND MATERIALS	APR_25
D	CLAUSE 55 INFORMATION ADDED	AUG_25

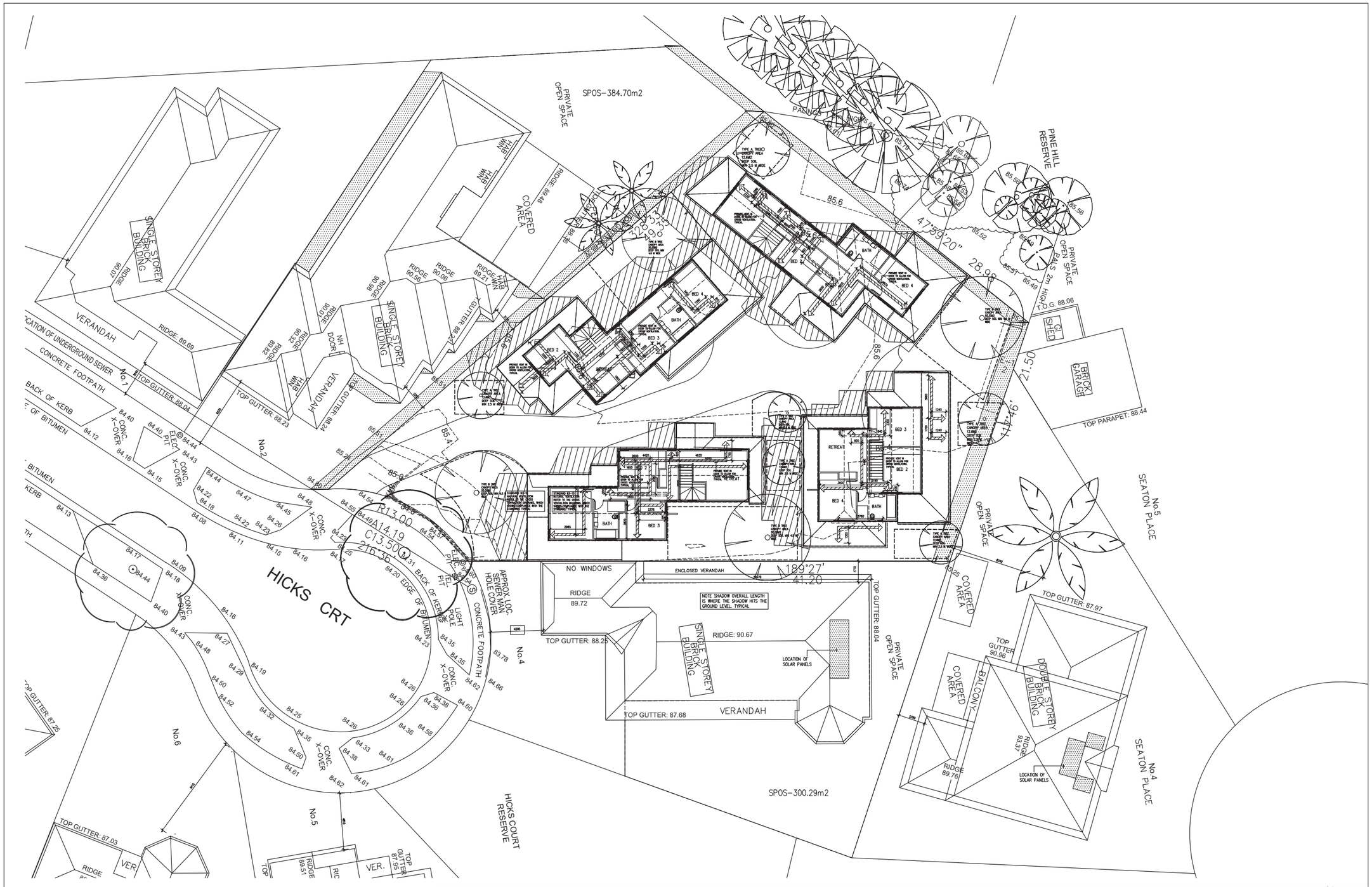
CLIENT NAME: C. LEE & C.MANN

TITLE NAME: 10 AM SHADOW DIAGRAM

PROJECT: PROPOSED TWO STOREY RESIDENCES
AT: 3 HICKS CRT, ROWVILLE

SCALE: 1:200 @ A2	PLOT: 1:1
DRAWN: M . DE WEERD	COMMENCEMENT: MARCH_24
PROJECT NUMBER: 23026	DOCUMENT TYPE: PLANNER
SHEET NUMBER: TP6A	REVISION: D


SPOS–384.70m2
PRIVATE OPEN SPACE
COVERED AREA
SINGLE STOREY BRICK BUILDING
RIDGE 89.48
RIDGE 90.07
RIDGE 90.98
RIDGE 90.50
RIDGE 90.06
RIDGE 89.21
GUTTER 88.37
TOP GUTTER 88.24
VERANDAH
RIDGE 88.42
RIDGE 90.02
RIDGE 90.07
RIDGE: 88.69
TOP GUTTER: 88.04
TOP GUTTER: 88.23
No.1
No.2
No.3
No.4
No.5
No.6
HICKS CRT
HICKS COURT RESERVE
PINE HILL RESERVE
SEATON PLACE
PRIVATE OPEN SPACE
PATHWAY
TYP. 6.7m WIDE CROSSOVER AREA
TYP. 6.7m WIDE CROSSOVER AREA
TYP. 6.7m WIDE CROSSOVER AREA



PROPERTY DEVELOPMENT
BUILDING DESIGN
TOWNPLANNING
CONSTRUCTION DRAWINGS

MODARC
RESIDENTIAL SITE POTENTIAL SPECIALISTS

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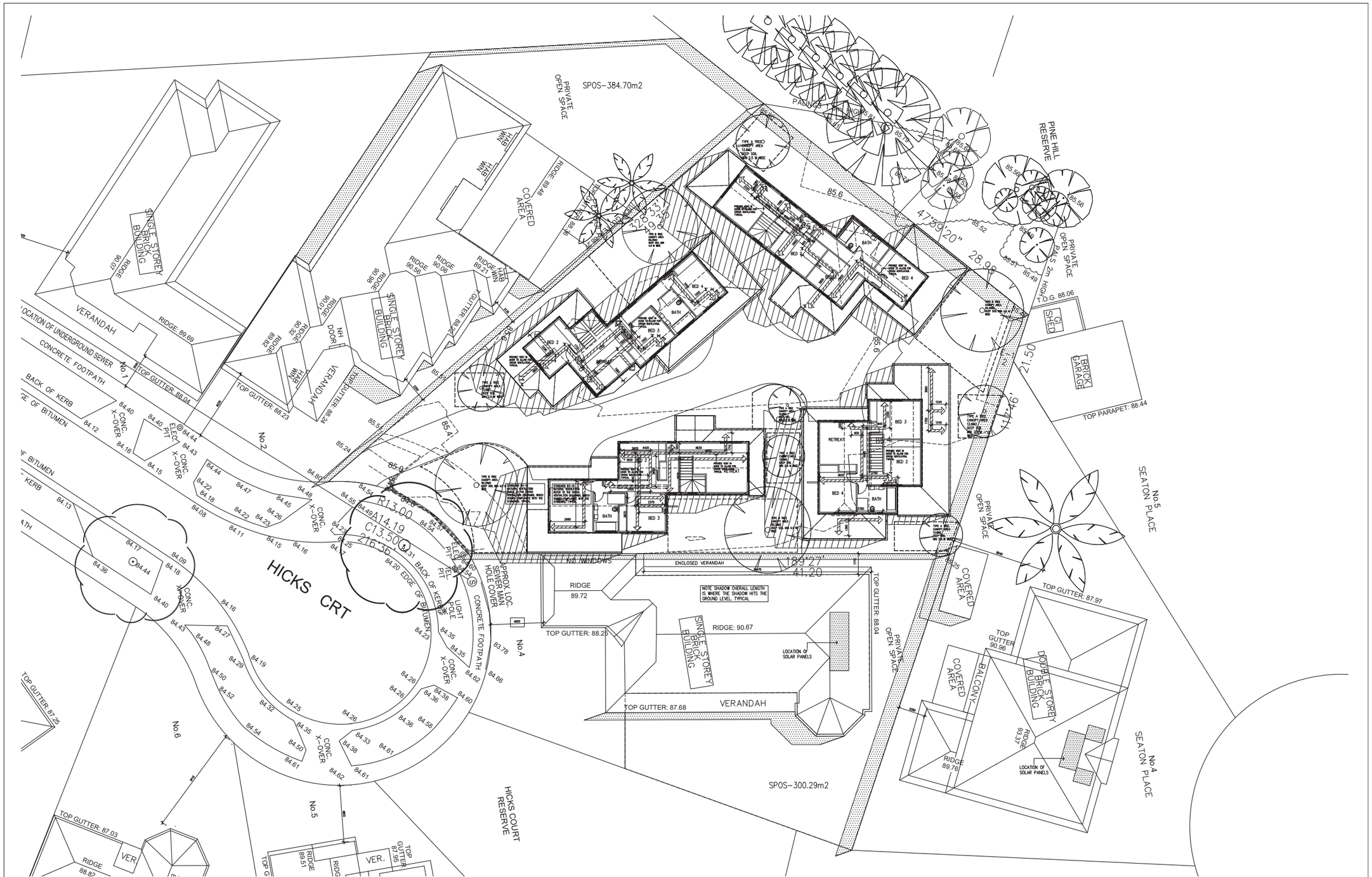
REV	REMARKS	DATE
A	ISSUED TO COUNCIL	MAY_24
B	RFI RESPONSE	OCT_24
C	AMENDMENT WASTE MANAGEMENT AND MATERIALS	APR_25
D	CLAUSE 55 INFORMATION ADDED	AUG_25

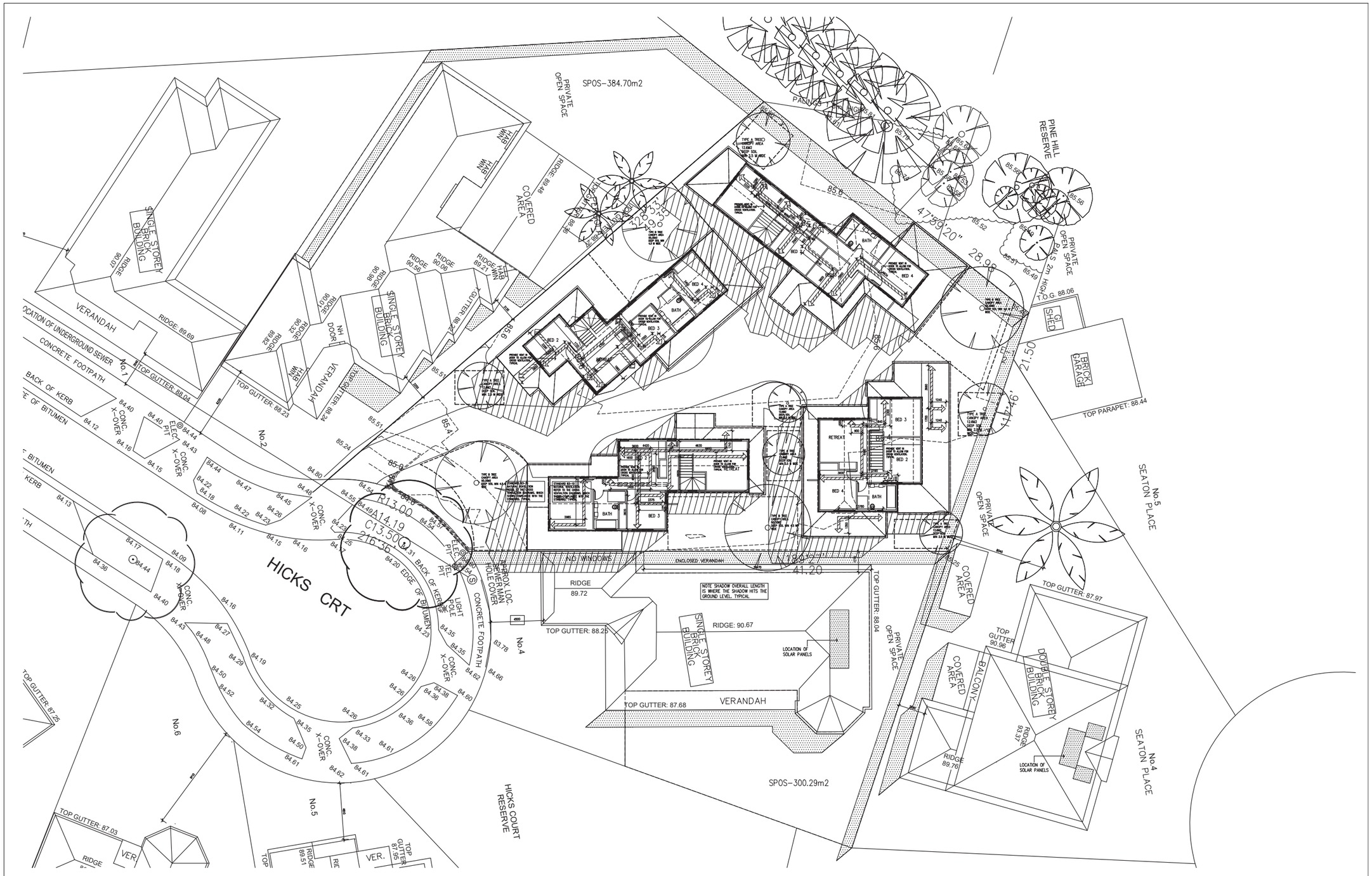
CLIENT NAME
C. LEE & C.MANN

TITLE NAME
12 MIDDAY SHADOW DIAGRAM

PROJECT
PROPOSED TWO STOREY RESIDENCES
AT: 3 HICKS CRT, ROWVILLE

SCALE 1:200 @ A2	PLOT 1:1
DRAWN M . DE WEERD	COMMENCEMENT MARCH_24
PROJECT NUMBER 23026	DOCUMENT TYPE PLANNER
SHEET NUMBER TP7	REVISION D


SPOS–384.70m2
PRIVATE OPEN SPACE
SINGLE STOREY BRICK BUILDING
COVERED AREA
VERANDAH
RIDGE: 89.69
TOP GUTTER: 88.04
TOP GUTTER: 88.23
LOCATION OF UNDERGROUND SEWER
CONCRETE FOOTPATH
No.1
No.2
No.3
No.4
No.5
No.6
HICKS CRT
HICKS COURT RESERVE
PINE HILL RESERVE
SEATON PLACE
PAVING
TYPE A TREE CANOPY AREA 12.6M2 KEEP SOIL MIN 2.5 M WIDE
TYPE B TREE CANOPY AREA 7.1M2 KEEP SOIL MIN 1.5 M WIDE
TYPE C TREE CANOPY AREA 3.1M2 KEEP SOIL MIN 1.0 M WIDE


SPOS–384.70m2
PRIVATE OPEN SPACE
SINGLE STOREY BRICK BUILDING
COVERED AREA
VERANDAH
RIDGE: 89.69
RIDGE 90.07
RIDGE 89.42
RIDGE 90.42
RIDGE 90.38
RIDGE 90.59
RIDGE 90.09
RIDGE 89.21
HAB WIN
DOOR
GUTTER 89.24
TOP GUTTER: 88.04
TOP GUTTER: 88.23
LOCATION OF UNDERGROUND SEWER
CONCRETE FOOTPATH
BACK OF KERB
E OF BITUMEN
KERB
No.1
No.2
No.3
No.4
No.5
No.6
HICKS CRT
HICKS COURT RESERVE
CONC. X-OVER
ELEC. PIT
TEL. PIT
LIGHT POLE
CONCRETE FOOTPATH
EDGE OF BITUMEN
BACK OF KERB
R13.00
A14.19
C13.500
216°56'
PATIO/GAZEBO
PINE HILL RESERVE
TYPE A TREE/ CANOPY AREA 12.6M2/ NEAT SOIL 2.5 M WIDE
TYPE B TREE/ CANOPY AREA 7.1M2/ NEAT SOIL 2.0 M WIDE
TYPE C TREE/ CANOPY AREA 3.1M2/ NEAT SOIL 1.0 M WIDE
85.6
47°59'20"
28.98
85.52
85.56
85.58
85.54
85.49
85.51
85.57
85.59
85.61
85.63
85.65
85.67
85.69
85.71
85.73
85.75
85.77
85.79
85.81
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85.85
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85.93
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85.99
86.01
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86.05
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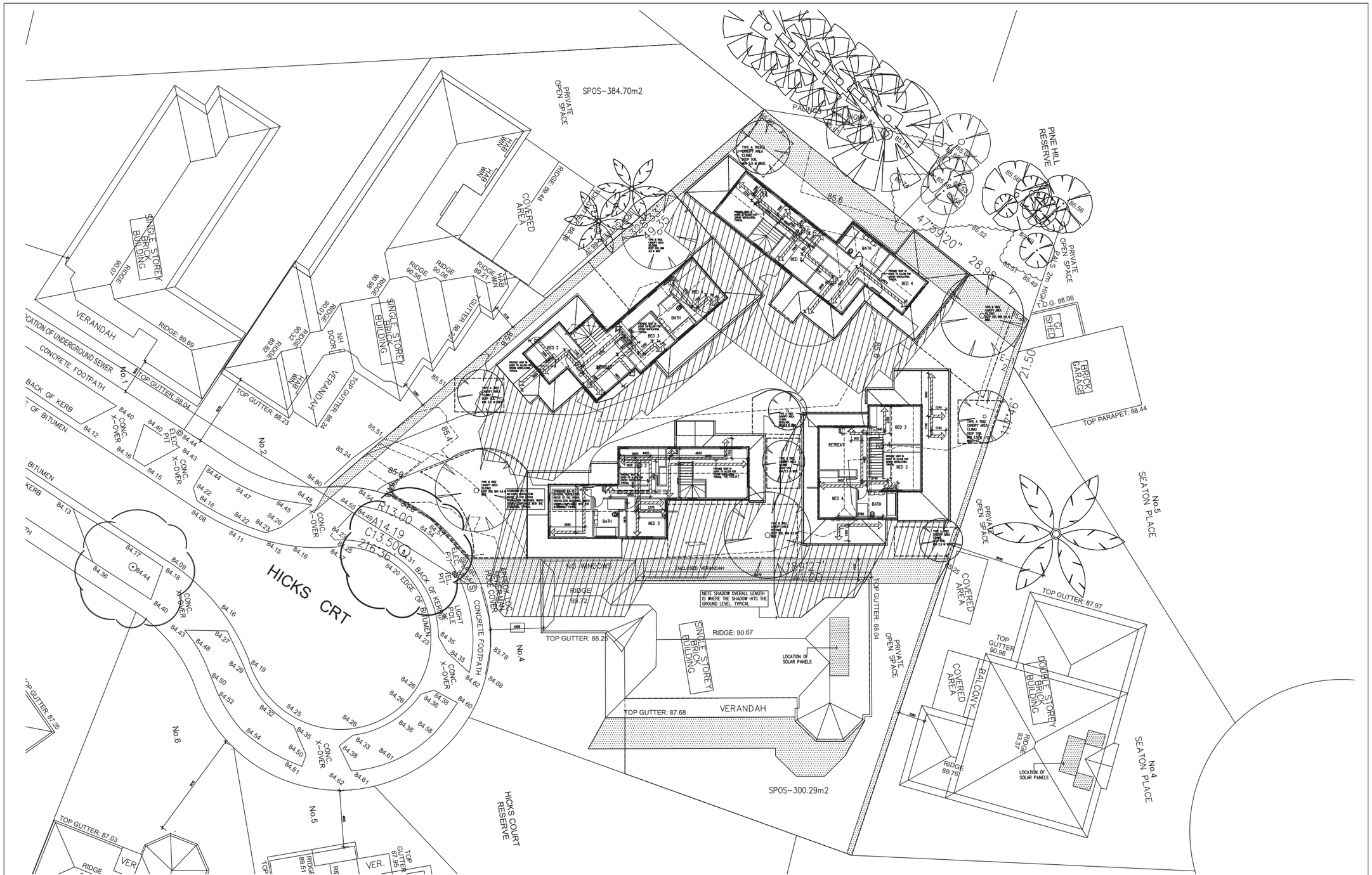
86.33
86.35



PROPERTY DEVELOPMENT
BUILDING DESIGN
TOWNPLANNING
CONSTRUCTION DRAWINGS

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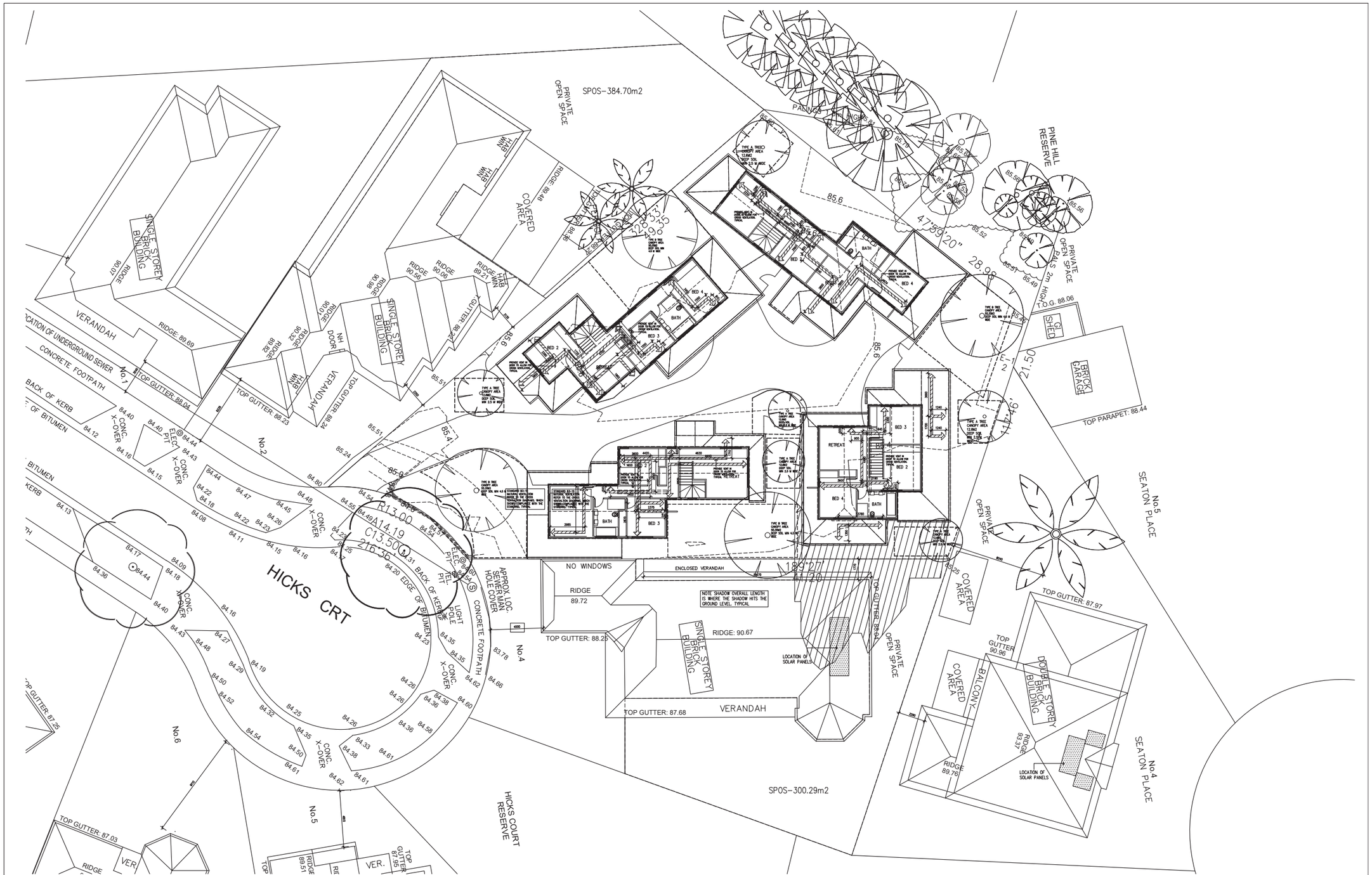
B	RFI RESPONSE	OCT_24
C	AMENDMENT WASTE MANAGEMENT AND MATERIALS	APR_25
D	CLAUSE 55 INFORMATION ADDED	AUG_25

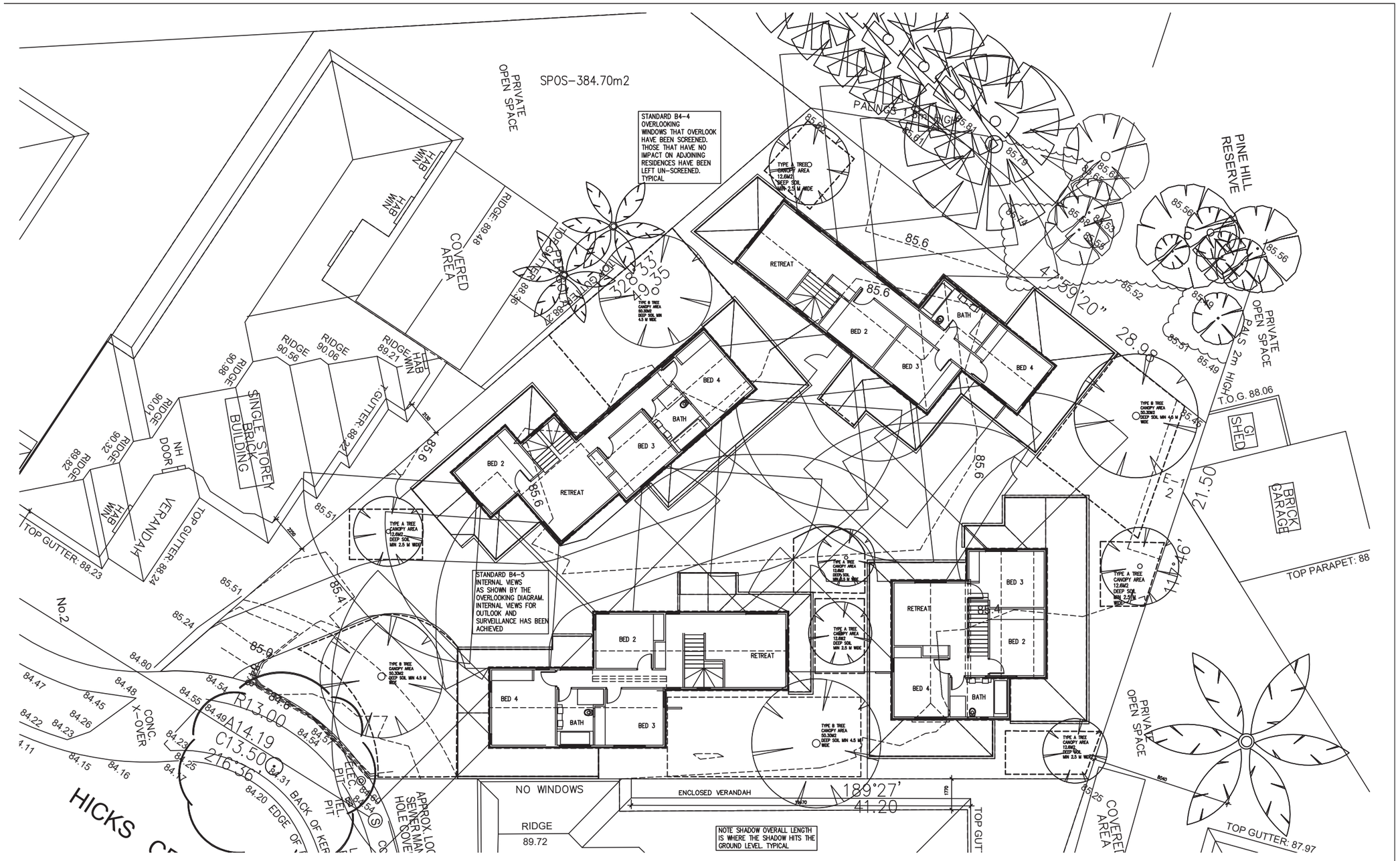
CLIENT NAME: C. LEE & C.MANN

TITLE NAME: 3 PM SHADOW DIAGRAM

PROJECT: PROPOSED TWO STOREY RESIDENCES
AT: 3 HICKS CRT, ROWVILLE

SCALE: 1:200 @ A3	PLOT: 1:1
DRAWN: M. DE WEERD	COMMENCEMENT: MARCH_24
PROJECT NUMBER: 23026	DOCUMENT TYPE: PLANNER
SHEET NUMBER: TP8	REVISION: D


SPOS–384.70m2
PRIVATE OPEN SPACE
SINGLE STOREY BRICK BUILDING
COVERED AREA
VERANDAH
RIDGE: 89.69
TOP GUTTER: 88.04
TOP GUTTER: 88.23
TOP GUTTER: 88.24
RIDGE: 90.56
RIDGE: 90.06
RIDGE: 88.21
RIDGE: 90.98
RIDGE: 90.07
RIDGE: 90.22
RIDGE: 89.62
HWS
DOOR
No.1
No.2
No.3
No.4
No.5
No.6
HICKS CRT
HICKS COURT RESERVE
SEATON PLACE
PINE HILL RESERVE
PANDANUS PALMS 6m HIGH
TYPE A TREE CANOPY AREA 12.6M2 DEEP SOIL MIN 3.5 M WIDE
TYPE B TREE CANOPY AREA 10.5M2 DEEP SOIL MIN 3.0 M WIDE
TYPE C TREE CANOPY AREA 12.0M2 DEEP SOIL MIN 3.5 M WIDE



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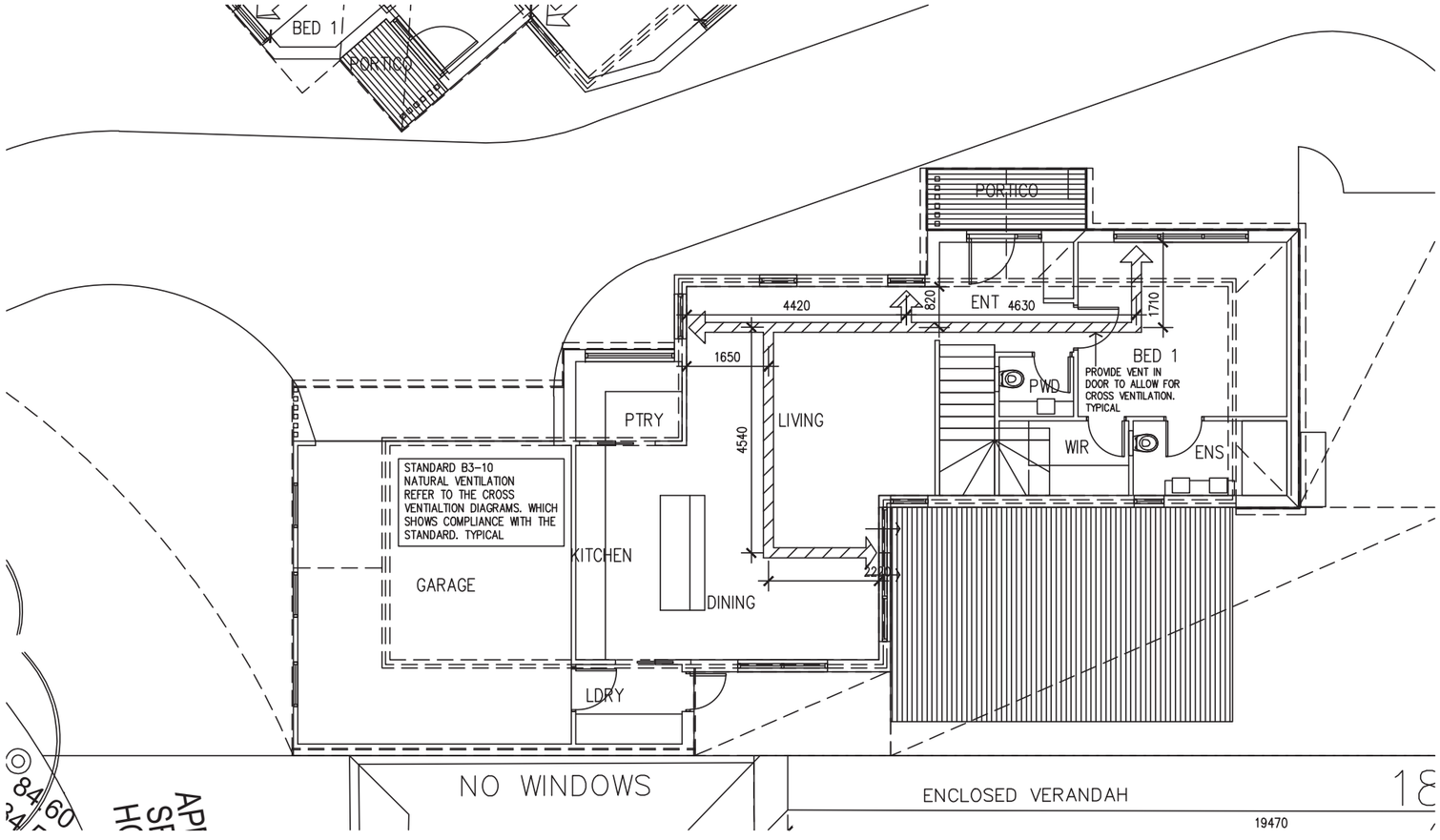
	B	RFI RESPONSE	OCT_24			PROJECT NUMBER 23026	DOCUMENT TYPE PLANNER
	C	AMENDMENT WASTE MANAGEMENT AND MATERIALS	APR_25	TITLE NAME FIRST FLOOR OVERLOOKING DIAGRAM		SHEET NUMBER TP10	REVISION D
	D	CLAUSE 55 INFORMATION ADDED	AUG_25				



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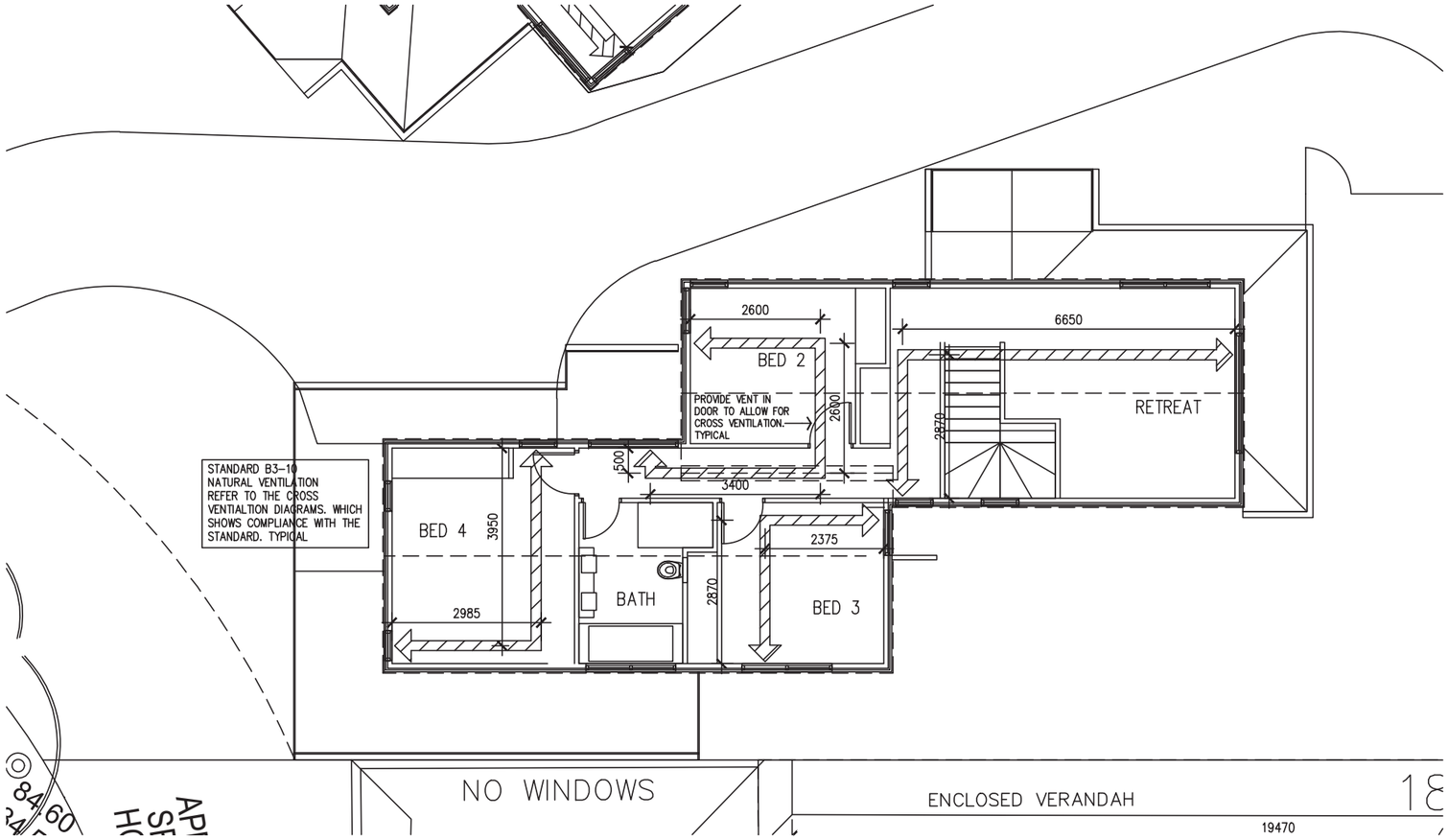
B	RFI RESPONSE	OCT_24
C	AMENDMENT WASTE MANAGEMENT AND MATERIALS	APR_25
D	CLAUSE 55 INFORMATION ADDED	AUG_25

CLIENT NAME
C. LEE & C.MANN

TITLE NAME
TH1 GROUND FLOOR
VENTILATION DIAGRAM

PROJECT
PROPOSED TWO STOREY
RESIDENCES
AT: 3 HICKS CRT, ROWVILLE

SCALE	PLOT
1:100 @ A3	1:1
DRAWN	COMMENCEMENT
M . DE WEERD	MARCH_24
PROJECT NUMBER	DOCUMENT TYPE
23026	PLANNER
SHEET NUMBER	REVISION
VENT1	D



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D	CLAUSE 55 INFORMATION ADDED	AUG_25

CLIENT NAME
C. LEE & C.MANN

TITLE NAME
TH1 FIRST FLOOR
VENTILATION DIAGRAM

PROJECT
PROPOSED TWO STOREY
RESIDENCES
AT: 3 HICKS CRT, ROWVILLE

SCALE	PLOT
1:100 @ A3	1:1
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M . DE WEERD	MARCH_24
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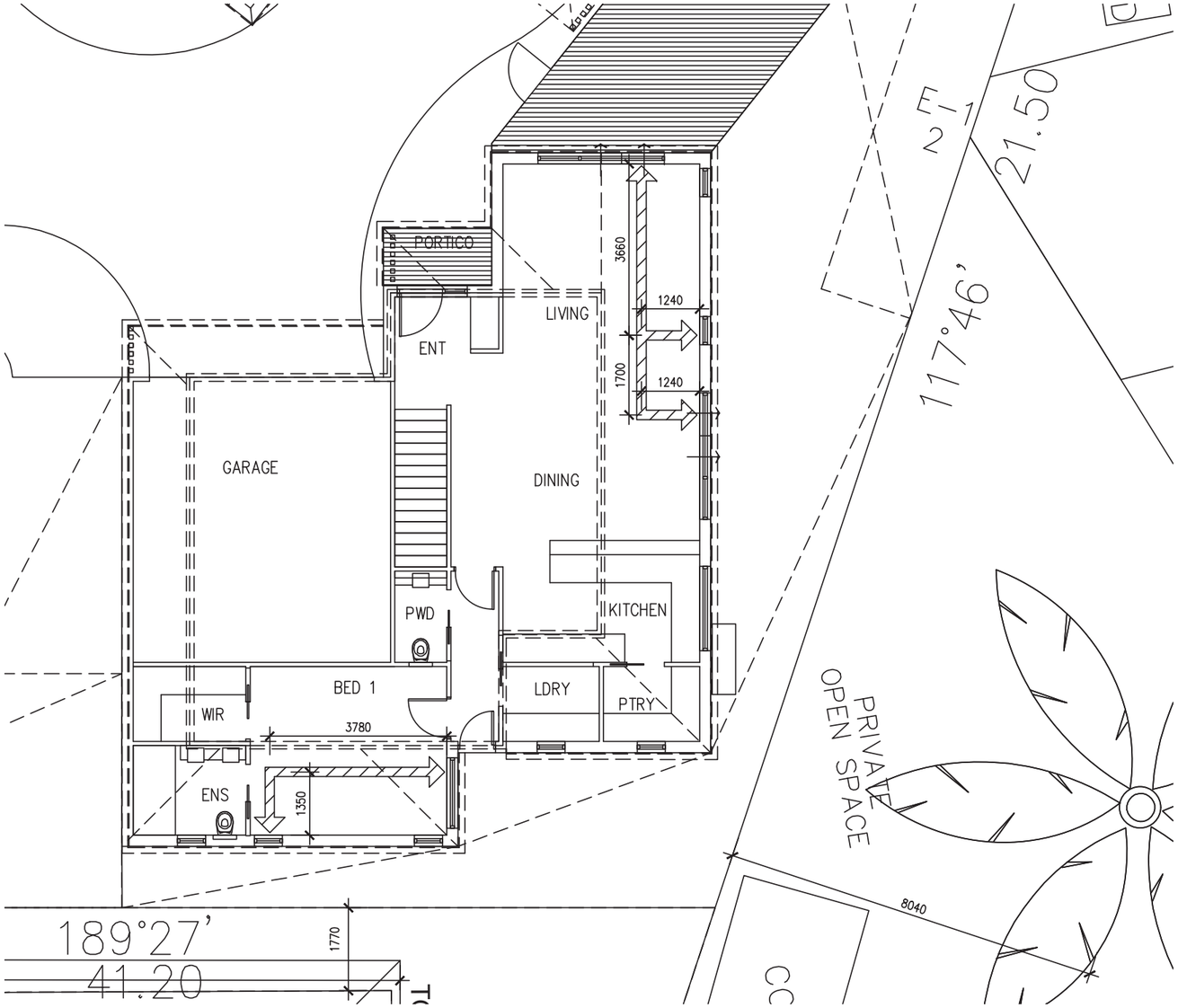
23026	PLANNER
SHEET NUMBER	REVISION
VENT2	D



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B	RFI RESPONSE	OCT_24
C	AMENDMENT WASTE MANAGEMENT AND MATERIALS	APR_25
D	CLAUSE 55 INFORMATION ADDED	AUG_25

CLIENT NAME
C. LEE & C.MANN

TITLE NAME
TH2 GROUND FLOOR
VENTILATION DIAGRAM

PROJECT
PROPOSED TWO STOREY
RESIDENCES
AT: 3 HICKS CRT, ROWVILLE

SCALE	PLOT
1:100 @ A3	1:1
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M . DE WEERD	MARCH_24
PROJECT NUMBER	DOCUMENT TYPE
23026	PLANNER
SHEET NUMBER	REVISION
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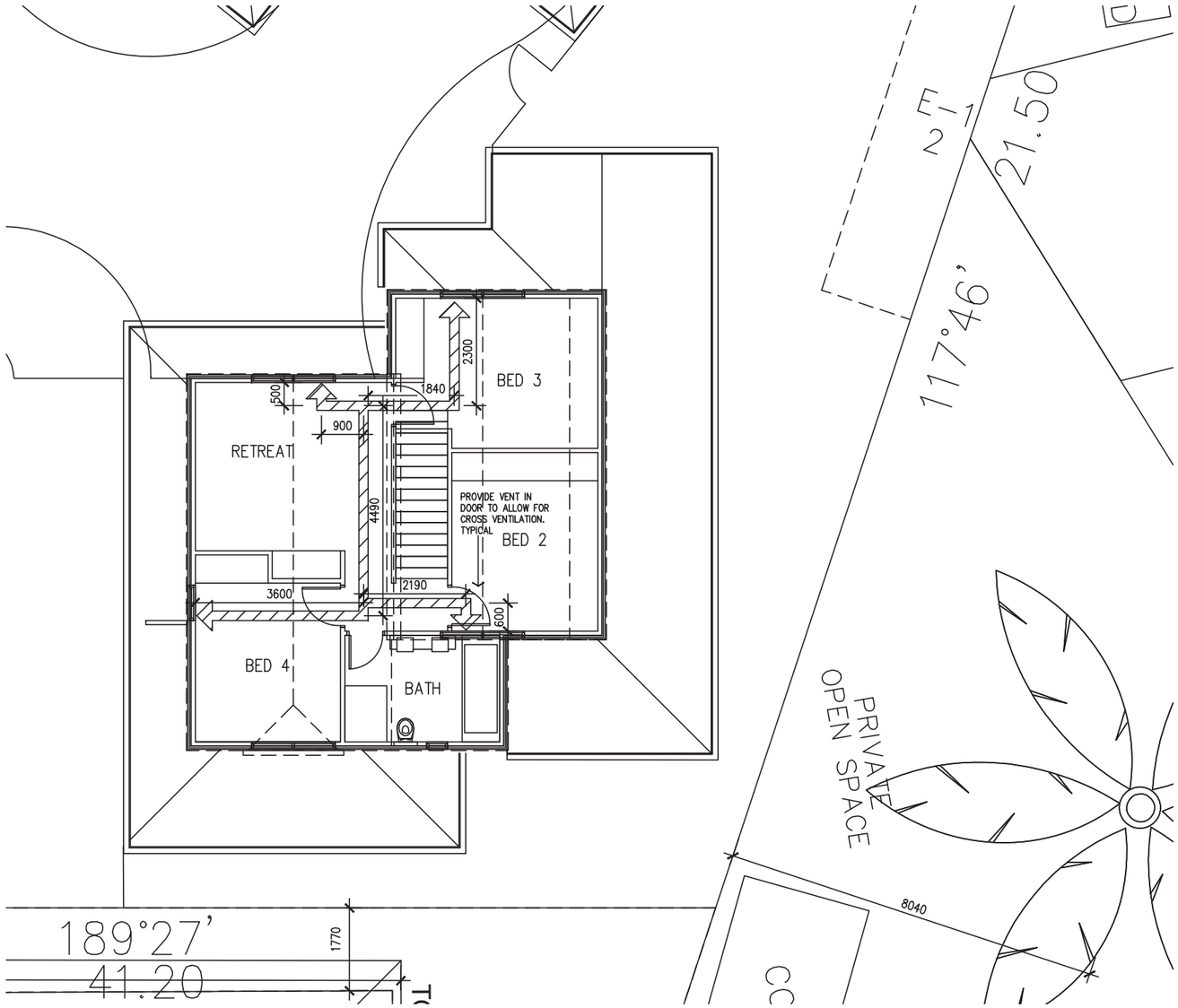

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A	ISSUED TO COUNCIL	MAY_24
B	RFI RESPONSE	OCT_24
C	AMENDMENT WASTE MANAGEMENT AND MATERIALS	APR_25
D	CLAUSE 55 INFORMATION ADDED	AUG_25

CLIENT NAME
C. LEE & C.MANN

TITLE NAME
TH2 FIRST FLOOR
VENTILATION DIAGRAM

PROJECT
PROPOSED TWO STOREY
RESIDENCES
AT: 3 HICKS CRT, ROWVILLE

SCALE 1:100 @ A3	PLOT 1:1
DRAWN M . DE WEERD	COMMENCEMENT MARCH_24
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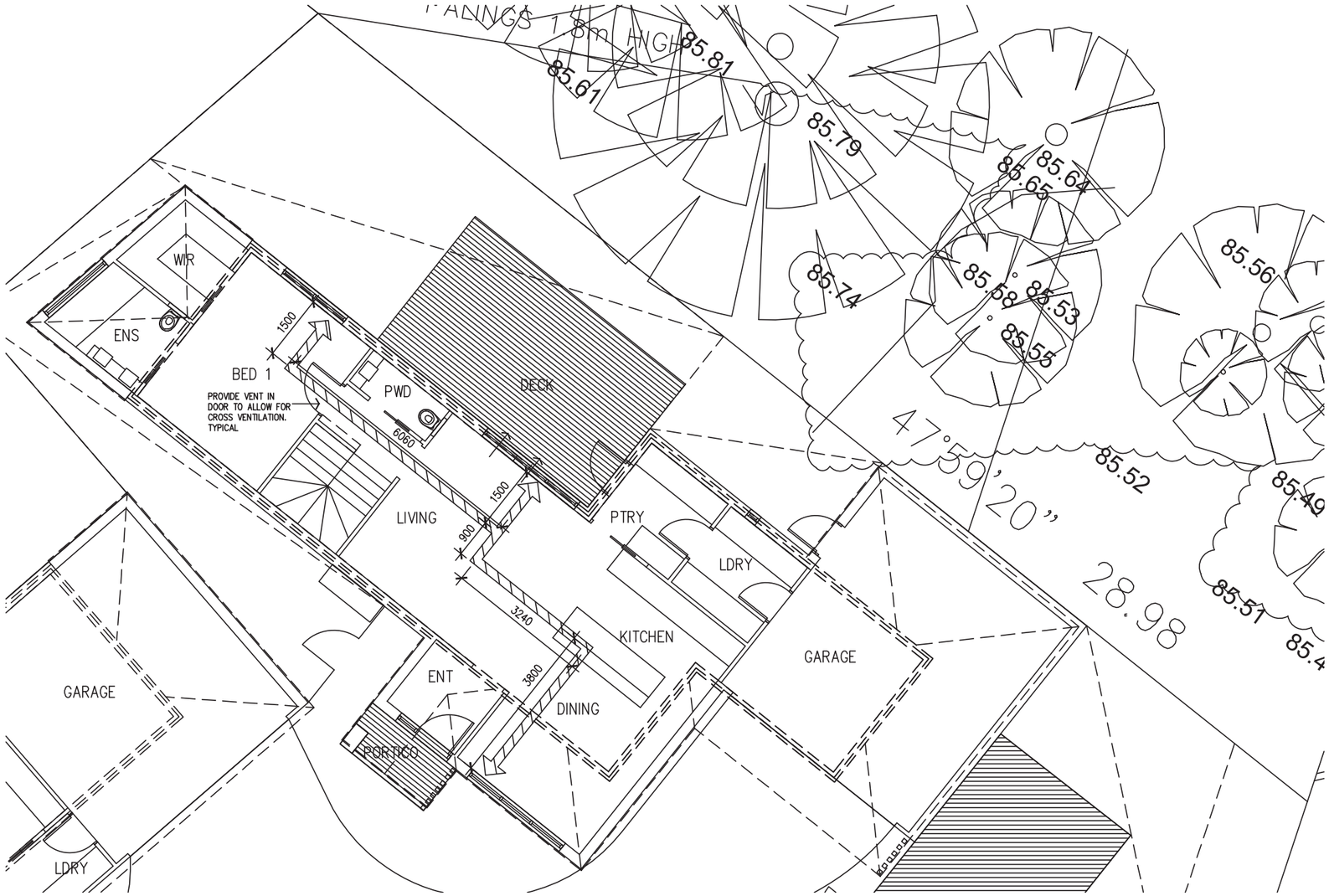

PROPERTY DEVELOPMENT BUILDING DESIGN TOWNPLANNING CONSTRUCTION DRAWINGS MODARC RESIDENTIAL SITE POTENTIAL SPECIALISTS WWW.MODARC.COM.AU 0413902871	REV	REMARKS	DATE	CLIENT NAME C. LEE & C.MANN TITLE NAME TH3 GROUND FLOOR VENTILATION DIAGRAM	PROJECT PROPOSED TWO STOREY RESIDENCES AT: 3 HICKS CRT, ROWVILLE	SCALE 1:100 @ A3 DRAWN M . DE WEERD PROJECT NUMBER 23026 SHEET NUMBER VENT5	PLOT 1:1 COMMENCEMENT MARCH_24 DOCUMENT TYPE PLANNER REVISION D
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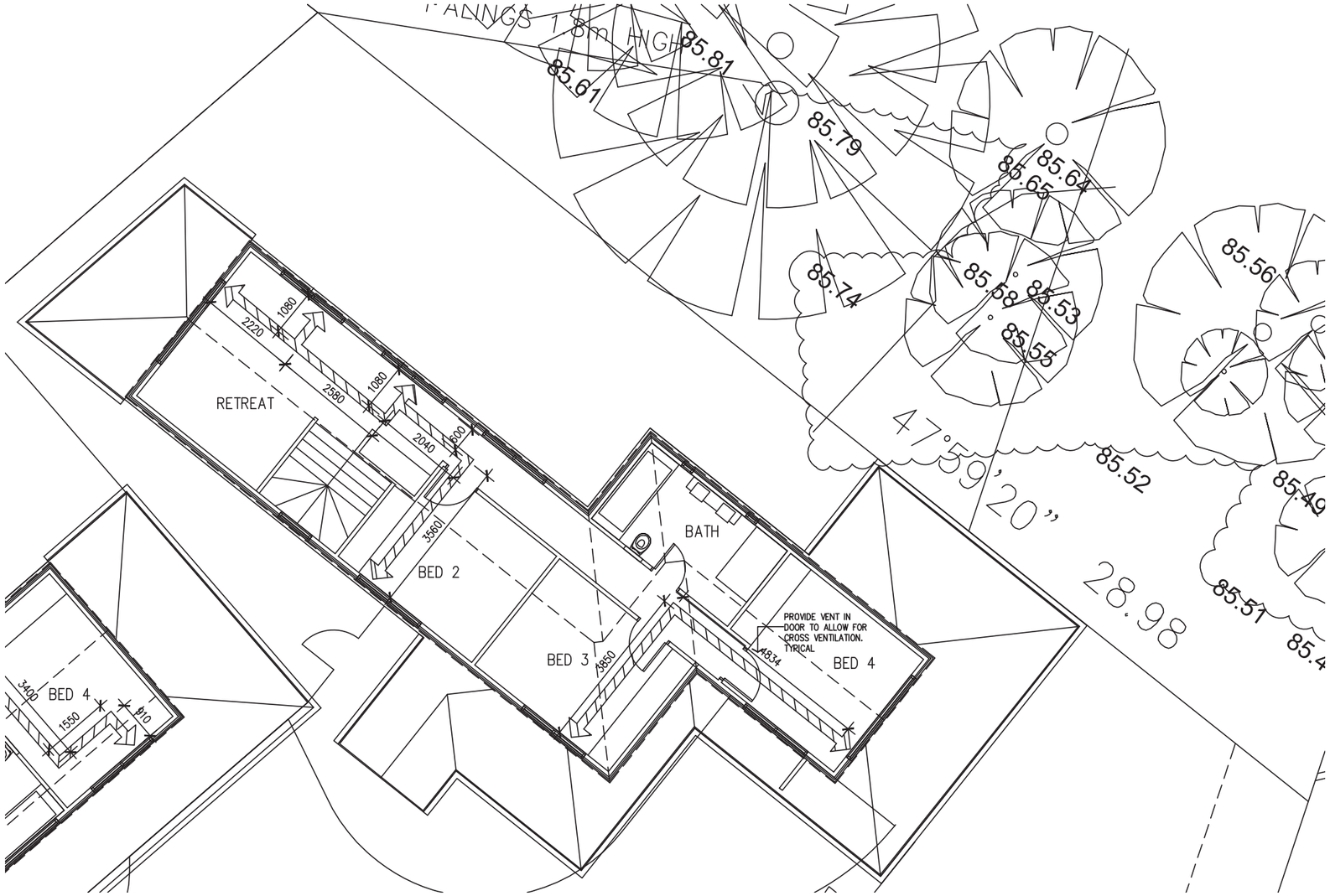
	B	RFI RESPONSE	OCT_24				
	C	AMENDMENT WASTE MANAGEMENT AND MATERIALS	APR_25				
	D	CLAUSE 55 INFORMATION ADDED	AUG_25				



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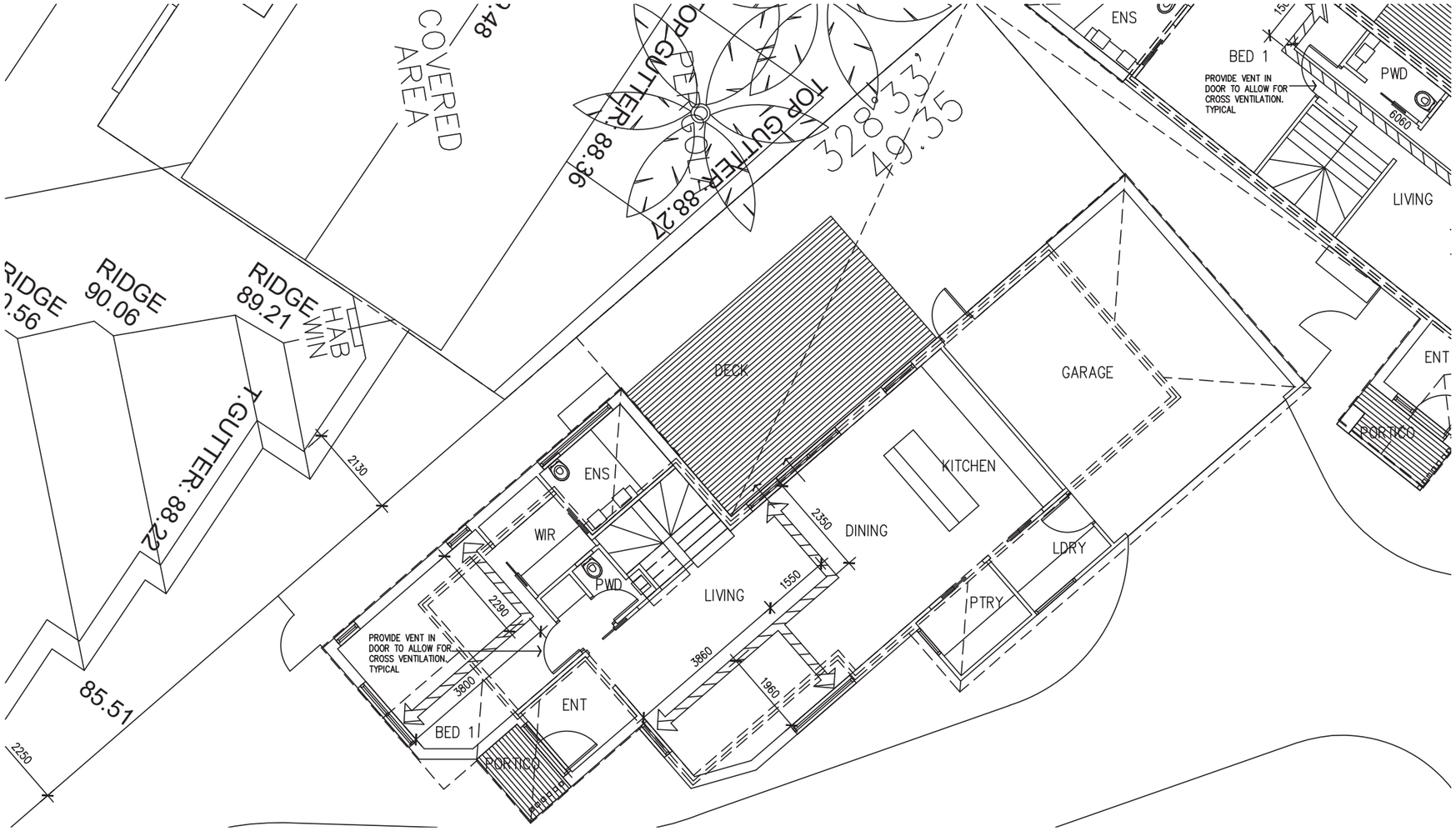
A	ISSUED TO COUNCIL	MAY_24
B	RFI RESPONSE	OCT_24
C	AMENDMENT WASTE MANAGEMENT AND MATERIALS	APR_25
D	CLAUSE 55 INFORMATION ADDED	AUG_25

CLIENT NAME
C. LEE & C.MANN

TITLE NAME
TH3 FIRST FLOOR
VENTILATION DIAGRAM

PROJECT
PROPOSED TWO STOREY
RESIDENCES
AT: 3 HICKS CRT, ROWVILLE

SCALE	PLOT
1:100 @ A3	1:1
DRAWN	COMMENCEMENT
M . DE WEERD	MARCH_24
PROJECT NUMBER	DOCUMENT TYPE
23026	PLANNER
SHEET NUMBER	REVISION
VENT6	D



REV	REMARKS	DATE
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B	RFI RESPONSE	OCT_24
C	AMENDMENT WASTE MANAGEMENT AND MATERIALS	APR_25
D	CLAUSE 55 INFORMATION ADDED	AUG_25

PROPERTY DEVELOPMENT
BUILDING DESIGN
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CLIENT NAME: C. LEE & C.MANN

TITLE NAME: TH4 GROUND FLOOR VENTILATION DIAGRAM

PROJECT: PROPOSED TWO STOREY RESIDENCES
AT: 3 HICKS CRT, ROWVILLE

SCALE: 1:100 @ A3	PLOT: 1:1
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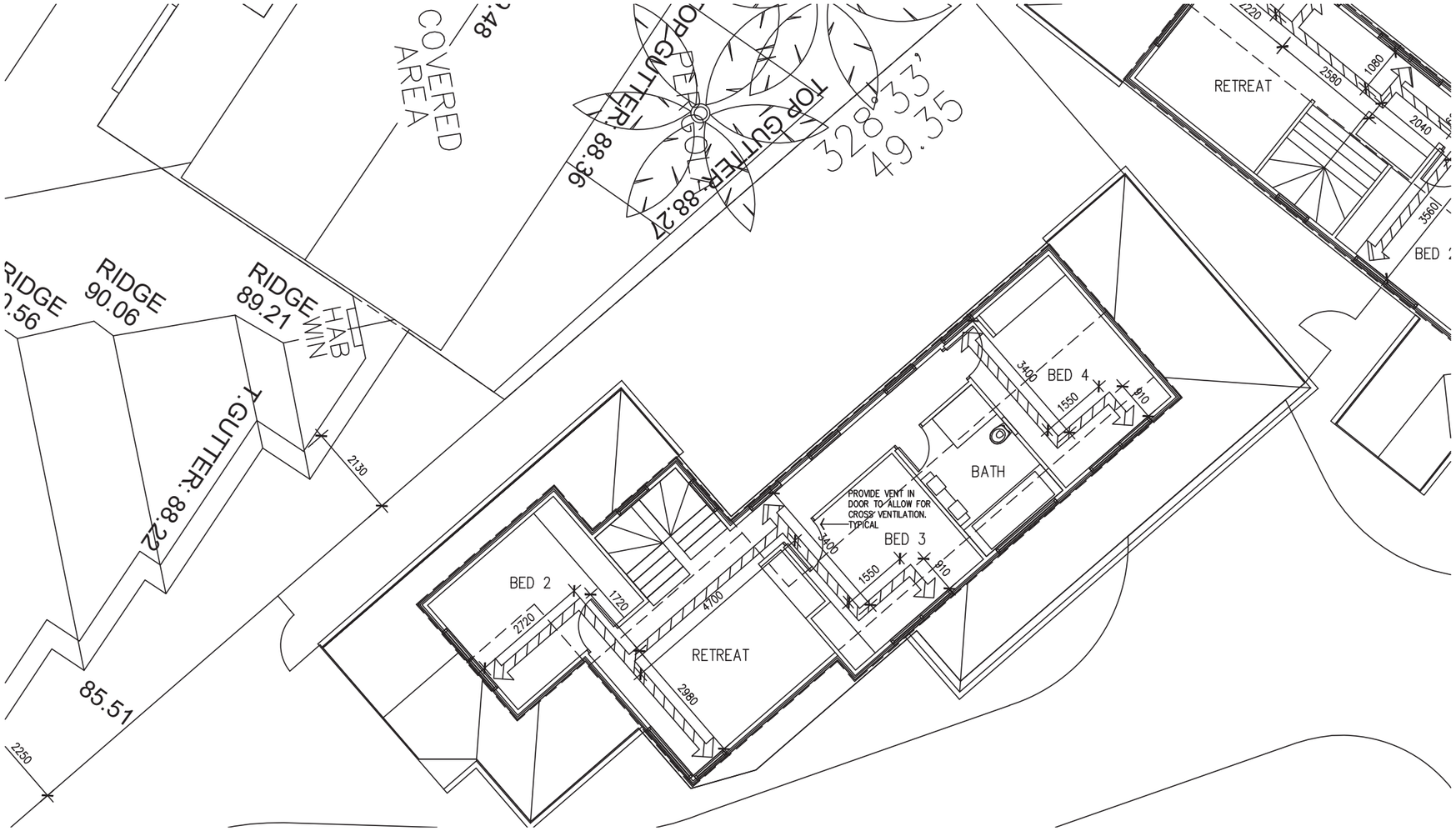

PROPERTY DEVELOPMENT
BUILDING DESIGN
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B	RFI RESPONSE	OCT_24
C	AMENDMENT WASTE MANAGEMENT AND MATERIALS	APR_25
D	CLAUSE 55 INFORMATION ADDED	AUG_25

CLIENT NAME
C. LEE & C.MANN

TITLE NAME
TH4 FIRST FLOOR
VENTILATION DIAGRAM

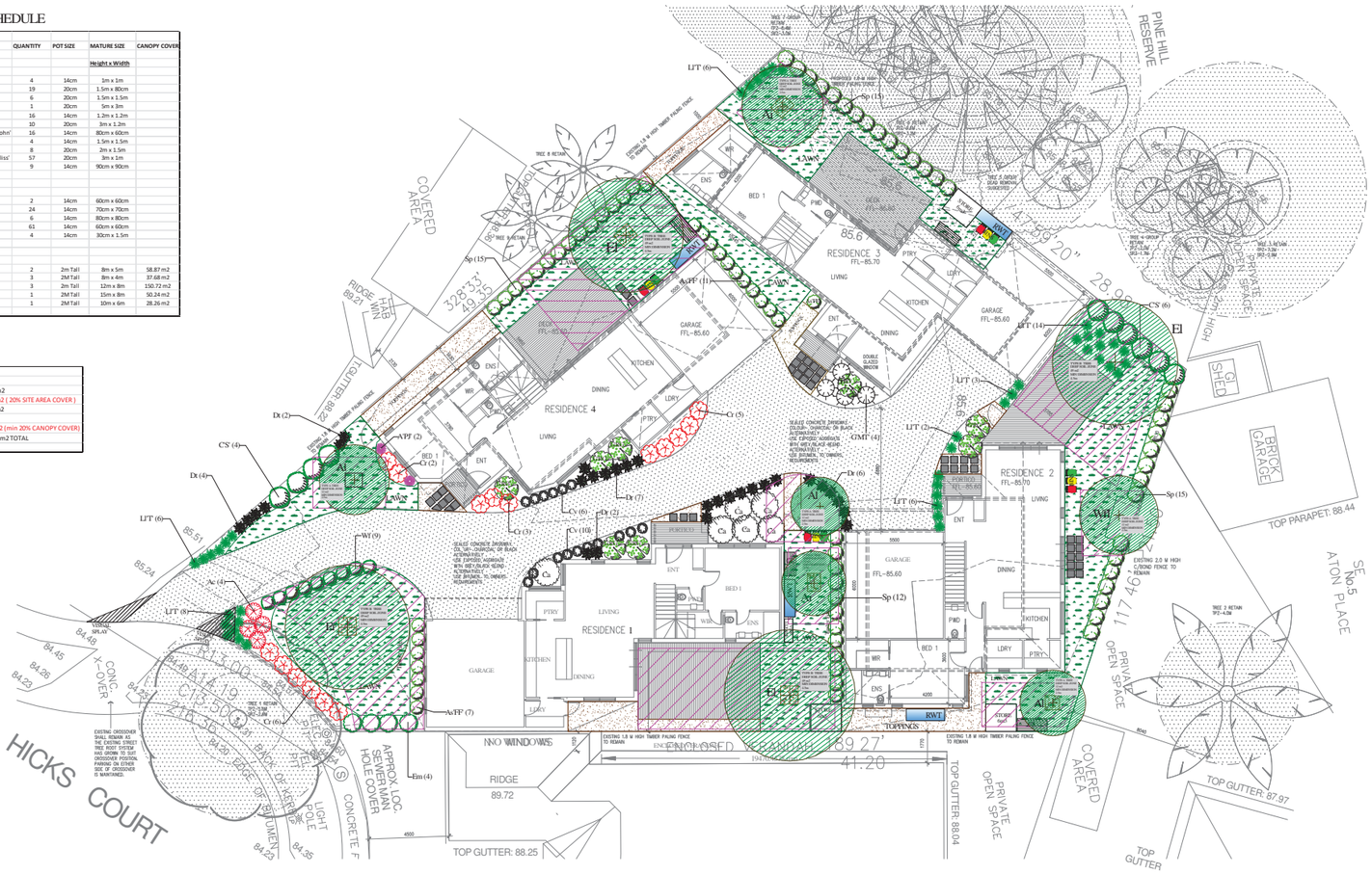
PROJECT
PROPOSED TWO STOREY
RESIDENCES
AT: 3 HICKS CRT, ROWVILLE

SCALE 1:100 @ A3	PLOT 1:1
DRAWN M . DE WEERD	COMMENCEMENT MARCH_24
PROJECT NUMBER 23026	DOCUMENT TYPE PLANNER
SHEET NUMBER VENT8	REVISION D

PLANTING SCHEDULE

KEY	BOTANICAL NAME	COMMON NAME	QUANTITY	POT SIZE	MATURE SIZE	CANOPY COVER
	Shrubs				**Height x Width**	
Ac	Acacia cognata 'Limelight'	Narrow leaf Bower Wattle	4	14cm	1m x 1m	
As'FF'	Acmena smithii 'Forest Flame'	Lilly Pilly 'Forest Flame'	19	20cm	1.5m x 80cm	
Ca	Correa alba	White Correa	6	20cm	1.5m x 1.5m	
C'E'	Callistemon 'Eureka'	Bottlebrush cultivar	1	20cm	5m x 3m	
Cr	Correa reflexa	common correa	16	14cm	1.2m x 1.2m	
C'S'	Callistemon 'Slim'	Slim Bottlebrush	10	20cm	3m x 1.2m	
Cv	Callistemon viminalis 'Green John'	Callistemon Dwarf 'Green John'	16	14cm	80cm x 60cm	
Em	Eriostemon myoporoides	Wax Flower	4	14cm	1.5m x 1.5m	
G'RG'	Grevillea 'Robyn Gordon'	Grevillea cultivar	8	20cm	2m x 1.5m	
Sp	Syzygium paniculata	Dwarf Lilly Pilly 'Backyard Bliss'	57	20cm	3m x 1m	
Wf	Westringia fruticosa 'Zena'	Coast Rosemary	9	14cm	90cm x 90cm	
	Grasses / Climbers/Groundcovers					
A'P'	Anigozanthus 'Dwarf Joey'	Kangaroo Paw cultivar	2	14cm	60cm x 60cm	
Dr	Dianella x revoluta	Black Anther Flax-Lily	24	14cm	70cm x 70cm	
Dt	Dianella tasmanica	Tasman Flax-lily	6	14cm	80cm x 80cm	
LT'	Lomandra longifolia 'Tanika'	Spiny-headed Mat-rush	61	14cm	60cm x 60cm	
G'MT'	Grevillea 'Mt Tamboritha'	Mt Tamboritha Grevillea	4	14cm	30cm x 1.5m	
	Trees **Tree Type**					
Ai	Acacia implexa (Type A)	Lightwood	2	2m Tall	8m x 5m	58.87 m2
Ai	Allocasuarina littoralis (Type A)	Black She-oak	3	2M Tall	8m x 4m	37.68 m2
Ei	Eucalyptus leucoxylon 'Rosea' (Type B)	Yellow Gum	3	2m Tall	12m x 8m	150.72 m2
Er	Eucalyptus radiata (Type B)	Narrow leaf peppermint	1	2M Tall	15m x 8m	50.24 m2
Wfl	Waterhousea floribunda (Type A)	Weeping Lilly Pilly	1	2M Tall	10m x 6m	28.26 m2

DEVELOPMENT SUMMARY TABLE	
SITE AREA	1376.61 m2
REQUIRED CANOPY TREE COVER	275.32 m2 (20% SITE AREA COVER)
PROPOSED CANOPY TREE COVER	325.77 m2
EXISTING TREE CANOPY COVER	n/a
TOTAL TREE CANOPY COVER	325.77m2 (min 20% CANOPY COVER)
REQUIRED DEEP SOIL AREA PROPOSED TREES	268 m2 m2 TOTAL


PINE HILL RESERVE
COVERED AREA
RIDGE 89.21
RIDGE 89.72
RESIDENCE 1
RESIDENCE 2
RESIDENCE 3
RESIDENCE 4
GARAGE FFL=85.60
GARAGE FFL=85.70
BRICK GARAGE
SHED
TOP PARAPET: 88.44
TOP GUTTER: 88.25
TOP GUTTER 88.04
TOP GUTTER 87.97
TOP GUTTER
PRIVATE OPEN SPACE
HICKS COURT
SE No 5 ATON PLACE
HORNBILL RISE
NO WINDOWS
ENCLOSED
TOPPINGS
EXISTING 2.0 M HIGH C/BOND FENCE TO REMAIN
EXISTING 1.8 M HIGH TIMBER PALING FENCE TO REMAIN
APPROX LOC SEWER MAN HOLE COVER
LIGHT POLE
CONCRETE F
CONC K-OVER
328°33' 49.35
328°33' 49.35
117.46
85.51
85.24
84.45
84.26
84.23
84.12
84.35
89.27
41.20
28.9
28.96
28.96
28.96

6.4 Council submission to Planning Scheme Amendment C225yran - Erosion Management Overlay Review

Final Report Destination: Council
Paper Type: For Decision
Author: Head of City Strategy, Rob Costello
Manager: Manager City Futures, Shiranthi Widan
Executive: Acting Director, City Liveability, Jonathan McNally

SUMMARY
The purpose of this report is to seek retrospective endorsement of the submission lodged by officers to Yarra Ranges Shire Council on 29 October 2025 in response to Amendment C225yran – Erosion Management Overlay Review. The submission lodged by officers is provided at Attachment 1.

The Amendment seeks to update the erosion management planning framework in the Yarra Ranges Planning Scheme including in the Dandenong Ranges and townships. Specifically, the amendment seeks to update the planning scheme ordinance and mapping for Erosion Management Overlay – Schedule 1 (EMO1) - Landslip Susceptibility and introduce a new EMO2 – Debris Flow Susceptibility. The purpose of the EMOs is to identify areas within Yarra Ranges susceptible to land debris flow and to ensure appropriate land use and development decisions are made within these areas given the likelihood of a landslip or debris flow event.

Yarra Ranges Shire Council is updating historical geotechnical information and reviewing the erosion management framework, in part, following the significant storm period of 2019 to 2022. These significant storm events resulted in adverse environmental impacts throughout the Yarra Ranges including within the Dandenong Ranges, which included instances of landslip. The introduction of the EMO2 into the Yarra Ranges Planning Scheme is necessary to separately identify property within the municipality that may be subject to a future debris flow occurrence, as distinct from a landslip risk. The risks to properties in Knox primarily relate to landslip risk in parts of Ferntree Gully and Upper Ferntree Gully, and to debris flow from elevated areas in the Dandenong Ranges, moving down west-facing slopes into parts of the Dandenong Foothills in Knox.

The technical study informing the amendment has been underpinned by Light Detection and Ranging (LiDAR) technology, and is understood to have enhanced accuracy in identifying areas susceptible to landslip and debris flow. This includes possible flow path detail. As noted in the submission, some 937 properties in Yarra Ranges that were located within the EMO1 have been removed, whilst an additional 3,259 properties have been mapped for landslip risk to combine with the existing 10,168 properties considered relevant to the revised EMO1. Importantly, 209 properties have been identified as susceptible to the new category of debris flow susceptibility (EMO2). All identified properties subject of the amendment are located in Yarra Ranges. Risk areas identified by officers relating to Knox have been inferred from the technical report and a briefing from Yarra Ranges Shire Council officers and the geotechnical consultants engaged to support Yarra Ranges' study. No technical analysis of erosion management risk has been commissioned for Knox.

Officers note the amendment relates to erosion management in Yarra Ranges. Officers have reviewed the exhibited documents and prepared a submission noting key areas of interest for Knox. Key issues identified include:

- The full extent of risk pertaining to Knox communities is unknown as the study area comprised areas in Yarra Ranges only.
- Mixed landslip risk exists in the vicinity of the Yarra Ranges and Knox municipal boundaries with landslip risks evident in parts of Ferntree Gully and Upper Ferntree Gully near Burwood Highway.
- A possible debris flow path has been identified in the abutting reserve in the vicinity of Bowen Avenue, The Basin.
- A potential source location for a debris flow event has been identified in a rural area of Sassafras.

Given the timeframes to consider the amendment, officers have not had the opportunity to present the submission for Council adoption prior to the submission deadline of 26 October 2025. Officers obtained an extension to the deadline from Yarra Ranges Shire Council and lodged the submission on Wednesday 29 October 2025. Yarra Ranges Shire Council has confirmed receipt of the officer submission.

RECOMMENDATION

That Council resolve to:

1. Endorse the submission lodged on 29 October 2025 provided at Attachment 1 of the Officers report.
2. Lodge a revised submission with Yarra Ranges Shire Council with any revisions arising from Council's resolution, if required.
3. Note that officers have requested that Knox City Council be kept informed by Yarra Ranges Shire Council of progress and decisions on the amendment.

1. DISCUSSION

Yarra Ranges Shire Council has recently exhibited Amendment C225yran to the Yarra Ranges Planning Scheme. The amendment seeks to implement the recommendations of a review of the Erosion Management Overlay (EMO) across Yarra Ranges, including in the adjoining Dandenong Ranges and townships. The Explanatory Report for the amendment states Yarra Ranges has one of the most extensive applications of the EMO in Victoria.

The need for the review

The review of the EMO by Yarra Ranges Shire Council has been prompted, in part, by the extreme weather events which occurred between 2019 and 2022, resulting in extensive damage to property and infrastructure throughout the Dandenong Ranges and other areas. The weather events also had the effect of significantly altering the soil profile, creating a need to manage risk to life and property through suitable planning controls.

Yarra Ranges Shire Council commissioned WSP Golder, geotechnical consultants, to undertake terrain and elevation mapping and modelling using the latest available technology.

WSP Golder used Light Detection and Ranging (LiDAR) technology to carry out detailed terrain and elevation mapping throughout the Yarra Ranges municipality, including within the Dandenong

Ranges. This technology provides a level of accuracy beyond historical methods. As noted in the technical report (WSP Golder), the following definitions are used for the analysis:

Landslide: refers to the rotational or translational movement of soil down slope whereby it slides along a plane. The mass of displaced soil may remain intact, or somewhat disaggregate.

Debris flow: refers to the flow of wet soil and debris downslope, usually channelised along a gully whereby the debris can travel long distances, causing an impact in some cases significantly remote from its source. Landslides can initiate debris flows.

A key outcome of the review has been the need to update the application of the EMO in the Dandenong Ranges. This includes an update to the existing EMO – Schedule 1 (Landslide Susceptibility) (EMO1) and introduction of a new EMO – Schedule 2 (Debris Flow Susceptibility) (EMO2). The availability of new technology has allowed debris flow risks to be identified and subsequently managed through the EMO.

Erosion Management Overlay – Schedules 1 and 2 in Yarra Ranges
Yarra Ranges already has extensive application of the EMO1 throughout the Dandenong Ranges including in and around the townships. The EMO1 is focused on managing risks from landslip only, and seeks to ensure that development can be undertaken based on tolerable risk to human life and property. The application of the EMO1 is based on historical methodologies which are superseded.

The availability of LiDAR technology has allowed Yarra Ranges Shire Council to map landslip risk with greater accuracy which has resulted in properties being recommended for removal from the EMO1 and added to it. The amendment seeks to make updates to the EMO1 based on the findings of the terrain modelling.

The technology allows for the mapping of debris flow risk which has informed the proposed introduction of a new EMO2 – Debris Flow Susceptibility. There is currently no EMO2 in the Yarra Ranges Planning Scheme. The ability to plot debris flow is part of the new technology.

Attachment 2 demonstrates the proposed application of EMO1 and EMO2 at the boundary of Yarra Ranges Shire and Knox City Council.

Key issues for Knox

The amendment is primarily focussed on assessing landslip and debris flow throughout the Yarra Ranges municipality. However, the findings of the analysis are relevant to Knox particularly in the areas of the Dandenong Foothills and other areas proximate to the municipal boundary of Knox. The proposed planning controls do not extend past the Yarra Ranges municipal boundary even if the risk extends into adjoining land encompassing Knox.

<u>Landslip Susceptibility</u>

The availability of new technology has seen an expansion of areas susceptible to landslip throughout Yarra Ranges. In the context of the Dandenong Ranges National Park and townships, the technical report underpinning the amendment depicts areas of high, medium, low and no susceptibility near the boundary of Yarra Ranges abutting Knox. The information provided with the

amendment showed landslip risk in the vicinity of Ferntree Gully and Upper Ferntree Gully, particularly near Burwood Highway.

The impacts of recent landslip activity in the Dandenong Ranges included significant disruption to tree and vegetation root zones, impacted soil profiles and heavy tree and vegetation loss.

Debris Flow Susceptibility

The technical report highlighted potential debris flow paths throughout the Dandenong Ranges, mostly in gully areas. The report indicates some interest in the Dandenong Foothills in Knox on the western slopes of the Dandenong Ranges in The Basin (Refer Figure 1 below)

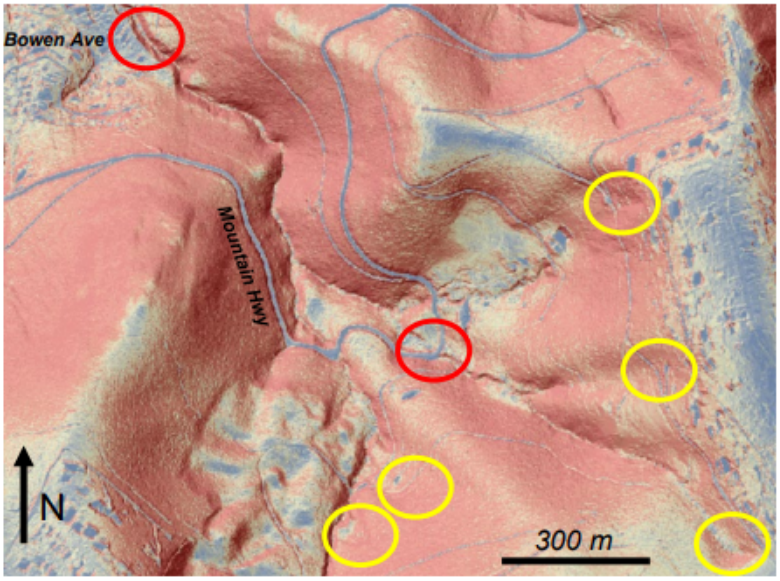


Figure 20: Potential source locations of debris flows identified in the LiDAR information (circled yellow), downstream site visit observation locations (circled red), The Basin

Figure 1. Potential locations of debris flow near The Basin

Source: p.37, Yarra Ranges Erosion Management Overlay – Basis for Mapping Amendment, wsp golder, 23 April 2025, All schemes Planning Scheme - Amendments

The desktop analysis depicted an area south of Bowen Avenue in The Basin in the abutting reserve that demonstrates characteristics of a debris flow path event. Additionally, an area of rural character in Sassafras has been highlighted as a potential source location for a debris flow event. It is noted that these areas of Knox abut the Dandenong Ranges National Park, and therefore the full extent of the flow path trajectory may not have been assessed as these areas did not form part of the study area.

At this stage, debris flow paths appear to be confined to land wholly within Yarra Ranges, with no flow paths mapped as approaching the Knox municipal boundary. However, further work would need to verify debris flows in and around Knox. The area of interest in the reserve adjoining Bowen Avenue, The Basin appears to be a gully situated within a vegetated area of the Dandenong Ranges.

Further strategic work

To date, Knox City Council has not commissioned work in the area of erosion management risk across Knox. Other areas in Knox may have landslide and debris flow risk depending on a range of factors including topography, soil condition and historical activity. Officers are considering how to progress work of this nature. Officers will request a preliminary assessment be undertaken of Knox by suitably qualified consultants to advise on land erosion for the municipality. This advice is intended to inform Council of whether a more detailed study should be undertaken by Council.

McCrae Landslide Board of Inquiry

This work is being carried out in the context of the Board of Inquiry into the McCrae Landslide on the Mornington Peninsula. The Board has since released the report which is instructive in technical analysis of the drivers for landslip events, in addition to providing commentary and recommendations regarding the obligations for government, service authorities and municipal authorities to protect communities and mitigate from these events.

The provision of grant funding support to impacted councils that face imminent risk is appropriate to undertake timely technical studies and offer assistance to implement interim planning controls as a first and much needed step in this area.

The recommendations include substantive actions for State Government to lead and instruct through planning reform and other guidance.

2. ENGAGEMENT

No external consultation was undertaken by officers in the preparation of the submission. A briefing was provided by Yarra Ranges Shire Council officers and their geotechnical consultant to officers from Knox City Council to assist with understanding the methodology, output and implications for Knox.

3. SOCIAL IMPLICATIONS

The amendment has implications for specific areas of the Knox community. The report highlights the issues of landslip and debris flow that could be a potential risk to life and property primarily in Yarra Ranges. Local media coverage of the amendment can generate further interest for affected communities.

4. CLIMATE CHANGE CONSIDERATIONS

The issues around erosion management in Yarra Ranges are likely to be exacerbated by the impacts of climate change. There is community concern in relation to increased intensity and frequency of extreme weather events, highlighted through changing environmental conditions in the Dandenong Ranges such as tree and vegetation loss, soil instability and uncertainty over property and infrastructure issues.

5. ENVIRONMENTAL IMPLICATIONS

The Erosion Management Overlay is the appropriate planning control to manage the risks associated with landslip and debris flows, and other soil management issues. This is a particular risk in Yarra Ranges given the nature of terrain and topography in certain parts of the municipality. The amendment indicates potential impacts of a similar nature in specific parts of Knox proximate to the municipal boundary, however any impacts need to be further verified.

6. FINANCIAL AND RESOURCE IMPLICATIONS

There are no financial or resource implications arising from this report. A preliminary assessment of land erosion matters for Knox will be funded within the City Futures Operating Budget 2025/26.

7. RISKS

The work undertaken in Yarra Ranges highlights the obligations on local councils to understand the various economic, social and environmental risks which are prevalent in the life of the community. The objectives of planning in Victoria under the *Planning and Environment Act 1987* include providing a safe working, living and recreational environment for all Victorians and to protect natural resources.

Where strategic planning work is underway in an adjoining municipality or elsewhere which has implications for Knox, officers will continue to bring this to the attention of Council and seek to participate in associated planning processes. This work may be led by the State Government or another agency should recommendations from the McCrae landslide Board of Inquiry be acted upon in the future.

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Being a strong voice for safety

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

Planning our future city

Strategy 6.3 - Our evolving neighbourhoods are livable and sustainable through planning and design that responds to population growth and our community's changing needs.
Strategy 6.4 Our community's expectations and aspirations for housing development and land use are considered through planning, advocacy, partnerships and decision-making.

9. CONFLICT OF INTEREST

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

10. STATEMENT OF COMPATIBILITY

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

11. CONFIDENTIALITY

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

ATTACHMENTS

1. Attachment 1 - Yarra Ranges Shire Council Amendment C225 yran – Erosion Management Overlay - Knox City Council submission [**6.4.1** - 6 pages]
2. Attachment 2 - Yarra Ranges C225yran EMO Maps 65,66,76,77 Exhibition - Gazetted [**6.4.2** - 4 pages]

29 October 2025

Alison Fowler
Executive Officer Strategic Planning
Yarra Ranges Shire Council
PO Box 105
LILYDALE VIC 3140

Dear Alison

Yarra Ranges Shire Council Amendment C225yran – Erosion Management Overlay
Submission from Knox City Council

I refer to the proposed Amendment C225yran (the **Amendment**) to the Yarra Ranges Planning Scheme recently exhibited, and invitation to Knox City Council to lodge a submission. Firstly, thank you for the opportunity to participate in the process by making a submission.

Due to the timing of the public exhibition period, this submission has been prepared by officers on a without prejudice basis. It will be presented at the Council Meeting on 24 November 2025 for retrospective adoption. A supplementary late submission may be provided following Council's formal consideration.

Context for the Amendment

The Amendment seeks to update mapping for the existing Erosion Management Overlay Schedule 1 (**EMO1**) within the Yarra Ranges Planning Scheme to address landslip susceptibility and introduce a new Erosion Management Overlay Schedule 2 (**EMO2**) addressing debris flow risk. Broadly, the intent of the amendment is to protect human life and property from erosion, landslip and debris flow events.

It is understood that the introduction of the EMO2 into the Yarra Ranges Planning Scheme is necessary to separately identify property within the municipality that may be subject to a future debris flow occurrence carrying a higher risk, as distinct from a landslip risk. The overlays include tolerable risk thresholds that new applications for development must be assessed in accordance with. Additionally, the proposed overlays and mapping seek to address potential adverse outcomes which result from natural hazards, with their possible flow paths and impact zones being informed by technical modelling commissioned by Yarra Ranges Shire Council (**YRSC**). This technical study has been underpinned by the utilisation of laser light detection technology designed for terrain and elevation mapping (**LiDAR**) and is understood to have enhanced accuracy in identifying areas susceptible to landslip and debris flow which includes possible flow path detail.

Knox City Council, ABN 24 477 480 661, 511 Burwood Highway, Wantirna South Victoria 3152,
Telephone 03 9298 8000, Fax 03 9800 3096, Email knoxcc@knox.vic.gov.au, DX 18210 KNOX, knox.vic.gov.au

The improved technology enabled by LiDAR that was applied to the study area also identified that the existing EMO1 had incorrectly mapped a significant number of properties as being situated in the impact zone. Additionally, historical mapping work undertaken by YRSC was unable to identify certain properties that should be included in the existing EMO1. This new body of work has been critical in addressing historical anomalies, whilst at the same time utilising technological modelling advancements to identify broader impact zones. In brief, some 937 properties that were located within the EMO1 have been removed, whilst an additional 3,259 properties have been mapped for landslip risk to combine with the existing total of 10,168 properties considered relevant to the overlay area pertaining to the new EMO1. Importantly, there have been 209 properties identified as susceptible to the new category of debris flow risk which are considered to carry a higher incidence of risk and are to be located in the new EMO2.

The work by YRSC is an important step in fulfilling its statutory obligations and planning scheme requirements to identify further potential natural hazards that have capacity to impact human life, property and the Yarra Ranges community more broadly. These obligations are set out in the *Planning and Environment Act 1987* (the **Act**). Planning for long term environmental resilience and adaptation to climate change are key considerations for any local government authority in the contemporary landscape and remain key priorities for environmental hazard mitigation and management service planning. In this regard, the geotechnical review and resulting amendment has emanated from the significant storm period of 2019 – 2022 according to the exhibited documentation. These significant storm events resulted in adverse environmental impacts to the study area, which included instances of land slip. These events, both in frequency and magnitude, are expected to increase based on the anticipated impacts of climate change.

Interest of Knox City Council

Following a review of the exhibited material, officers consider that there may be implications arising from the amendment in specific locations in the vicinity of the Dandenong Foothills and in parts of Ferntree Gully and Upper Ferntree Gully, within Knox. However, these issues have not been verified or explored by independent work by Knox City Council and at this stage the matters are based on inference from the exhibited documents.

This officer submission seeks to highlight areas of interest and identify possible impacts on communities in Knox which appear to present in the exhibited amendment documentation.

Exhibited Planning Scheme Amendment Documentation

It is understood that the data informing the existing EMO1 was based on historical mapping techniques that involved hand drawn overlay areas that have in various instances, proven to be inaccurate. These anomalies have become apparent through more recent LiDAR technology that has been relied upon by YRSC. This technology has been utilised by geotechnical engineering consultants to perform the study and mapping work, and is considered superior to historical mapping techniques and modelling criteria previously relied upon. The creation of LiDAR technology has enabled new areas to be identified that relate to hazards from debris flow, which did not form part of former technical assessments.

The Amendment separates the overlay areas into those impacted by potential land slip (**EMO1 Landslip Susceptibility)**, with a second configuration depicting areas considered to be at risk of potential debris flows **(EMO2 Debris Flow Susceptibility)**. There are some mapped locations where both overlay categories apply.

A further component to the Amendment comprises an update to an existing Incorporated Document to address the new overlay arrangements and amended risk criteria. The Incorporated Document addresses planning permit trigger requirements for the preparation of a geotechnical assessment, landslide risk assessment or landslide hazard assessment that forms part of a permit trigger for buildings and works and subdivision on land located in an overlay area. Schedule drafting for the updated EMO1 and new EMO2 is based on the existing EMO1 ordinance with minor changes. The Amendment is underpinned by a suite of planning scheme maps and revised planning scheme schedules with primary changes impacting Clause 44.01 Erosion Management Overlay. Together, the ordinance and mapping changes constitute the revised framework for erosion management to all affected properties located in Yarra Ranges.

Given the extent of area impacted by landslip and debris flow risk in Yarra Ranges, it is anticipated that any EMO coverage within the Yarra Ranges Planning Scheme abutting Knox would have implications for Knox communities. In this regard, the updated mapping for the EMO shown in the exhibited planning scheme maps in **Attachment 1** do not extend past the Yarra Ranges municipal boundary even if the risk extends into adjoining land encompassing Knox. This is particularly relevant to landslip risk mapping in the EMO1, whilst EMO2 risk from debris flow is more wholly mapped within Yarra Ranges areas. However, officers recognise that debris flow can be influenced by geological factors and distances which are uncertain at this time, particularly interfacing areas outside Yarra Ranges. Knox City Council would not be the responsibility authority for any planning permit application, nor a referral authority for any applications affecting land in Yarra Ranges.

Knox City Council Submission

It is recognised that some sections of the Knox community may be concerned at this work which articulates with greater accuracy the potential for landslide and debris flow events in a broader area than has previously been recognised. Notwithstanding this, it is understood that the level of risk to property and infrastructure in Knox is unknown at this point, and that the current amendment applies only to risk assessment in Yarra Ranges. Long term, this work will assist to build awareness and resilience in affected communities and influence built form and subdivision outcomes in the affected areas.

<u>Debris Flow Risk – Potential Flow Path Impacts</u>

As identified in the Statement of Risk 2.0 of the exhibited EMO2, a debris flow has capacity to traverse significant distances downslope from its landslip source thereby impacting areas that would not ordinarily be prone to landslide occurrences of this nature. The consultant also notes that debris flow is likely to be limited to gully areas which may or may not be proximate to urban areas in the Dandenong Foothills in Knox. The LiDAR assessment of the western elevations of the Dandenong Ranges has found historical debris flow events, and areas considered susceptible to debris flow risk.

The EMO2 deals exclusively with potential debris flow hazards and applies to land within the modelled flow path. Debris flow hazards did not form part of the existing EMO1, and as such the new technology has enabled this risk to be modelled in greater detail. The WSP Golder Report maintains that debris flow events are typically initiated by high rainfall or bushfire events which impact soil quality and carry a greater degree of risk than a landslip event. This is by virtue of the broader flow path and quicker rate of soil movement involved, as compared to a landslip event which moves at a slower rate. As mentioned, it is understood that a debris flow path will ordinarily occur in gullied areas.

The analysis depicted an area in the vicinity of Bowen Avenue in The Basin in the abutting vegetated

reserve that demonstrates characteristics of a debris flow path event. The area noted appears to be within a gully in a vegetated part of the Dandenong Foothills, however further assessment would be required to determine any risk to private property. Additionally, an area of rural character in Sassafras has been highlighted as a potential source location for a debris flow event. The full extent of the flow path may not have been assessed as these areas are either at the extent of the study area, or outside.

Landslip Susceptibility Events

It is understood that the area mapped as susceptible to landslip events has broadened from that which existed under the existing EMO1 due to advancements in technology. This includes identifying digital terrain features, along with a more comprehensive dataset tracking landslip incidents that have occurred since the last study in the 1990s.

The amendment seeks to apply provisions in a more targeted way to manage landslip risk proportionate to the risk to be addressed. The amendment allows for development in areas where there is steep terrain, with the certainty that an appropriate engineering solution has been applied to any areas with risk of slope instability.

A landslip susceptibility heatmap was included in the WSP Golder Report as depicted below which indicates areas of high, medium, low and no susceptibility near the western boundary of Yarra Ranges abutting Knox.

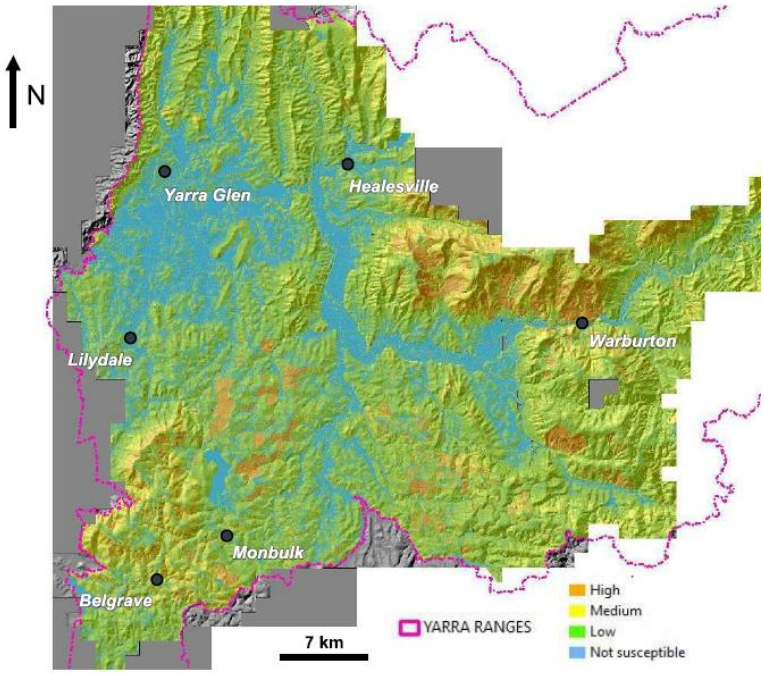


Figure 35: Overview of Yarra Ranges susceptibility mapping. Place locations are approximate.

This heatmap is instructive when viewed in parallel with the various exhibited overlay maps which interface with Knox, particularly in the localities of Ferntree Gully and Upper Ferntree Gully.

It is highlighted that a more recent landslide event that occurred in 2024 over Mount Dandenong Road in Tremont followed La Nina storm event that included high rainfall and tree destruction in the terrain. These events interrupted root zones and impacted soil profile conditions. It is acknowledged that storm events of this nature are anticipated to increase in the future. Further work would be required to determine any risk to property in Knox.

McCrae Landslide – Board of Inquiry Recommendations (McCrae Inquiry)

The report of Inquiry into the McCrae Landslide has recently been released and is instructive in technical analysis of the drivers for landslip events, in addition to providing commentary and recommendations regarding the obligations for government, service authorities and municipal authorities to protect communities and mitigate from these events. The report provides recommendations relevant to Mornington Peninsula Shire based on the findings of the McCrae incident. Recommendation 17 onwards presents findings relevant state-wide. From a preliminary review, Recommendations 6, 9, 17, 19, 20, 23, 24, 26, 29 and 30 appear to be relevant for further consideration.

In particular, it is noted that there are recommendations that include substantive actions for the State Government to lead and instruct through appropriate guidance and planning reforms. This includes preparing updated state-wide data on landslide risk and broadening its monitoring programs to include landslide events. Given the breadth and nature of the risk involved, it is considered appropriate for the State Government to lead on risk and planning reform this area. The provision of grant funding support to impacted councils that face imminent risk is appropriate to undertake timely technical studies and offer assistance to implement interim planning controls as a first and much needed step in this area.

Concluding Comments

Officers note Amendment C225yran proposes to introduce planning controls relevant to the context of Yarra Ranges Shire, but note the amendment has implications for Knox properties, specifically in The Basin, Ferntree Gully and Upper Ferntree Gully. The implications for properties in Knox has not been identified through this amendment.

The amendment highlights possible further strategic work Council should undertake in relation to erosion management in Knox. Officers also note with interest the findings and recommendations of the Board of Inquiry into the McCrae Landslide, and encourage Yarra Ranges Shire Council to consider the recommendations in advancing the amendment.

Thank you again for the opportunity to make a submission to Amendment C225ryan. We look forward to seeing how the amendment progresses and wish to be informed of any upcoming Planning Panel Hearings and Council meetings where this matter will be further considered.

Should you require any further information please contact Shiranthi Widan, Manager City Futures on 9298 8382 or by email Shiranthi.Widan@knox.vic.gov.au

Yours sincerely

Jonathan McNally
Acting Director City Liveability

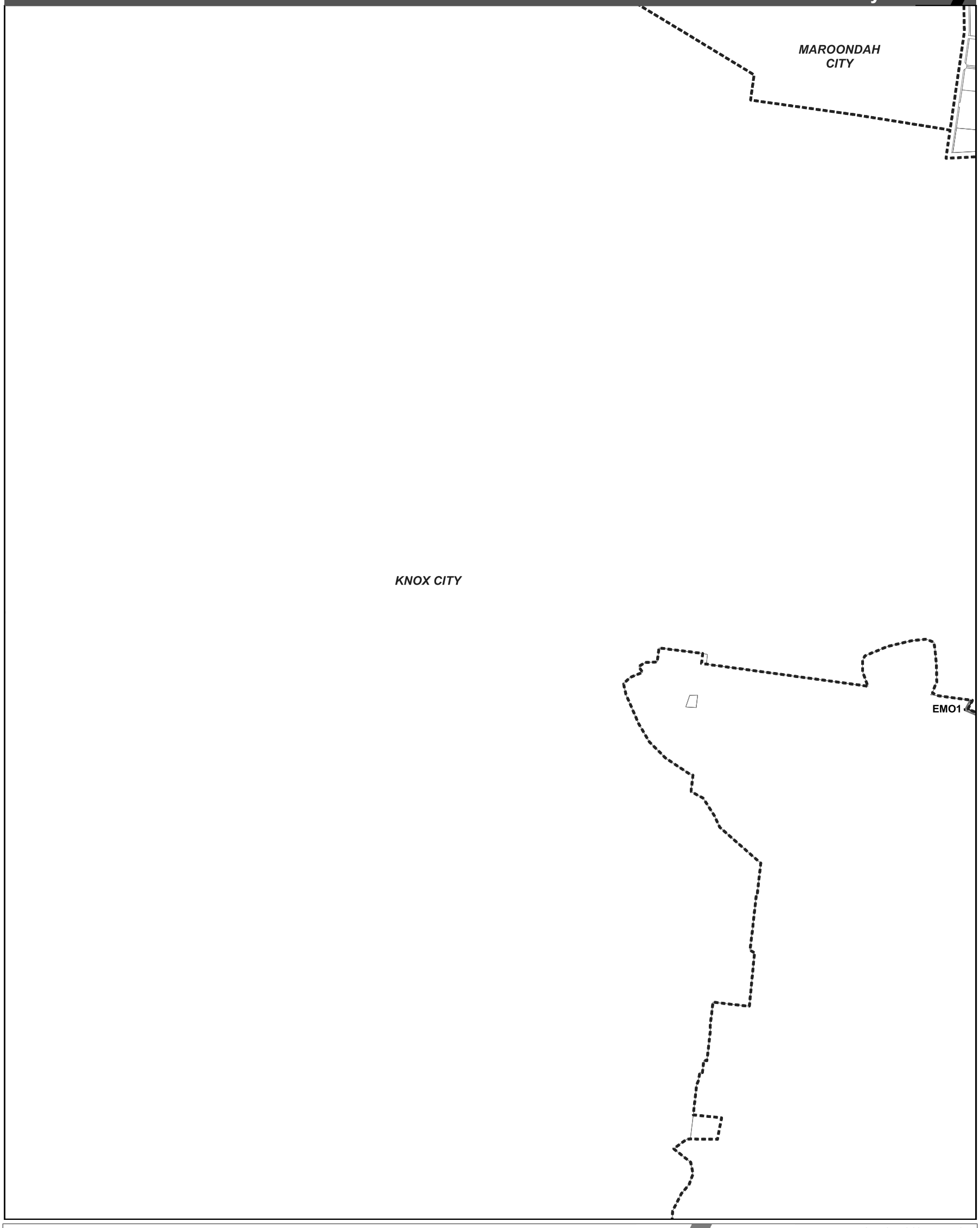
Enquiries: Shiranthi Widan
Document ID: D25-334520

Attachment 1

- Map 76EMO1
- Map 75EMO1
- Map 65EMO1
- Map 66EMO1 & EMO2

YARRA RANGES PLANNING SCHEME - LOCAL PROVISION

AMENDMENT C225yran



LEGEND

EMO1 - Erosion Management Overlay - Schedule 1

Municipal Boundary

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INDEX TO ADJOINING SCHEME MAPS

EROSION MANAGEMENT OVERLAY **MAP No 65EMO**

YARRA RANGES PLANNING SCHEME - LOCAL PROVISION

AMENDMENT C225yran

LEGEND

EMO1 - Erosion Management Overlay - Schedule 1

EMO2 - Erosion Management Overlay - Schedule 2

Municipal Boundary

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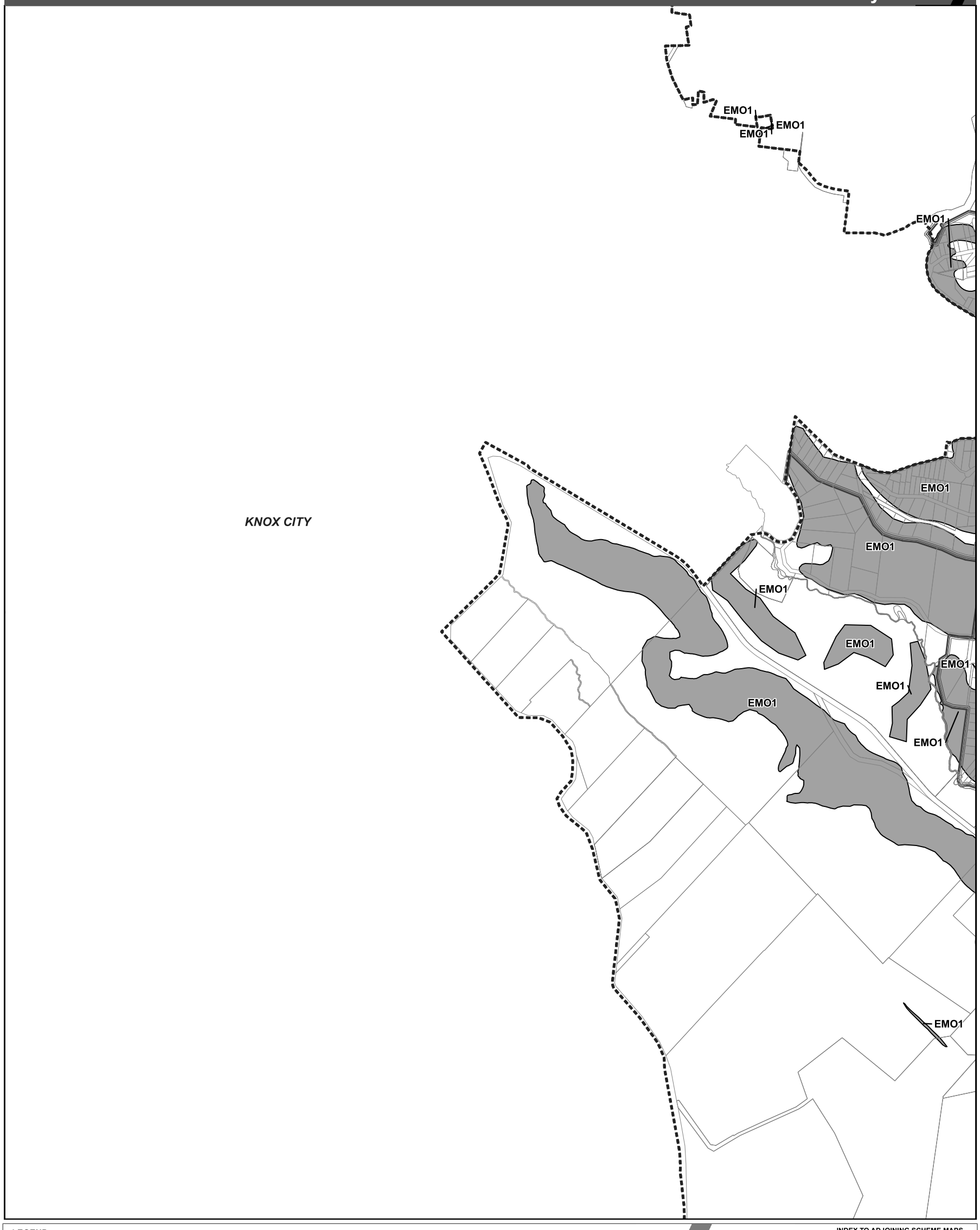
INDEX TO ADJOINING SCHEME MAPS

EROSION MANAGEMENT OVERLAY **MAP No 66EMO**

YARRA RANGES PLANNING SCHEME - LOCAL PROVISION

AMENDMENT C225yran



LEGEND

EMO1 - Erosion Management Overlay - Schedule 1

Municipal Boundary

Land Outside Urban Growth Zone

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INDEX TO ADJOINING SCHEME MAPS

EROSION MANAGEMENT OVERLAY **MAP No 75EMO**

YARRA RANGES PLANNING SCHEME - LOCAL PROVISION

AMENDMENT C225yran

LEGEND

EMO1 - Erosion Management Overlay - Schedule 1

Municipal Boundary

Land Outside Urban Growth Zone

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EROSION MANAGEMENT OVERLAY **MAP No 76EMO**

7 Public Question Time

8 Officer Reports

8.1 Your Library Annual Report 2024-2025

Final Report Destination:	Council
Paper Type:	For Noting
Author:	Community Strengthening Property Partnerships Officer, Belinda Boord
Manager:	Manager Community Strengthening, Kerryn Jansons
Executive:	Director Connected Communities, Judy Chalkley

SUMMARY
This report presents the Your Library Annual Report 2024-2025 (refer Attachment 1) to Council for noting.

Your Library Ltd is a not-for-profit company limited by guarantee and a registered charity. They operate as a co-operative venture comprised of Knox, Maroondah, and Yarra Ranges Councils and serve a combined population of approximately 442,793 residents (163,302 Knox residents) with a focus on promoting literacy, learning, digital inclusion and community wellbeing. Governance is provided by the Your Library Board, which is made up of two Councillors from each of the member Councils, appointed as company directors.

Your Library's mission is "to provide something indispensable or enriching every day – for free – to everyone in the community".

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.

In 2024-2025, Your Library added almost 70,000 new items to its collection (including 20,000 digital titles) and reported an increase in borrowing of 2.4%, with loans of physical items increasing for the first time in many years.

Updated statistics for the six Knox libraries indicate 611,507 physical check outs, 766,371 library visits, and 17,413 new members in the 2024-2025 financial year. These statistics are all increases upon the figures for 2023-24 and show Knox libraries, as a collective, as the most highly utilised of the Your Library network. Knox libraries also continue to rate highly in Council's Customer Satisfaction survey; ranking first amongst Council services and highly in comparison to similar Councils.

RECOMMENDATION
That Council resolve to receive and note the Your Library 2024-2025 Annual Report (refer to Attachment 1).

1. DISCUSSION

The Your Library Annual Report 2024-2025 details library services and initiatives delivered across member Councils, including the Knox municipality. The report notes the key statistics and highlights for the 2024-2025 financial year and provides financial statements.

Dr Karina Lamb was appointed as Your Library CEO in October 2024, which was followed by the implementation of a revised organisational structure that included the creation of a Senior Leadership Team. The Your Library Leadership team, in consultation with staff, the YL Board, member Councils and community, developed the new four-year Strategic Plan (2025-2029) (Attachment 2).

1.1 Background

Local Government is the designated provider of public library services throughout Victoria. Knox City Council supports this service by funding and providing facilities for six library branches located in Bayswater, Boronia (two), Ferntree Gully, Rowville, and Wantirna South.

Your Library delivers vital community services that foster inclusion, learning, and connection. Through accessible programs like home delivery for housebound residents, digital literacy workshops, and social clubs, the library strengthens community resilience, reduces isolation, and promotes lifelong learning. Its role as a welcoming public space supports wellbeing and empowers individuals across all ages and backgrounds.

Engagement at Knox libraries remains strong with residents continuing to interact with our libraries at an increasing rate. During 2024-2025 several highlights for Knox libraries included:

- A visit from The Hon. Nick Staikos (Minister for Local Government, Minister for Consumer Affairs) to Knox Library Ngarrgoo to announce the launch of the 2025-2026 Living Libraries Infrastructure Program.
- Council and Your Library were successful in securing a Living Libraries Infrastructure Program grant to support the relocation of the new Bayswater Library.
- Installation of dispensing machines as part of the Victorian Government's initiative to provide free pads and tampons across the State. The machines have been installed at all Knox libraries (except Bayswater which was mid relocation at the time of the project but is also proposed to be included in the rollout).
- Launch of the loanable laptop program offering laptops to Your Library members on a three-week loan for free from all library branches.
- Continually strong visitor numbers at Knox Library Ngarrgoo, with a total of 395,276 visitors for 2024-2025.

1.2 Performance of Service

The Your Library Annual Report for 2024-2025 (refer Attachment 1) has been prepared by Your Library and approved by the Your Library Board.

1.3 Council’s Board Representatives

1.3.1 Knox City Council Board Representatives

The Your Library Board consists of two Councillors from each of the Member Councils, appointed as directors of the company. The Knox Councillors sitting on the Board during the 2024-2025 financial year were initially Councillor Susan Laukens and Councillor Nicole Seymour, both of

whom were replaced by Councillor Peter Lockwood (Deputy Chair) and Councillor Meagan Baker following the Council elections for the 2024-2028 Council term.

1.3.2 Council Board Membership Changes in 2024–2025

Changes of membership during the 2024-2025 year included:

- Knox City Council – following the election of Councillors for the 2024-2028 Council term, Councillor Peter Lockwood and Councillor Meagan Baker were appointed directors to the Your Library Limited Board, replacing Councillor Susan Laukens and Councillor Nicole Seymour.
- Yarra Ranges Council - following the election of Councillors for the 2024-2028 Council term, Councillor Mitch Mazzarella was appointed a director to the Your Library Limited Board, replacing Councillor Andrew Fullagar. Councillor Jim Child continues in his role as Director.
- Maroondah Council – no change in appointment, both Councillor Kylie Spears and Councillor Linda Hancock continue in their role as Director.

1.4 Key Service Highlights

Key service highlights included:

- Boobook digital consortium collection launched in October 2024 – Your Library has worked in collaboration with Whitehorse Manningham Libraries and Yarra Plenty Regional Library to launch the Boobook consortium resulting in an expanded offering of eBooks and eAudiobooks in the collection available on the Libby platform. This collaboration offers members access to a broader and more diverse range of resources.
- Big Summer Read launched in December 2024 – The Big Summer Read was launched with great enthusiasm, encouraging children to develop strong reading habits over the holiday break. Participation reached new heights, reflecting the power of community-wide literacy initiatives.
- Loanable Laptop Program launched in March 2025 – The launch of the Loanable Laptop Program was a major step forward in bridging the digital divide. This initiative is already transforming how users access education, employment and government services.
- Busiest School Holiday Program ever in April 2025 – The Busiest School Holiday Program ever offered engaging and educational activities for children and teens, showcasing the library as a central space for family fun and lifelong learning.
- 1,000,000 loans on Boobook in May 2025 – We celebrated over 1,000,000 loans on Boobook; demonstrating the impact of our growing digital services and the power of collaborative library networks.
- Development of the new four-year Library Strategic Plan (2025-2029).

Below is a snapshot of the Knox statistics for the 2024/25 financial year:

Location	Members		Visits		Checkouts		PC Sessions	
	23/24	24/25	23/24	24/25	23/24	24/25	23/24	24/25
Bayswater	11,999	13,550	104,770	109,376	74,929	74,490	11,865	9,740
Boronia	15,745	16,688	63,123	61,363	105,140	95,294	9,963	9,311
Ferntree Gully	13,717	14,739	70,750	56,466	92,870	65,787	6,959	5,356

Location	Members		Visits		Checkouts		PC Sessions	
	23/24	24/25	23/24	24/25	23/24	24/25	23/24	24/25
Knox/ Knox Express	47,493	58,088	205,759	395,276	156,053	252,974	13,723	23,771
Miller's	100	164			5,181	6,252	238	399
Rowville	28,288	30,759	135,317	143,890	136,453	125,021	21,502	23,622
Total	**117,342**	**133,988**	**579,719**	**766,371**	**570,626**	**619,818**	**64,250**	**72,199**

Comparatively below is snapshot of the 2024-2025 regional statistics:

	Physical Checkouts	Physical Reservations	Library Visits	New Members
Knox Council	611,507	175,695	766,371	17,413
Maroondah Council	436,717	124,939	510,456	9,979
Yarra Ranges Council	424,321	149,810	398,307	9,305

Please refer to Pages 32 and 33 of the Annual Report for further statistics and relevant breakdowns.

1.5 Key Knox Highlights

The Annual Report features several key Knox highlights and stories which capture the diverse services that are offered to the Knox community, for example:

- **Refugee Week**

  To mark Refugee Week, Your Library hosted a series of events celebrating the contributions of refugees and raising awareness of their experiences.

  At Knox Library, Your Library partnered with the Knox Multicultural Team to deliver a morning of information and inspiration, offering attendees the opportunity to learn more about refugee stories, advocacy efforts, and ways to support inclusion.

  As part of our Refugee Week activities, Caz from Ripples on Artpath led a collaborative art-making workshop at Ferntree Gully Library, guiding participants in creating a vibrant "Refugee Tree." Using hand-painted paper and carefully hand-stitched fabric, the group crafted leaves, birds, apples, and butterflies — each carrying symbolic meaning. The trunk represented resilience and strength; the branches, the supportive people in a refugee's life; the leaves, future hopes and aspirations; and the fruit, butterflies, and birds symbolised the positive contributions refugees bring to their communities. The completed Refugee Tree was displayed in the library for the remainder of the month, serving as a striking and meaningful reminder of the strength, hope, and potential of those starting new lives in our community.

  At Knox Library, former Hazara refugee, public speaker, and human rights activist Mehdi Sina shared his powerful story of resilience, determination, and self-belief. Arriving in Australia at the age of 15 on a broken, leaky boat and without family, Mehdi has built his

life around the mantra: “Do it or don’t — there is no ‘try’.” His message to the audience was that belonging is something we create through our choices and self-reflection, rather than something automatically given. The event also featured a vibrant cultural display by the Australian Iranian Society of Victoria to mark Yalda Night — the longest and darkest night of the year. Every participant received a personalised calligraphy print of their name in Persian script and enjoyed delicious Persian treats for morning tea, adding warmth and connection to an inspiring morning.

- **Natalie Shaw at Knox**
  Knox Library welcomed author, nurse, and parent Natalie Shaw for a special Saturday morning event that combined Storytime, an author talk, and a book launch. Her new children’s book, “My Busy Brain”, was inspired by her own family’s journey and aims to help children understand that ADHD is not something to “fix,” but rather a different way of thinking, learning, and experiencing the world. The story follows Max, a little boy with a busy brain, big feelings, and amazing ideas, and carries a powerful message for both children and parents. Attendees valued the library’s willingness to address a topic that is sometimes avoided for fear of labelling. One father shared his own “ADHD superpowers” during a discussion that encouraged everyone to reflect on unique skills and strengths that neurotypical people may not have. The event attracted a strong audience, and demand for the book was high, with Knox Library receiving numerous reservation requests from those unable to attend on the day.

- **Helen Elliott at Miller’s Homestead**
  Helen Elliott, well-known for her long-running column in The Age and contributions to various newspapers and Vogue Australia, returned to her roots for a special event at Miller’s Homestead. Before her distinguished career in journalism, Helen was a Boronia local — growing up on Elsie Street, attending Boronia High, and later studying at Monash and Oxford Universities. Her latest work is a memoir told through eleven letters to people who profoundly influenced her early life — neighbours, friends, teachers, and other local identities. In a packed Miller’s parlour, Helen was interviewed by her daughter, novelist Eleanor Elliott Thomas. Their conversation brought to life vivid stories of growing up in 1950s Boronia, life for women in pre-feminist Australia, her formative relationships, and her determination to forge a different path from the one expected in a small house overlooking the Dandenongs.

- **Reading Buddies Program**
  Reading Buddies supports children in the early years of school who are learning to read independently, while also equipping parents with strategies to build their child’s literacy skills at home. The Program models ways to engage young readers through reading aloud, playing simple, no or low-cost word games that build vocabulary, and creating a social, book-focused environment outside the classroom. Thriving at both Knox and Montrose Libraries, each session begins with children selecting books for the group to choose from, followed by a vote to decide which will be read aloud by a member of the Children’s team. The chosen titles are often borrowed at the end of the session, either by the original selector or another enthusiastic listener. Parents have praised the program for its impact. One noted that their child loves having a say in the book choice — something they don’t experience at school — while another, a parent of five, values the quieter environment it provides for reading practice. The parent of an only child appreciated the chance for their

child to play and learn alongside a mixed-age group, offering a social experience they don't get at home or school. Reading Buddies continues to foster a love of books, encourage confident reading, and strengthen connections between families and their library.

2. ENGAGEMENT
Your Library presented the 2024-25 Annual Report to the Board for feedback and comment.

3. SOCIAL IMPLICATIONS
While local libraries maintain their traditional focus on literacy and learning, they also embrace their role as a crucial part of the social infrastructure for community wellbeing in a much more sophisticated and open way. Libraries support the overall learning, literacy, and wellbeing landscape. They also support the health and wellbeing of the community through our collections, programs, information services, places and spaces, and partnerships.

Our local libraries are safe spaces that provide community connections, access to resources, and expertise in information provision.

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
Your Library is committed to a Green Procurement approach by supporting the principles of sustainable procurement within the context of purchasing on a value for money basis.

6. FINANCIAL AND RESOURCE IMPLICATIONS
The economic value of libraries is made up of both direct and indirect benefits to the community. Libraries provide direct benefits to marginalised and disadvantaged groups by providing them with access to government websites, advice, and help. Indirect benefits include improved literacy skills, digital skills, and improved career development outcomes.

Libraries are also essential for providing access to internet and online services. Research has shown that the free Wi-Fi provided by libraries leads to tangible developments in job opportunities.

Knox Councils' contribution to Your Library for operating of the library service was $4,430,478.28 for the 2024-25 Financial Year.

A detailed Annual Financial Report commences on page 42 of the Annual Report in Attachment 1.

7. RISKS
There are no major risks anticipated as a result of this report.

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 2.2 - 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 2.4 - There are opportunities for social connection and active living through planning, provision of facilities, program delivery and support for local groups.

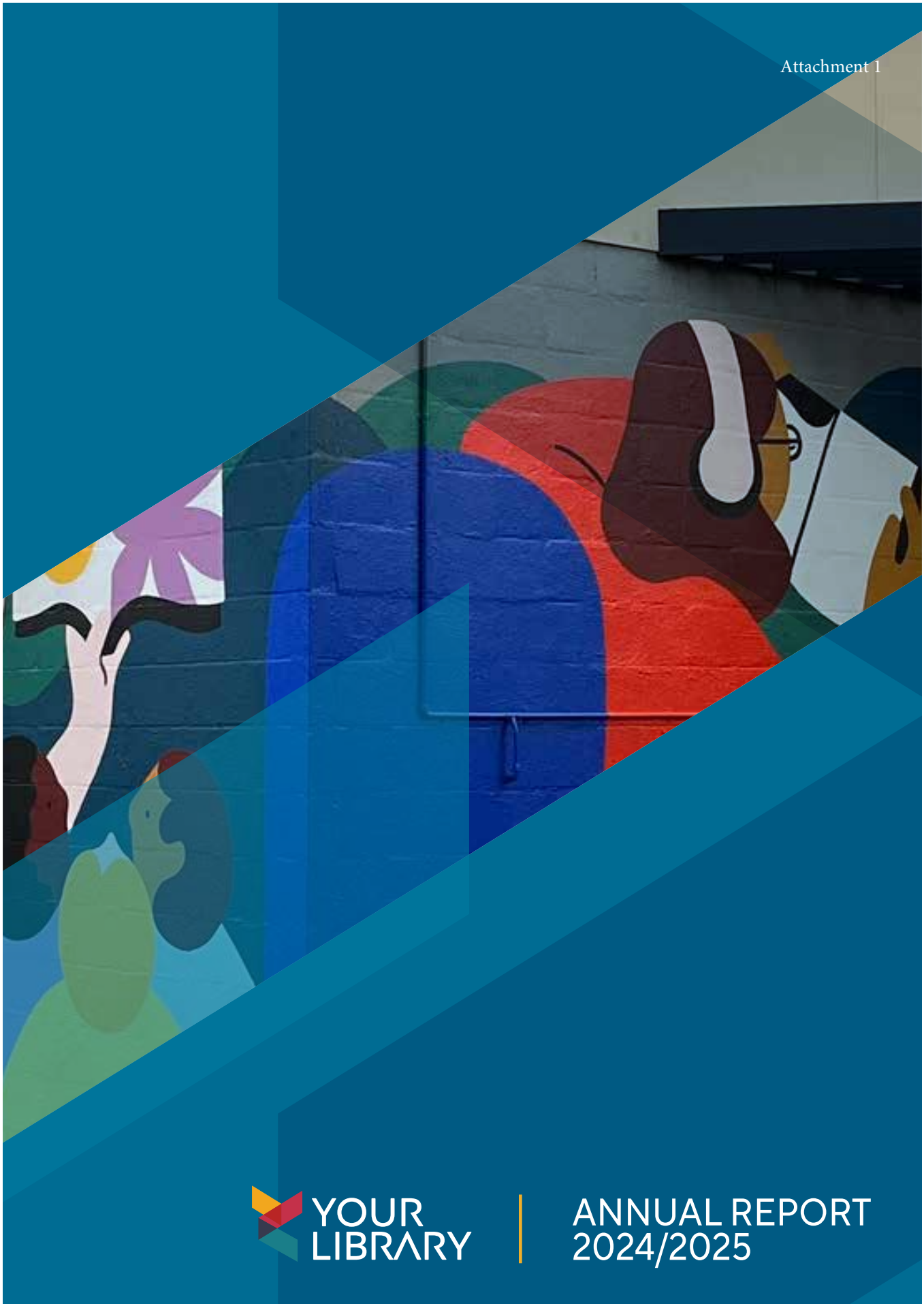
9. CONFLICT OF INTEREST
The Officers contributing to and responsible for this report have no conflicts of interest requiring disclosure under Chapter 5 of the Governance Rules of Knox City Council.

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 - Annual Report - Your Library 2024-25 - 2025-11-05 [**8.1.1** - 70 pages]
2. Attachment 2 - Your Library Leading Change 2025-2029 [**8.1.2** - 32 pages]

Attachment 1



YOUR LIBRARY | ANNUAL REPORT 2024/2025

Acknowledgement

Your Library acknowledges the Traditional Custodians of Country throughout our Member Councils' municipalities and across Australia. We pay respect to their cultures, and Elders past, present, and emerging.

The Traditional Custodians of Country always have been, and always will be, an integral part of the region.

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Year in Review

JULY 2024

Mooroolbark Library 40th birthday

We celebrated Mooroolbark Library's 40th birthday, honouring decades of service and community connection. This milestone reflected the enduring legacy of local libraries as trusted spaces of learning, creativity, and belonging.

AUGUST 2024

Children's Book Week | Comics and Cosplay Extravaganza!

Children's Book Week and the high-energy Comics and Cosplay Extravaganza! inspired imagination and literacy in younger audiences. These events drew record attendance and reinforced our role as a cultural and educational hub for families.

SEPTEMBER 2024

Appointment of new CEO Dr Karina Lamb

A new chapter began with the appointment of Dr Karina Lamb as CEO. Dr Lamb brings extensive leadership experience and a bold vision for the future of public libraries, grounded in community impact, digital inclusion, and lifelong learning.

OCTOBER 2024

Boobook digital consortium collection launched

The launch of the Boobook digital consortium collection marked a major expansion of our digital lending services. This collaborative initiative provides greater access to eBooks and audiobooks, responding to the growing demand for flexible, online library resources.

NOVEMBER 2024

Transgender Awareness Week and the 16 Days of Activism Against Gender-Based Violence initiatives

We proudly participated in Transgender Awareness Week and the 16 Days of Activism Against Gender-Based Violence, reinforcing our libraries as safe, inclusive spaces that actively champion human rights and social justice.

DECEMBER 2024

Big Summer Read launched

The Big Summer Read was launched with great enthusiasm, encouraging children to develop strong reading habits over the holiday break. Participation reached new heights, reflecting the power of community-wide literacy initiatives

JANUARY 2025

New organisational structure introduced

We introduced a new organisational structure, designed to streamline operations and align leadership with our strategic goals. This change supports greater agility and cross-functional collaboration across our teams.

FEBRUARY 2025

Minister Nick Staikos visits Knox Library Ngarrgoo to announce the 2025-2026 Living Libraries grants | Respect is Non-Negotiable Statement released | Expanded Reading Buddies program launched

Minister Nick Staikos visited Knox Library Ngarrgoo to announce the 2025–2026 Living Libraries grants, recognising Your Library's excellence and leadership in public library service delivery. We also released our Respect is Non-Negotiable Statement, affirming our commitment to respectful, inclusive library environments. This month also saw the expansion of our Reading Buddies program, boosting early literacy outcomes through community volunteering.

MARCH 2025

Loanable Laptop program launched

The launch of the Loanable Laptop Program was a major step forward in bridging the digital divide. This initiative is already transforming how users access education, employment, and government services.

APRIL 2025

Busiest School Holiday Program ever

Our busiest School Holiday Program ever offered engaging and educational activities for children and teens, showcasing the library as a central space for family fun and lifelong learning.

MAY 2025

1,000,000 loans on Boobook

We celebrated over 1,000,000 loans on Boobook, demonstrating the impact of our growing digital services and the power of collaborative library networks.

JUNE 2025

Refugee Week

We concluded the year with a powerful focus on inclusion during Refugee Week, offering programs that amplified refugee voices and celebrated resilience through storytelling, art, and dialogue.

Message from the Chair

It is with great pride that I present the 2024–2025 Annual Report for Your Library Limited, a year that has seen significant growth, innovation, and community impact across our network.

From celebrating milestone anniversaries to launching new services and welcoming a new Chief Executive Officer, this has been a defining period in the life of our organisation.

We began the year by celebrating the 40th birthday of Mooroolbark Library in July 2024—a tribute to the enduring power of local libraries to support connection, learning, and belonging. August brought joy and creativity to our younger audiences through Children's Book Week and the vibrant Comics and Cosplay Extravaganza.

In September, we were pleased to announce the appointment of our new CEO, Dr Karina Lamb. Karina has brought fresh energy and strategic vision to the organisation, leading the introduction of a new structure in early 2025 to better align our people and resources with the needs of our communities.

In October, we launched the Boobook digital consortium collection, and by May 2025 had reached an incredible milestone of over one million loans. This initiative is a powerful example of regional collaboration delivering real value to readers across Victoria.

Your Library has also continued to lead the sector in strengthening risk management, security, and technology development—critical areas that support our ability to deliver safe, modern and responsive services. These advances reflect our proactive approach to safeguarding our people, data, and systems while meeting the evolving expectations of our community.

Our libraries remain committed to equity and inclusion, participating in Transgender Awareness Week and the 16 Days of Activism Against Gender-Based Violence in November, and releasing our Respect is Non-Negotiable statement in February 2025. These initiatives reflect our dedication to being welcoming and safe spaces for all.

We also expanded our literacy and access programs with the growth of Reading Buddies, the launch of a loanable laptop initiative, and our biggest School Holiday Program ever. In February, we welcomed Minister Nick Staikos to Knox Library Ngarrgoo to announce the 2025–2026 Living Libraries Grants—a reminder of the growing recognition of the essential role libraries play in public life.

From the Big Summer Read over the holiday period to our community reflections during Refugee Week in June, Your Library has delivered a rich calendar of programs that celebrate diversity, foster literacy, and bring people together.

On behalf of the Board, I extend my sincere thanks to our dedicated staff, volunteers, community partners, and member Councils. Your commitment has enabled us to deliver exceptional services while continuing to innovate and lead in key areas across the sector.

With strong leadership in place, a refreshed structure, and a continued focus on public value, Your Library is well-positioned for the year ahead.

Cr Linda Hancock

Message from the CEO

This year has been one of transformation for Your Library driven by strategic renewal, organisational change, and a deepening of our commitment to the communities we serve.

Since stepping into the role of CEO in October 2024, I have been inspired every day by an organisation built on a shared belief in the power of libraries to change lives. We are navigating a rapidly changing social landscape, but we do so with confidence, adaptability, and purpose.

Throughout the year, our teams have delivered outcomes that speak to that purpose, as seen in the stories shared throughout this report. The expansion of our Reading Buddies program has nurtured literacy and confidence among young readers. Our loanable laptop initiative has helped bridge the digital divide. We presented our most successful school holiday program to date in Autumn attracting 5,246 participants across 134 events. Our partnership with Monkey Baa Theatre Company, Australia's leading producer of literacy-based children's theatre, reflects our growing investment in early years development and creative learning.

It has also been our second year as a not-for-profit company limited by guarantee and registered charity, a change that has expanded our ability to collaborate and innovate in direct response to community needs. With the guidance of our newly appointed Board of Directors, we have strengthened our position as a trusted and future-focused library service.

A key milestone was the introduction of a revised organisational structure, including the creation of a Senior Leadership Team. This change has fostered collaboration across the organisation, sharpened decision-making, and created a more agile approach to delivering services.

As our 2021–2025 Library Plan came to a close, we turned to the future, developing a bold new four-year strategic plan to launch in early 2025/26. Shaped by extensive consultation with staff, our Board, Member Councils, community voices and sector leaders, the plan is anchored in equity, innovation, digital access, and lifelong learning.

Advocacy has remained central to our work. In my role as Board Director for the Australian Library and Information Association (ALIA) and our contributions to Public Libraries Victoria (PLV), we continue to champion sustainable funding, digital equity, early years investment, and recognition of libraries as essential public infrastructure.

Our values—fairness and equity, social responsibility, diversity and inclusion, sustainability, agility and innovation—remain at the heart of everything we do. This year, they were brought to life most clearly in the way our frontline staff responded to growing demands with empathy, professionalism and care. Their dedication embodies the true spirit of public service, and we remain committed to supporting them through a culture of respect, wellbeing and recognition.

Looking ahead, we move forward with strong foundations, a clear direction and a shared sense of purpose. I am grateful to our Board, staff, volunteers, Member Councils, and partners for their unwavering support. Together, we are evolving Your Library into a dynamic, inclusive and resilient organisation—ready to deliver lasting value and impact in every corner of our communities.

Dr. Karina Lamb

Governance

About Your Library

Your Library is more than a place for books.

We are a platform for community connection, creativity, and opportunity. Across our library branches, we are seeing record engagement—people are borrowing more, attending more programs, and turning to us for everything from digital access and job support to social connection and creative inspiration.

We are also leading with purpose in key areas such as digital inclusion, offering free access to technology for people of all ages and abilities. Our spaces continue to adapt—designed for quiet study, collaboration, health and wellbeing programs, and local celebrations.

Our strategic direction is clear: to build a future-ready library service embedded in equity, sustainability, and innovation. With the support of our member councils and a growing network of partners across education, health, the arts, and technology, we are developing programs that meet real community needs.

At the heart of this work is our belief that libraries transform lives. As we deliver on our strategy and forward plans, we are not just responding to change—we are driving it.

Our vision

Literacy and access for all – no one left behind!

Our mission

To provide something indispensable or enriching every day – for free – to everyone in the community.

Our partners

Your Library realises its vision and mission by working alongside our Member Councils, all levels of government, businesses, educators, charities, and other not-for-profit organisations. These partnerships are built on a shared commitment to stronger, more connected communities.

Together, we extend reach, amplify impact, and create meaningful engagement across diverse populations — ensuring our collective efforts deliver lasting benefits for the people we serve.

Our values

Our plans, decisions, and actions are grounded in the values that guide everything we do:

Fairness and Equity – We work to ensure fairness and equity for all, promoting equal access and opportunity.

Social Responsibility – We actively contribute to our community, embracing both corporate and social responsibility.

Diversity and Inclusion – We respect and celebrate the diversity of our communities, with acceptance and inclusion at the heart of our work.

Sustainability – We embed the four pillars of sustainability into every aspect of our operations.

Agility and Innovation – We respond swiftly to changing community needs and create opportunities for innovation through our services, spaces, and collections.

GOVERNANCE

Our Region

As a not-for-profit and registered charity, Your Library is a co-operative venture of three outer eastern metropolitan councils – Knox, Maroondah and Yarra Ranges – focused on promoting literacy, learning, digital inclusion, and community wellbeing, underpinned by strong local partnerships and a commitment to equity and innovation.

Three municipalities span a large area of outer metropolitan Melbourne, serving a combined population of over 440,000 people across diverse and vibrant communities, on the traditional land of the Wurundjeri Woi-wurrung and Bunurong people of the Kulin Nation.

Your Library Limited is a not-for-profit company limited by guarantee and is registered as a charity with the Australian Charities and Not-for-profits Commission.

MUNICIPALITY	ESTIMATED RESIDENT POPULATION	AREA (KM2)
Knox	163,302	114
Maroondah	119,354	61
Yarra Ranges	160,137	2,468
Total	**442,793**	**2,643**

GOVERNANCE

Statutory compliance

This section provides details of Your Library compliance with its statutory and fiduciary requirements and responsibilities. Commentary is provided with traffic lights to show compliance and risks.

COMPLIANCE		RISK	
TRAFFIC LIGHT	DEFINITION	TRAFFIC LIGHT	DEFINITION
🟢	Complies	🟢	Low risk rating
🟡	The issue has an unresolved matter but action is being taken to resolve this	🟡	Medium risk rating
🔴	Issue requires remedial action	🔴	High risk rating

LEGISLATION	STATUS	COMPLIANCE	RISK
Privacy Act 1988 (Cth)	Your Library did not receive any privacy requests for the year.	🟢	🟢
Gender Equality Act 2022 (Vic)* * This Act does not apply to YLL.	Your Library will still pursue the objectives of the Act, although we do not have to report formally on our outcomes to the Victorian Government. We will report on our actions and outcomes on gender equality through our quarterly reports and annual report to the Board.	🟢	🟢
Health Records Act 2001 (Vic)	Your Library did not receive any health records requests for the year.	🟢	🟢
Protected Disclosure Act 2012	Your Library has not received any disclosures directly nor has it received any referrals from the Ombudsman or the Independent Broad-based Anti-corruption Commission for the year.	🟢	🟢
Child Wellbeing and Safety Act 2005	Your Library has not had to respond to, or report, any allegations of child abuse in the year.	🟢	🟢
Charter of Human Rights and Responsibilities Act 2006	No complaints received in the year.	🟢	🟢
Workplace Injury Rehabilitation and Compensation Act 2013	No new WorkCover claims received in the year.	🟢	🟢
Equal Opportunity Act 2010	No complaints received in the year.	🟢	🟢
ACNC Act 2012	Company registered as a charity. ACNC report is due yearly on 31 December.	🟢	🟢
Corporations Act 2001	Company registered and Directors appointed. Accounts are due yearly on 30 June.	🟢	🟢
Audit Act 1994 (Vic)	Working with HLB Mann Judd and VAGO Auditor (RSM).	🟢	🟢

GOVERNANCE

Your Library Board

The Your Library Limited Board consists of two councillors from each of the member councils, appointed as directors of the company.

The role of the directors is to provide leadership for the good governance of the company. In a rapidly changing environment, the Your Library Limited Board is flexible and responsive to meet current needs and to prepare our company to face future challenges.

The responsibilities of the Your Library Limited Board include:

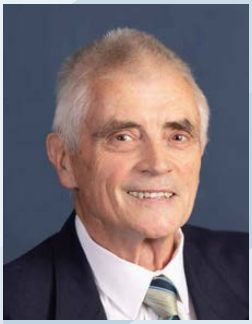
- **Policy development:** Establishing policies that govern the library's operations, including usage policies, collection development and community engagement.
- **Budget oversight:** Overseeing the library's budget and ensuring financial stability, including approving budgets, monitoring expenditures and sometimes participating in fundraising activities.
- **Strategic planning:** Setting long-term goals and strategies for the library to ensure it meets the evolving needs of the community, including assessing community needs, technology trends and library services.
- **Advocacy and public relations:** Acting as advocates for the library in the community and with government, including raising the library's profile, securing funding and building partnerships with other organisations.
- **Evaluation and accountability:** Assessing the performance of the library and ensuring that the library meets legal requirements, like those in the Corporations Act 2001, and other standards.
- **Appointment and evaluation of the Library CEO:** Hiring and evaluating the performance of the CEO, who is responsible for the day-to-day operations of the library.
- **Compliance with legal and ethical standards:** Ensuring that the library operates in compliance with relevant laws, regulations and ethical guidelines.

Cr Linda Hancock (Chair)
Maroondah City Council

Cr Peter Lockwood (Deputy Chair)
Knox City Council

Cr Meagan Baker
Knox City Council

Cr Kylie Spears
Maroondah City Council



Cr Jim Child
Yarra Ranges Council

Cr Mitch Mazzarella
Yarra Ranges Council

GOVERNANCE

Board meetings

The Board met six times during 2024–25 and with the assistance of its Executive Leadership Team met all of its statutory deadlines.

COUNCIL	COUNCILLOR	NUMBER OF MEETINGS	NUMBER OF MEETINGS ATTENDED
Knox	Cr Laukens	2	2
	Cr Seymour	2	2
	Cr Baker	4	4
	Cr Lockwood	4	3
Maroondah	Cr Hancock	6	6
	Cr Spears	6	5
Yarra Ranges	Cr Child	6	6
	Cr Fullagar	2	2
	Cr Mazzarella	4	3

Directors and Managers from Member Councils with responsibility for library services also attended Board meetings as observers.

Board achievements

The Board has achieved the following:

MEASURE	ACHIEVEMENTS
Board Meetings	August 2024, September 2024, December 2024, February 2025, May 2025, June 2025
Reports	Adopted/reviewed: Annual Financial Report 2023–24, Annual Report 2023–24, Budget 2025–26
Policies and strategies	Reviewed and endorsed the following policies: Collection Development Policy, Closed-Circuit Television Policy, Library Events Policy, Your Library - Board Code of Conduct, Disclosures and Whistleblower Policy, Risk Management Policy and Framework, Child Safe Policy, Child Safe Code of Conduct, Child Safe Reportable Conduct Scheme Guidelines, Child Safe Standards, Workplace Equal Opportunity, Harassment and Bullying Policy, Grant Seeking and Management Policy
Board actions	Appointed a new Chief Executive Officer and Company Secretary. Held the organisations inaugural annual general meeting (AGM) since becoming incorporated. Adopted a new Audit and Risk Advisory Charter. Board planner/calendar adopted

GOVERNANCE

Library Plan 2021–2025

The Library Plan 2021–2025 is a cornerstone of Your Library's strategic planning framework.

It defines the seven key directions that shape our work each year and sets the aims and objectives for every area of our service. These directions are aligned with the United Nations Sustainable Development Goals, ensuring our local actions contribute to global priorities.

Our Seven Key Directions

1. Literacy for all, reading for pleasure – Championing literacy and fostering a love of reading for people of all ages.
2. Connecting people to knowledge and each other – Creating pathways for learning, discovery, and community connection.
3. Creative learning – a rehearsal for life – Offering opportunities to experiment, explore, and develop lifelong skills.
4. All for one and one for all – working with our partners – Collaborating to strengthen impact and reach.
5. Practice sustainability and protect our environment – Embedding sustainable practices into all aspects of our work.
6. Measure the impact and continually improve – Using evidence and evaluation to enhance our services.
7. Recruiting and retaining highly motivated staff – Attracting, supporting, and keeping talented, passionate people.

With the completion of the current plan, Your Library is now developing a new strategic plan, to be launched in early 2025/26, that will set the direction for the next four years ahead.

Sustainable Development Goals

The United Nations Sustainable Development Goals (SDGs) are at the core of the United Nations 2030 Agenda for Sustainable Development. They are an urgent call for action to end poverty, improve health and education, reduce inequality, and foster economic growth. They also highlight the importance of addressing climate change and protecting the environment.

Your Library uses the SDGs to guide the planning of our services, programs, collections, collaborations, and partnerships. We address each goal directly and practically through our actions and also provide our users with the information and resources they need to act themselves.

GOVERNANCE

Performance against the Library Plan

This year, we continued to deliver a wide range of resources, programs, and services that align with and advance our key strategic directions. Our initiatives reached diverse audiences, fostered community engagement, and enhanced access to information, learning, and cultural experiences. By building on strong partnerships and embracing innovation, we have ensured our offerings remain relevant, inclusive, and responsive to the evolving needs of our community.

1	LITERACY FOR ALL, READING FOR PLEASURE	/ Expansion of Reading Buddies program / Highlights from the Author Talks program
2	CONNECTING PEOPLE TO KNOWLEDGE AND EACH OTHER	/ Event highlights for 2024/25 with a focus on early years, young people and families / Lending laptops – connecting community to communications
3	CREATIVE LEARNING – A REHEARSAL FOR LIFE	/ Comics and Cosplay Extravaganza! / School Holiday program successes
4	ALL FOR ONE AND ONE FOR ALL, WORKING WITH OUR PARTNERS	/ Monkey Baa partnership / Living Libraries grants for Bayswater and Croydon / Advocacy initiatives
5	PRACTICE SUSTAINABILITY AND PROTECT OUR ENVIRONMENT	/ Boobook consortia – statistics and data showing impact
6	MEASURE THE IMPACT AND CONTINUALLY IMPROVE	/ Loans, visits, memberships and attendance growing / New communication models: CEO Update, High 5s, promotional videos, media releases
7	RECRUITING AND RETAINING HIGHLY MOTIVATED STAFF	/ Successful restructure completed including staff engagement / Launch of online training system / Review and redevelopment of recruitment processes

Advocacy

Your Library Limited plays an active role in shaping the future of library services through strong sector leadership, strategic partnerships, and collaborative advocacy.

Leadership in ALIA

In 2024/25 our CEO served as Vice President of the Australian Library and Information Association (ALIA), Australia's peak body for library and information management. This role ensures Your Library Limited remains connected to national priorities, emerging trends, and best practice, while contributing to advocacy that benefits libraries across the country.

Public Libraries Victoria

As a member of Public Libraries Victoria (PLV), we join forces with libraries across the state to address shared challenges and strengthen the sector. Our Executive Leadership Team participates in quarterly PLV meetings, collaborating on policy, advocacy, and sector-wide initiatives.

Special Interest Groups

Your Library team members contribute to Special Interest Groups (SIGs) focusing on areas such as digital services, community engagement, and resource sharing. These collaborations drive innovation and share expertise to improve services for all library users.

Strategic Advocacy

Your Library champions the interests of public libraries through strong engagement with industry leaders and all levels of government. We advocate for funding, shape policy, and promote initiatives that support the sector's growth and sustainability. Our coordinated efforts during election periods and pre-budget processes ensure library priorities remain on the public agenda and lead to meaningful action.

Connecting with our community

Celebrations and Events

Mooroolbark Library – 40 years

On Thursday 25 July, Mooroolbark Library celebrated the 40th anniversary of its official opening with a program of events that brought together community members, dignitaries, and staff.

The day began with a visit from children at Billanook College, who participated in a special birthday-themed Storytime and contributed vibrant balloon decorations to mark the occasion. In the afternoon, community members gathered for a formal celebration and afternoon tea, reflecting on the library's four decades of service.

The event featured speeches highlighting the library's history, its impact on the community, and the enduring value of public libraries. Former Yarra Ranges councillor Alistair Lee-Archer — who officiated at the library's original opening in 1984 — returned as a guest of honour. He was joined by Yarra Ranges Mayor Cr Sophie Todorov, Your Library Board Chair Cr Jim Child, and Acting CEO Premal Niranjan, each of whom shared their perspectives on the library's contribution to community life.

Guest speaker Geoff Earney, Director of Jells Craig Mooroolbark, provided an engaging historical overview of the area, supported by photographs, maps, and local anecdotes. The formalities concluded with Mooroolbark Team Leader Emma Jahn acknowledging the dedication of the library team before joining Mr Lee-Archer to cut the anniversary cake.

The 40th anniversary celebration was a fitting tribute to Mooroolbark Library's long-standing role as a place of learning, connection, and community engagement.

Promoting Respectful Behaviour - Respect is Non-Negotiable

In February, Your Library issued a Statement on Respectful Behaviour in response to an increase in incidents of anti-social behaviour within our libraries. The statement affirmed our staff's right to work in a safe and respectful environment, regardless of the public nature of our spaces.

While some community members mistakenly believe that 'public' equates to unrestricted behaviour, our statement clarified that all visitors are expected to treat staff and fellow patrons with courtesy and respect. This formal position has been an important tool for staff, helping them manage challenging interactions and reinforcing a culture of mutual support across our teams.

The Statement on Respectful Behaviour was shared widely through our library channels and issued via a media release, ensuring clear and consistent communication to the community.

I'm very sad that this needs to be said. Surely we ALL deserve respect, every day. Library staff are "my people" and I am grateful for every interaction. Keep doing what you do so well.

CONNECTING WITH OUR COMMUNITY

Celebrations and Events

Partnership with Monkey Baa

Your Library is working with the acclaimed Monkey Baa Theatre Company to broaden access to live theatre for families who may not otherwise have the opportunity to attend. Through its philanthropic arm, Theatre Unlimited, Monkey Baa seeks out not-for-profit organisations that can help connect with these audiences, while also promoting children's literature and the joy of storytelling.

In our first joint initiative, we supported the promotion of Josephine Wants to Dance by Jackie French — the delightful story of a kangaroo with dreams of becoming a ballerina — by distributing free tickets to selected Storytime families. The production, held at the Alexander Theatre, Monash University, was a first-ever professional theatre experience for many children, and feedback from families remained enthusiastic weeks after the event.

We look forward to working with Monkey Baa on future opportunities in the philanthropic space, beginning with their upcoming production of Mem Fox's much-loved *Where is the Green Sheep?,* ensuring more children can experience the wonder of live theatre.

Knox Immerse – Comic Creation Station

Knox Immerse, a biennial arts festival with the tagline *art in unexpected places*, provided the perfect stage for an imaginative idea from our resident comic book artist and Healesville Team Leader, Sabina Wills. Sabina proposed taking comic-making workshops into shopping centres — a setting that was both accessible and delightfully unexpected.

A few months later, during the coldest week of the year, Sabina travelled to five shopping centres across Knox — Boronia Mall, Ferntree Plaza, Mountain High Shopping Centre, Westfield Knox, and Wellington Village — inviting children to create their own funny comic strips. Her energy and encouragement inspired every participant, from first-time doodlers to budding illustrators.

In total, 70 comics were created and compiled into a special souvenir booklet, available for collection at local libraries. For many children, the thrill of seeing their work "in print" was a highlight.

The project brought creativity, laughter, and storytelling to unexpected places — and left a lasting impression on the children and families who took part.

CONNECTING WITH OUR COMMUNITY

Celebrations and Events

Living Libraries Grants for New and Improved Facilities

Your Library was pleased to celebrate the success of Knox and Maroondah City Councils in securing funding from the State Government's *Living Libraries Infrastructure Program*. This support will enable significant upgrades to library facilities, enhancing services and spaces for our communities.

The Croydon Library will relocate to the new Cultural Hub within the Croydon Community Wellbeing Precinct, while Bayswater Library will move to a larger site within Mountain High Shopping Centre. We were honoured to welcome the Minister for Local Government, the Hon Nick Staikos, to Knox Library – Ngarrgoo to announce the opening of bids for 2025-2026 funding, and again to Croydon Library to announce the successful applicants — including Maroondah City Council.

The new Bayswater Library will feature:

- 55% more floor space
- Two small meeting rooms
- A large community space
- A dedicated gaming zone
- An accessible toilet within the library

The new Croydon Library will be part of a vibrant cultural precinct including:

- Council Service Centre
- Multipurpose rooms
- Meeting spaces
- Café
- Black box theatre

These developments represent a major step forward in providing modern, accessible, and welcoming spaces that meet the evolving needs of our community.

Free Pads and Tampons – Not a Luxury

Pads and tampons are essential to health and wellbeing — not a luxury. Every Victorian should be able to access them when and where they are needed.

As part of the Victorian Government's initiative to provide free pads and tampons across the state, eleven of our library branches are now equipped with one or more vending machines. These have been installed in all libraries with suitable female toilets, with a mix of wired-in and battery-operated units placed in both public and accessible bathrooms wherever possible.

The first installations were completed in May, with additional machines at Boronia, Healesville, and Realm delivered in July and August. The program is being promoted through the Victorian Government's website and our own social media channels, helping ensure community awareness and access.

This initiative is a practical step towards supporting health, dignity, and inclusion across our library network.

CONNECTING WITH OUR COMMUNITY

Celebrations and Events

Truth Telling at Healesville

In March, more than 60 people gathered at Healesville Library to hear Jacqui Wandin of Wandoon Estate Aboriginal Corporation — a direct descendant of Coranderrk residents — share the story of her ancestors, their connection to Country, and key events in the Woi Wurrung Wurundjeri timeline. The audience included regular library users, local residents, and visitors who travelled from as far as Diamond Creek and Ferntree Gully.

The session also provided an opportunity for audience members to share their own truths, sparking a valuable discussion about how the library could help conserve artefacts, stories, and memories. Jacqui highlighted a number of significant books, all of which are available in our collection.

One attendee reflected:

"The most gracious and interesting of presentations. As a new resident of Healesville, I am often surprised at the lack of knowledge about the Coranderrk story. I am hopeful that eventually there is more visual material in the main street. Well done."

The event was a powerful example of how libraries can foster truth-telling, community learning, and cultural preservation.

Online Menopause Workshop

While attendance at online events has declined since the end of COVID restrictions, we found the right topic to re-engage a virtual audience with an online menopause workshop presented by Dr Rosie Ross from WellFemme. The session drew almost 150 bookings — far more than we could have accommodated in any of our physical library spaces.

Although we offered the option to watch the live Zoom session from several library branches, most attendees chose to participate from home. For those unable to join on the day, a recording was made available for a limited time on our YouTube channel, ensuring even more people could benefit from the presentation.

Attendee feedback was overwhelmingly positive:

"Fantastic event. Could have run for an extra half hour... Presenter was amazing. Loved that it was offered via Zoom."

"I'm so sorry I missed this — completely forgot! Is there a recording? Menopausal brain fog..."

This success demonstrated that, with the right subject matter, online events remain a valuable tool for reaching and engaging a wide audience.

CONNECTING WITH OUR COMMUNITY

Celebrations and Events

Refugee Week – 14-21 June

To mark Refugee Week, Your Library hosted a series of events celebrating the contributions of refugees and raising awareness of their experiences. Special Storytime sessions were held at Realm and Yarra Junction, featuring a spokesperson from *Grandmothers for Refugees*, who spoke about the group's work since 2014 to campaign for policy change and promote understanding within the community.

At Knox Library, we partnered with the Knox Multicultural Team to deliver a morning of information and inspiration, offering attendees the opportunity to learn more about refugee stories, advocacy efforts, and ways to support inclusion.

These events reflected our commitment to fostering empathy, understanding, and connection across our communities.

As part of our Refugee Week activities, Caz from *Ripples on Artpath* led a collaborative art-making workshop at Ferntree Gully Library, guiding participants in creating a vibrant "Refugee Tree." Using hand-painted paper and carefully hand-stitched fabric, the group crafted leaves, birds, apples, and butterflies — each carrying symbolic meaning.

The trunk represented resilience and strength; the branches, the supportive people in a refugee's life; the leaves, future hopes and aspirations; and the fruit, butterflies, and birds symbolised the positive contributions refugees bring to their communities.

The completed *Refugee Tree* was displayed in the library for the remainder of the month, serving as a striking and meaningful reminder of the strength, hope, and potential of those starting new lives in our community.

Mehdi Sina at Knox

At Knox Library, former Hazara refugee, public speaker, and human rights activist Mehdi Sina shared his powerful story of resilience, determination, and self-belief. Arriving in Australia at the age of 15 on a broken, leaky boat and without family, Mehdi has built his life around the mantra: "Do it or don't — there is no 'try'." His message to the audience was that belonging is something we create through our choices and self-reflection, rather than something automatically given.

The event also featured a vibrant cultural display by the Australian Iranian Society of Victoria to mark Yalda Night — the longest and darkest night of the year. Every participant received a personalised calligraphy print of their name in Persian script and enjoyed delicious Persian treats for morning tea, adding warmth and connection to an inspiring morning.

Connecting with adults

Our Events Program

Running from March to November, our events program is promoted through three seasonal What's On booklets and offers a diverse mix of talks and workshops designed to spark curiosity and inspire learning. Covering topics from craft and technology to history and culture, the program provides opportunities for community members to explore new interests and develop skills.

At the heart of our adult programming are our author talks — a cornerstone of engagement that connects readers directly with writers. These events encourage literary exploration, stimulate conversation between readers, and promote deeper engagement with our library collections.

This year, we welcomed authors from a wide range of genres, each attracting enthusiastic audiences and enriching our community's literary life. The following pages showcase some of the year's most memorable highlights.

Natalie Shaw at Knox

Knox Library welcomed author, nurse, and parent Natalie Shaw for a special Saturday morning event that combined Storytime, an author talk, and a book launch. Her new children's book, My Busy Brain, was inspired by her own family's journey and aims to help children understand that ADHD is not something to "fix," but rather a different way of thinking, learning, and experiencing the world.

The story follows Max, a little boy with a busy brain, big feelings, and amazing ideas, and carries a powerful message for both children and parents. Attendees valued the library's willingness to address a topic that is sometimes avoided for fear of labelling. One father shared his own "ADHD superpowers" during a discussion that encouraged everyone to reflect on unique skills and strengths that neurotypical people may not have.

The event attracted a strong audience, and demand for the book was high, with Knox Library receiving numerous reservation requests from those unable to attend on the day.

Garry Disher at Lilydale

On 6 August, Lilydale Library welcomed celebrated Australian crime author Garry Disher — writer of more than 50 books and an Ambassador for the statewide *Warm Winter Read* program. Speaking to an enthusiastic audience, Garry shared insights into his writing career, discussed his creative process, and treated attendees to a reading from his latest novel, *Sanctuary*.

The *Warm Winter Read*, an initiative of Public Libraries Victoria, encourages and celebrates reading for pleasure, highlighting its many benefits — from boosting mental health and fostering connectedness to enhancing empathy, self-esteem, and cultural awareness.

"It was an inspiring afternoon with an engaging speaker who was generous in sharing his experiences, leaving the audience both entertained and motivated to read more" Robin, Branch Manager

CONNECTING WITH OUR COMMUNITY

Connecting with adults

Helen Elliott at Miller's Homestead

Helen Elliott, well-known for her long-running column in The Age and contributions to various newspapers and Vogue Australia, returned to her roots for a special event at Miller's Homestead. Before her distinguished career in journalism, Helen was a Boronia local — growing up on Elsie Street, attending Boronia High, and later studying at Monash and Oxford Universities.

Her latest work is a memoir told through eleven letters to people who profoundly influenced her early life — neighbours, friends, teachers, and other local identities. In a packed Miller's parlour, Helen was interviewed by her daughter, novelist Eleanor Elliott Thomas. Their conversation brought to life vivid stories of growing up in 1950s Boronia, life for women in pre-feminist Australia, her formative relationships, and her determination to forge a different path from the one expected in a small house overlooking the Dandenongs.

Charming and absolutely hilarious!

Marvellous author, fascinating talk... intellectually rigorous, thank you.

Santilla Chingaipe – Croydon

As part of our winter program, we were delighted to host author and filmmaker Santilla Chingaipe, whose latest book Black Convicts was shortlisted for the 2025 Stella Prize. The book explores a little-known chapter of Australian history — the presence of enslaved people transported to the colonies — revealing that by 1840 there were at least 500 people of African descent living in Australia. Santilla investigates who they were, why they came, what became of them, and where their stories have been hidden.

The session generated strong interest, quickly booking out, and drew an engaged audience eager to learn more about this overlooked history. Feedback reflected both the power of the topic and the quality of the discussion:

"The talk by the author Santilla Chingaipe was engrossing and gave me much to think about and reconsider — as Santilla said: 'History matters'. Thank you, Santilla, and thank you to our wonderful library for providing this amazing opportunity."

"Well-presented session on a challenging topic. Our library host was well prepared with excellent questions and Santilla was generous with her responses, sharing her amazing knowledge. Another brilliant session."

This event was a compelling example of how libraries can bring important, thought-provoking conversations to the community.

CONNECTING WITH OUR COMMUNITY

Connecting with children, young people and families

Children's Book Week

Children's Book Week 2024 was a vibrant celebration of stories, characters, and creativity across our libraries. At Realm, it was "all about Alice" as staff dressed as beloved *Alice in Wonderland* characters, bringing the magic of the classic tale to life all week. For Preschool Storytime, Sarah delighted children as the mouse from If You Give a Mouse a Cookie, and transformed into Disco Dinosaur for the Tiny Tots session. Mayor Cr Kylie Spears of Maroondah City Council joined in the festivities, enjoying shortlisted CBCA books alongside excited young readers.

At Miller's Homestead, the team welcomed Cr Jude Dwight, Mayor of Knox City Council, as the special guest for Thursday's Family Storytime. Dressed as a fairy in honour of the CBCA's "Reading is Magic" theme, she captivated the audience with warmth, charm, and a touch of storytelling magic, inspiring children to explore the wonderful worlds found in books.

Rowville Library celebrated the CBCA Early Childhood Picture Book of the Year, *Gymnastica Fantastica* by Briony Stewart, with a special Book Week Storytime. Children's Librarian Michelle brought the title character to life, performing the story with twizzles, twists, and plenty of flair. The celebrations were made even more special by visits from Cr Susan Laukens and the library's beloved bear, Rusty Arnold, who was thrilled to hear stories about bears shared with a large and enthusiastic audience.

Book Week once again proved to be a highlight of the year — sparking imaginations, encouraging a love of reading, and connecting our communities through the joy of stories.

Connecting with children, young people and families

Comics and Cosplay Extravaganza!

Our inaugural Comics and Cosplay Extravaganza! brought Lilydale Library to life on Saturday 31 August, transforming the building into a vibrant hub of fandom and creativity. Delivered in partnership with Box Hill Institute and proudly sponsored by digital comic provider ComicsPlus, the event attracted Trekkies, Whovians, Star Wars devotees, and an array of other famous — and delightfully obscure — characters.

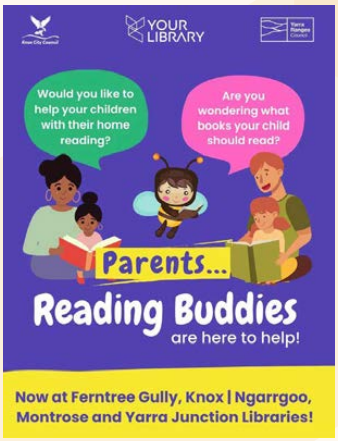
Library staff kept the energy high with badge-making, Mario Kart competitions, and games of Dungeons & Dragons, while guest experts showcased their skills in cartooning, caricatures, balloon twisting, face painting, temporary tattoos, and more. With over 20 stallholders and activity stations throughout the building, there was something to engage visitors of all ages.

The day's highlight was the Cosplay Fashion Parade, where contestants impressed the judges with their creativity, characterisation, and attention to detail. The stage was expertly managed by Sharni and Rose from Healesville Library, whose warm hosting ensured even microphone-shy participants could shine.

Hundreds of people joined in the fun, making this first-time event an overwhelming success and a testament to the power of libraries to bring communities together through creativity, play, and shared passions.

CONNECTING WITH OUR COMMUNITY

Connecting with children, young people and families



Reading Buddies Program

Reading Buddies supports children in the early years of school who are learning to read independently, while also equipping parents with strategies to build their child's literacy skills at home. The program models ways to engage young readers through reading aloud, playing simple no or low-cost word games that build vocabulary, and creating a social, book-focused environment outside the classroom.

Thriving at both Knox and Montrose Libraries, each session begins with children selecting books for the group to choose from, followed by a vote to decide which will be read aloud by a member of the Children's team. The chosen titles are often borrowed at the end of the session, either by the original selector or another enthusiastic listener.

Parents have praised the program for its impact. One noted that their child loves having a say in the book choice — something they don't experience at school — while another, a parent of five, values the quieter environment it provides for reading practice. The parent of an only child appreciated the chance for their child to play and learn alongside a mixed-age group, offering a social experience they don't get at home or school.

Reading Buddies continues to foster a love of books, encourage confident reading, and strengthen connections between families and their library.

Easter School Holidays – A Hopping Success!

While the July school holidays are traditionally our busiest, this year the Easter program took the crown as our biggest yet. Families flocked to libraries across the region for a packed program of free events, activities, and creative fun.

Across all branches, we delivered 132 school holiday events, plus two special community partnership events, attracting an incredible total attendance of 5,246 people. This figure does not include the many families who enjoyed our scavenger hunts, take-home colouring sheets, and drop-in activity tables, which proved popular throughout the holiday period.

From storytimes and craft workshops to Easter celebrations and STEAM activities, the program offered something for everyone. The strong community response highlights how much families value these opportunities for fun, creativity, and connection — and reaffirms the library's role as a vibrant hub during the school holidays.

CONNECTING WITH OUR COMMUNITY

Connecting with children, young people and families

BIG Summer Read – Our Biggest Yet

The *BIG Summer Read* is a state-wide program coordinated by Public Libraries Victoria, designed to encourage children to keep reading during the summer holidays. Your Library has participated since its inception, and the 2024–25 season was our most successful yet — with a record-breaking 614 online enrolments and 558 completed paper entries submitted at branches.

New this year were *BIG Summer Read* launch parties, which generated fantastic enthusiasm and set the tone for the season. Across all branches, hundreds of children took part, collectively reading thousands of books and tracking their progress both online and in person.

This achievement was made possible through the generosity of our community. Local businesses and individuals donated an unprecedented range of prizes — from gift vouchers to book bundles — creating the largest reward pool we have ever offered and giving participants extra motivation to read.

We were especially proud to see Thomas, one of our library patrons, win a state-wide *BIG Summer Read* prize, bringing a sense of pride and excitement to our libraries.

Year after year, the *BIG Summer Read* continues to grow in reach and impact, inspiring a lifelong love of reading in children and families and supporting positive reading habits over the summer months. We look forward to building on this success next summer.

Communications

Effective communication across all design and delivery channels remains essential in connecting with our diverse library community. By using both print and digital marketing, we engage people of all ages, ensuring everyone can connect in the way that best suits them.

Our printed *What's On* guide continues to be in high demand, with each edition quickly picked up, while the online version attracts thousands of visits each season—demonstrating the ongoing need for both formats. Social media plays a pivotal role in promoting upcoming events, celebrating achievements, and sharing moments that resonate with our community. Media releases further extend our reach, amplifying our impact and generating additional coverage.

By maintaining a consistent and well-crafted brand across all communication channels, we ensure our messaging remains clear, relevant, and accessible to everyone. This strategic focus on branding and communication enables Your Library to connect with users more effectively, building stronger relationships and nurturing a deeper sense of community.

Communication Channels

Social media remains a cornerstone of our communication strategy, enabling us to connect with a broad and diverse audience across multiple platforms. Through Facebook, Instagram and LinkedIn, we promote upcoming events, celebrate achievements, and engage with our community in real time.

Our monthly eNewsletter is delivered directly to member inboxes, featuring articles that spotlight current programs, highlight collection items, and showcase community activities.

These channels serve as vibrant spaces for event promotion, customer interaction, and the sharing of memorable library moments. They also provide opportunities to showcase our successes and invite community members to share their own experiences and feedback—strengthening our connection and fostering a sense of belonging.

Social Media Channels

SOCIAL PLATFORM	FOLLOWERS 24/25	FOLLOWERS 23/24
Facebook	11,418 (3.66% inc.)	11,014
Instagram	3,663 (12% inc.)	3,268
Tiktok	1,479 (33.48% inc.)	1,108

COMMUNICATIONS

eNewsletter Performance

NEWSLETTER TYPE	SUBSCRIBERS 24/25	SUBSCRIBERS 23/24	OPEN RATE AVERAGE 24/25	OPEN RATE AVERAGE - 23/24	CLICK THROUGH AVERAGE - 24/25	CLICK THROUGH AVERAGE - 23/24
Monthly – all members	144,480 (16.27% inc)	124,257	17.93% (0.93% inc)	17%	5.8% (0.35% dec)	6.15%
Children's – Opt in	2,098 (23.99% inc.)	1,692	29.93% (9.03% dec)	38.96%	15.57% (1.71% dec)	17.28%
Job Alert – Opt in	791 (100% inc.)	394	63.5% (11.62% inc)	51.88%	15.73% (5.98% inc)	9.75%

Top viewed events

Our Events calendar provides insight into digital traffic around the events program, although the correlation between website hits and bookings is not as clear as we would like. The events that attracted most interest online illustrate the wide range of interests among our community:

NUMBER	EVENT	LOCATION
1.	Sisters in Crime	Realm
2.	Explore Chloe's Vegan Kitchen with Chloe Wheatland	Rowville
3.	Keeping your teenager safe online	Mooroolbark

Library App

The Your Library App is a key tool for enhancing accessibility, convenience, and community engagement. With its user-friendly and intuitive interface, the App provides seamless access to a wide range of library resources and services, from event bookings and program registrations to borrowing services, account management, catalogue searches, and item reservations. By placing these services directly at users' fingertips, the App ensures our community can connect with the library anytime, anywhere.

APP LAUNCHES	INCREASE
530,904	37%

Website

Our website is the central digital hub for the community, providing convenient access to online resources, event information, news, and key library services. Designed to be mobile-friendly and fully responsive, it offers a seamless experience across desktops, tablets, and smartphones.

WEBSITE HITS	INCREASE	UNIQUE VISITORS	INCREASE
1,273,855	12%	426,621	13.5%

COMMUNICATIONS

In Print – What's On

Demand for our seasonal What's On events guide remains consistently strong, demonstrating the community's keen interest in our programming. Each season, 9,000 copies are printed and distributed, ensuring our events and services are accessible to a wide audience. The printed guide continues to be an essential tool for connecting with community members—particularly those who prefer physical copies or are less engaged through digital platforms.

What's On Performance

The digital 'What's On', available on our website and Issuu.com, attracts significant engagement through its impressions.

WHAT'S ON ISSUE	IMPRESSIONS	READS	AV. READ TIME	CLICKS	DOWNLOADS
Spring 2024	6,548	1882	5:13 min	623	2
Autumn 2025	4,773	2,110	6:04 min	346	33
Winter 2025*	1,813	1,078	6:11 min	381	0

* Note: At the time of writing, the Winter What's On 2025, had been in distribution for one month.

Media Releases

Our media outreach strategy—combining strategic media releases with regular updates on the *Library News* section of our website—has significantly extended the reach of our programs and services. This proactive approach has strengthened community awareness and increased visibility for Your Library.

In 2024/25, this strategy led to multiple interview and photo opportunities with local media, including *Star News, The Eastern Melburnian*, and the *Vision Australia Podcast*. These collaborations have amplified our stories, highlighted our achievements, and fostered stronger connections with the community.

Promotional Films

Jasper Films has been engaged to produce a series of short promotional videos showcasing our key strategic directions and achievements. Ranging from 30 seconds to three minutes, each video captures a unique aspect of the library service—demonstrating to potential partners what a modern library offers and how we deliver for our communities.

Filming has taken place across the region, providing staff with the opportunity to share their personal passions while highlighting our newest and most beautiful libraries. The videos will be released in early 2025/26, serving as a vibrant, visual representation of our work, impact, and vision for the future.

Collections

Your Library's diverse collection of books, DVDs, CDs, audiobooks, and console games continues to be highly valued by our community.

In 2024–25, we added almost 70,000 new items, including 20,000 digital titles. Borrowing rose by 2.4%, with loans of physical items increasing for the first time in many years.

The increase was due to demand on the junior collection at the new Knox – Ngarrgoo library. Reservations also remained strong, climbing a further 11% this year.

CHECKOUTS	RESERVATIONS
+2.4%	+11%
3,475,874	790,083
ACTIVE BORROWERS	**PICTURE BOOKS**
-1%	Most Popular Collection
60,337	452,871

Boobook Consortium

In October, Your Library joined forces with Whitehorse Manningham Libraries and Yarra Plenty Regional Library to launch the Boobook consortium, significantly expanding the eBook and eAudiobook collection available on the Libby platform. This first-of-its-kind collaboration in Victoria grew the collection from 86,008 to 181,252 titles, with Your Library contributing the largest number of items. Our members now enjoy access to a broader range of books, audiobooks, and titles in languages other than English, thanks to the unique strengths of each partner's collection.

The transition required all existing Libby users to re-register with Boobook, causing a temporary dip in usage. However, with the dedicated efforts of our Tech Support Officers and staff, we authenticated a record 13,772 users in October. Since then, shared collections have driven usage to new heights, with close to 60,000 loans per month across eBooks and eAudiobooks.

While eMagazine usage fell by around 30% following the transition—largely due to Boobook partners not previously offering the module—this shift has reduced our eMagazine subscription costs by approximately 60%. By May, Boobook had already reached one million loans, far surpassing initial expectations. By year-end, digital borrowing had once again grown year-on-year, underscoring our community's strong appetite for the ease and convenience of digital collections.

"Love love love borrowing ebooks on my Kobo, please expand your ebook collection!"

COLLECTIONS

Loanable Laptops

In March, we launched our new loanable laptop program, offering 20 Dell Latitude 5,530 laptops for three-week loans. Each device comes preloaded with Microsoft Office and a range of applications for photo editing, coding, and video calling, providing an accessible learning platform for those new to laptop technology. Laptops can be reserved online and returned to any branch.

The program proved instantly popular, with a waiting list of more than 60 people forming within weeks—highlighting the strong community need for take-home technology to support employment, education, and daily life. Turnover has been steady, with a constant queue of borrowers awaiting the next available device.

One of our first borrowers, Jos, a regular at Lilydale Library, shared that having a laptop at home means he now visits the library less often—because he can get everything he needs done from the comfort of his own home.

Regional Statistics

Your Library snapshot

EVENT ATTENDEES	E-RESOURCE USAGE	APP LAUNCHES	PUBLIC WI-FI USERS
143,146	1,502,688	530,904	517,107

TOTAL CHECKOUTS	TOTAL RESERVATIONS	LIBRARY VISITS	NEW MEMBERS
+2.4%	+11%	+15.2%	+15.9%
3,475,874	790,083	1,715,139	36,707

KNOX CITY COUNCIL			
PHYSICAL CHECKOUTS	PHYSICAL RESERVATIONS	LIBRARY VISITS	NEW MEMBERS
611,507	175,695	766,371	17,413
MAROONDAH CITY COUNCIL			
PHYSICAL CHECKOUTS	PHYSICAL RESERVATIONS	LIBRARY VISITS	NEW MEMBERS
436,717	124,939	510,456	9,979
YARRA RANGES COUNCIL			
PHYSICAL CHECKOUTS	PHYSICAL RESERVATIONS	LIBRARY VISITS	NEW MEMBERS
424,321	149,810	398,307	9,305

Activity

LOCATION	MEMBERS		VISITS		CHECKOUTS		PC SESSIONS	
	23-24	24-25	23-24	24-25	23-24	24-25	23-24	24-25
KNOX								
Bayswater	11,999	13,550	104,770	109,376	74,929	74,490	11,865	9,740
Boronia	15,745	16,688	63,123	61,363	105,140	95,294	9,963	9,311
Ferntree Gully	13,717	14,739	70,750	56,466	92,870	65,787	6,959	5,356
Knox/Knox Express	47,493	58,088	205,759	395,276	156,053	252,974	13,723	23,771
Miller's Homestead	100	164			5,181	6,252	238	399
Rowville	28,288	30,759	135,317	143,890	136,453	125,021	21,502	23,622
Total	117,342	133,988	579,719	766,371	570,626	619,818	64,250	72,199
MAROONDAH								
Croydon	38,722	41,518	167,274	170,473	280,856	259,650	24,335	22,772
Realm	74,852	80,410	343,182	358,242	185,470	185,070	55,355	47,866
Total	113,574	121,928	510,456	528,715	466,326	444,720	79,690	70,638
YARRA RANGES								
Belgrave	19,536	21,607	98,347	105,371	92,148	88,819	8,721	8,846
Flexi	3,082	2,379			6,361	7,296		
Healesville	10,171	11,287	63,710	73,239	42,818	43,242	5,259	6,548
Lilydale	21,456	23,516	80,564	80,444	83,329	75,640	8,532	7,122
Monbulk (CRR)	1,173	1,517			11,854	9,692		
Montrose	5,591	5,962	24,458	25,249	27,659	24,610	885	691
Mooroolbark	15,329	16,868	67,365	70,261	102,302	102,599	8,130	7,979
Mt Evelyn (CRR)	2,572	2,922			15,760	16,403	729	944
Yarra Glen (CRR)	770	1,164			2,912	2,609		
Yarra Junction	12,732	13,715	63,863	65,489	65,254	59,878	6,419	6,770
Total	92,412	100,937	398,307	420,053	450,397	430,788	38,675	38,900
OTHER								
Admin	1,607	1,573			801	1031		
Digital Library					1,134,521	1,201,724		
Web					771,075	777,793		
Total	1,607	1,573			1,906,397	1,980,548		
REGIONAL TOTAL	324,925	358,426	1,488,482	1,715,139	3,393,746	3,475,874	182,615	181,737

Customer Satisfaction

Your Library continues to achieve outstanding results in Council Customer Satisfaction surveys across all member Councils, rating highly for both importance and satisfaction. These results highlight the strong regard in which our services are held and reinforce our role as a trusted, valued, and integral part of the community.

In 2024–25, Maroondah City Council and Yarra Ranges Council engaged JWS Research to conduct their surveys, while Knox City Council used Metropolis Research. In the JWS survey, libraries were grouped with arts centres, whereas in the Knox survey, libraries were measured as a stand-alone service.

COUNCIL	RATING	SIMILAR COUNCILS	COMPARED TO STATE	RANKING AMONG COUNCIL SERVICES
Knox*	8.5	8.4		1
Maroondah**	77	76	73	1
Yarra Ranges**	69	69	73	1

*Metropolis Research – rating is out of 10
* Satisfaction with libraries only
** JWS Research – rating is out of 100
** Satisfaction is with Arts Centres and Libraries

Across all three Councils, libraries ranked **first** among council services, underscoring the exceptional value and satisfaction we deliver to our communities year after year.

Technology

New Computers and Laptops

As we move into 2025–26, Your Library is preparing to roll out a refreshed fleet of public access computers across all branches, following a major upgrade completed at the end of the reporting year. This investment was the result of a comprehensive planning process, including extensive consultation with staff and a detailed assessment of user needs across our diverse communities.

To ensure value for money and the best possible outcome for our users, we undertook a competitive public tender process to procure the new devices. This approach allowed us to evaluate a range of suppliers and select equipment that met our high standards for performance, accessibility, and sustainability.

In addition to fixed public computers, our loanable laptop program continues to meet strong demand, providing flexible access to technology for those who may not have devices at home. These laptops are available for three-week loans and come preloaded with essential applications, helping bridge the digital divide and support education, employment, and everyday life.

This investment in public-facing technology reflects our commitment to digital inclusion and ensures that our libraries remain welcoming, future-ready spaces for all.

Improving Cybersecurity with Artificial Intelligence

In 2024–25, Your Library enhanced its digital security framework by activating autonomous response capabilities within its existing Darktrace cybersecurity system. Already in place to monitor our network and cloud environments, Darktrace now provides intelligent, real-time threat mitigation—automatically isolating suspicious activity and preventing escalation without manual intervention.

This upgrade reflects our commitment to proactive risk management and acknowledges the challenges of maintaining 24/7 monitoring with a small technology team. Autonomous response ensures around-the-clock protection, allowing us to detect and contain threats even outside business hours, while freeing up staff capacity for strategic technology development.

Darktrace's AI continuously learns and adapts to our environment, identifying anomalies that traditional systems may overlook. It has already proven effective in flagging phishing attempts, unusual login behaviours, and potential data breaches—strengthening our ability to safeguard systems, data, and user privacy.

As digital engagement continues to grow, this investment ensures Your Library remains a secure, resilient, and trusted provider of modern library services.

Our People

At Your Library, our greatest strength is our people—the dedicated, skilled, and passionate staff who bring our services and programs to life.

Our People and Culture strategy is designed to foster a supportive, inclusive, and high-performing workplace where every team member can thrive.

We invest in our staff by providing the training, resources, and support they need to grow professionally and personally. By prioritising collaboration, wellbeing, and development, we not only enhance staff satisfaction but also strengthen the quality and innovation of the services we deliver.

Our workplace culture reflects our core values of fairness, inclusion, and community connection, ensuring that both our team and our community benefit from a positive and inspiring environment.

Employee profile

	24-25	23-24
Total staff members	130	129
Equivalent full-time	90.39	90
Longest years of service	44	43
Average age	47	47
Age of oldest staff member	71	70
Age of youngest staff member	22	19
Age 40-75	94	90
Age 19-39	36	39

Staff movements

Resignations	18
Appointments	19
Secondments/temp appointments	3
Support pre-retirement arrangements	0
Support study leave	0
Parental leave	2

Volunteers

Total number of volunteers	100
Home Library	22
Conversation Circle	16
Leap into Literacy	53
Dungeons and Dragons	1
Origami	3
Chat and Connect	5

OUR PEOPLE

This year, more than 85 dedicated volunteers supported Your Library in delivering a diverse range of programs that enrich our community. We recognise the vital contribution our volunteers make and have strengthened our induction processes to better support them. Updated handbooks and guidelines now ensure that volunteers work within the same safety standards as our paid staff, safeguarding both participants and the community.

The expansion of our literacy programs—including the launch of the new Chat and Connect trial—led to more volunteer information sessions and welcomed many new recruits. Volunteer-led programs remain highly popular across our libraries, helping community members build skills in literacy, conversation, social connection, and even origami!

Our volunteers' generosity, passion, and commitment continue to make a lasting difference in the lives of those they support.

Organisation Structure

In January, we introduced a new organisational structure designed to strengthen leadership, improve communication, and better support our geographically dispersed workforce. This restructure created three new positions:

Senior Manager People and Culture

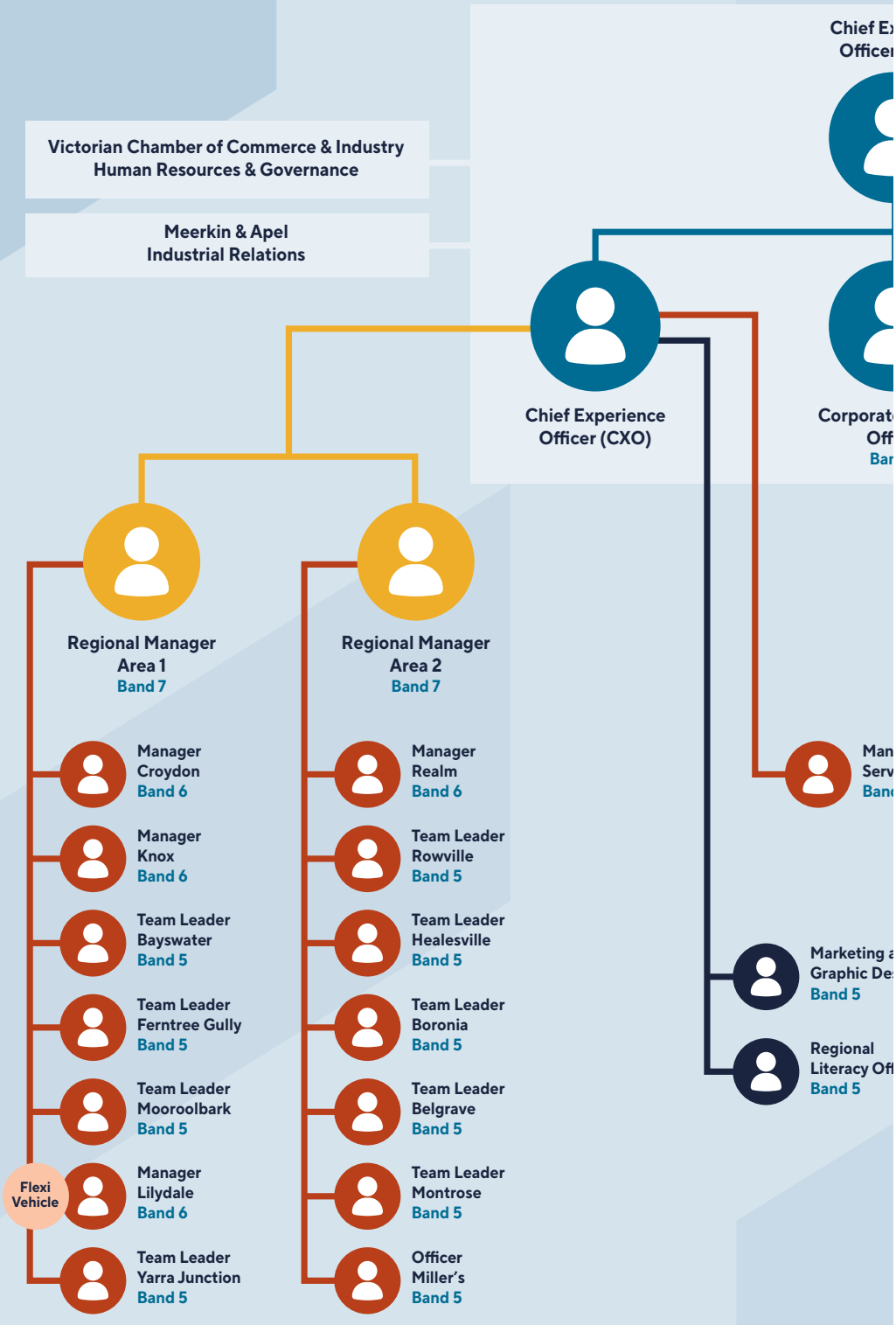
Regional Manager – Area 1 (Bayswater, Croydon, Ferntree Gully, Knox, Lilydale, Mooroolbark, Yarra Junction)

Regional Manager – Area 2 (Belgrave, Boronia, Healesville, Miller's Homestead, Montrose, Realm, Rowville)

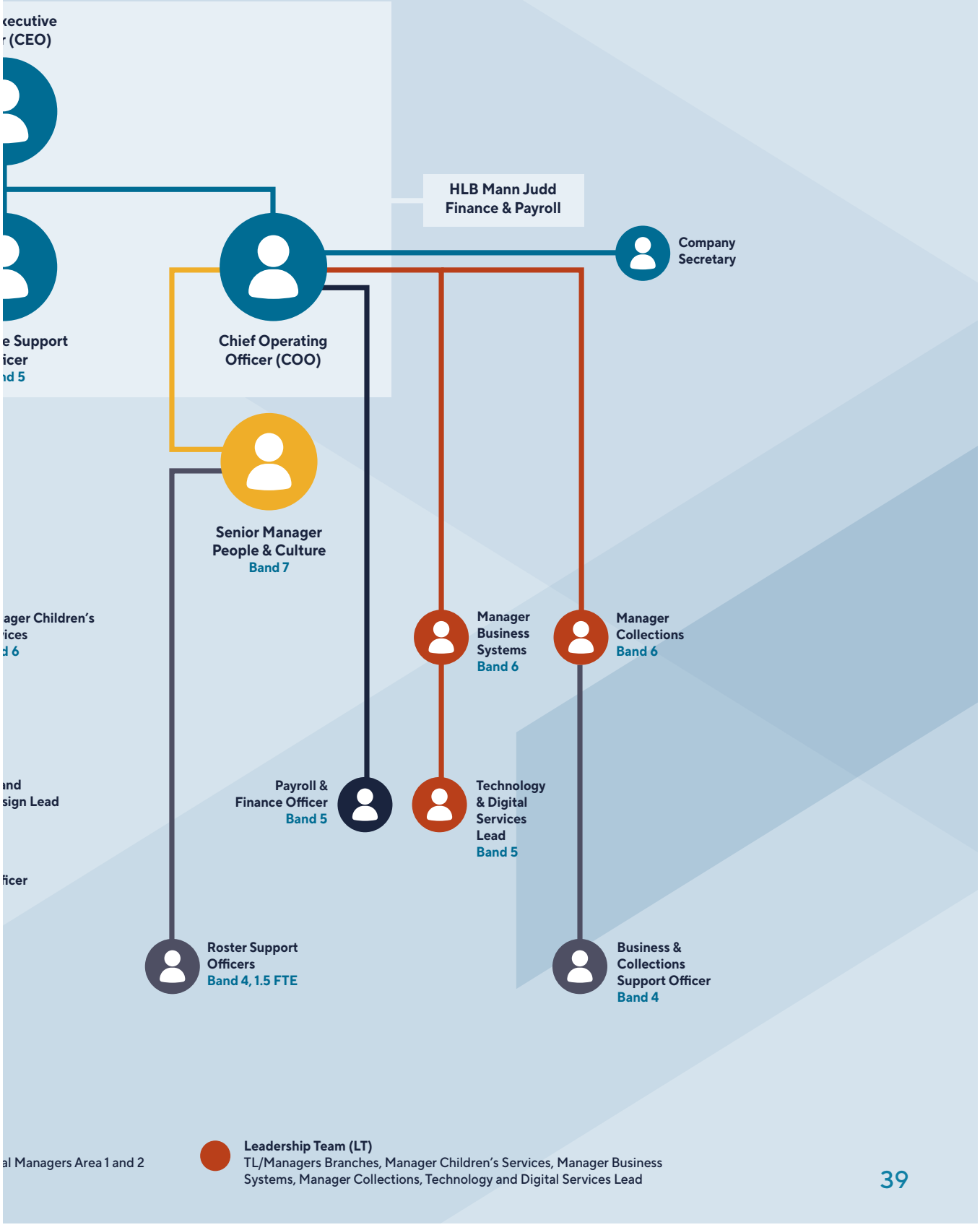
Together, these roles form our Senior Leadership Team, providing operational oversight for almost every aspect of our branch network.

The new structure has delivered measurable benefits, including stronger accountability, faster problem-solving, improved communication flows, enhanced quality control, and greater leadership development for Branch Managers and Team Leaders. Importantly, it has reduced the risk of isolation for branch teams by providing more direct support, ensuring our staff feel connected, informed, and empowered to deliver exceptional service.

Organisation



nal Structure



OUR PEOPLE

New communications channels

This year, we introduced new ways to keep our team connected, informed, and celebrated. Our goal is to share news, highlight achievements, and recognise positive moments—big or small—across the organisation.

A weekly video update from our CEO now keeps staff informed about the strategic priorities and initiatives led by the Executive Leadership Team. In December, we launched Staff High 5s!, a dedicated channel where team members can nominate colleagues for their efforts and achievements. There have already been 53 messages of appreciation shared by our staff, recognising everything from everyday acts of support to outstanding contributions—helping to foster a culture of gratitude, connection, and celebration.

All Staff Training Day

On 5 September 2024, more than 90 staff came together for our second all-staff training day in recent years—a day filled with learning, reflection, and plenty of laughter.

The program featured Ian Phillips from I&J Management Services, who produces the statewide statistical library report for Public Libraries Victoria. Ian's engaging presentation explored where Your Library sits in comparison to other Victorian libraries, proving that even complex numbers can be both fascinating and accessible.

Scope Australia delivered a thought-provoking session on the importance of clear communication, highlighting how the use of Plain English can make both marketing and internal communications more effective and inclusive.

The day concluded with our ever-popular staff showcase, demonstrating once again that great ideas and expertise come from within our own team as much as from external specialists.

ALIA training

Seven members of our Leadership Team participated in ALIA's online Transformation & Disruption Conference, exploring key themes including Indigenous Knowledges, Greening GLAMR (Galleries, Libraries, Archives, Museums, and Records), and AI and the Future of Library Technology. These insights are helping to inform our strategic thinking and service innovation.

The Leadership Team also took part in in-house training on managing neurodiverse staff, gaining practical tips and techniques to support inclusive recruitment and workplace practices. This valuable learning sparked important conversations about how we can further strengthen diversity and inclusion across our organisation.

Your Library Learning Platform

In June, we launched Litmos, our new online learning platform, providing staff with access to a rich and diverse range of professional development opportunities.

With a catalogue of over 98,000 training modules, Litmos enables us to deliver targeted learning to meet the needs of our team. The platform also allows us to create custom-designed training modules, ensuring we can respond quickly to emerging priorities and deliver learning experiences tailored to our organisation.

This investment in staff development reflects our commitment to fostering skills, knowledge, and growth across our workforce.

OUR PEOPLE

Work Experience and Industry Placements

This year, 37 local students undertook work experience across our library network, gaining valuable insights into the vital role libraries play in the community. For many, it was their first time seeing the breadth of services we offer and discovering the behind-the-scenes work that keeps them running.

At Knox Library, Mayah—a student with a strong interest in community-focused work—used her placement to explore career possibilities. While unsure if her future lies in libraries, her time with our team gave her practical experience, a deeper understanding of community service, and a new appreciation for the contribution libraries make every day.

These placements help young people develop workplace skills while fostering the next generation of community-minded leaders.

We also hosted industry placement students from library and information management degree programs. These placements offer students valuable real-world experience, enhance employability, and build practical skills for a future in the profession. Our team also benefits—gaining fresh perspectives on industry changes and new ways of working.

Many placement students choose to continue their journey with us. A recent success story is Claire, who joined the team after completing her placement and is now contributing her skills and enthusiasm to our work.

"I had such a positive experience doing my industry placement at Lilydale and Mooroolbark Libraries in November last year. Working with people of all ages reinforced my decision to pursue work in the public library sector."

— Claire, Healesville

Financials

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Statement of Profit or Loss and Other Comprehensive Income

for the year ended 30 June 2025

	Note	2025 $'000	2024 $'000
Revenue and other income			
User charges, fees and fines	4.1	163	130
Grants	4.2	3,025	3,039
Contributions	4.3	11,909	11,590
Other income	4.4	452	234
Total revenue and other income		**15,549**	**14,993**
Expenses			
Employee costs	5.1	10,472	9,933
Materials and services	5.2	2,099	2,118
Depreciation	5.3	2,104	2,011
Amortisation - intangible assets		4	3
Depreciation - right of use assets	5.4	129	129
Assets written off	5.5	-	10
Finance costs - leases	5.6	23	30
Audit expenses	5.7	30	54
Total expenses		**14,861**	**14,288**
Surplus for the year		**688**	**705**
Total other comprehensive income		-	-
Total comprehensive result		**688**	**705**

The above Statement of Profit or Loss and Other Comprehensive Income should be read in conjunction with the accompanying notes.

Statement of Financial Position

for the year ended 30 June 2025

	Note	2025 $'000	2024 $'000
Assets			
Current assets			
Cash and cash equivalents	6	4,170	3,388
Trade and other receivables	7	100	152
Other assets	8	145	181
Total current assets		**4,415**	**3,721**
Non-current assets			
Plant, furniture, equipment and library materials	9	6,624	6,122
Right-of-use assets	13	354	482
Intangible assets	10	19	23
Total non-current assets		**6,997**	**6,627**
Total assets		**11,412**	**10,348**
Liabilities			
Current liabilities			
Trade and other payables	11	782	468
Provisions	12	686	736
Income in advance	13	80	-
Lease liabilities	14	135	124
Total current liabilities		**1,683**	**1,328**
Non-current liabilities			
Provisions	12	1,266	1,110
Lease liabilities	14	254	389
Total non-current liabilities		1,520	1,499
Total liabilities		**3,203**	**2,827**
Net assets		**8,209**	**7,521**
Equity			
Members' Contribution	15	6,816	6,816
Accumulated surplus	16	1,393	705
Total equity		**8,209**	**7,521**

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

Statement of Changes in Equity

for the year ended 30 June 2025

2025	Note	Total $'000	Accumulated Surplus $'000	Members' Contribution $'000
Balance at beginning of the financial year	15, 16	7,521	705	6,816
Surplus for the year		688	688	-
		8,209	1,393	6,816
Balance at end of the financial year		**8,209**	**1,393**	**6,816**

2024		Total $'000	Accumulated Surplus $'000	Members' Contribution $'000
Balance at beginning of the financial year	15, 16	-	-	-
Net Assets Contributed by members 1 July 2023		6,816	-	6,816
Surplus for the year		705	705	-
		7,521	705	6,816
Balance at end of the financial year		**7,521**	**705**	**6,816**

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

Statement of Cash Flows

for the year ended 30 June 2025

	Note	2025 Inflows/ (Outflows) $'000	2024 Inflows/ (Outflows) $'000
Cash flows from operating activities			
User charges, fees and fines		163	130
Grants		3,025	3,039
Contributions		11,909	11,590
Interest received		205	113
Other receipts		327	153
Net GST receipt/(payment)		257	(71)
Employee costs		(10,334)	(9,933)
Materials and services		(2,099)	(2,068)
Other receipt/(payments)		59	(48)
Net cash provided by operating activities	22	**3,512**	**2,905**
Cash flows from investing activities			
Payments for plant, furniture, equipment and library materials		(2,606)	(2,163)
Net cash used in investing activities		**(2,606)**	**(2,163)**
Cash flows from financing activities			
Repayment of lease liabilities		(124)	(124)
Net cash used in financing activities		**(124)**	**(124)**
Net increase in cash and cash equivalents		782	618
Cash and cash equivalents at the beginning of the financial year		3,388	2,770
Cash and cash equivalents at the end of the financial year	6	**4,170**	**3,388**

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

Notes to the Financial Report

Note 1 OVERVIEW

1.1 Introduction

The financial report covers Your Library Ltd (the Company) as an individual entity. Your Library Ltd is a not-for-profit company limited by guarantee, incorporated on 3 October 2022 and domiciled in Australia.

The Company's main office is located at 10 Caribbean Drive, Scoresby, Victoria, 3179.

1.2 Statement of Compliance

These general-purpose financial statements have been prepared in accordance with the *Australian Charities and Not-for-profits Commission Act 2012*, Australian Accounting Standards - Simplified Disclosures and other authoritative pronouncements issued by the Australian Accounting Standards Board (AASB), and comply with other requirements of the law.

The Company does not have 'public accountability' as defined in AASB 1053 *Application of Tiers of Australian Accounting Standards* and is therefore eligible to apply the 'Tier 2' reporting framework under the AAS.

These financial statements comply with the recognition and measurement requirements of AAS, the *Australian Charities and Not-for profits Commission Act 2012*, and the presentation requirements in those AAS as modified by AASB 1060 *General Purpose Financial Statements - Simplified Disclosures for For-Profit and Not-for-Profit Tier 2 Entities* and the disclosure requirements of AASB 1060. Accordingly, the financial statements comply with Australian Accounting Standards - Simplified Disclosures.

Note 2 MATERIAL ACCOUNTING POLICY INFORMATION

2.1 Basis of Accounting

Accounting policies are selected and applied in a manner which ensures that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions or other events is reported. Accounting policies applied are disclosed in sections where the related balance or financial statement matter is disclosed.

The financial statements, except for the cash flow information, have been prepared on an accruals basis and are based on historical costs, modified, where applicable, by the measurement of fair value of selected non-current assets, financial assets and financial liabilities.

The presentation currency used in these financial statements is Australian dollars ($). Amounts in these financial statements are stated in Australian dollars and rounded to the nearest thousand unless otherwise noted.

The financial statements have been prepared on a going concern basis.

2.2 Goods and Services Tax (GST)

Income and expenses are recognised net of the amount of associated GST. Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the taxation authority is included with other receivables or payables in the Statement of Financial Position.

2.3 Adoption of New and Revised Accounting Standards and New Accounting Standards for Application in Future Periods

The Company has adopted all new and revised Standards and amendments thereof and Interpretations effective for the current year that are relevant to the Company. None of these have had a material impact on the Company's financial statements.

Certain new Australian Accounting Standards and interpretations have been published that are not mandatory for the 30 June 2025 reporting period. The Company assesses the impact of these new standards. As at 30 June 2025 there were no new accounting standards or interpretations issued by the AASB which are applicable for the year ending 30 June 2026 that are expected to impact the Company.

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

Note 3 JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period or in the period of the revision and future periods if the revision affects both current and future periods. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- the determination of depreciation for plant, furniture, equipment and library materials (refer to Note 9)
- the determination of employee provisions (refer to Note 12)
- the determination of whether performance obligations are sufficiently specific so as to determine whether an arrangement is within the scope of AASB 15 *Revenue from Contracts with Customers* or AASB 1058 *Income of Not-for-Profit Entities* (refer to Note 4)
- the determination, in accordance with AASB 16 Leases, of the lease term, the estimation of the discount rate when not implicit in the lease and whether an arrangement is in substance short-term or low value (refer to Note 13).

The accounting policies and significant management judgements and estimates used, and any changes thereto, are identified at the beginning of each section where applicable and disclosed in further detail throughout these financial statements.

Note 4 REVENUE

The Company recognises income from its main revenue streams as listed below:

- User charges, fees and fines
- Grants
- Contributions

In cases where the consideration is solely performance obligations under an enforceable contract and sufficiently specific to enable determination as to when the obligations are satisfied, the transaction is accounted for under AASB 15 *Revenue from Contracts from Customers.*

4.1 User Charges and Fees

	2025 $'000	2024 $'000
Meeting room hire	6	3
Printing and photocopying	122	96
Charges	15	11
Library merchandise	1	1
Events income	19	19
Total user charges and fees	**163**	**130**
User charges and fees by timing of revenue recognition		
User charges and fees recognised at a point in time	163	130
Total user charges and fees	**163**	**130**

User fees are payments received for library services such as printing and photocopying.

User charges are payments received for lost books and merchandise.

User charges and fees are recognised immediately under AASB 1058 *Income of Not-for-Profits.*

4.2 Grants

	2025 $'000	2024 $'000
Grants were received in respect of the following:		
Summary of grants		
Commonwealth funded grants	-	35
State funded grants	3,004	3,004
Other grants	21	-
Total grants received	**3,025**	**3,039**
(a) Operating Grants		
Recurrent - State Government		
Public Libraries Grant Program	2,946	2,946
Premier's Reading Challenge	58	58
Total recurrent operating grants	**3,004**	**3,004**
Non-recurrent - Commonwealth Government		
Get Online Grant	-	35
Non-recurrent - Other		
Other	21	-
Total non-recurrent operating grants	**21**	**35**
Total operating grants	**3,025**	**3,039**

When the Company receives government grants that are in the scope of AASB 1058 *Income of Not-for-Profit Entities* (being a transaction where the consideration paid to acquire an asset is significantly less than fair value principally to enable the Company to further its objectives), it performs an assessment to determine if the contract is 'enforceable' and contains 'sufficiently specific' performance obligations.

Where the consideration to acquire an asset is significantly less than the fair value principally to enable the Company to further its objectives, the transaction is accounted for under AASB 1058 where the Company:

- Recognises the asset in accordance with the requirements of other relevant applicable Australian Accounting Standards (e.g. AASB 9 *Financial Instruments*, AASB 16 *Leases*, AASB 116 *Property, Plant and Equipment* and AASB 138 *Intangible Assets*);
- Considers whether any other financial statement elements should be recognised ('related amounts') in accordance with the relevant applicable Australian Accounting Standard including:
  - Contributions by owners (AASB 1004 *Contributions*)
  - A lease liability (AASB 16 *Leases*)
  - Revenue, or a contract liability arising from a contract with a customer (AASB 15)
  - A financial instrument (AASB 9 *Financial Instruments*)
  - A provision (AASB 137 *Provisions, Contingent Liabilities and Contingent Assets*).
- Recognises income immediately in profit or loss for the excess of the initial carrying amount of the asset over any related amounts recognised.

4.3 Contributions

	2025 $'000	2024 $'000
Monetary (refer to Note 18(a))	11,909	11,590
Total contributions	**11,909**	**11,590**

Consideration for monetary contributions received from Member Councils is solely a performance obligation under an enforceable contract (Library Agreement) and is sufficiently specific to enable determination as to when the obligation has been satisfied. Monetary contributions are therefore accounted for under AASB 15 and are recognised as revenue as the performance obligation is satisfied over time.

4.4 Other Income

	2025 $'000	2024 $'000
Interest	205	113
Other	247	121
Total other income	**452**	**234**

Interest is recognised as it is earned.

Other income is measured at the fair value of the consideration received or receivable and is recognised when the Company gains control over the right to receive the income.

Note 5 EXPENSES

Expenses are recognised as they are incurred and reported in the financial year to which they relate.

5.1 Employee Costs

	2025 $'000	2024 $'000
Wages and salaries	8,223	8,060
WorkCover	77	100
Superannuation		
Superannuation Funds	962	843
Defined Benefit Plans (Vision Super)	92	90
Fringe benefits tax	9	8
Annual leave	738	594
Long service leave	245	63
Other leave	126	175
Total employee costs	**10,472**	**9,933**

Employee Costs include all costs related to employment including wages and salaries, fringe benefit tax, all leave entitlements and WorkCover premiums.

Wages and salaries include payments to key management personnel, permanent and casual employees as salaries, personal leave, allowances, overtime, weekend penalties, casual loading and termination payments.

Refer to Note 23 for further information relating to the Company's superannuation obligations.

5.2 Materials and Services

	2025 $'000	2024 $'000
Office administration	743	749
Information technology	617	611
Library consumables	427	396
Contract payments	151	193
Insurance	84	83
Repairs and maintenance	32	70
Consultants	43	15
Utilities	2	2
Total materials and services	**2,099**	**2,118**

5.3 Depreciation

	2025 $'000	2024 $'000
Library materials	1,874	1,782
Furniture and equipment	220	224
Plant	10	5
Total depreciation	**2,104**	**2,011**

5.4 Depreciation - Right of Use Assets

	2025 $'000	2024 $'000
Property	129	129
Total depreciation - right of use assets	**129**	**129**

5.5 Assets Written Off

	2025 $'000	2024 $'000
Assets written off	-	10
Total assets write off	**-**	**10**

5.6 Finance Costs - Leases

	2025 $'000	2024 $'000
Interest - Lease Liabilities	23	30
Total finance costs	**23**	**30**

5.7 Audit Expenses

	2025 $'000	2024 $'000
Auditor's remuneration - VAGO - audit of the financial statements	30	54
Total audit expenses	**30**	**54**

Note 6 CASH AND CASH EQUIVALENTS

	2025 $'000	2024 $'000
Cash at bank	4,170	3,388
Total cash and cash equivalents	**4,170**	**3,388**

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of three months or less, net of outstanding bank overdrafts.

Note 7 TRADE AND OTHER RECEIVABLES

	2025 $'000	2024 $'000
Current		
Statutory receivables		
Net GST receivable	-	71
Non statutory receivables		
Accounts receivable	92	21
Security deposit	8	8
TFN withholding receivable	-	52
Total trade and other receivables	**100**	**152**

Short term receivables are carried at invoice amount. A provision for expected credit loss is recognised when there is objective evidence that an impairment has occurred. Long term receivables are carried at amortised cost using the effective interest rate method.

Note 8 OTHER ASSETS

	2025 $'000	2024 $'000
Prepayments	145	181
Total other assets	**145**	**181**

Note 9 PLANT, FURNITURE, EQUIPMENT AND LIBRARY MATERIALS

Summary of Plant, Furniture, Equipment and Library Materials

	2025 $'000	2024 $'000
Library materials - at cost	13,860	12,979
Less: Accumulated Depreciation	(8,801)	(8,117)
	5,059	**4,862**
Furniture and equipment - at cost	3,162	2,663
Less: Accumulated Depreciation	(1,679)	(1,459)
	1,483	**1,204**
Plant - at cost	104	69
Less: Accumulated Depreciation	(22)	(13)
	82	**56**
Total Plant, Furniture, Equipment and Library Materials	**6,624**	**6,122**

Reconciliation of the opening and closing balances of Plant, Furniture, Equipment and Library Materials for 2025

As at 1 July 2024	Library materials $'000	Furniture and IT equipment $'000	Plant $'000	Total $'000
At cost	12,979	2,668	69	**15,716**
Accumulated depreciation	(8,117)	(1,464)	(13)	**(9,594)**
Total as at 1 July 2024	**4,862**	**1,204**	**56**	**6,122**
Movements in cost				
Additions	2,071	500	35	**2,606**
Disposal	(1,190)	(6)	-	**(1,196)**
	881	**494**	**35**	**1410**
Movements in accumulated depreciation				
Depreciation and amortisation	1,873	221	10	**2,104**
Accumulated depreciation of disposals	(1,190)	(6)	-	**(1,196)**
	683	**215**	**10**	**908**
Total as at 30 June 2025 represented by:				
At cost	13,860	3,162	104	**17,126**
Accumulated depreciation	(8,801)	(1,679)	(22)	**(10,502)**
Total as at 30 June 2025	**5,059**	**1,483**	**82**	**6,624**

Acquisition

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date.

In accordance with the Company's policy, the threshold limits have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

	Depreciation Period	Threshold Limit
Asset recognition thresholds and depreciation periods		**$'000**
Plant, furniture, and equipment		
Furniture and equipment	3 - 10 years	5
Plant	6 - 10 years	5
Library materials		
Paperbacks	3 years	
eBooks	3 years	
Audio books	4 years	
Games	4 years	
Videos and DVDs	6 years	
Library books and other hardbacks	8 years	
Adult and junior reference	10 years	

Library books

Library books and other materials withdrawn from circulation and consequently disposed are written back against accumulated depreciation and cost based on an average cost of books.

Depreciation and amortisation

All plant, furniture, equipment, library materials and intangible assets having limited useful lives are systematically depreciated over their useful lives to the Company in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are listed above and are consistent with the prior year unless otherwise stated.

Impairment of assets

At each reporting date, the Company reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, is compared to the asset carrying value. Any excess of the asset carrying value over its recoverable amount is recognised as an impairment loss in the statement of profit or loss and other comprehensive income.

Repairs and maintenance

Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

Note 10 INTANGIBLE ASSETS

	2025 $'000	2024 $'000
Corporate software	19	23
Total intangible assets	**19**	**23**

	Corporate Software $'000	Corporate Software $'000
Gross carrying amount		
Corporate software - at cost	37	37
Corporate software - at cost	**37**	**37**
Accumulated amortisation and impairment		
Balance at the beginning of the year	14	11
Amortisation expense	4	3
Movements in accumulated amortisation and impairment	**18**	**14**
Net book value at the end of the year	**19**	**23**

Intangible assets with finite lives are amortised as an expense on a systematic basis over the asset's useful life. Amortisation is generally calculated on a straight line basis, at a rate that allocates the asset value, less any estimated residual value over its estimated useful life. Estimates of the remaining useful lives and amortisation method are reviewed at least annually, and adjustments made where appropriate.

Note 11 TRADE AND OTHER PAYABLES

	2025 $'000	2024 $'000
Current		
Non-statutory payables		
Trade payables	118	149
Accrued expenses	30	30
Salaries accruals	291	262
Superannuation payable - defined benefits	1	27
Superannuation payable	56	-
Statutory payables		
PAYG withholding payable	79	-
FBT instalment payable	2	-
Net GST payable	205	-
Total current trade and other payables	**782**	**468**

Note 12 PROVISIONS

	2025 $'000	2024 $'000
Employee provisions		
Current		
Annual leave	591	640
Long service leave	95	96
Total current provisions	**686**	**736**
Non-current		
Long service leave	1,266	1,110
Total non-current provisions	**1,266**	**1,110**

Annual leave

A liability for annual leave is recognised in the provision for employee benefits as a current liability because the Company does not have an unconditional right to defer settlement of the liability. Liabilities for annual leave are measured at:

- nominal value if the Company expects to wholly settle the liability within 12 months
- present value if the Company does not expect to wholly settle within 12 months.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

Long service leave

Liability for long service leave (LSL) is recognised in the provision for employee benefits. Unconditional LSL is disclosed as a current liability as the Company does not have an unconditional right to defer settlement. Unconditional LSL is measured at nominal value if expected to be settled within 12 months or at present value if not expected to be settled within 12 months. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability and measured at present value.

Discount rates are based on Group of 100 Discount Rate published by Milliman Research.

Key assumptions - Annual leave:	**2025**	**2024**
Weighted average discount rate	3.15%	2.31%
Weighted average index rate	2.51%	2.50%
Key assumptions - Long service leave:		
Weighted average discount rate - current	4.51%	5.01%
Weighted average discount rate - non-current	4.28%	5.19%
Weighted average index rate - current	2.33%	2.31%
Weighted average index rate - non-current	2.51%	2.50%

Note 13 INCOME IN ADVANCE

	2025	**2024**
	$'000	**$'000**
Income in advance	80	-
Total income in advance	**80**	**-**

This relates to a payment made in advance by Knox City Council for the provision of library services for 2025-2026 financial year.

Note 14 LEASES

At inception of a contract, the Company assesses whether a contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. To identify whether a contract conveys the right to control the use of an identified asset, it is necessary to assess whether:

- The contract involves the use of an identified asset;
- The Company has the right to obtain substantially all of the economic benefits from use of the asset throughout the period of use; and
- The Company has the right to direct the use of the asset.

This policy is applied to contracts entered into, or changed, on or after 1 July 2019.

As a lessee, the Company recognises a right-of-use asset and a lease liability at the lease commencement date. The right-of-use asset is initially measured at cost which comprises the initial amount of the lease liability adjusted for:

- any lease payments made at or before the commencement date less any lease incentives received; plus
- any initial direct costs incurred; and
- an estimate of costs to dismantle and remove the underlying asset or to restore the underlying asset or the site on which it is located.

The right-of-use asset is subsequently depreciated using the straight-line method from the commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The estimated useful lives of right-of-use assets are determined on the same basis as those of property, plant and equipment. In addition, the right-of-use asset is periodically reduced by impairment losses, if any, and adjusted for certain measurements of the lease liability.

The lease liability is initially measured at the present value of the lease payments that are not paid at the commencement date, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, an appropriate incremental borrowing rate. Generally, the Company uses an appropriate incremental borrowing rate as the discount rate.

Lease payments included in the measurement of the lease liability comprise the following:

- Fixed payments
- Variable lease payments that depend on an index or a rate, initially measured using the index or rate as at the commencement date;
- Amounts expected to be payable under a residual value guarantee; and
- The exercise price under a purchase option that the Company is reasonably certain to exercise, lease payments in an optional renewal period if the Company is reasonably certain to exercise an extension option, and penalties for early termination of a lease unless the Company is reasonably certain not to terminate early.

When the lease liability is remeasured in this way, a corresponding adjustment is made to the carrying amount of the right-of-use asset, or is recorded in profit or loss if the carrying amount of the right-of-use asset has been reduced to zero.

Under AASB 16 *Leases*, the Company as a not-for-profit entity has elected not to measure right-of-use assets at initial recognition at fair value in respect of leases that have significantly below-market terms.

Right-of-Use Assets

	Property	Property
	2025	**2024**
	$'000	**$'000**
Balance at 1 July	482	611
Depreciation charge	(129)	(129)
Balance at 30 June	**354**	**482**

Lease Liabilities	**2025**	**2024**
	$'000	**$'000**
Maturity analysis - contractual undiscounted cash flows		
Less than one year	152	147
One to five years	266	417
Total undiscounted lease liabilities as at 30 June:	**418**	**564**
Lease liabilities included in the Statement of Financial Position at 30 June:		
Current	135	124
Non-current	254	389
Total lease liabilities	**389**	**513**

Note 15 MEMBERS' CONTRIBUTION

	2025 $'000	2024 $'000
Members' Contribution	6,816	6,816
The percentage share of the Members' Contribution is as follows:	%	%
Yarra Ranges Shire Council	38.72	38.72
Knox City Council	36.39	36.39
Maroondah City Council	24.89	24.89
	100.00	100.00

These percentages align with the councils' initial contributions and equity balances from the Eastern Regional Libraries Corporation that were transferred on 1 July 2023 to Your Library Limited. As outlined in the Your Library Agreement, member councils retain certain rights regarding the net assets contributed. Specifically, in the event of a council exiting the company, they have the right to direct the transfer of their proportionate share of net assets held for the benefit of their respective Local Government Areas, subject to the terms of the agreement.

There have been no changes to member contributions or percentage allocations during the 2025 financial year.

Your Library Ltd assumed responsibility for providing library services previously managed by Eastern Regional Libraries Corporation on 1 July 2023. This transition was as result of the Local Government Act 2020, which required all library corporations to be wound up within ten years from 1 July 2021.

As outlined in the Your Library Agreement, the net assets of the Eastern Regional Libraries Corporation as at midnight on 30 June 2023, totalling $6.816 million, were recognised as 'Members' Contribution' in the balance sheet of Your Library Ltd as of 1 July 2023.

Note 16 ACCUMULATED SURPLUS

	2025 $'000	2024 $'000
Balance at beginning of the financial year	705	-
Surplus for the year	688	705
Balance at end of the financial year	**1,393**	**705**

The closing balance at 30 June 2025 reflects the net accumulated surplus of Your Library Limited since operations commenced on 1 July 2023.

Note 17 KEY MANAGEMENT PERSONNEL

This note sets out the information about the remuneration of key management personnel. Apart from the details disclosed in this note, no key management personnel has entered into a material contract with the Company and there were no material contracts involving any key management personnel's interest existing at year end.

Key management personnel (KMP) are those people with the authority and responsibility for planning, directing and controlling the activities of the Company.

The Company's directors, Chief Executive Officer and/or Acting Chief Executive Officer are considered as KMP. The Company's directors does not receive any remuneration for their services as Board members.

Remuneration comprises employee benefits including all forms of consideration paid, payable or provided by the Company, or on behalf of the Company, in exchange for services rendered. Remuneration of Key Management Personnel and Other senior staff is disclosed in the following categories.

Short-term employee benefits include amounts such as wages, salaries, annual leave or sick leave that are usually paid or payable on a regular basis, as well as non-monetary benefits such as allowances and free or subsidised goods or services.

Other long-term employee benefits include long service leave, other long service benefits or deferred compensation.

Post-employment benefits include pensions, and other retirement benefits paid or payable on a discrete basis when employment has ceased.

Termination benefits include termination of employment payments, such as severance packages.

	2025 $'000	2024 $'000
The remuneration of key management personnel included in "employee costs" (see Note 5.1) are as follows:		
Short-term employee benefits	215	250
Other long-term employee benefits	5	7
Post-employment benefits	25	24
Termination benefits	-	126
Total	**245**	**407**

Note 18 RELATED PARTY TRANSACTIONS

	2025 $'000	2024 $'000
(a) Transactions with related parties		
During the period, the Company entered into the following transactions with related parties:		
Contributions		
Monetary contributions		
Knox City Council	4,430	4,312
Yarra Ranges Shire Council	4,362	4,245
Maroondah City Council	3,117	3,033
Total monetary contributions	**11,909**	**11,590**

Contributions from the above three Councils are received in approximately equal quarterly instalments throughout the year. Contributions are received during the months of July, October, January and April.

Monetary contributions are recognised as revenue when the Company obtains control over the contributed asset.

Library Branch Premises

The three Member Councils provide and maintain the library branch premises within their respective municipalities at no cost to Your Library Limited. The annual operating costs incurred by each Member Council to support and maintain these facilities are outlined below:

	2025 $'000	2024 $'000
Knox City Council	1,354	854
Yarra Ranges Shire Council	839	813
Maroondah City Council	110	-
Total	**2,303**	**1,667**

(b) Outstanding balances with related parties

There were no reportable balances outstanding at the end of the reporting period in relation to transactions with related parties. (2024: Nil)

(c) Loans to/from related parties

No loans have been made, guaranteed or secured by the Company to a related party during the reporting year. (2024: Nil)

(d) Commitments to/from related parties

No transactions other than the Council contributions, remuneration payments or the reimbursement of approved expenses were entered into by the Company with key management personnel or related parties during the reporting year. (2024: Nil)

Note 19 CONTINGENT ASSETS AND LIABILITIES

Contingent assets and contingent liabilities are not recognised in the Statement of Financial Position, but are disclosed and if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable, respectively.

Contingent liabilities

Contingent liabilities are:

- possible obligations that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Company; or
- present obligations that arise from past events but are not recognised because:
- it is not probable that an outflow of resources embodying economic benefits will be required to settle the obligation; or
- the amount of the obligation cannot be measured with sufficient reliability.

Contingent liabilities arising from public liability

The Company is occasionally met with claims and demands allegedly arising from incidents that occur on premises used by the Company. The Company carries $600 million of public liability insurance and has an excess of $2,500 per claim on this policy. Therefore, the maximum liability of the Company in any single claim is the extent of the excess. The primary insurer is MAV insurance. There are no claims that the Company is aware of which would fall outside the terms of the Company's policy.

The Company is not aware of other contingent liabilities or contingent assets as at 30 June 2025 (2024: None).

Defined benefit superannuation scheme

The Company has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists. At this point in time, it is not known if additional contributions will be required, their timing or potential amount. The Company has not received a funding request as at the date of this report.

Note 20 FINANCIAL INSTRUMENTS

	Note	2025 $'000	2024 $'000
Categories of financial instruments			
Financial assets			
Financial assets held at amortised cost			
Cash and cash equivalents	6	4,170	3,388
Trade and other receivables (excluding statutory receivables)	7	100	81
Total financial assets held at amortised cost		**4,270**	**3,469**
Total financial assets		**4,270**	**3,469**
Financial liabilities			
Financial liabilities measured at amortised cost			
Trade and other payables (excluding statutory payables)	11	496	468
Lease liabilities	14	389	513
Total financial liabilities measured at amortised cost		**885**	**981**

Note 21 COMMITMENTS

Commitments are not recognised in the Statement of Financial Position. Commitments are disclosed at their nominal value and presented inclusive of the GST payable.

The Company has entered into the following commitments:

	2025 $'000	2024 $'000
Rent		
Less than one year	167	162
More than one year and less than two years	172	167
More than two years and less than five years	121	293
Total rent commitment	**460**	**622**
Cleaning contract		
Less than one year	22	21
Total cleaning contract commitment	**22**	**21**
Subscriptions		
Less than one year	225	221
Total subscriptions commitment	**225**	**221**
Summary of commitments		
Less than one year	414	404
More than one year and less than two years	172	167
More than two years and less than five years	121	293
Total commitments	**707**	**864**

Note 22 RECONCILIATION OF CASH FLOWS FROM OPERATING ACTIVITIES TO SURPLUS

	2025 $'000	2024 $'000
Surplus for the year	688	705
Items not involving cash		
Depreciation/amortisation	2,237	2,143
Finance costs - leases	-	30
Assets written-off	-	10
Change in assets and liabilities:		
(Increase)/decrease in trade and other receivables	52	(39)
(Increase)/decrease in other assets	35	166
Increase/(decrease) in trade and other payables	314	122
(Decrease)/increase in other liabilities	80	-
(Decrease)/increase in provisions	106	(232)
Net cash provided by operating activities	**3,512**	**2,905**

Note 23 SUPERANNUATION

The Company makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. The Company also makes employer contributions to various other funds of employees' choice. Obligations for contributions to these Funds are recognised as an expense in the Statement of Profit or Loss and Other Comprehensive Income when they are made or due.

Accumulation

The Fund's accumulation category, Vision MySuper/Vision Super Saver, receives both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2025, this was 11.5% as required under Superannuation Guarantee (SG) legislation (2024: 11%)).

Defined benefit

The Company does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan. There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Your Library Ltd in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119. Your Library Ltd makes superannuation contributions to the defined benefit category of the fund at rates determined by the Trustee on the advice of the fund's actuary.

Defined Benefit plans are required by law to have an actuarial investigation at least once every three years. The vested benefit position is reviewed on a quarterly basis and The Vested Benefit Index (VBI) of the Defined Benefit category was 105.0% as at 31 March 2025.

Note 24 SUBSEQUENT EVENTS

No matters have occurred after balance date that require disclosure in the financial report.

Directors' Declaration

for the year ended 30 June 2025

The Directors of Your Library Ltd declare that in our opinion:

a) there are reasonable grounds to believe that Your Library Ltd will be able to pay its debts as and when they become due and payable; and

b) the attached financial statements comply with the *Australian Charities and Not-for-profits Commission Act 2012* and comply with Australian Accounting Standards - Simplified Disclosures; and

c) the attached financial statements and notes give a true and fair view of the Company's financial position as at 30 June 2025 and of its performance for the financial year ended on that date.

Signed in accordance with subsection 60.15(2) of the *Australian Charities and Not-for-profits Commission Regulations 2022*.

Signed by:
B7F9098B4B3146E...
Cr Jim Child

ARAC Chair and Director

Signed by:
Cr Linda Hancock
0F98B799F62D4C6...
Cr Linda Hancock

Board Chair and Director

Dated: 24/09/2025

Scoresby

YOUR LIBRARY

Visit us

KNOX LIBRARIES

Bayswater Library
Shop 26, Mountain High Shopping Centre
7-13 High Street, Bayswater

Boronia Library
Park Crescent, Boronia

Ferntree Gully Library
1010 Burwood Hwy
Ferntree Gully

Knox Library | Ngarrgoo
Level 3, Westfield Knox
425 Burwood Hwy
Wantirna South 3152

Miller's Homestead
Dorrigo Dr & Melrose Ct
Boronia

Rowville Library
Stud Park Shopping Centre
Stud Road, Rowville

MAROONDAH LIBRARIES

Croydon Library
5 Civic Square
Croydon

Realm Library
Ringwood Town Square
179 Maroondah Hwy
Ringwood

YARRA RANGES LIBRARIES

Belgrave Library
Reynolds Lane, Belgrave

Healesville Library
110 River Street, Healesville

Lilydale Library
Building L5 , Box Hill Institute
Lilydale Lakeside Campus
Jarlo Drive, Lilydale

Montrose Library
935 Mount Dandenong Tourist Road, Montrose

Mooroolbark Library
7 Station Street
Mooroolbark

Yarra Junction Library
1A Hoddle Street
Yarra Junction

COMMUNITY READING ROOMS

Mt Evelyn Reading Room
50 Wray Crescent
Mount Evelyn

Monbulk Reading Room
Monbulk Living and Learning Centre
21 Main Road, Monbulk

Yarra Glen Reading Room
45 Bell Street, Yarra Glen

Contact us

ADMINISTRATION

10 Caribbean Drive
Scoresby 3179

CALL

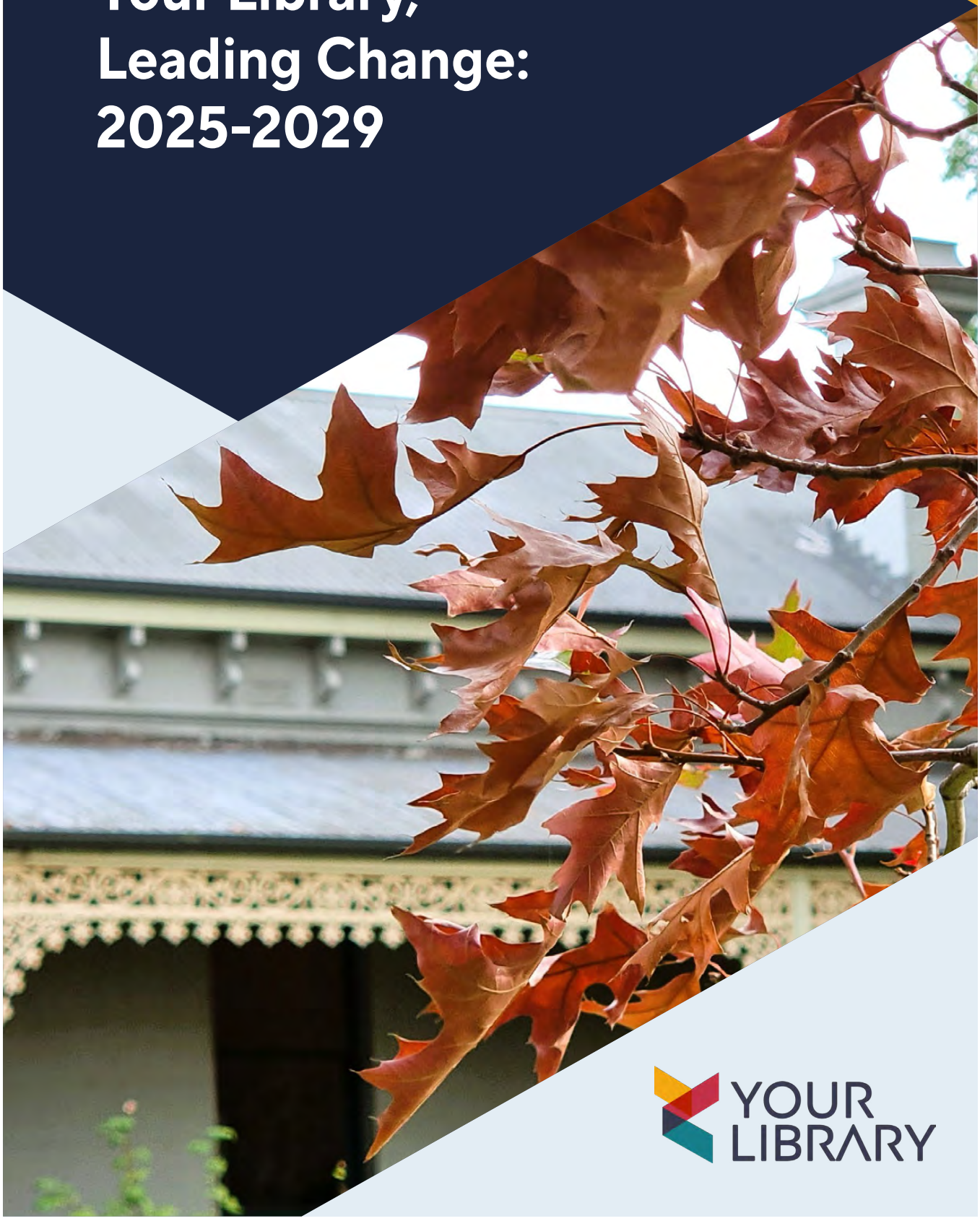
1300 737 277

ONLINE

yourlibrary.com.au

Attachment 2

Your Library, Leading Change: 2025-2029



YOUR LIBRARY

I Direction

This strategy sets a clear and ambitious direction for Your Library Limited over the next four years. It responds to a changing landscape – social, digital, environmental – and reflects the role libraries play in building stronger, more connected communities.

It builds on what people value most: inclusive spaces, trusted services, and access for all. At the same time, it recognises the need to do things differently – to reach more people, strengthen partnerships, embrace new technologies, and plan for long-term sustainability.

This strategy focuses on where Your Library Limited can lead, where we must adapt, and how we can continue to deliver relevant, inclusive, and sustainable services across the communities we support and beyond.

Acknowledgment

Acknowledgement of country

Your Library acknowledges the Traditional Custodians of Country throughout our Member Councils' municipalities and across Australia. We pay respect to their cultures, and Elders past, present, and emerging. The Traditional Custodians of Country always have been, and always will be, an integral part of the region.

Acknowledgement of diversity and inclusion

Everyone is welcome at Your Library.
Your Library Limited is committed to delivering an inclusive, safe, and respectful service and workplace—free from discrimination, harassment, and racism. We value and celebrate diversity in all its forms, and believe that diversity strengthens our communities.

Member Councils

Your Library Limited is proudly supported by our Member Councils of Knox City Council, Maroondah City Council and Yarra Ranges Council.

Knox City Council

Maroondah City Council

Yarra Ranges Council

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Message from the Chair of the Board and the CEO

It is with great pride that we present Your Library Limited's strategic plan – *Your Library: Lead Change 2025-2029*. This plan sets a clear direction for the next four years—anchored in equity, sustainability, and innovation—and positions Your Library as a bold, responsive, and future-ready service for our communities.

Your Library exists to serve the diverse people of Knox, Maroondah, and Yarra Ranges. With 14 branches, 3 reading rooms, a growing digital presence, and a long history of adapting to change, we are more than a place for books—we are a hub for learning, creativity, digital access, connection, and wellbeing.

This strategy responds to the challenges and opportunities of our time. From digital transformation and climate resilience to social connection and economic pressure, our communities are changing. And so are we. We will continue to lead on literacy and access for all, champion inclusion, deepen our partnerships, and ensure our libraries remain welcoming and safe for everyone.

Importantly, this strategy was developed with insight from our staff, Board, Councils, sector experts, and community members. It reflects a shared ambition to protect what people value most about libraries, while also embracing new ideas and evolving to meet emerging needs.

Your Library has always been part of the social fabric—supporting people at every life stage. With the support of our member Councils and our dedicated team, we look forward to delivering on this strategy and strengthening the impact of public libraries across our region.

Dr Karina Lamb, Chief Executive Officer and Cr Linda Hancock, Chair of Your Library Limited Board

Your Library Limited Board

The Your Library Limited Board comprises two Councillors from each Member Council, Knox, Maroondah and Yarra Ranges Councils appointed as Directors of the Company.

The Board provides strategic leadership and governance to ensure the organisation remains effective, accountable, and future-focused.

Key responsibilities include setting policy, approving and overseeing the budget, and guiding long-term strategy. The Board appoints and evaluates the CEO and ensures compliance with legal, ethical, and regulatory standards. Directors also act as advocates, helping to raise the library's profile, secure funding, and build strong partnerships. In a dynamic environment, the Board plays a vital role in shaping a responsive and sustainable library service.

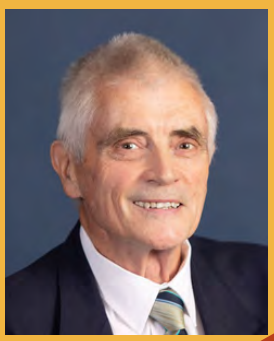
We thank the 2025 Your Library Board Directors for leading change including Cr Linda Hancock (Chair), Cr Peter Lockwood (Deputy Chair), Mayor Kylie Spears, Mayor Jim Childs, Cr Meagan Baker, Cr Mitch Mazzarella.

Cr Linda Hancock (Chair)
Maroondah City Council

Cr Peter Lockwood (Deputy Chair)
Knox City Council

Cr Meagan Baker
Knox City Council

Cr Kylie Spears
Maroondah City Council

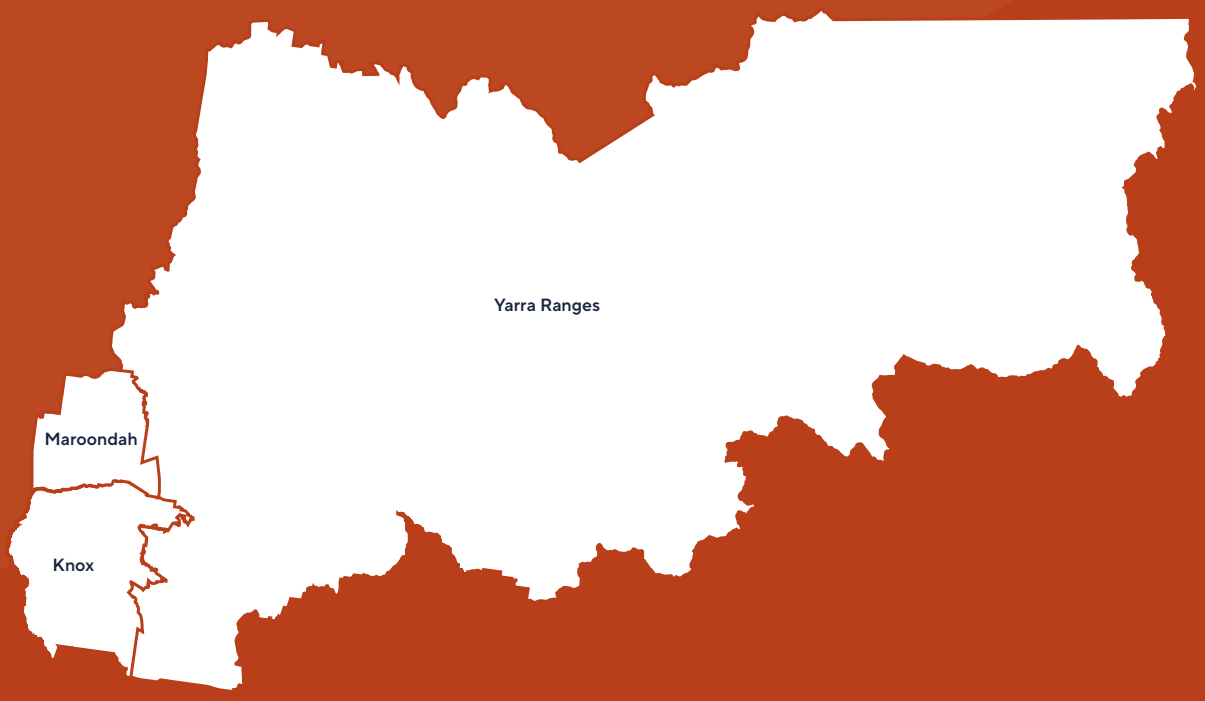


Cr Jim Child
Yarra Ranges Council

Cr Mitch Mazzarella
Yarra Ranges Council

Our region

As a not-for-profit and registered charity, Your Library is focused on promoting literacy, learning, digital inclusion, and community wellbeing—underpinned by strong local partnerships and a commitment to equity and innovation. Three municipalities span a large area of outer metropolitan Melbourne, serving a combined population of over 440,000 people across diverse and vibrant communities.



Our Strategy

VISION. OUR ASPIRATION.

Literacy and access for all – no one left behind.

PURPOSE. OUR WHY.

To continuously deliver excellent services.
Provide accessible collections, inclusive spaces, engaging programs, and innovative technology. Creating libraries where communities are empowered, our impact is widely recognised, and staff thrive.

VALUES. THE WAY WE WORK.

Fairness and equity
Social responsibility
Diversity and inclusion
Sustainability
Agility and innovation

ENABLERS AND CONTRIBUTORS. OUR BUILDING BLOCKS.

- Exceptional people
- Thriving business model
- Partnering for impact
- Excellence in brand

Our Strategy *cont.*

DIRECTION. OUR OBJECTIVES.

1 **Leaders in libraries**	Positioning the library as a forward-thinking, innovative service that leads in its diverse collection and keeps up with community needs and continually changing technology.	Your Library is recognised as a leader in library services, offering creative, efficient and responsive solutions. All supported by diverse physical and digital collections that meet the community's evolving needs. We will continue to build strong partnerships for success.	
2 **Take action on climate**	Responding directly to environmental challenges and supporting our communities to build climate resilience and preparedness.	The Library plays an active role in climate action and community resilience, with environmentally responsible practices and safe, supportive spaces during times of disruption and climate stress.	
3 **Partnerships and collaborations**	Building strong, respectful relationships and collaborative partnerships to strengthen benefits across our community.	Strategic partnerships will enrich our programs, collections, spaces and memberships, deepen community impact and strengthen long-term sustainability.	
4 **Build digital literacy**	Helping the community build digital skills and adapt to new technologies.	People of all ages and backgrounds have the digital access, skills, and confidence to fully participate in a connected world supported by trusted library resources and programs.	
5 **Champion diversity and inclusion**	Creating safe, welcoming libraries where all people feel included, represented, and supported.	Your Library will be a welcoming, inclusive space for all. Programs will reflect community diversity and be accessible. Underrepresented groups will feel a sense of belonging. Staff will be diverse and confident in creating culturally safe spaces, with truth-telling at the core of our work.	

1 Introduction

Introduction

Your Library Limited (Your Library) is a contemporary, inclusive, and forward-thinking library service proudly serving the communities of Knox, Maroondah, and Yarra Ranges in Victoria.

With 14 vibrant branches, 3 reading rooms, an outreach service, a strong digital presence, and a commitment to innovation, Your Library is uniquely positioned to meet the evolving needs of more than 400,000+ residents across the region. As a not-for-profit organisation and registered charity, we are leading the way in delivering welcoming, high-quality, and accessible services that promote literacy, learning, digital inclusion, and community wellbeing.

Our journey began in 1965 and has been marked by continual growth and adaptation. From our origins as the Eastern Metropolitan Regional Library Service to our evolution as Eastern Regional Libraries Corporation, and now as Your Library Limited, we have consistently responded to the needs of our communities. The most recent transition—prompted by the Local Government Act 2020—has strengthened our governance, enhanced our capacity to attract external funding, and positioned us for a sustainable future as a company limited by guarantee.

Today, Your Library is more than a place for books. It is a platform for connection, creativity, and opportunity.

We are seeing record engagement across our branches—people are borrowing more, attending programs in greater numbers, and increasingly relying on us for digital access, job support, and social connection. Rather than seeing this demand as a challenge, we embrace it as a reflection of our ongoing relevance and value.

We are leading with purpose in key areas such as digital inclusion, offering free access to technology and expert support for community members of all ages and abilities. Our branches are evolving into dynamic, flexible spaces that reflect the diversity and aspirations of our communities—spaces designed for everything from quiet study and creative collaboration to health programs and community celebrations.

Our strategic direction is clear: we are building a future-ready library service rooted in equity, sustainability, and innovation. With the support of our respected partner councils and a growing network of collaborators across education, health, the arts, and technology, we are designing programs that address real community needs. At the heart of this work is our belief in the power of libraries to transform lives.

As we deliver our new four-year strategy, Your Library is confidently embracing its role as a cornerstone of community life. We are not just responding to change—we are driving it. Through bold thinking, inclusive practices, and a commitment to excellence, we are shaping a library service that will continue to support, inspire, and connect our communities for generations to come.

I Strategic context

Strategic context

Understanding the context in which we operate is essential to setting the right direction. This strategy is shaped by both the opportunities and pressures facing libraries today – locally, nationally, and globally. From changing community needs to digital disruption and financial constraints, these shifts inform where Your Library must focus and how it can lead. The following strategic context points highlight a number of the key drivers influencing our priorities over the next four years.

Libraries matter more, not less

Communities are continuing to turn to libraries for more than books. They rely on them for digital access, learning opportunities, wellbeing support, and welcoming spaces to connect.
In an increasingly fragmented world, libraries remain one of the few public services that reach across generations and backgrounds.
The challenge ahead is to keep strengthening what people value, while expanding reach and relevance.

Technology is reshaping how people live and learn

Artificial intelligence, online services, and new ways of working are changing how people access information and build skills.
Libraries are expected not just to keep pace, but to help people navigate this shift. That means evolving collections, programs and digital access, while maintaining the trusted, human-centred service libraries are known for.

Public value remains strong, despite funding challenges

Local government budgets are under pressure, and public services must demonstrate their impact.
Yet research consistently shows that libraries deliver strong returns, especially in literacy, wellbeing and social connection.
Sustainability in this context means improving how libraries operate, working smarter, and exploring new partnerships and funding models.

Inclusion and connection remain core to purpose

Libraries make a measurable difference in the lives of people facing isolation, hardship or digital exclusion.
They are safe, welcoming places where everyone can feel a sense of belonging.
Strengthening relationships with First Nations peoples, reflecting diverse communities, and removing barriers to access are essential to that role.

Climate resilience is now part of the job

As extreme weather events become more common, libraries are increasingly being called on as places of safety, connection and information.
At the same time, they are expected to reduce their environmental impact. Planning for climate resilience now means designing services, flexible spaces and operations that are responsive, inclusive and sustainable.

Supporting our exceptional people for continued success

Library teams sit at the heart of service delivery. They support community connection, digital access, and frontline care every day.
But the scope of the work is growing, and staff are being asked to do more with less. Supporting, developing and retaining skilled people is vital to sustaining the quality and impact of library services into the future.

I Developing the strategy

Developing the strategy

This strategy for the next four years has been shaped by the people who deliver, support and use Your Library.

The development of the directions and priorities in this strategy have been drawn from extensive engagement, careful listening, and collaboration with those closest to the work of Your Library – its staff and Board, Councils, sector partners, and the local community.

At the heart of the process was a commitment to ensure that the strategy reflected the real experiences, priorities, and ideas of the people who use, deliver and support library services every day. From early conversations to formal consultations, the development process created space for insight, challenge and shared ambition.

We engaged deeply across:

- **Staff**, through a mix of surveys, interviews, focus groups and team-based feedback from across all 14 branches.
- **Local community** through leveraging the wide-ranging survey results and engagement activities of the last 12 months.
- **Partner Councils** through a series of joint workshops involving representatives from all three partner municipalities.
- **External experts** who offered national and sector-wide perspectives on the future role of libraries.
- **The Board** through dedicated strategic planning sessions focused on defining success and clarifying long-term direction.

The engagement process revealed consistent themes across internal and external stakeholders. These included the importance of protecting what communities value most about libraries, while also leaning into change, such as embracing technology, expanding digital and literacy support, growing partnerships, and planning for long-term financial sustainability. It also underscored the importance of libraries as community anchors, trusted sources of information, and safe, inclusive places that evolve with their communities.

This strategy has drawn on leading thinking from across the library and information management sector. It considers the changing role of public institutions, the influence of digital transformation, the growing complexity of community needs, and the responsibilities of libraries in a more connected and climate-impacted world. Sector reports, policy directions, and national frameworks have all helped shape a strategy that is both grounded in local realities and aligned to broader shifts in how libraries deliver value.

At every stage, the goal was not just to write a document, but to build a shared understanding and a practical strategy. One that reflects the strengths of Your Library, responds to its current context, and sets a clear course for where it wants to go next.

I The next 4 years

The next 4 years

This strategy sets the direction for how Your Library will continue to grow and adapt to meet the changing needs of the communities we serve. It brings together our vision, purpose, and strategic directions to ensure that library services and the company's direction remains inclusive, innovative, and relevant both now and into the future.

VISION. OUR ASPIRATION.

Literacy and access for all – no one left behind.

This vision speaks to the core role libraries play in creating fairer and more inclusive communities. It reflects our commitment to making sure everyone - regardless of background, age or ability – can access the resources, support, and opportunities they need to learn, connect and live well. It guides everything we do, from how we design our library services to the way we work with community partners and invest in the future.

PURPOSE. OUR WHY.

To continuously deliver excellent services.

We offer collections that are easy to access, spaces where everyone feels welcome, programs that help people learn and connect, and technology that keeps up with a changing world. We also create a workplace where staff feel supported and proud of what they do. This helps make the library a place people can rely on—where everyone has the chance to learn, be included, and take part in community life.

DIRECTION. OUR OBJECTIVES.

The role we play in the community matters.

Our directions set out the objectives we strive for and the priorities we believe will be key to deliver them. They do not replace the everyday delivery of our service; they complement and build on it. This is to ensure that we are continuing to create a library service where communities are empowered, our impact is widely recognised, and staff thrive.

Direction 1.
Leaders in libraries

DIRECTION 1.

Leaders in libraries

We are focused on making sure that Your Library remains a contemporary not-for-profit, delivering forward-thinking library services that align to community needs. That means being open to new ideas, using technology in smart ways, and continuing to build a collection that reflects the diversity of the people we serve. As part of this strategy, we will keep looking for better ways to deliver services—both in our physical spaces and online—so the library stays useful, relevant, and one step ahead in a fast-changing world.

Success over the next four years

Your Library is recognised as a leader in library services, offering creative, efficient and responsive solutions. All supported by diverse physical and digital collections that meet the community's evolving needs. We will continue to build strong partnerships for success.

Links to the following Sustainable Development Goals (SDGs)

Our priorities

1 Explore new and creative service models

Reimagine how library services are delivered—both in-person and online—by making it easier and more engaging to access collections, programs, and spaces in ways that suit changing community needs.

2 Use technology to improve services

Invest in technology and digital tools that improve operations and enhance the library experience. This includes streamlining processes and enabling staff to focus on meaningful community engagement.

3 Build a great workplace that attracts talented staff

Foster a supportive, inclusive, and values-driven workplace where staff are equipped, recognised, and inspired. A strong team culture helps attract and retain the people who bring the Your Library vision to life.

4 Keep making operations more efficient

Continuously review and improve systems, workflows, and processes to deliver better outcomes. Make decisions based on good data and use resources wisely to increase impact.

Direction 2.
Take action on climate

DIRECTION 2.

Take action on climate

We are actively responding to environmental challenges by reducing our own impact and assisting the community to prepare for and adapt to climate change. Through sustainable practices, safe spaces, and trusted information, we support local resilience and climate action.

Success over the next four years

Your Library plays an active role in climate action and community resilience, with improved environmentally responsible practices and safe, supportive spaces during times of disruption and climate stress.

Links to the following SDGs

Our priorities

1 Manage books and resources more sustainably

Adopt practices that reduce waste and promote reuse, recycling, and responsible disposal of materials, making Your Library's physical and digital collections more environmentally sustainable.

2 Support emergency preparedness in communities

Develop and share practical information, tools, and programs to help communities prepare for and respond to emergencies such as bushfires, floods, and heatwaves.

3 Provide safe, comfortable spaces during extreme weather

Work with Council partners to support climate-resilient library buildings that are equipped to serve as welcoming, flexible and accessible spaces for community members seeking relief during heatwaves, cold snaps, disruption or other extreme weather events.

4 Reduce and track our environmental footprint

Support Council members and work towards measuring energy use, emissions, and resource consumption across library operations, and take deliberate steps to reduce impact and continuously improve sustainability performance.

Direction 3.
Partnerships and collaboration

DIRECTION 3.

Partnerships and collaboration

We will cultivate respectful, values aligned partnerships with businesses, community organisations, cultural and educational institutions, philanthropic trusts and other bodies that share Your Library's purpose. To future-proof services and maintain innovation, we will explore alternate revenue streams and strategic partnerships.

Success over the next four years

Strategic partnerships will enrich our programs, collections, spaces and memberships, deepen community impact and strengthen long-term sustainability.

Links to the following SDGs

Our priorities

1 Expand our reach through strategic partnerships

Collaborate with businesses, government agencies, councils, and community organisations to extend the impact of Your Library. By offering sector placements, training opportunities, and shared service models, we can foster knowledge exchange and strengthen service delivery across regions. Partnering with philanthropic funders and not-for-profit organisations will further expand our services to a broader audience, ensuring sustainable growth and innovation.

2 Continue to deepen partnerships with Council services

Your Library branches are a safe, inclusive, and welcoming space where everyone feels represented and supported. Our facilities, programs, and collections will reflect the diversity of the communities we serve.

3 Engage and build effective relationships with business and industry to continue innovation

Forge mutually beneficial relationships with the private sector that drives innovation, revenue and service growth.

4 Advance the library profession

Partner with organisations that develop the Library and Information Management sector through shared learning and capacity building initiatives.

Direction 4.
Build digital literacy

DIRECTION 4.

Build digital literacy

We support our community to build digital skills and adapt to new technologies by providing access to devices, trusted information, and practical learning opportunities. Through inclusive programs and small group support, we empower people of all ages to grow their confidence, stay connected, and safely navigate an increasingly changing digital world.

Success over the next four years

People of all ages and backgrounds have digital access, skills, and confidence to fully participate in a connected world, supported by trusted library resources and programs.

Links to the following SDGs

Our priorities

1 Expand access to technology for people who need it

Ensure everyone has access to essential digital tools by providing free Wi-Fi, public computers, device loans, and printing services at all branches. This helps to close the digital divide and supports people who may not have access or the ability to acquire devices at home.

2 Offer diverse digital programs

Run a broad range of digital workshops and learning opportunities, designed for different age groups, learning styles, and confidence levels. This includes everything from basic technical support and online safety to creative digital skills and job-ready tools.

3 Help people better understand and use new developments like AI

Support community members to explore and make sense of emerging technologies such as artificial intelligence (AI). Through simple, inclusive sessions, support understanding on tools, systems and programs – what they do, how they are used, and what they mean for daily life, work and learning.

4 Help community members better navigate and use digital information

Equip people with the skills and support to access and use important digital services – government forms, job applications, health services, and school platforms – so they can confidently engage in digital life.

5 Support people to think critically and safely about digital content

Provide trusted programs and resources that build media and information literacy. Help people recognise misinformation, protect their privacy, and stay safe online, giving them the confidence to engage critically and responsibly with digital content.

Direction 5.
Champion diversity and inclusion

DIRECTION 5.

Champion diversity and inclusion

Your Library branches are a safe, inclusive, and welcoming space where everyone feels represented and supported. Our facilities, programs, and collections will reflect the diversity of the communities we serve. We will build relationships with Traditional Owners and cultural organisations to ensure our library spaces and services honour diverse knowledge and culture, fostering multicultural understanding and belonging for all.

Success over the next four years

Your Library will be a welcoming, inclusive space for all. Programs will reflect community diversity and be accessible. Underrepresented groups will feel a sense of belonging. Staff will be diverse and confident in creating culturally safe spaces, with truth-telling at the core of our work.

Links to the following SDGs

Our priorities

1 Engage meaningfully with Traditional Owners

Develop long-term, respectful relationships with Traditional Owners that go beyond acknowledgments. Ensure there are genuine opportunities to shape programs, advise on cultural matters, and contribute to the future direction of library services.

2 Support truth-telling and recognition of history

Create space for honest storytelling and education on Victorian history. Support the sharing of literacy to promote healing and understanding throughout communities.

3 Deliver public programs that are inclusive and accessible

Deliver a wide range of public programs that reflect the diversity of our community and are welcoming to all. This includes culturally relevant and First Nations content, multilingual or Auslan-interpreted sessions, events tailored for different age groups and abilities, and programs that promote connection, inclusion and understanding.

4 Provide safe spaces for people to connect and feel a sense of belonging

Design library environments that are physically, emotionally, and culturally safe. Libraries should offer people a place to feel comfortable, supported, and able to participate fully, whether they are attending programs, accessing services, or simply seeking a quiet space.

5 Better connection with people from underrepresented communities

Actively engage with groups who may face barriers to using Your Library. Work closely with these communities to understand their needs and adapt services to ensure they feel seen, heard, and welcomed.

6 Cultural Safety and Diversity in Employment

Ensure our staff are trained and aware of the need to create culturally safe spaces to encourage membership and the use of our Library spaces. We will support opportunities for diversity in employment. We will actively look at ways to increase awareness of the importance of employment of culturally diverse and First Nations peple within the Library and Information Sector.

I Enablers and contributors

Enablers and contributors

To achieve our vision and deliver on our strategic directions and priorities, we rely on a strong foundation. These enablers describe the key conditions that make it possible for us to thrive as an organisation. Ensuring we have the right people, systems, partnerships, and reputation to support our community now and into the future.

Exceptional people

Confident, capable people who are clear in their roles and supported to succeed. We invest in ongoing learning, professional development, and wellbeing, so our staff are equipped with the tools, skills, and confidence they need. A strong and inclusive workplace culture ensures our people are connected, valued, and able to deliver consistently excellent services across all our locations.

Thriving business model

Financially sustainable services with the capacity to continue investing in what matters. We maintain a strong, efficient operating model that allows us to grow and adapt—responding to changing needs, unlocking new opportunities, and reinvesting in programs, partnerships, and infrastructure that expand our community reach and impact.

Partnering for impact

Strong relationships with community, Councils, and local partners that extend our reach and deepen our relevance. We collaborate with others to bring in new ideas, resources, and capabilities—creating more responsive, joined-up services and helping us do more together than we could alone.

Excellence in brand

A brand that attracts great people, is clearly understood and valued by the community, and is recognised across the sector for quality and innovation. Our brand reflects who we are and what we stand for—a trusted public service, delivering real value to local people, and leading by example in the library sector.

I Measuring progress

Measuring progress

Delivering this strategy will require more than a good plan. It will require regular reflection, usable data, and a willingness to adapt. We are committed to monitoring and evaluating our progress in a way that is practical, meaningful, and focused on the value we create for the community.

Over the next four years, we will put in place clear mechanisms to track how well we are delivering on our objectives and whether our efforts are having the intended impact. This will connect our directions through to library branch action plans, and individual performance plans. We will look to use a combination of data, feedback, and learning drawn from our services, staff, partners, and community. These insights will inform our planning and strategic direction, as well as help in day-to-day decisions.

We will continue to deliver on our statutory reporting obligations, ensuring accountability to our partner Councils and stakeholders. Wherever possible, we will align these data requirements with our internal monitoring processes, so they contribute not only to compliance and basic performance measures but also to learning, improvement, and the broader story of the impact Your Library makes.

Progress will be reviewed regularly, with key metrics embedded in our annual operational plans. These will help us understand what is working, where we are having an impact, and where we may need to shift focus. Evaluation will also inform how we use resources, develop our workforce, and strengthen partnerships across the region.

This strategy also acknowledges that we do not work in isolation. As a not-for-profit and leader in the Library and Information Management sector, we contribute to broader goals that extend beyond our own service boundaries.

Our work aligns with the principles of the **United Nations Sustainable Development Goals (SDGs)** – a global framework aimed at building more inclusive, equitable, and sustainable communities.

These goals help guide our long-term thinking and provide a globally recognised shared language for measuring progress on challenges such as literacy, digital access, social inclusion, and climate resilience.

By grounding our work in evidence, connecting to global standards like the SDGs, and learning as we go, we aim to ensure that Your Library continues to be a responsive, relevant, and trusted service, both now and into the future.

Connecting the strategy to individual plans

This strategy is about more than Your Library Limited. It is about the role libraries play in strengthening communities.

Libraries are part of the social fabric. A service that supports connection, learning, inclusion and resilience. We work alongside Councils, community organisations, and local partners to respond to changing needs and help people access the resources and opportunities that matter to them.

This strategy recognises that we are one part of a wider community ecosystem, and that our impact is greater when we work with others. We are committed to continuing to improve and grow our services, strengthening our libraries and contributing to stronger communities.

YOUR LIBRARY

8.2 Review and Update of the Knox Parking Policy

Final Report Destination: Council
Paper Type: For Decision
Author: Senior Traffic Engineer, Sylvester Ng
Manager: Manager Strategic Infrastructure, Matthew Hanrahan
Executive: Director, Infrastructure, Grant Thorne

SUMMARY
At its meeting on 26 May 2025, Knox Council resolved to update the Knox Parking Policy, originally adopted in 2018. Due to the extensive rollout of Parking Management Plans and post-COVID changes in parking patterns, a review of the policy could not occur until now.

An updated draft Knox Parking Policy has been developed. The draft policy includes:

- Refinements to parking zones and hierarchy for better clarity.
- Simplified residential parking permit schemes, removal of additional permits, and grandfathering of existing arrangements.
- Consideration of visitor parking permits and investigation of transferable permits, though not recommended due to marginal benefits and high costs.
- Technology enhancements such as automatic number plate recognition, in-ground sensors, and potential adoption of a digital ePermit system to improve flexibility, enforcement, and reduce administrative workload.
- Updates to support EV charging, sustainability goals, and inclusion of flexi-car parking.

Community engagement is planned for February 2026, with final endorsement targeted for May 2026.

RECOMMENDATION
That Council:

1. Endorse the draft Knox Parking Policy (attachment 1) for community consultation.
2. Note that following the community consultation the feedback will be assessed and the Knox Parking Policy modified, where appropriate, with the updated draft Knox Parking Policy to be presented to at a future Council meeting for approval.

1. DISCUSSION

At the 26 May 2025 Council Meeting, Council resolved to:

1. Receive and note this report in response to the Notice of Motion from the Ordinary Meeting of Council held on 26 August 2024, regarding the process and timeline for updating the Knox Parking Policy.
2. As part of the policy update, considers and investigates the implementation of a system of transferable residential parking permits that are linked to properties rather than individual vehicles.
3. Notes that a report will be presented to Council by February 2026, providing a revised Draft Knox Parking Policy for consideration.

1.1 Status of the review – original policy and review

The Knox Parking Policy (2018/01) was due for review in February 2021. However, the review was delayed primarily due to the intensive rollout of Parking Management Plans across the municipality. These plans required substantial community engagement, which extended the implementation timeline beyond initial expectations.

Additionally, post-COVID shifts in parking patterns, such as increased working from home, significantly altered how residents interacted with local activity centres. These changes necessitated a reassessment of parking needs and priorities, further postponing the policy review while existing plans were still being implemented.

In 2023, the Council Parking Administration and Enforcement Internal Audit Report recommended that the Knox Parking Policy should be reviewed and updated to align with Parking Compliance Strategy. The audit noted that the information related to parking permits will need to be updated to reflect the current arrangement.

In 2024-25, internal discussions with the Community Laws Team noted at an operational level, there was a need for review of the Knox Parking Policy. Coupled with the Notice of Motion 154 on 26 August 2024, Council's Traffic and Transport team commenced a review of the policy, having regard to key direction provided by Council.

In 2024, Council internal departments, including the Community Laws Team, Statutory Planning Team and Work Services Team, were consulted to discuss the operation, legality, enforcement, and social economics of the policy. Moreover, the management and costing of residential parking permits was identified as a priority service planning initiative. The consultation highlighted the need to improve the existing permit system, especially with the high organisational cost of permit administration.

1.2 Implementation of the Knox Parking Policy and progress on Parking Management Plans

The Knox Parking Policy was introduced in 2018 in response to the demand for parking steadily increasing as the municipality continues to develop. Commuter parking in residential streets around railway stations was identified as becoming a problem. Parking was frequently raised as an issue of concern when addressing structure plans and open space master plans. At the time changes to parking controls were often reactive in nature with limited consideration given to precinct wide implications of isolated decisions. The Knox Integrated Transport Plan 2015-2025 identified an action to develop a Parking Policy.

The Knox Parking Policy has been an incredibly useful tool for managing parking and introducing parking reform in and around our activity centres. The Policy has guided the development of Parking Management Plans, assisted where there is increased parking demand, and ensured a consistent approach to parking issues.

Implementation of Parking Management Plans has made steady progress since the adoption of the original Parking Policy in 2018. Several precinct-based plans have already been completed, including Boronia, Ferntree Gully, Upper Ferntree Gully, Wantirna, and Bayswater. These plans aim to balance parking needs across user groups and improve access and compliance through signage, line marking, and permit systems. The draft policy outlines the ongoing need for progression of

Parking Management Plans for The Basin, Rowville (Stud Park), Mountain Gate, Knoxfield, and Wellington Village, etc in coming years.

1.3 Key features of the Knox Parking Policy being retained

Much of the Parking Policy can be retained because it continues to be a useful tool for managing parking in and around activity centres. The two main elements of the framework identified as requiring change are Parking Zones and Parking Hierarchy.

1.4 Parking Zones

Parking Zones are regions around activity centres based on the proximity to the centre itself and how far people will travel for parking (refer to Diagram 1). Zone A represents the designated activity centre (with a mix of retail, commercial and residential user groups) while zones B and C are predominantly residential areas surrounding the activity centre up to 400 metres and 800 metres from the activity centre. Zone D represents an area around an isolated parking attractor such as a school, hospital or sporting facility. Features of each Zone are described in detail in the Policy.

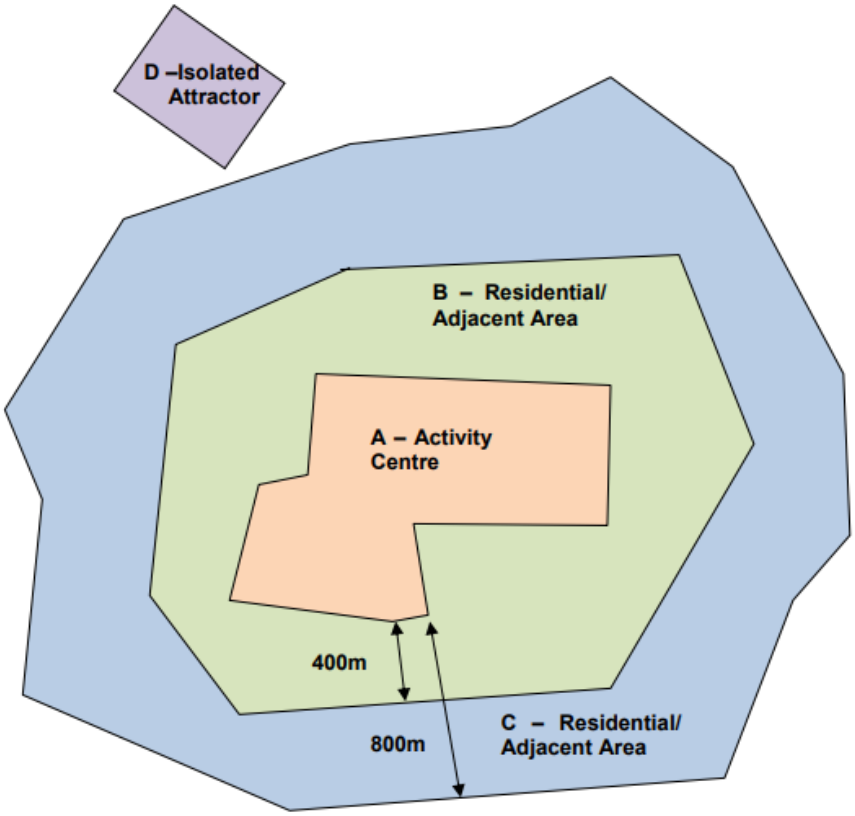


Diagram 1 – Showing Parking Zones

1.5 Parking Hierarchy

The Parking Hierarchy considers factors like safety, access, and function. The Hierarchy is in two parts. Part one prioritises specific needs parking, with accessible parking being the highest priority and ranks bicycle, bus, taxi, mail, electric vehicle, work, loading, car share, and motorcycle zones. Part two looks at general parking restrictions, setting statutory and unsafe parking places as the highest priority, then cascading into short term parking, local resident parking, medium stay parking, long stay and unrestricted parking.

1.6 Parking Management Plans

Implementation of Parking Management Plans should be preserved in the Policy. These management plans map the current and proposed parking for each area. The parking plans assist Council in managing parking where there is an increase in demand, encourage fair access for competing users, and ensure a timely and consistent approach when managing parking issues.

1.7 Parking definitions and guidelines

The Parking Policy should continue to define specific parking requirements and guide how parking decisions are made. These parking needs include business parking permits, accessible parking permits, and developer contribution plans. Similarly, the guidelines about how Council manages matters relating to parking zones should be preserved. These include work zones, bus zones, loading zones, taxi and mail zones and parking for waste collection.

1.8 Fee-based Parking

The Parking Policy mentions but does not advocate for fee- based parking. Any fee-based parking proposal will be presented to Council for separate approval before being implemented.

1.9 Key policy updates and changes

The policy incorporates an expanded context to reflect urban integration within Melbourne, having regard to housing policy, demographic shifts, and the resultant increased pressures on Council's infrastructure. Key features arising from the review of the Parking Policy include:

1.10 Simplified Residential Parking Permit Schemes

Residential Parking Permit schemes have been simplified, providing clarity on eligibility. Additional permits outside of the default number of allocation are removed to simplify the management of the permit process and reduce confusion for the permit applicant. For areas with higher residential density, such as townhouse development, this ensures that some on-street parking supply can still be available for short-term visitors such as trade personnel, delivery driver, etc. These permits may be subject to a fee as determined annually in the Council budget.

1.11 Grandfathering of permits

In existing parking permit areas, where existing permit arrangements are different from the draft policy (such as Ainsdale Avenue around Knox Private Hospital), Council will keep the existing permit arrangements previously provided to residents to support continuity, however, new permit applications in these areas will be considered under the revised draft policy.

1.12 Residential Visitor parking permits

Residential Visitor Parking Permits will be considered and further investigated by Council in the future. These allow visitors to park beyond the posted time limits in residential areas where a parking permit scheme is in operation. These permits would typically be valid for a single calendar date. They are designed to support visitor access without creating exclusive-use zones for residents.

1.13 Technology advances

Regarding technology in parking management operation and parking enforcement, the draft policy considers the use of automatic number plate recognition, dash cams and in-ground sensors. These technologies have the potential to boost parking enforcement efficiency significantly. Having good record and surveillance footage will also increase legal compliance when parking evidence is

needed for confirmation and enquiry. Council has rolled out the installation of in ground sensors in some areas and the policy has regard to future changes.

1.14 Transferable Residential Parking Permits

As noted in the Council resolution of the Notice of Motion 154, a system of transferable residential parking permits that are linked to properties rather than individual vehicles has been considered in this review. The potential benefits of a transferable residential parking permit system would enable households to flexibly assign permits to different vehicles as needed. This approach could reduce the total number of permits required and lessen reliance on on-street parking.

Council currently issues both residential and commercial parking permits, which are provided as physical permits to be displayed on vehicle windscreens. While these permits are linked to specific vehicle registrations or permit holders, the current manual system presents ongoing challenges related to flexibility, administration, and enforcement.

The current system has limitations when it comes to transferability. Physical permits can be prone to being lost, misused, or forged. Some residents may also forget to shift the permit every time into a different vehicle. This leads to disputable penalties if a permitted vehicle receives a fine due to forgetting to display a permit. If adopted, any change requests from the community, such as updating vehicle details or cancelling a permit, requires individuals to contact Council and wait for processing and postal delivery.

Currently, there are approximately 300 parking permits for residents and businesses in circulation across all of Knox, which are renewed on an annual basis. In comparison to other parking restrictions (special zones and short-term parking), permit parking has not been widely implemented across Knox. Noting that Council recently improved the online parking permit application process on Council's website, the service now provided to applicants has greatly improved the process when customers apply for a permit. To date, there have been relatively few requests from existing Knox permit holders for transferable permits. As such, there appears to be only marginal benefit and considerable costs were Council to choose to implement a system of transferable permits at this time.

1.15 Electronic Permit Systems

With advances in technology, many councils are adopting electronic permit (ePermit) systems due to their convenience, efficiency, and improved security. A digital ePermit system would allow permit holders to manage their permits in real time through a secure online portal. This would give them the ability to transfer, renew, or cancel permits instantly, providing much-needed flexibility for households with multiple vehicles or changing circumstances.

Further to the residential parking permit, if Council were to introduce a visitor permit system, the ePermit platform would also support temporary visitor permits that residents could issue to their guests on demand. These permits would be easy to access and manage through the same online portal, with convenient and secure online payment options. Linking permits to vehicle registrations would simplify enforcement and reduce the risk of misuse. A digital visitor permit system could also generate additional revenue through pay-as-you-go arrangements, while improving overall visitor parking management in the area.

The introduction of an online account management system would significantly enhance the user experience. It would reduce delays, minimise frustration, and eliminate the inefficiencies associated with handling physical permits. At the same time, Council staff would benefit from reduced administrative workloads due to the automation of permit applications, approvals, renewals, and payments. This would free up internal resources to focus on other service areas.

For enforcement officers, digital permits linked to vehicle registrations would allow for immediate verification using handheld devices connected to Council's existing enforcement software. This would help future-proof Council operations and allow for future technology advances in enforcement. It would remove the need for physical inspection of permits on windscreens, enabling officers to easily identify a vehicle with a valid permit without necessarily exiting their vehicle, speeding up patrols and increasing enforcement accuracy. It would also reduce opportunities for permit misuse, such as unauthorised transfers or forgeries, which occasionally occur with physical permits. Seamless integration with Council's current parking enforcement system would enable real-time checks on permit status and automated alerts for non-compliance, further improving operational efficiency and supporting enforcement efforts.

Implementing a digital ePermit system would involve a capital investment cost and an ongoing annual cost for software and system support, which would need to be incorporated into Council's budget. However, these costs could be offset by savings in administrative time, reduced demand for permit stock and postage, and increased enforcement efficiency. In combination with the anticipated improvements in user satisfaction and service delivery, the transition to a digital system presents a strong case for investment.

The ultimate implementation of an ePermit system would require separate consideration by Council, most likely through Council's Service Planning and/or Annual budget processes.

1.16 Other changes to the policy include:

- Greater detail and clarity is given in the section regarding parking zones and hierarchy, to areas designated as Zone D (isolated attractors – such as hospitals/schools). Considering recent increases of parking issues surrounding hospitals and schools, residential permit parking schemes are now proposed to be considered in the draft policy.
- EV charging and flexi-car parking inclusions in the hierarchy are further highlighted, acknowledging their potential to reduce greenhouse gas emissions.
- The Parking Hierarchy Table is expanded to include technology-based solutions and sustainability goals.

2. ENGAGEMENT

Initial input from the Community Engagement Team revealed that the best time for engagement on the draft Knox Parking Policy is over a 4-week engagement period in February 2026. This allows appropriate time to finalise the Engagement Plan and discussions with the Communication Team.

Some of the engagement objectives include:

- Inform the community about proposed changes to the Knox Parking Policy, including residential permit simplification.

- Consult residents and stakeholders on: visitor and transferable permit options, technology enhancements for enforcement and digital permit system, expanded parking hierarchy and its impact.
- Build community understanding of the need for EV charging and parking in busy area, benefit of temporary visitor parking permit and parking technology.

3. SOCIAL IMPLICATIONS
Providing a parking environment encourages safe and equitable access and movement for various users.

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

While there may be little or no direct relevance to the plan, any improvement to car parking activities will lead to reduced use of fossil fuels, particularly when less car movement seeking car parking has resulted from better car parking management. Conversely, an oversupply of parking may encourage increased usage of private vehicles. There exists a need for appropriate balancing of needs when considering providing for parking.

5. ENVIRONMENTAL IMPLICATIONS
Parking availability impacts both the quality of life for residents and the operational efficiency of local businesses. It is therefore essential that all parking needs are considered in a fair and equitable manner. This is especially important considering the increasing demand for on-street parking across the municipality.

6. FINANCIAL AND RESOURCE IMPLICATIONS
Consultation on the Knox Parking Policy, the future development of Parking Management Plans, and any associated changes to line marking and signage can be accommodated within Council's existing budget. An annual operational allocation of approximately $40,000 is available to support the planning, development, and implementation of parking management plans, including the installation of related signage, once plans are endorsed by Council.

7. RISKS
The following risks have been identified in relation to reviewing the Knox Parking Policy.

Reputational – Implementation of changes to parking measures in activity centres intersect strongly with community expectations, particularly businesses and visitors to centres. A detailed consultation process can mitigate some of these risks, however proposed modifications will never please all stakeholders.

Financial – Ensuring that there is sufficient budget to both fund the development of the plan and the implementation of endorsed measures, requires utilisation of both operational budget (parking controls, utilisation audits) and capital budget (signage installation) to implement, in addition to ongoing enforcement, once operational, noting existing budget exists for each of these tasks.

People – Ensuring that the Knox community and visitors can get suitable access to employment, goods and services within activity centres requires a balanced approach where all key user groups are given due consideration to any proposed changes through the consultation process.

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Enhancing community connection to vital services and resources

Strategy 1.1 - A variety of transport options is available through the effective planning, advocacy and management of efficient, active, sustainable and accessible transport modes, particularly in growth locations.

Leading, listening and governing responsibly

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

Being a strong voice for safety

Strategy 5.2 - Safety and liveability are prioritised through the planning, delivery and enforcement of local laws and regulatory services.

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 Knox Parking Policy (Clean Version in current template) [**8.2.1** - 17 pages]

Knox Parking Policy

Policy Number:	2018/01	**Directorate:**	Engineering & Infrastructure
Approval by:	Council	**Responsible Officer:**	Manager – Strategic Infrastructure
Approval Date:	26/2/18	**Version Number:**	2
Review Date:	26/2/29		

1. Purpose

The purpose of this policy is to:

- Establish a framework that Council will follow in order to apply parking restrictions, permits and other parking measures.
- Ensure the equitable use of available parking spaces across the municipality.
- Provide safe and accessible parking for residents, employees and visitors to the municipality.
- To inform and support the development of parking management plans.

2. Context

Cities are evolving rapidly due to technological advancements, changing lifestyles, and new business models, making them attractive places to live. As Melbourne expands, Knox is becoming more integrated into the urban environment, bringing both challenges and opportunities. Demographic shifts and housing growth are increasing pressure on infrastructure, highlighting the need to transform the transport system to support a more efficient and productive city.

Council is receiving increasing number of requests for parking intervention to manage parking demand within the municipality. As the number of multi-unit developments, industrial and business developments increase a consistent approach is required for managing parking within the municipality to ensure a fair and equitable use of parking resources. This policy has been developed to facilitate the provision of on-street parking and parking in Council owned/controlled car parks using signage, line marking and parking permits. It aims to prioritise the differing needs of parking user groups while improving parking management within activity centres and the surrounding residential areas.

A consistent approach to parking management in Knox will also encourage compliance with parking restrictions throughout the municipality and assist with parking enforcement as part of Council's Community Laws service.

The policy will complement the 'Retrofitting of Additional On-street Parking Infrastructure on Narrow Residential Streets' Policy.

3. Scope

This policy should be referred to by Council when considering requests from residents, business owners and other relevant stakeholders to introduce or modify parking restrictions, including parking permits, on streets and Council managed carparks within Knox.

This policy only refers to Council managed streets and carparks.

4. Knox Parking Policy

4.1 Introduction

Council will consider changes to parking restrictions in line with the following guidelines while aiming to provide a balance between the competing user needs within a local street or area.

Parking provision within an area will primarily be assessed utilising a decision making framework that is based on two key criteria:

- **Parking zones** - designated precincts within an activity centre, based on proximity to the centre itself which will inform the provision of parking solutions; and
- **Parking hierarchy** - a structure for determining assignment and priority across composite parking needs based on safety, access and functional need.

Having regard to the above two criteria, Council will be in a position to develop Parking Management Plans around activity centres. These Parking Management Plans will provide the basis for decision making by Council relating to future parking restrictions

4.2 Parking Decisions

4.2.1 Parking Zones

The majority of parking concerns within Knox are focused around a combination of:

- **Activity centres -** where mixed use development demands a balancing of parking needs across key user groups, including retail, commercial, residential, (comprising multiple housing types) visitor and community use; and
- **Trip attractors -** such as schools/health facilities, where peak parking demand generates high demand for parking in areas which typically have limited capacity to support such demands.

In effect, both activity centres and trip attractors each require a balanced approach to meeting user needs.

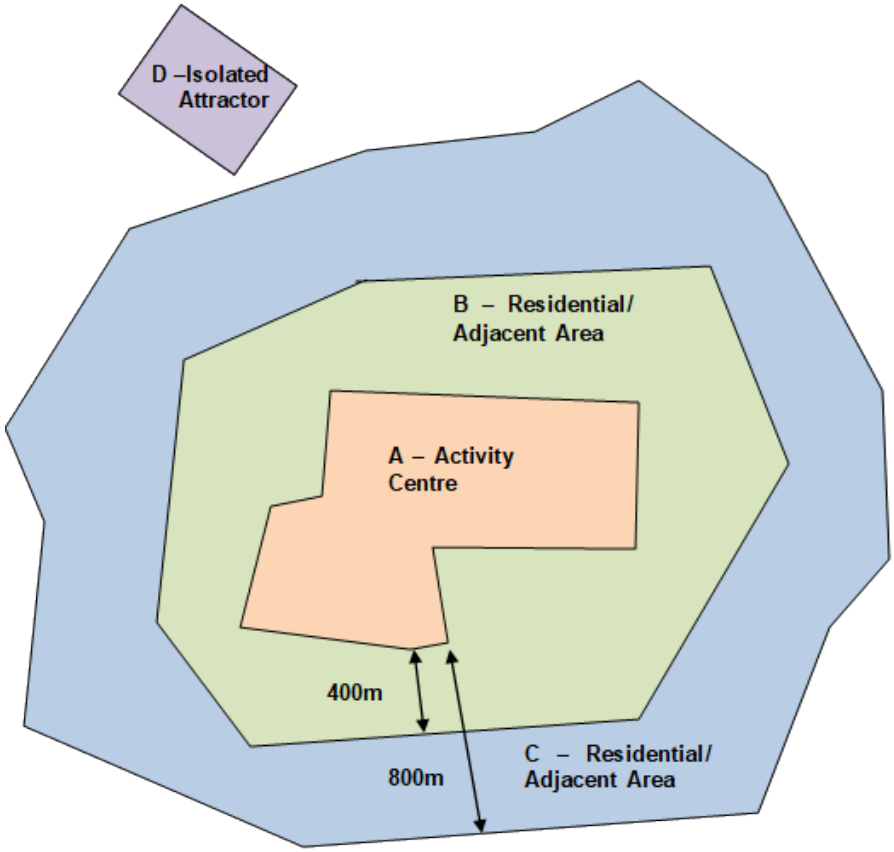
The designation of parking zones allows Council to prioritise and balance parking provision across key user groups, having regard to the immediate function of the area. Each area around an activity centre or trip attractor will be divided into parking zones:

- Zone A represents the area encompassing the activity centre within easy walking distance of parking attractors. The key activity centres within Knox are identified in Appendix A.
- Zones B (typically up to 400m from the activity centre) and Zone C (typically 400m to 800m from the activity centre) represent residential/adjacent areas where parking may be impacted upon by the activity centre and the parking needs of these areas.
- Zone D is an area around an isolated attractor such as a school, sports facility or hospital affected by a high demand for parking.

A combination of parking restrictions will be considered for each zone taking into account:

- parking hierarchy;
- proximity of the street to an activity centre;
- demand for parking;
- street width;
- street function;
- traffic volume;
- capacity; and
- topography.

Diagram 1 – Parking Zones



4.2.1.1 Zone A – Activity Centre

Zone A encompasses an Activity Centre where there is a high demand for parking associated with travel both to and within the area. Parking priority will be in accordance with the Parking Hierarchy shown in Table 1.

In general, within Zone A:

- Preference will be given to short stay parking in the immediate vicinity of businesses and services to ensure sufficient parking turnover;
- Access for specialised services such as accessible parking, loading, bus, mail and taxi zones will be provided where appropriate;
- Provision for staff will be considered in Council carparks constructed for the service of the shopping centre if capacity is available;
- Unrestricted parking for staff in off-street Council car parks furthest away from the parking attractor may be provided;

- Businesses will be encouraged to fully utilise their private parking spaces for staff before consideration of any additional staff spaces in public carparks; and
- Residents' vehicles shall predominantly be parked off-street within their properties. On-street parking for exclusive personal use is not supported.
- Limit restrictions to working hours where feasible
- Consider EV charges parking

4.2.1.2 Zone B & C – Residential/Adjacent Areas

Zones B and C are residential/adjacent areas, approximately 400 metres and 800 metres away from an activity centre (Zone A) where the demand for parking is generally lower than within the activity centre itself. Consequently, longer parking times are allowed in these zones.

In general, within Zone B and C:

- Residents' vehicles shall predominantly be parked off-street within their properties. On-street parking for exclusive personal use is not supported (ie the preference is for time based restrictions with permits for residents rather than resident permit zone only). Parking will be a mixture of medium to long term parking; and
- Parking restrictions will be considered on a case by case basis only, depending on street conditions, an assessment of competing parking user groups (e.g. business staff vs. residential) and more than 51% support from respondents of the parking restriction proposal in each road segment.
- Limit restrictions to working hours where feasible

4.2.1.3 Zone D – Travel attractors outside activity centres

Parking around schools, hospitals, sporting facilities or other large travel attractors outside activity centres require short stay parking restrictions during operating hours to manage congestion and allow drop-off/pick-up of visitors.

In general, within Zone D:

- Parking restrictions during school start and finish times may be considered to support access to nearby residential properties and to reduce congestion around schools.
- Schools will be encouraged to provide accessible parking bays for school/parent use within the school carpark. If this is not feasible, on-street bays may be considered where the Australian Standards can be met and funding is available.
- Staff parking for schools should predominantly be provided within the school grounds. Any additional on-street staff parking requirements should have minimal impact on residents.
- Hospitals, child care facilities and other similar travel attractors are encouraged to provide staff and

customer parking needs within their site and minimise on-street parking. Parking restrictions may be considered around these travel attractors to reduce the impact of customer, visitor and staff parking on residential areas and to ensure parking is still available for residents.

- Sports facilities may require temporary parking restrictions in local streets during sports finals to manage congestion and facilitate traffic flows.
- Residents' vehicles shall predominantly be parked off-street within their properties. On-street parking for exclusive residential use is not supported (ie the preference is for time based restrictions with permits for residents rather than resident permit zone only). Parking will be a mixture of medium to long term parking under the consideration of impacts by the travel attractor around the area.

4.2.2 Parking Hierarchy

The management and prioritisation of all new and reviewed parking restrictions and changes will be considered in line with the following parking hierarchy (Table 1). Although the types of parking have been prioritised, there may be some situations where a parking user has a higher priority.

Table 1 – Parking Hierarchy

Part A: Special Needs Parking Bays

Priority	Type of Parking	Comments	Applicable Parking Zones
Highest 1	Accessible Parking • Accessible Permits	Accessible parking bays are required in carparks to provide access to facilities for people with disabilities.	A,D
2	Bicycle Parking	Safe bicycle parking is important in supporting and promoting active transport in the municipality.	A,D
3	Bus Zones	Stopping areas for buses and access to bus stops is important to support public transport in the municipality.	A,B,C,D
4	Taxi Zones	Access to taxi services near trip attractors supports residents with limited mobility, no access to a motor vehicle or who are unable to drive.	A,D
5	Mail Zones	Mail zones are used to reinforce parking	A,D

		restrictions near a mail box or permit general parking outside mail collection times.	
6	Flexi-Car Parking/ Recharge station for Electric Cars	Car spaces are needed where motorists can easily find a booked share car or connect and pay for electricity.	A,B,C,D
7	Work Zones	Work zones are temporary parking areas used to ensure access to a work site for deliveries where parking is limited.	A,B,C,D
8	Loading Zones	Local businesses require parking for deliveries where no off-street loading facilities are available.	A,D
9	Car pooling	Staff carpooling within employee parking areas is encouraged over single occupant vehicles to reduce car use.	A,D
Lowest 10	Motorcycle Parking	Specific parking for motorcycles can be provided where small spaces are available within carparks.	A,D

4.2.3 Parking Management Plans

A Parking Management Plan is a local precinct plan, which provides a strategic direction for Council in assigning parking within the area.

Activity centres have a high demand for parking and the provision of parking management plans for the area around them will reduce the impact of parking while balancing the needs of all users.

Parking Management Plans are not the same as a 'Parking Overlay', which is a tool available to include in the Planning Scheme.

4.2.3.1 Parking Management Plans for Activity Areas

Council will progressively prepare parking management plans for areas around activity centres which will include consultation with local stakeholders. Priority is given to areas with the greatest level of change. A list of the activity centres in Knox and the draft program for undertaking the parking management plan is shown in Appendix A.

4.2.3.2 Endorsement

On an annual basis, Parking Management Plans will be presented to Council for consideration and endorsement.

4.2.3.3 Implementation of Parking Management Plans

The implementation of Parking Management Plans will be undertaken as a staged process as parking demand increases in the various zones. Parking restrictions will be implemented as follows:

- Zone A – upon approval by Council of a Parking Management Plan, where Council funding allows with consideration of priority for implementation;
- Zone B – within individual streets or road segment, shown to have a high parking demand and supported by more than 51% of affected residents in the road segment; and
- Zone C – within individual streets or road segment, shown to have a high parking demand and supported by more than 51% of affected residents in the road segment.

4.3 Specific Parking Requirements

4.3.1 Parking Permit Schemes

Any person can apply if the property is within a permit-eligible area and the property is proved to be the applicant's main home. The vehicle with the permit will also need to be registered to the home address. Refer to Council's webpage on residential street parking permit for details.

4.3.1.1 Residential parking permit

- Residential parking permit schemes will not be implemented to create exclusive parking for residents alone i.e. 'permit only' zones.
- It may be implemented in combination with short/medium term parking restrictions where there is capacity in a street.
- Following implementation of a residential parking permit scheme where the residents of the street may apply for:
- Two permits for a single house within a property.
- One permit per unit up to a maximum of 4 units within a property.
- A charge may apply to residential parking permit (as determined in the Council budget).
- No permits will be allocated for multi-unit developments over 5 units as on-site visitor parking is required or alternatively by public transport options as part of the Knox Planning Scheme.
- Permit holders will not be guaranteed a parking space and use of these spaces will be on a first come first served basis.
- Permits will be reviewed annually.

4.3.1.2 Residential Visitor parking permit

Residential visitor parking permit may be considered by Council as it could be used by visitors to parking for longer than the time limit indicated by the parking control signs.

4.3.1.3 Business

- After a review of the business properties, street and carpark conditions, an assessment of competing parking user groups (e.g. business staff vs. residential) permits may be allocated within a designated area if capacity allows.
- A charge applies to all business permits (as determined in the Council budget).
- Permit holders will not be guaranteed a parking space and use of these spaces will be on a first come first served basis.
- Parking agreements with Council will be considered in private carparks where signage complies with the Australian Standards and a formal agreement is signed in line with the requirements of Council's Community Laws service.
- Permits will be reviewed annually.

4.3.1.4 Accessible/Disable

- Where possible, existing on-street and off-street accessible parking bays will be progressively upgraded to be in accordance with DDA guidelines, Australian Standards and the building code.
- In circumstances where it can be demonstrated that existing accessible parking bays are consistently experiencing over 85% occupancy rates, a new bay will be considered in the vicinity if feasible.
- New accessible parking bays will be supported where warranted, provided they can be installed in accordance with the relevant Australian Standards. A business case may need to be prepared to seek Council funding.
- Accessible parking bays will not be provided for permanent exclusive or private use.

4.3.1.5 Developer Contribution Plans

Developer contribution plans may be considered where parking is limited and additional parking is required. Any development contribution plan will depend on available land for parking and Council's determination of properties benefitting from the parking area

4.3.2 Zone Restrictions

Work zones

- Work zones may be considered along the length of the property frontage for deliveries by construction vehicles where time based parking restrictions would normally apply.
- Work zones will not be provided where there are 'no stopping' restrictions and traffic management would be more appropriate.
- Work zones will generally operate during the working hours of 7am-5pm and be available outside these hours for general parking.
- When a work zone permit application is approved by Council's Traffic and Transport and Asset Preservation teams, the installation and removal of work zone signage and the reinstatement of all previous signage will be paid for by the developer/contractor

Bus zones

- A Bus zone may be dedicated to buses at all times or during specified times. In the case of bus zones that are time based, other vehicles may use the area outside of the restricted time.
- Bus zones will only be marked with signs where other restrictions apply along a length of street in line with the road rules, 20 metres before and 10 metres after a bus stop flag, or to reinforce a bus stop in areas of high parking demand.

Loading zones

- Loading zones are time restricted to 30 minutes per loading/unloading activity. A shorter 15 minute time period will be considered where demand for loading/unloading facilities and turnover is higher.
- On-street loading zones will depend on the type of businesses and the localised demand for loading/unloading. Loading zones will only be considered in locations where road safety is not adversely impacted for any road users including workers carrying out deliveries.
- At least one on-street loading zone per 2000m^2 of retail space within a shopping centre will be provided where no on-site loading spaces can be accommodated.
- Businesses will be encouraged to undertake loading/unloading activities at the rear of business premises.

Taxi zones

Taxi zones may be provided in areas where there is a high demand for taxis and requests are received from residents and/or the Victorian Taxi Association.

Mail zones

Mail zones may be installed, where there are existing mail boxes within a section of road, when requested by Australia Post.

Waste collection

Council may impose parking restrictions on waste collection days on a case by case basis to allow for safe and accessible waste collection and through access for general traffic.

4.3.3 Fee-based parking

Council may consider imposing fee-based parking where the parking demand is deemed to be unsustainable or to encourage higher turnover. Any fee-based parking proposal will need to be presented to Council for approval before being implemented.

4.3.4 Road Space for parking and access

4.3.4.1 Lane widths

The minimum road width required for through traffic lanes and space for parking are as follows:

- Through lanes = 3 metres
- Space for parking = 2.1 metres

4.3.4.2 Road widths

In order to allow for parking on streets, the following minimum road widths (between face of kerbs or the invert roll-over kerbs) are required to meet the number of through lanes and space for parking in a street (indented parking bays are not included):

- Through only < 5.1 metres
- 1 Through lane + parking on 1 side = 5.1 metres
- 1 Through lane + parking on both sides = 7.2 metres
- 2 Through lanes + parking on 1 side = 8.1 metres
- 2 Through lanes + parking on both sides = 10.2 metres

4.3.4.3 Road Hierarchy

Each public road has been classified by the type of function the road performs and is listed as a road hierarchy classification in Council's Road Management Plan.

4.3.4.3 Parking users

Where there are competing parking demands, priority will generally be given to those higher on the parking hierarchy (Table 1).

4.3.5 Line marking

Solid centrelines may be used to reinforce no-stopping restrictions or provide a guide to motorists as to where parking is not permitted.

Parking lanes may be used on roads with a width of 10.2 metres or wider to clearly define the on-street parking separate from the through traffic lanes.

'Hockey stick' line marking may be used in areas of high parking demand to define the clearance between parked vehicles and crossovers.

Parallel parking bays may be used where there is a need to formalise the on-street parking and/or define parking spaces clear of crossovers. Parking bays must be marked in accordance with the Australian Standards.

A yellow edge line may be used to restrict parking where signage is unsuitable.

4.3.6 Technology

Technology can improve the efficiency and processing of parking fines, assessment of parking occupancy rates and mass surveillance of parked vehicles. It may also be used to inform any future decisions around the introduction of fees or revised restrictions in a particular locality. New parking technology will meet

increased business and community demand for improved access to parking availability.

Council may trial or implement technology, as appropriate, to meet business or community parking demand. This may include:

- Electronic parking payment transactions
- Automatic Number Plate Recognition (with GPS tag)
- Dash Cam (in vehicle parking violation photography)
- Other parking technologies as available and appropriate in meeting parking needs within the municipality

5. References

5.1 Knox Council and Health and Wellbeing Plan 2025-2029

Neighbourhoods, Housing & Infrastructure

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

Connection, Resilience & Wellbeing

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

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

Civic Engagement & Integrity

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

5.2 Relevant Legislation

- Local Government Act 2020
- Road Safety Act 1986
- Road Safety Road Rules 2017 (Victorian Road Rules)
- Knox Planning Scheme
- Disability Discrimination Act 1992

5.3 Charter of Human Rights

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

5.4 Related Council Policies and Procedures

- Retrofitting of additional on-street parking infrastructure on narrow residential street policy
- Traffic Engineering Guidelines
- Civil Works Guidelines
- Standard Drawing for Construction of Parking Indents.

5.5 Related Council Plans

- Integrated Transport Plan 2015
- Carpark Asset Management Plan 2013
- Road Asset Management Plan
- Liveable Streets Plan 2012-2022

6. Definitions

Term	Definition
Council	Knox City Council
Accessible Parking	A car parking space that is accessible for people with a disability who are eligible for a permit. Users of these parking spaces must display a valid parking permit in their vehicle (obtainable as part of Council's Community Laws service).
Bicycle Parking	An area dedicated to safe parking for bicycles at a bike rail or enclosure.
Bus Zone	An area set aside for buses to safely stop at a flagged bus stop or designated rest area.
Taxi Zone	An area designated for taxis to wait for passengers.
Carpooling	Two or more people using the one vehicle to access and park in an area.
Clearway	An area of no stopping along a main traffic route which enables a constant traffic flow at peak times.
Mail Zone	An area set aside for an authorised mail van for the collection or delivery of mail. The road rules do not allow parking within 3 metres of a mail box unless otherwise signed.
Commuter Parking	Parking attributable to anyone who parks their car and then transfers to public transport for their trip. This is often (but not exclusively) associated with train travel.
Flexi-car parking	A car parking space dedicated to a car sharing service designed to reduce car ownership.
'Hockey Stick' line marking	'L' shaped line marking at the beginning and end of an area where parallel parking is permitted.
Loading Zone	An area designated for the loading and unloading of goods for the servicing of businesses using a registered truck or courier vehicle.
Long term parking	Areas where parking is 5 hours or longer including areas where no restrictions apply.
Medium stay parking	Areas where 3 to 4 hour parking restrictions apply.
No parking restrictions	A driver of a vehicle is only permitted to stop for up to 2 minutes (to drop off or pick up passengers or goods) and the vehicle cannot be

	left unattended.
No Stopping restrictions	A driver of a vehicle must not stop on a length of road to which the restriction applies other than to avoid an obstruction or to change direction to reverse into a parking space or driveway (Exemptions apply to authorised vehicles).
Parking Hierarchy	A structure for determining assignment and priority across composite parking needs based on safety, access and functional need.
Parking Management Plan	Development of a precinct based approach to parking within key activity areas, which proposes area wide parking controls to meet and balance key user needs. The Parking Management Plan guides decision making on parking matters.
Parking Zones	Designated precincts within an activity centre, based on proximity to the centre itself which inform the provision of parking solutions.
Permit Holder	A person who holds a parking permit that entitles them to park in a location as specified on their permit (an area, street or accessible parking bay).
Permit Parking	Parking that is restricted to businesses or residents holding a valid parking permit for a given parking area or street. The area or street is designated by signage with the wording 'Permit Holders Excepted'.
Visitor Parking Permit	A single use parking permit that allows visitor to park in a location as specific on their permit (an area, street or accessible parking bay).
Short Stay parking	Areas where parking restrictions are 2 hours or less.
Travel/trip attractor	An activity or place which attracts large numbers of people and car parking such as a shopping centre, hospital, school or train station.
Work Zone	A temporary parking area for construction vehicles to allow for deliveries to construction sites.

7. Administrative Updates

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

[Where an administrative update has been made – delete if not applicable]

Amendment details	Approved by	Date of approval
[Detail administrative amendments made]	[Name of Approver]	[Date approved]

PARKING POLICY APPENDIX A – Parking Management Plan SCHEDULE

Completed

- Ferntree Gully Village Centre
- Wantirna Mall/ Wantirna Health Precinct
- Upper Ferntree Gully Neighbourhood Activity Centre
- Boronia Major Activity Centre
- Bayswater Major Activity Centre

In progress

- Rowville (Stud Park) Major Activity Centre
- Mountain Gate Neighbourhood Activity Centre
- The Basin Neighbourhood Activity Centre

Upcoming

- Studfield Neighbourhood Activity Centre
- Scoresby Village Neighbourhood Activity Centre
- Alchester Village Neighbourhood Activity Centre
- Knox Central Principal Activity Centre
- Knoxfield Shopping Centre
- Wellington Village Shopping Centre
- Rowville Lakes Shopping Centre

8.3 Quarterly Performance Report for the period ended 30 September 2025

Final Report Destination:	Council
Paper Type:	For Decision
Author:	Head of Strategy and Business Intelligence, Jen Reid Coordinator Finance Operations, James Morris Coordinator Capital Works Planning, John Bixby Head of Portfolio and Enterprise Change, Shona Richards
Manager:	Manager Strategy and Transformation, Liesl Westberry
Executive:	Chief Financial Officer, Navec Lorkin and Interim Director Customer and Performance, Matt Kelleher

SUMMARY
The Council and Health and Wellbeing Plan Progress Report and Financial Performance Report provides an overview of how we are performing against the Council and Health and Wellbeing Plan 2025-2029 and the Annual Budget 2025-2026.

The Capital Program Progress Report provides an overview of the progress of each project within the 2025-2026 Capital Works Program. The Transformation Report provides an overview of the Customer and Performance capital and operational projects.

This report summarises progress for the quarter ending 30 September 2025 except for the Transformation Report which summarises progress for the month ending 30 September 2025.

RECOMMENDATION
That Council resolve to note the:

1. Council and Health and Wellbeing Plan Progress Report for the quarter ended 30 September 2025 (Attachment 1).
2. Financial Performance Report for the quarter ended 30 September 2025 (Attachment 2).
3. Capital Program Progress Report for the quarter ended 30 September 2025 (Attachment 3).
4. Transformation Report for the month ending 30 September 2025 (Attachment 4).

1. DISCUSSION

1.1 Introduction

The provision of the Council and Health and Wellbeing Plan Progress Report, Financial Performance Report, Capital Program Progress Report and Transformation Report ensures that associated processes are accountable and transparent to ensure responsible decision making and reporting on the delivery of the Council and Health and Wellbeing Plan 2025-2029 and Annual Budget 2025-2026.

1.2 Council and Health and Wellbeing Progress Report

The Council and Health and Wellbeing Plan 2025-2029 was adopted on 23 June 2025 and represents Council's promise to the Knox community, delivering on the community's aspirations and needs. The Plan is centred on six themes that highlight what we will focus on to achieve our Community Vision and eight health and wellbeing priorities that highlight what we will focus on to improve the health, wellbeing and quality of life for the local community. To ensure Council

remains responsive to the community's evolving needs and priorities, the actions for this financial year have been published in the Annual Budget 2025-2026. Attachment 1 provides the Council and Health and Wellbeing Plan Progress Report for the first quarter of 2025-2026.

There are 45 actions to be delivered in 2025-2026. Of these:

- Four actions have been completed.
- Forty-one actions are on schedule.

1.3 Financial Performance Report

The Financial Performance Report (Attachment 2) has been prepared in accordance with Australian Accounting Standards and contains the following financial statements:

- Comprehensive Income Statement.
- Balance Sheet.
- Cash Flow Statement.
- Statement of Capital Works.

The Financial Performance Report is designed to identify major variations against Council's year to date financial performance (actual results) and the Adopted and Amended Budgets. Council adopted its 2025-2026 Annual Budget at its Council Meeting held on 23 June 2025. The Amended Budget was tabled to Council at its Council Meeting held on 29 September 2025. The year-to-date position is compared with the amended budget position. The forecast end of year position is compared to the Amended Budget and the Adopted Budget.

The Amended Budget enables Council to review and approve variances to revenue and expenditure resulting primarily from external factors, ensuring accountability and optimal budget control for management reporting purposes. The Annual Report will detail performance against the original Budget as adopted by Council as the Budget.

The financial year-end position of Council is anticipated by way of forecasts. The full year Adopted and Amended Budgets are compared against the projected financial year-end position as reflected by the Forecast. The 2025-2026 forecast includes the following details:

- The 2025-2026 Adopted Budget.
- Carry forward funding from 2024-25 into 2025-26 for both operational and capital works expenditure items. These funds are required for the successful completion and delivery of key outcomes and projects.
- Adjustments to forecasts as a result of officers periodically assessing Council's budgetary performance considering emerging events and matters.

General discussion in regard to the Financial Performance Report (Attachment 2) is detailed under Section 5 "Financial and Economic Implications".

1.4 Capital Program Progress Report

The Capital Program Progress Report (Attachment 3) outlines the status of each project within the 2025-2026 Capital Works Program. This is in addition to the Statement of Capital Works shown in

Attachment 2. As at 30 September, Council has 117 infrastructure Capital work projects of which 4 have been completed, 110 are in progress and 3 have not started.

1.5 Transformation Report

The Transformation Report (Attachment 4) provides an overview of the Customer and Performance capital and operational projects for the month ending 30 September 2025. Transformation reporting occurs internally on a monthly basis, with every third month reported to Council as part of the Quarterly Performance Report.

There are currently 25 projects in progress:

- 16 projects are on schedule.
- 7 projects are behind schedule.
- 1 project is on hold.
- 1 project has been closed.

2. ENGAGEMENT

Significant community engagement was incorporated into the development of the Council and Health and Wellbeing Plan 2025-2029 and Budget 2025-2026. This report summarises Council's financial performance and progress against the delivery of the Council and Health and Wellbeing Plan 2025-2029. A copy of the quarterly Financial Performance Report has been provided to Council's Audit and Risk Committee.

3. SOCIAL IMPLICATIONS

Information about Council's achievements and aspirations for the community and social impacts are contained in the quarterly performance report.

4. CLIMATE CHANGE CONSIDERATIONS

Council's achievements and progress working towards Council's Net Zero 2030 target and the Community Net Zero 2040 are contained in the quarterly performance report.

5. ENVIRONMENTAL IMPLICATIONS

Information about Council's achievements and aspirations for the environment are contained in the quarterly performance report. Producing the report in a primarily electronic format saves paper resources and printing costs.

6. FINANCIAL AND RESOURCE IMPLICATIONS

The overall financial position as at 30 September 2025 is satisfactory with a working capital ratio of 4.05 to 1, and indicates that after taking into consideration carry forward funding requirements from 2024-25 into 2025-26, Council is on track to meet the operational targets for this financial year established in the 2025-26 Amended Budget. The major watch point for the year will be the timing of proceeds, together with the timing of receipt and recognition of capital grants.

For the period ended 30 September 2025, Council has achieved an operating surplus of $125.884 million. This is $7.589 million favourable to the year to date (YTD) Amended Budget. The favourable variance of $5.609 million for YTD income includes a favourable variance of $4.733 for income received relating to a property transaction including a social housing contribution. There is a favourable timing variance of $2.139 million for materials and services.

Council expects to deliver an operating surplus of $21.406 million for the financial year, which at the end of September is as per the Amended Budget.

The total capital works expenditure for the period ended 30 September 2025 is $10.746 million. This is $0.149 million greater than the YTD Amended Budget. The asset classes with the greatest underspend against budget are Buildings ($0.647 million), and Computers and Telecommunications ($0.617 million), while an unfavourable variance is spread over a number of infrastructure categories including Roads ($0.565 million) and Footpaths and Cycleways ($0.444 million). These are all timing variances.

The Amended Budget capital works expenditure totalling $61.426 million includes $18.904 million in capital works carried forward from 2024-25 into 2025-26. The forecast capital works expenditure for the year at this stage is the same as the Amended Budget.

Council's cash and financial assets are $41.256 million as at 30 September 2025, while interest-bearing loans and borrowings total $81.482 million.

Further detail and discussion of the financial performance of Council for the period ended 30 September 2025 is provided in the attached Financial Performance Report (Attachment 2).

7. RISKS

The development of the quarterly performance report prioritised the assessment of risk throughout the process.

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Leading, listening and governing responsibly

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

9. CONFLICT OF INTEREST

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

10. STATEMENT OF COMPATIBILITY

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

11. CONFIDENTIALITY

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

ATTACHMENTS

1. Attachment 1 - 2025 2026 Q1 Council Health and Wellbeing Plan Progress Report [**8.3.1** - 27 pages]
2. Attachment 2 - Financial Performance Report - September 2025 [**8.3.2** - 24 pages]
3. Attachment 3 - Capital Works Program - Project Status Report - September 2025 [**8.3.3** - 14 pages]
4. Attachment 4 - Customer and Performance Transformation Report [**8.3.4** - 4 pages]

Council and Health and Wellbeing Plan 2025–2029

Progress report quarter one: 2025–2026

knox

Knox City Council

About the plan

The Council and Health and Wellbeing Plan 2025-2029 was adopted on 23 June 2025 and is our promise to the Knox community. It sets out what we will do to respond to changing needs and has been shaped by our aspirations, needs, values and priorities. It informs long term financial planning with annual actions and performance measure targets represented in each Annual Budget.

To develop the Council and Health and Wellbeing Plan 2025-2029 we engaged over 1,100 community members to make sure the plan reflects the vision, values and aspirations of the people of Knox.

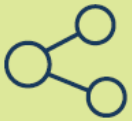
Our Community Vision 2035

Our Community Vision describes our collective long-term hopes and aspirations for Knox. It helps us to plan for the needs of our community now and into the future.

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

Our themes

We have 6 key themes to focus on that help achieve our Community Vision. These themes reflect the priorities and aspirations of our community.



Enhancing community connection to vital services and resources

Our community can access important local services and resources through Council's delivery, advocacy, and partnerships.

Caring for and enhancing our environment

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

Being a strong voice for safety

Our community feels safe, respected and supported in public spaces and at home through Council's delivery, advocacy and partnerships.

Embracing connection, inclusion and diversity

Our diverse and connected community is strengthened by creating opportunities to actively participate, connect and learn.

Leading, listening and governing responsibly

Our community feels empowered, heard, and has trust in Council through responsible governance, proactive communication and engagement, and transparent decision making.

Planning our future city

Our neighborhoods, housing and infrastructure meet the needs of our changing community through effective planning, delivery and advocacy.

Our health and wellbeing priorities

We understand that the health and wellbeing of our community is essential for our collective prosperity and quality of life. By measuring and addressing wellbeing, we can identify areas of need, track progress, and implement targeted interventions to create a healthier, more resilient community.

How to read this report

Annual actions

This report details the progress of the Council and Health and Wellbeing Plan 2025-2029 actions that are funded in the current financial year. These are the major initiatives that will be delivered during this financial year.

Progress status is reported based on the following colour coding:

Complete	On schedule	Behind schedule
✔	●	●

Performance measures

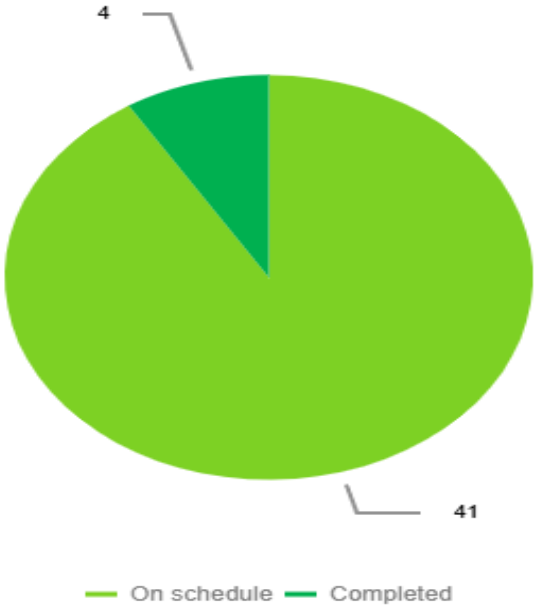
The quarter 2 and quarter 4 report will include the Council and Health and Wellbeing Plan 2025-2029 performance measures which demonstrate progress towards achieving each Strategic Objective. The performance measures include an annual target result, represented in the Annual Budget that will be reported against.

Progress Report Q1, 2025-2026

Annual actions summary

There are 45 actions to be delivered in 2025-2026. As of the latest reporting period, the overall implementation of these actions is progressing well with four actions completed and 41 on schedule.

Theme	Actions			
	Complete	On schedule	Behind schedule	Grand Total
Enhancing community connection to vital services and resources	0	7	0	**7**
Embracing connection, inclusion and diversity	1	9	0	**10**
Caring for and enhancing our environment	0	7	0	**7**
Leading, listening and governing responsibly	1	7	0	**8**
Being a strong voice for safety	1	5	0	**6**
Planning our future city	1	6	0	**7**
Total	**4**	**41**	**0**	**45**



Enhancing community connection to vital services and resources

2025-2026 action	Progress	Comments	Status
Finalise and commence implementation of a Cemetery Landscape Masterplan to guide development of new ashes interment areas that meet community needs while complementing the existing amenity of the cemetery.	25%	The second round of engagement for the draft Cemetery Masterplan has been completed. Community feedback from the engagement has been collated and provided to the landscape architect to inform the final draft of the Masterplan. The draft Masterplan is due to be presented to Council for adoption in December 2025.	On schedule
Implement Economic Development's 2025-26 events program to strengthen capacity building for local businesses.	25%	The 2025–26 Economic Development Events Program has launched with a strong mix of initiatives supporting business growth and engagement. Highlights include workshops on business structuring and succession planning, a manufacturing networking event promoting Australian-made industries, and a Business National Tree Day, which drew over 150 participants for tree planting and networking. A mental health focused session provided a supportive space for sharing workplace wellbeing strategies, while the Youth Expo delivered in partnership with Outer Eastern Local Learning & Employment Network (OELLEN), Yarra Ranges Council, and Maroondah City Council, connected young people with local career and training pathways.	On schedule

2025-2026 action	Progress	Comments	Status
Promote Your Library activities, programs and events that focus on lifelong learning, increase social connection and improve access to technology.	30%	Council has collaborated with Your Library for the development of a 'Boronia, The Basin and Surrounds Community Directory', which was launched at Boronia library on 13 October 2025. Collaborative efforts are also underway with Your Library on initiatives such as the Libraries after Dark program, the upcoming 2026 Move Your Way program and the VicHealth 'Secret World of Food' pop-up display that engages children and families in learn about the food system.	On schedule
Improve our shared path network through new and renewed upgrades including the Liverpool Road shared path.	25%	The newly adopted Knox Cycling Action Plan is being used to inform priorities in the shared path program from 2025-26 onwards. Construction works is 80% complete on the Green Spine off-road shared path in Chandler Road, Boronia. Planning permits and land agreements are being developed for the shared path in Liverpool Road between Mountain Highway and the municipal boundary. Design is ongoing for a shared path in Brennock Park Drive, Ferntree Gully. Design of the Railway Trail between Upper Ferntree Gully Station and Mount Dandenong Tourist Road is scheduled for 2026. Scoping of the Railway Trail between Underwood Road and Alpine Street has commenced with community engagement planned before the end of December 2025. Investigation is underway on possible future shared path projects in Railway Parade, Upper Ferntree Gully, between Burwood Highway and Quarry Road, and the Stud Road service road between George Street and The Close in Scoresby.	On schedule

2025-2026 action	Progress	Comments	Status
Advocate for enhanced bus service frequency and coverage across the Knox network and for release of the business case for transport options in the Caulfield-Rowville corridor.	25%	A strategic and operational meeting to discuss key pipeline, traffic engineering and road safety matters was held in August 2025 between Council officers and Department of Transport and Planning (DTP) personnel. Council officers and Councillor Lockwood continued to attend the Eastern Transport Coalition (ETC) through which Knox continues to work with neighbouring Councils to support a coordinated approach to transport advocacy. ETC have submitted a budget bid document on behalf of member Councils. Key initiatives referenced in the document included redesign of the bus servicing arrangement between the tram terminus at Vermont South and bus routes along Mountain Highway to Baywater and undertaking a feasibility study to support the provision of a bus service connecting Bayswater to Stud Park via Henderson Road. Council also continues to pursue advocacy through the ETC by identifying priority safe arterial road crossing routes to enhance access to frequent bus services. Regular meetings are happening between Council officers and the Level Crossing Removal Projects group to discuss the Boronia Station Precinct Upgrade project. Items discussed include design details, land matters, and project risks. Council Officers are preparing a letter for the Federal Government calling for release of the Trackless Tram business case.	On schedule

2025-2026 action	Progress	Comments	Status
Lead and deliver the Knox Food Relief Taskforce and actively participate and contribute to the Knox Emergency Relief Network.	25%	In July two member agencies from the Knox Food Relief taskforce were provided letters of support for support of the State Government 2025-26 Community Food Relief Local Grant Program. Council officers attended the August meeting of Knox Emergency Relief Network and facilitated the August Food Relief Taskforce meeting. Knox provided an opportunity for Taskforce members and their volunteers to attend Safe Food Handling training in September. Council officers also prepared a submission to the Federal Governments consultation on the national Strategy for Food Security.	On schedule
Collaborate with Yarra Ranges Shire and Maroondah City Council to develop the Bayswater Business Precinct Spatial Plan.	30%	The background report has been finalised and a business stakeholder workshop and cross-council internal visioning workshop was undertaken in September and October 2025. A draft Bayswater Business Precinct (BBP) Spatial Plan is expected to be provided to the three councils end of calendar year 2025, with internal briefings to be scheduled in early 2026. External consultation is expected to be conducted in mid-2026 across the three councils.	On schedule

Embracing connection, inclusion and diversity

2025-2026 action	Progress	Comments	Status
Strengthen the ongoing partnership with sessional kindergarten providers operating from Council facilities through enhancement of processes and partnership meetings.	40%	Partnership meetings are held bi-monthly with strong attendance from kindergarten providers. Work has been undertaken to discuss and review local priority of access criteria, kindergarten registration timings, kindergarten infrastructure and issues following the Victorian Governments Rapid Review into Child Safety. Draft Service Principles have been developed which will now go to the providers for feedback.	On schedule
Consider the child perspective in service delivery, decision making and design through a Child Friendly Cities Education Campaign to build capability of our staff.	35%	An Education and Communication plan has been drafted and developed in collaboration with the Communications Team to be finalised and approved end of 2025. This project has four stages, Stage 1: Awareness; a Knox wide campaign launch scheduled for early in 2026, followed by Stage 2: Learning and Capacity Building activities for all Knox staff. Stage 3 and 4: Embedding and Evaluation to occur by June 2026.	On schedule

2025-2026 action	Progress	Comments	Status
Deliver targeted programs for priority population groups, including intergenerational initiatives, for example an annual fishing program, to strengthen community connections.	25%	Focusing on the digital divide that impacts seniors being able to connect and participate in activities, Council have partnered with Youngster.co to facilitate a ten-week pilot program between trained “youngsters” to provide tech support sessions for older members of our Knox community with their devices. These free sessions are being conducted in the Community Space at Westfield Knox. A focus of this program is around breaking down barriers of Ageism through intergenerational connections in a social space, whilst supporting our older local community with targeted technical support and providing tertiary students with social and life skills through customer service and face-to-face interaction. This initiative started in mid-September and will run until end of November. The Armchair Travel program successfully piloted technology programming with iPads at September's Recreation for All Expo. Building on this success, additional programs utilising iPads and Virtual Reality (VR) headsets are now in development. Preparations for Seniors Festival are progressing well, with the popular fishing program for vulnerable men returning this year. A new cooking program targeting older men is also scheduled for delivery in the coming quarter.	On schedule

2025-2026 action	Progress	Comments	Status
Undertake the Knox Aquatics Feasibility Study.	25%	In Quarter one, a consultant was selected to Lead Stage 1 of the Aquatics Feasibility Study. Site assessments have been completed, and the consultant has provided the draft Stage 1 Aquatics Feasibility Report to Council officers.	On schedule
Deliver sporting club capacity-building sessions in partnership with key stakeholders.	25%	During Quarter one various sporting club capacity building sessions were delivered. This included sessions on child safe standards, how to run a successful club, responsible service of alcohol and support to prevent vaping among young members of sports clubs.	On schedule
Deliver the 2025-26 actions of the Alcohol Statement of Commitment implementation plan.	25%	Council officers have met with the Alcohol and Drug Foundation to establish a Local Drug Action Team in Knox and have prepared a grant submission to support its formation. The Knox Liquor Accord was held in July with 16 attendees consisting of Victoria Police, Department of Justice and Community Safety, Council and local liquor licensees.	On schedule
Deliver volunteer training sessions and promote opportunities to strengthen social and community networks and reduce loneliness.	25%	Three community training sessions held including; Running a successful Community Group/Sporting Club in August (33 people attended), Safe Food Handling in September (25 people attended) and Child Safe Training in September (22 people attended). Three Community Strengthening e-News bulletins have been circulated to 795 subscribers.	On schedule

2025-2026 action	Progress	Comments	Status
Partner with our diverse and multicultural community, key services and networks to support and celebrate our diversity, including the coordination of the Knox Community Safety, Health and Wellbeing and Multicultural Advisory Committees.	25%	The Knox Multicultural Advisory Committee meeting was held in August with 16 attendees. Officers visited multicultural community groups regularly throughout the quarter to strengthen partnerships. Discussions commenced with the Events team to incorporate a multicultural presence at Knox Fest through stallholders and performances. The Knox Community Safety, Health and Wellbeing Advisory Committee held its meeting in September to enable information sharing and seek opportunities for collaboration.	On schedule
Review the Reconciliation Action Plan 2023-2025 and develop the next iteration of the plan.	35%	A review of the actions delivered by Council from the Reconciliation Action Plan (RAP) 2023 - 2025 has been completed. In September, Council noted the achievements delivered under the 2023-2025 RAP and endorsed the recommendation to develop the next iteration of the RAP, Innovate RAP 2026 - 2028.	On schedule

2025-2026 action	Progress	Comments	Status
Deliver the bi-annual Youth Summit to hear from the voices of young people on issues which are important to them.	100%	Youth Services delivered the Youth Summit in August 2025 for young people aged 12-18 years. Every secondary school in Knox was invited to attend, with 6 schools represented on the day. 68 students registered, with 50 in attendance on the day. The delivery of the event was assisted by 16 Youth Advisory Committee members. The key topics of life skills and education, outdoor and recreation-based activities and how council communicates with young people were discussed on the day. Youth Services will use the information gained from the Youth Summit to inform service delivery for the next 18 months. Two young people addressed Councillors in September to showcase the outcomes achieved from the Summit. The information and presentation from the young people was well received. Youth Services is working with Council's Communications and Engagement team to develop a plan for engaging the 16-25 year cohort in further consultation opportunities.	Completed ✔

Caring for and enhancing our environment

2025-2026 action	Progress	Comments	Status
Progressively replace fleet vehicles with zero/low emission vehicles.	25%	Councils Fleet Replacement Program considers the changeover of the fleet assets to low emission alternatives at their replacement time and subject to benefit cost. Council has purchased a number of cordless tools that have replaced petrol-powered tools. Council has now 8 electric vehicles and 1 plug in hybrid in its fleet.	On schedule
Finalise the first draft of the 10-year Open Space Strategy.	20%	A Project Plan has been developed to deliver the strategy, with early stakeholder engagement undertaken in September/October 2025 with The Recreation and Leisure, Arts, Early Years and Multicultural advisory groups, with ongoing sessions planned with other advisory groups. Two separate briefing workshops for Councillors have been scheduled for late October/early November. Data gathering and analysis continues to be undertaken by the project team.	On schedule

2025-2026 action	Progress	Comments	Status
Deliver the year two funded actions of the Biodiversity and Resilience Strategy 2024-2034 Action Plan.	20%	Council has implemented the updated version of the Knox Council Sites of Biological Significance. The revised document is now available on the Knox Council website. An annual Citizen Science Program is conducted each year to encourage community participation in environmental monitoring and data collection. This quarter, activities included iNaturalist training and participation in the Greater Melbourne bioblitz. Annual revegetation activities are carried by the Biodiversity team to enhance local habitats. This quarter, activities included supporting community planting events such as National Tree Day, Corporate National Tree Day and Wattle tree day, which engage the community in habitat restoration efforts. The Urban Forest group recently met to share current projects and strategies related to tree protection, habitat corridor management, and urban canopy enhancement. The group will continue to meet regularly to share their knowledge, challenges and upcoming projects across departments. Environmental Friends Groups and volunteers continue to receive support to network, connect, and build their capacity through mentoring and training opportunities. This includes initiatives such as Sites of Biological Significance and volunteer training sessions, aimed at strengthening community involvement in environmental stewardship.	On schedule

2025-2026 action	Progress	Comments	Status
Deliver the annual Sustainability Initiatives of Council's Capital Works Program to reach net zero emissions by 2030.	25%	The sustainability initiatives in the Capital Works program are underway with projects including the installation of pool blankets to the 50m Pool at Knox Leisureworks, lighting upgrades to Knoxfield Tennis Club and efficiency upgrades to lighting and air conditioning at Knox Civic Centre.	On schedule
Conduct the mid-term review of Council's Climate Response Plan 2021-2031.	25%	The Climate Response Plan (CRP) mid-term review is underway with a number of workshops with responsible business units to understand the status of CRP actions and what if any actions are required to be amended as part of the review.	On schedule
Advocate to Federal and State Governments to reconsider the kerbside glass only service reform, in favour of an expanded Container Deposit Scheme (CDS) to enhance glass recycling and reduce cost to the Knox community.	50%	Officers continued advocacy to the Victorian Government on the implementation of kerbside reforms. Knox is an active member of a 34 Council group seeking action from the Minister for Environment to ensure fair and best practice outcomes for the Community from the waste and recycling service standards which currently await final approval.	On schedule
Participate in the South East Metropolitan Advanced Waste Processes Project Oversight Group, to oversee facility construction and report back to Council.	20%	A representative from Knox Council has been appointed to the Project Oversite Group with an initial meeting to be scheduled in October 2025.	On schedule

Leading, listening and governing responsibly

2025-2026 action	Progress	Comments	Status
Optimise Council's key communication channels to ensure our customers have easy access to relevant and timely information.	25%	Sixteen external channels have been identified and project documentation established. An initial strengths, weaknesses, opportunities and threats (SWOT) analysis of eight priority channels has been completed. Phase 1 assessment and initial documentation, which includes ownership and governance; costs; specifications and requirements; audience and internal understanding of channel scope has been completed for six external channels.	On schedule
Finalise the platform tender process for Core Business Systems to integrate technology systems into a single source of truth, optimising efficiency, cybersecurity and productivity.	85%	The tender process has completed the thorough product evaluation stage and is scheduled to proceed to Council for discussion and endorsement next quarter.	On schedule
Develop and endorse Council's Annual Budget 2026-27.	15%	Community engagement to inform the development of the 2026-2027 Annual Budget was completed in August with a report noted by Council at the Council Meeting on 29 September 2025. Strategic workshops have been undertaken with councillors to understand their priorities for the 2026-2027 year.	On schedule

2025-2026 action	Progress	Comments	Status
Actively pursue and participate in collaborative procurement opportunities to maximise contract outcomes.	20%	Discussions at the Eastern Regional Network are ongoing and procurement events are being considered for collaboration at preparations stages. Several collaborations have been successful and will continue to be explored as a group for aggregation and efficiencies. This is not limited to tendering events but also includes processes and templates.	On schedule
Deliver the year one actions of Council's Organisation Strategy 2025-29.	25%	Our Organisation Strategy focuses on five key themes. It encourages our people to be customer centric, people focused, financially sustainable, change ready and outcomes driven. Delivery of the ten actions within the Organisation Strategy is underway with the following highlights from this quarter: - The new annual planning cycle has been widely communicated across Council with staff having a clear understanding of what is required from them each quarter to deliver on the community's priorities. - The new work and development plan process has been implemented with leader and staff conversations currently underway. - Data packs have been created for each service across the organisation to inform annual planning. These include information pertaining to customer complaints, voice of the customer, customer telephone call, community satisfaction and community engagement.	On schedule

2025-2026 action	Progress	Comments	Status
Complete a community engagement program to inform Council's Annual Budget 2026-27.	100%	Community engagement for the Annual Budget and Action Plan was undertaken between 28 July and 24 August 2025 with 594 responses from community members and eight formal submissions. The engagement activities were focused on understanding how we can best meet community needs under each theme of the Council and Health and Wellbeing Plan, community ideas for actions or projects in a specific location in Knox and the services our community think deliver most value. Engagement activities included an online survey, five pop-up events across the municipality and targeted events at the hubs and with the multi-advisory committee. The community engagement report was presented to Council at the Council Meeting on 29 September 2025 with formal submissions being heard on 1 October 2025 by Councillors.	Completed
Develop and launch a Continuous Improvement Framework and Year 1 program of initiatives to improve customer experience, staff experience, and operational efficiency.	10%	Work is progressing in the development of the Continuous Improvement Framework, following investigation into historical approaches and assessment of the organisational readiness and capability in this space. Further consultation with the organisation will occur in quarter 2 to ensure a fit-for-Knox outcome.	On schedule
Develop and endorse Council's Asset Plan 2025-2035.	90%	The draft Asset Plan 2026-2035 is scheduled to go before Council for endorsement on the 27 October 2025, following community consultation.	On schedule

Being a strong voice for safety

2025-2026 action	Progress	Comments	Status
Complete the Domestic Animal Management Plan 2025-2029.	75%	The draft Domestic Animal Management Plan (DAMP) 2025-2029 is currently out for public consultation. Feedback received will be reviewed, and the final plan is scheduled to be presented to Council for adoption in early 2026.	On schedule
Partner with key stakeholders to deliver community safety programs and initiatives that improve perceptions of safety and neighbourhood connection.	25%	Officers attended a number of community safety events and meetings that assists in taking a collaborative and partnership approach to improving perceptions of safety, such as participating in events for community safety month, attendance at the Eastern Region Group Community Safety Roundtable, attendance at Empowering Connected Communities meetings, with a focus on starting to plan for Neighbour Day 2026, trader visits with Victoria Police to Ferntree Gully Village and Mountain Gate Shopping centre to discuss safety issues, partnership created with Victoria Police to establish a Local Safety Committee, attendance at Seniors Month Launch to promote community safety and handed out over 30 Safe Plate screws to local community members. Planning is underway for a Children's week event and collaboration with Westfield in their Community Safety Day at the end of October.	On schedule

2025-2026 action	Progress	Comments	Status
Participate in the Eastern Metropolitan Council's Emergency Management Partnership (EMCEMP) in order to deliver a collaborative approach to regional emergency preparation and preparedness.	100%	Knox City Council has recently signed a new partnership agreement with the EMCEMP Councils, including ongoing funding for the next four years to enable a collaborative approach to regional emergency preparation and preparedness. Under this new partnership, officers will continue to participate in the collaboration.	Completed
Develop a first draft of a Public Lighting Policy for Knox to extend usable hours and improve perceptions of safety in public spaces.	15%	A review of Public Lighting Policies of other municipalities is underway in preparation for the development of the project working group.	On schedule
Deliver year two of the Free From Violence project.	25%	Active Bystander training was delivered to 60 staff in August. 86% of participants said that after the training, they had an improved understanding of structural oppression (e.g. sexism, racism), and how this disproportionately impacts some groups. There was also a 20% increase in participants' confidence in taking bystander action following the training. Gender Equity kits have been delivered to Knox tenant kindergartens, a kit full of resources to assist educators in embedding gender equity and equality across their centres.	On schedule

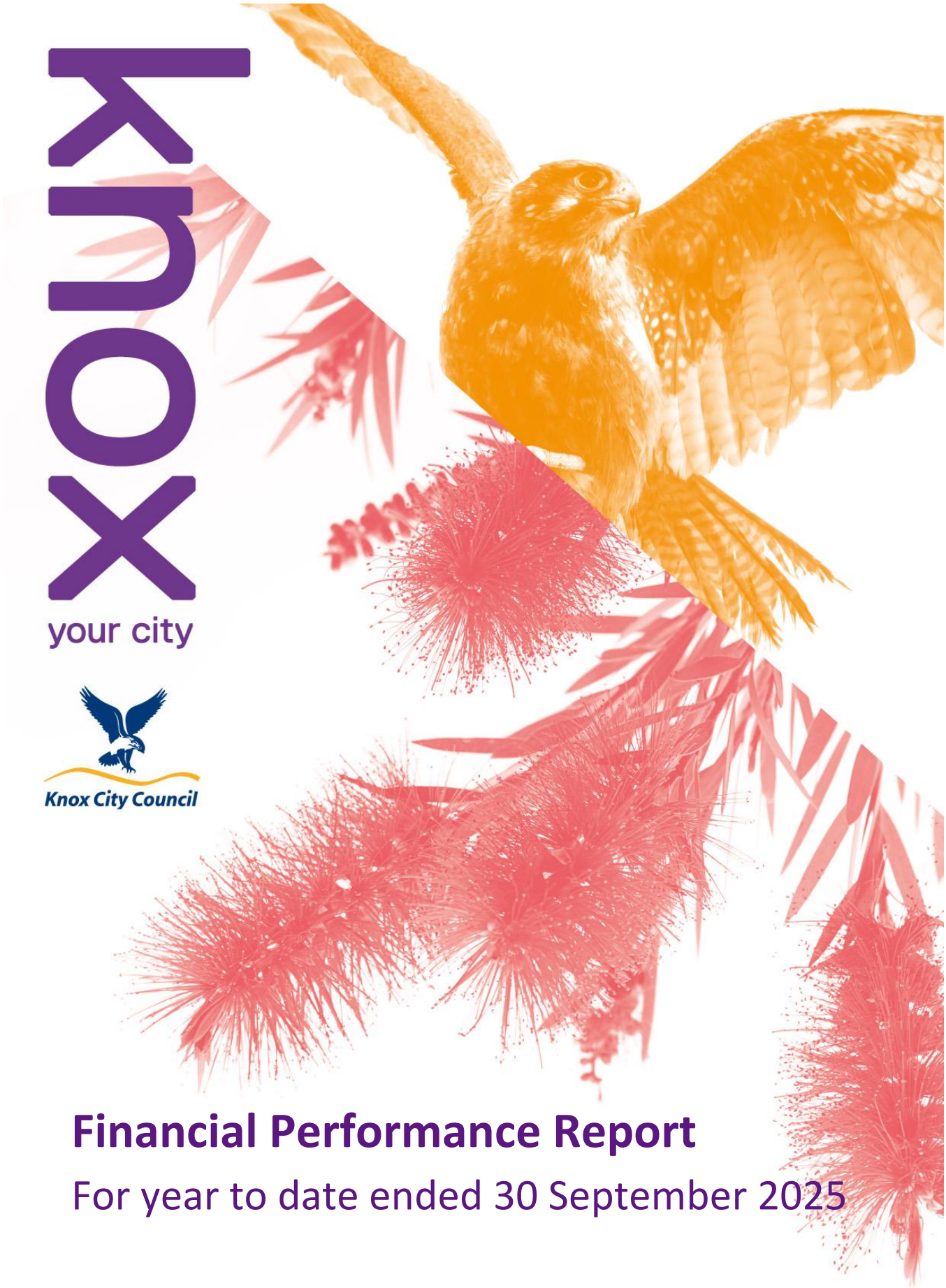
2025-2026 action	Progress	Comments	Status
Celebrate the achievements of women and progress towards gender equality through the delivery of International Women's Day event and 16 days of Activism Against Gender-Based Violence in partnership with our community.	25%	Planning for 16 Days of Activism in November and December is well underway. The activities include; a community webinar on 26 November, delivered in partnership with Maroondah, Monash and Yarra Ranges Councils aimed at parents and carers of young people aged 8-14. The webinar will focus on supporting young people to build healthy and respectful relationships. Council is also planning for the delivery of Active Bystander training to winter tenant sporting clubs on 10 December. Council has been working with Libraries to deliver specific story-times for children, as well as providing booklist recommendations and setting up book displays that tie into the themes of Respect.	On schedule

Planning our future city

2025-2026 action	Progress	Comments	Status
New or upgraded Council facilities are designed to be Disability Discrimination Act compliant.	25%	All new builds requiring a building permit are Disability Discrimination Act (DDA) compliant, as required under the Building Regulations, ensuring inclusive and accessible design across community infrastructure. The detailed designs for the Carrington Park Pavilion upgrade and Park Ridge Pavilion refurbishment were completed this quarter, incorporating Disability Discrimination Act (DDA) compliance.	On schedule
Assess building condition audit data and create renewal programs to align with building hierarchy and the long-term financial plan.	100%	A prioritised renewal program has been prepared utilising the 2024 building condition audit data. This renewal program aligns with building hierarchy and the long-term financial plan.	Completed
Review the Public Toilet Policy and develop the next iteration of the Policy and Implementation Plan.	20%	A review of the existing Public Toilet Policy and Implementation Plan has commenced.	On schedule

2025-2026 action	Progress	Comments	Status
Commence preparation of the Knox Housing Strategy review following release of the new Plan for Victoria and State housing targets to ensure that Knox is well placed to respond to legislative change and market demands.	5%	This project has been delayed in recent times due to extensive reform to the Victorian planning system by the State Government and local government elections in 2024. This has impacted Council's ability to finalise a project scope, brief the new Council and commence work with certainty. Councillors have since been briefed at a workshop held on 18 August 2025, and background analysis is underway. Uncertainty remains from the State Government including the timing and substance of built form modelling across Melbourne to accommodate housing targets. This could impact on the strategy development phase and a final form of a housing strategy for Knox.	On schedule
Prepare the Bayswater Renewal Strategy Planning Scheme Amendment for implementation into the Knox Planning Scheme.	10%	The draft amendment has been prepared and has been lodged with the Minister for Planning for authorisation. Officers are awaiting authorisation from the Department of Transport and Planning (DTP) before a further report will be presented to Council to advise Council of the final documents that will be circulated during public exhibition for community and stakeholder feedback in 2026.	On schedule

2025-2026 action	Progress	Comments	Status
Advocate and provide support for eligible community members over 55 to access safe and affordable housing.	25%	Demand for assistance accessing safe and affordable housing continues to be high. This quarter, 63 enquiries have been processed, supporting 48 individual clients. There are currently 69 people on the over-55 housing waitlist. Due to limited availability and slow turnover of units, Officers have proactively engaged with external community housing providers to advocate for long-term housing options, including the Community Housing Limited development in Wantirna. The Short-Term Support team continues collaborating with the Department of Family Fairness and Housing (DFFH) regarding key housing estates in Knox. They are also working collaboratively to strengthen resident connections with the DFFH Ringwood Housing Office to improve access to community supports to reduce social isolation for residents.	On schedule
Deliver the year three actions of the Social and Affordable Housing Strategy 2023-2027.	25%	The Mid Term Review of the Social and Affordable Housing Strategy has been undertaken and will be presented to Council in November. Knox in collaboration with Eastern Affordable Housing Alliance (EAHA) successfully delivered a webinar for Homelessness Week in August 2025. The webinar covered alternative supports for people experiencing homelessness, such as a shower program, support for people with pets, and access to laundry services. 271 people have viewed the recording of the webinar.	On schedule



Financial Performance Report

For year to date ended 30 September 2025

Contents

Financial Performance Report for year to date ended 30 September 2025

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Executive Summary

Financial Performance Report for the year to date ended 30 September 2025

Introduction and Purpose

This report is aimed and designed to identify major variations against Council's year to date financial performance (actual results) and the amended budget, reflect the amended budget which reflects changes which have occurred since the adoption of the annual budget, and anticipate the financial position of Council as at financial year end by way of forecasts.

The amended budget aligns with the 'Amended Budget Principle' financial strategy adopted as part of the 2025-26 Budget. The principle states Council will amend the Budget for internal management reporting purposes to ensure prudent and transparent budgeting and financial planning. The 2025-26 Amended Budget was approved by Council on 29 September 2025.

The full year adopted budget and amended budget is compared against the full year projected position as reflected by the forecast. The 2025-26 forecast includes carry forward funding from 2024-25 into 2025-26 for both operational and capital works expenditure items. These funds are required for the successful completion and delivery of key outcomes and projects. As at the end of September, the 2025-26 forecast aligns with the 2025-26 amended budget.

Financial Performance

Summary

Summary	Year to Date					Full Year				
	Adopted Budget $'000's	Amended Budget $'000's	Actual $'000's	Amended Variance $'000's	Adopted Variance $'000's	Adopted Budget $'000's	Amended Budget $'000's	Forecast $'000's	Amended Variance $'000's	Adopted Variance $'000's
Operating										
Income	166,764	167,863	173,472	5,609	6,707	211,803	212,529	212,529	0	726
Expense	50,893	49,568	47,588	1,980	3,306	182,649	191,123	191,123	0	(8,474)
Surplus (Deficit)	**115,871**	**118,295**	**125,884**	**7,589**	**10,013**	**29,155**	**21,406**	**21,406**	**0**	**(7,748)**
Capital Works	11,162	10,598	10,746	(149)	416	57,845	61,426	61,426	0	(3,581)
Cash and Investments	26,811	29,964	41,256	11,292	14,445	37,123	40,276	40,276	0	3,153

The overall financial position at 30 September 2025 is satisfactory with a working capital ratio of 4.05 to 1.

The year-to-date favourable variance of $7.6M compared to the amended budget is driven by the receipt of unbudgeted monetary contributions, together with an underspend in materials and services (largely timing variances) against the amended budget.

The forecast surplus at 30 September 2025 is based on the full year amended budget and includes carry forward income and expenditure from 2024-25 into 2025-26. The forecast currently aligns with the 2025-26 amended budget.

The forecast capital works expenditure totalling $61.4M is also based on the full year amended budget, and includes carry forward capital expenditure totalling $18.9M from 2024-25 into 2025-26.

Executive Summary (continued)

Financial Performance Report for the year to date ended 30 September 2025

Knox City Council

Operating

Operating Results	Year to Date					Full Year				
	Adopted Budget $'000's	Amended Budget $'000's	Actual $'000's	Amended Variance $'000's	Adopted Variance $'000's	Adopted Budget $'000's	Amended Budget $'000's	Forecast $'000's	Amended Variance $'000's	Adopted Variance $'000's
Income	166,764	167,863	173,472	5,609	6,707	211,803	212,529	212,529	0	726
Expense	50,893	49,568	47,588	1,980	3,306	182,649	191,123	191,123	0	(8,474)
Surplus (Deficit)	**115,871**	**118,295**	**125,884**	**7,589**	**10,013**	**29,155**	**21,406**	**21,406**	**0**	**(7,748)**

Year-to-Date

There is a $7.6M favourable variance between the YTD actual result and the amended budget. The variance primarily relates to:

Revenue

- $4.7M favourable variance for contributions received relating to a property transaction including a social housing contribution;
- $0.7M favourable variance for user fees, including $0.3M for waste management fees;
- $0.6M favourable variance for bulk lighting replacement rebates;
- $0.1M favourable variance for interest income;
- $0.9M unfavourable variance for capital grants due to the timing of capital project activities; and
- $0.2M unfavourable variance for Public Open Space contributions.

Expenditure

- $2.1M favourable variance in materials and services including, $0.6M in the Connected Communities directorate, $0.6M in the Customer and Performance directorate, and $0.3M in the City Liveability directorate; and $1.0M for capital expenditure that is operational in nature due to the timing of capital activities, partially offset by a $0.4M unfavourable timing variance in the Infrastructure directorate; and
- $0.2M favourable variance for employee costs; and
- $0.2M unfavourable timing variance for the payment of community grants.

Forecast

The forecast surplus of $21.4M is based on the full year amended budget and includes carry forward income and expenditure from 2024-25 into 2025-26. The amended budget includes:

Revenue

- Operational and capital grants received totalling $1.1M ($0.8M operational and $0.3M capital) were treated as unearned income in 2024-25 and carried forward to 2025-26 in accordance with accounting standards – this is the additional unearned income above what was budgeted for;
- $0.3M in capital grants were budgeted to be received in 2024-25 but have been carried forward to be received in 2025-26 to align the grant funding with the expected project delivery; and
- $0.9M in capital grants were budgeted to be received in 2025-26 but were received and expended during the 2024-25 financial year.

Executive Summary (continued)

Financial Performance Report for the year to date ended 30 September 2025

Knox City Council

Expenditure

- $4.8M increase in depreciation due to updates to the capital works program, and taking into account the net asset revaluation increment at 30 June 2025;
- $3.1M in carry forward expenditure from 2024-25 into 2025-26 required for the completion and delivery of key operational projects and to deliver key Council Plan initiatives; this includes $0.8M in carry forward expenditure related to unearned operating grants that have been recognised as carry forward income; and
- $0.6M reduction in the net gain on disposal of property, infrastructure, plant and equipment with the update of costs for land being disposed.

Capital

Capital Works Expenditure	Year to Date					Full Year				
	Adopted Budget $'000's	Amended Budget $'000's	Actual $'000's	Amended Variance $'000's	Adopted Variance $'000's	Adopted Budget $'000's	Amended Budget $'000's	Forecast $'000's	Amended Variance $'000's	Adopted Variance $'000's
Property	4,734	3,782	3,135	647	1,599	16,321	17,202	17,202	0	(880)
Plant and Equipment	2,010	2,011	1,623	388	387	7,500	10,122	10,122	0	(2,622)
Infrastructure	4,418	4,805	5,988	(1,184)	(1,570)	34,024	34,102	34,102	0	(78)
Total Capital Works Expenditure	**11,162**	**10,598**	**10,746**	**(149)**	**416**	**57,845**	**61,426**	**61,426**	**0**	**(3,581)**

Year-to-Date

The capital works variances against the amended budget at the end of September 2025 in Property, Plant and Equipment, and Infrastructure, are all timing related. There is a favourable timing variance for the Tormore Reserve Facility Development ($1.0M), while there are unfavourable timing variance for projects such as the Road Surface Renewal Program ($0.4M) and the Building Renewal and Rehabilitation Program ($0.3M).

Forecast

The forecast capital expenditure includes $18.9M in capital expenditure carried forward from 2024-25, while at this stage no capital expenditure included in the amended budget has been identified to be carried forward to 2026-27.

Balance Sheet

Balance Sheet	Year to Date					Full Year				
	Adopted Budget $'000's	Amended Budget $'000's	Actual $'000's	Amended Variance $'000's	Adopted Variance $'000's	Adopted Budget $'000's	Amended Budget $'000's	Forecast $'000's	Amended Variance $'000's	Adopted Variance $'000's
Current Assets	182,071	185,224	199,048	13,824	16,977	62,902	66,055	66,055	0	3,153
Non-Current Assets	2,342,746	2,579,379	2,580,995	1,616	238,249	2,365,785	2,602,418	2,602,418	0	236,633
Total Assets	**2,524,817**	**2,764,603**	**2,780,043**	**15,440**	**255,226**	**2,428,687**	**2,668,473**	**2,668,473**	**0**	**239,786**
Current Liabilities	43,817	42,059	49,092	(7,033)	(5,275)	46,908	45,150	45,150	0	1,758
Non-Current Liabilities	80,409	80,474	81,289	(815)	(880)	78,078	78,143	78,143	0	(65)
Total Liabilities	**124,227**	**122,534**	**130,381**	**(7,847)**	**(6,154)**	**124,986**	**123,293**	**123,293**	**0**	**1,693**
Net Assets	**2,400,590**	**2,642,069**	**2,649,662**	**7,592**	**249,071**	**2,303,701**	**2,545,180**	**2,545,180**	**0**	**241,479**
Accumulated Surplus	871,101	858,860	867,015	8,155	(4,086)	773,158	760,917	760,917	0	(12,241)
Asset Revaluation Reserve	1,516,301	1,769,295	1,769,295	(0)	252,994	1,516,301	1,769,295	1,769,295	0	252,994
Other Reserves	13,188	13,914	13,351	(563)	163	14,242	14,968	14,968	0	726
Total Equity	**2,400,590**	**2,642,069**	**2,649,662**	**7,593**	**249,072**	**2,303,701**	**2,545,180**	**2,545,180**	**0**	**241,479**
Working Capital Ratio	**4.16**	**4.40**	**4.05**			**1.34**	**1.46**	**1.46**		

Executive Summary (continued)

Financial Performance Report for the year to date ended 30 September 2025

The Balance Sheet as at 30 September 2025 indicates a sustainable result. A comparison of total Current Assets of $199.0M with total Current Liabilities of $49.1M continues to depict a sustainable financial position (Working Capital Ratio of 4.05 to 1). The Working Capital Ratio for the same period last year was 4.27, with the decrease this year in cash and other financial assets, being partially offset by the increase in trade and other receivables to the same stage last year. Current Assets primarily comprises Cash, Cash Equivalents and Other Financial Assets ($41.3M) and Trade and Other Receivables ($157.1M). Trade and Other Receivables includes $148.7M of rates debtors (of which $15.7M relates to arrears pre July 2025) and $7.1M in other debtors.

The working capital ratio of 4.05 is down on the Amended Budget working capital ratio of 4.40 due to the increase in trust funds and deposits held (due to the collection of the Emergency Services and Volunteers Fund levy on behalf of the State Revenue Office). The Working Capital Ratio is anticipated to continue to reduce over the course of the financial year, reflecting the utilisation of funds by Council to deliver on its operating programs and capital works. The forecast working capital ratio is anticipated to be 1.46 at year end, as per the Amended Budget.

Trade and Other Receivables	Ageing				
	Current - 30 Days $'000	31 Days - 60 Days $'000	61 Days - 90 Days $'000	More than 90 Days $'000	Total $'000
Rates Debtors	132,991	0	0	15,699	148,690
Special Rate Assessment	0	0	0	52	52
Parking and Animal Infringement Debtors	305	271	179	502	1,257
Other Debtors	6,126	146	265	528	7,065
Total Trade and Other Receivables	**139,422**	**417**	**444**	**16,781**	**157,064**

Rate amounts owing are a charge over the property and therefore Council has recourse to collect these debts. Rates Notices for the current financial year were delivered in August, with the first instalment due on 30 September 2025. The due date for rates being paid in full is 15 February 2026.

Rates outstanding for more than 90 days is $2.4M greater than at the same time last year, while other debtors outstanding for more than 90 days is similar to the same time last year.

Investment Analysis

Investment	Year to Date					Full Year				
	Adopted Budget $'000's	Amended Budget $'000's	Actual $'000's	Amended Variance $'000's	Adopted Variance $'000's	Adopted Budget $'000's	Amended Budget $'000's	Forecast $'000's	Amended Variance $'000's	Adopted Variance $'000's
Cash and Cash Equivalents	26,811	29,964	38,756	8,792	11,945	37,123	40,276	40,276	0	3,153
Other Financial Assets	0	0	2,500	2,500	2,500	0	0	0	0	0
Total Funds Invested	**26,811**	**29,964**	**41,256**	**11,292**	**14,445**	**37,123**	**40,276**	**40,276**	**0**	**3,153**
Earnings on Investments	**210**	**210**	**351**	**142**	**142**	**950**	**950**	**950**	**0**	**0**

The earnings on investments for the period ended 30 September 2025 were greater than budgeted due to higher than budgeted cash and investment balances.

Financial Performance Indicators

as at 30 September 2025

Knox City Council

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

Indicator	Calculation of Measure	Full Year Expected Bands	Full Year Amended Budget	Full Year Forecast	Notes
Operating Position - Measures whether a council is able to generate an adjusted underlying surplus.					
Adjusted Underlying Result Indicator of the broad objective that an adjusted underlying surplus should be generated in the ordinary course of business. A surplus or increasing surplus suggests an improvement in the operating position. The adjusted underlying surplus and the adjusted underlying revenue exclude the following types of income: grants - capital (non-recurrent), contributions - monetary (capital) and contributions - non-monetary.	[Adjusted Underlying Surplus (Deficit) / Adjusted Underlying Revenue] x 100	(20%) to 20%	5.85%	5.85%	1
Liquidity - Measures whether a council is able to generate sufficient cash to pay bills on time.					
Working Capital Indicator of the broad objective that sufficient working capital is available to pay bills as and when they fall due. High or increasing level of working capital suggests an improvement in liquidity.	[Current Assets / Current Liabilities] x 100	100% - 400%	146.30%	146.30%	2
Unrestricted Cash Indicator of the broad objective that sufficient cash which is free of restrictions is available to pay bills as and when they fall due. High or increasing level of unrestricted cash suggests an improvement in liquidity.	[Unrestricted Cash / Current Liabilities] x 100	10% - 300%	80.46%	80.46%	3
Obligations - Measures whether the level of debt and other long term obligations is appropriate to the size and nature of the Council's activities.					
Loans and Borrowings Indicator of the broad objective that the level of interest bearing loans and borrowings should be appropriate to the size and nature of a council's activities. Low or decreasing level of loans and borrowings suggests an improvement in the capacity to meet long term obligations.	[Interest Bearing Loans and Borrowings / Rate Revenue] x 100	0% - 70%	52.09%	52.09%	4
Debt Commitments Defined as interest and principal repayments on interest bearing loans and borrowings as a percentage of rate revenue.	[Interest and Principal Repayments / Rate Revenue] x 100	0% - 20%	8.63%	8.63%	5
Indebtedness Indicator of the broad objective that the level of long term liabilities should be appropriate to the size and nature of a Council's activities. Low or decreasing level of long term liabilities suggests an improvement in the capacity to meet long term obligations	[Non Current Liabilities / Own Source Revenue] x 100	2% - 70%	42.31%	42.31%	6

Financial Performance Indicators

as at 30 September 2025

Knox City Council

Indicator	Calculation of Measure	Full Year Expected Bands	Full Year Amended Budget	Full Year Forecast	Notes
Asset Renewal Indicator of the broad objective that assets should be renewed as planned. High or increasing level of planned asset renewal being met suggests an improvement in the capacity to meet long term obligations	[Asset Renewal Expenditure / Depreciation] x 100	40% - 130%	113.06%	113.06%	**7**
Stability - Measures whether a council is able to generate revenue from a range of sources.					
Rates Concentration Indicator of the broad objective that revenue should be generated from a range of sources. High or increasing range of revenue sources suggests an improvement in stability.	[Rate Revenue / Adjusted Underlying Revenue] x 100	30.00% - 80.00%	75.78%	75.78%	**8**
Treasury Corporation of Victoria - Undertakings to obtain and maintain loans					
Indebtedness The aggregate Interest Bearing Loans and Borrowings at all times must not exceed 60% of Own Source Revenue	[Interest Bearing Loans and Borrowings / Own Source Revenue] x 100	0% - 60%	49.43%	49.43%	**9**
Interest Cover Ratio The Interest Cover Ratio at all times must not be less than 2.00:1.00	[EBITDA / Interest Expense]	2.00 - 100.00	13.85	13.85	**10**

Forecasts improvements in Council's financial performance / financial position indicator compared to the Amended Budget position.
Forecasts that Council's financial performance / financial position indicator will be reasonably steady and is within Expected Bands.
Forecasts deterioration in Council's financial performance / financial position indicator compared to the Amended Budget position.

Notes:

1	**No Variance:** - The adjusted underlying result ratio is within the expected bands
2	**No Variance:** - The working capital ratio is within the expected bands
3	**No Variance:** - The unrestricted cash ratio is within the expected bands
4	**No Variance:** - The loans and borrowings ratio is within expected bands
5	**No Variance:** - The loans and borrowings ratio is within expected bands
6	**No Variance:** - The indebtedness ratio is within expected bands
7	**No Variance:** - The forecast asset renewal is within the expected bands
8	**No Variance:** - The rates concentration ratio is within the expected bands
9	**No Variance:** - The TCV indebtedness ratio is within the expected bands
10	**No Variance:** - The TCV interest cover ratio is within the expected bands

Appendix A
Summary of Net Income and Expenditure by Department

for year to date ended 30 September 2025

Knox City Council

Net (Income) / Expenditure	Notes	Year-to-Date Amended Budget	Year-to-Date Actual	Year-to-Date Variance Fav/(Unfav)		Full Year Adopted Budget	Full Year Amended Budget	Full Year Forecast	Amended Variance Fav/(Unfav)	Adopted Variance Fav/(Unfav)
		$000'S	$000'S	$000'S	%	$000'S	$000'S	$000'S	$000'S	$000'S
Rates										
Rates and Valuation		(126,035)	(126,133)	97	0.08% ✓	(126,035)	(126,035)	(126,035)	0	0
Net (Income) / Expense - Rates		**(126,035)**	**(126,133)**	**97**	**0.08%**	**(126,035)**	**(126,035)**	**(126,035)**	**0**	**0**
CEO										
Chief Executive Office		179	157	23	12.58% ✓	712	702	702	0	10
Chief Financial Office	1	703	504	199	28.25% ✓	3,584	3,536	3,536	0	48
Net (Income) / Expense - CEO		**882**	**661**	**221**	**25.07%**	**4,296**	**4,238**	**4,238**	**0**	**58**
City Liveability										
Directorate City Liveability		154	150	4	2.50% ✓	611	602	602	0	9
City Futures		983	1,038	(55)	(5.57%) ✗	4,105	4,329	4,329	0	(224)
City Planning and Building		585	674	(89)	(15.12%) ✗	2,303	2,217	2,217	0	86
City Safety and Health	2	1,337	948	390	29.13% ✓	2,556	2,461	2,461	0	95
City Projects		130	102	28	21.49% ✓	516	510	510	0	6
Net (Income) / Expense - City Liveability		**3,189**	**2,911**	**278**	**8.72%**	**10,091**	**10,119**	**10,119**	**0**	**(28)**
Connected Communities										
Directorate Connected Communities		237	227	10	4.41% ✓	850	839	839	0	11
Community Access and Support	3	858	757	101	11.72% ✓	3,440	3,338	3,338	0	103
Community Strengthening	4	1,822	2,088	(266)	(14.60%) ✗	8,473	8,612	8,612	0	(139)
Active and Creative Communities	5	1,080	582	498	46.11% ✓	4,490	4,456	4,456	0	35
Early Years	6	774	485	289	37.31% ✓	2,646	2,777	2,777	0	(131)
Net (Income) / Expense - Connected Communities		**4,771**	**4,139**	**632**	**13.24%**	**19,900**	**20,021**	**20,021**	**0**	**(121)**
Customer and Performance										
Directorate Customer and Performance		93	74	19	19.96% ✓	370	364	364	0	6
Chief People Office	7	1,230	1,081	149	12.14% ✓	4,984	4,943	4,943	0	42
Governance and Risk	8	3,208	2,718	490	15.27% ✓	6,036	6,016	6,016	0	19
Chief Information Office		4,510	4,300	210	4.66% ✓	11,067	10,912	10,912	0	155
Strategy and Transformation		798	741	57	7.13% ✓	2,982	2,816	2,816	0	166
Customer and Communications	9	1,224	1,092	131	10.73% ✓	4,765	4,819	4,819	0	(54)
Net (Income) / Expense - Customer and Performance		**11,063**	**10,007**	**1,056**	**9.55%**	**30,203**	**29,869**	**29,869**	**0**	**334**
Infrastructure										
Directorate Infrastructure		(758)	(810)	52	6.86% ✓	898	(3,284)	(3,284)	0	4,182
Strategic Infrastructure	10	1,419	1,143	276	19.47% ✓	5,734	5,751	5,751	0	(16)
Green Spaces & Environment		(19,649)	(19,743)	94	0.48% ✓	15,791	16,137	16,137	0	(345)
Engineering Services & Operations	11	2,057	1,920	137	6.65% ✓	6,716	9,051	9,051	0	(2,335)
Major Projects & Facilities		1,279	1,287	(8)	(0.63%) !	3,481	5,255	5,255	0	(1,774)
Net (Income) / Expense - Infrastructure		**(15,653)**	**(16,204)**	**551**	**3.52%**	**32,620**	**32,909**	**32,909**	**0**	**(289)**

Indicators of the variances between year to date (YTD) Amended Budget and Actual results:

✓ 0% or greater.

! Less than 0% and greater than negative 5%.

✗ Negative 5% or less.

Notes have been provided for these variances:

1. Favourable variances between year to date (YTD) Amended Budget and Actual results are equal to or greater than positive $100K and equal to or greater than positive 5%.
2. Unfavourable variances between year to date (YTD) Amended Budget and Actual results are equal to or less than negative $100K and equal to or less than negative 5%.

Summary of Net Income and Expenditure by Department

for year to date ended 30 September 2025

Knox City Council

Notes:

1	**Permanent Variance:** - $71K favourable variance for additional administration funding relating to the Emergency Services and Volunteers Fund **Timing Variance:** - $49K favourable variance for Rates & Valutations postage - $33K favourable variance for Property Management rental income
2	**Timing Variance:** - $356K favourable variance for infringements court recoveries and a $24K favourable variance in traffic enforcement fines, partially offset by an $89K unfavourable variance in the bad debt provision - $70K favourable varince for the pound contract
3	**Timing Variance:** - $105K favourable variance for the School Focused Youth Service grant income
4	**Timing Variance:** - $194K unfavourable variance for community grants paid - $64K unfavourable variance for library lease payments paid a month in advance
5	**Permanent Variance:** - $93K favourable variance for the Victorian Women's Public Art Program grant (no expenditure to date) **Timing Variance:** - $341K favourable variance for Leisure Facilities, including $47K for income and $294K for expenditure - $64K favourable variance for Arts and Cultural Services fee income
6	**Timing Variance:** - $173K favourable variance for Kindergarten grant income - $123K favourable variance for Early Years Health and Wellbeing, including a $51K favourable variance for grant income - $21K favourable variance for Early Years Hubs, with a $221K unfavourable variance for income being offset by a $242K favourable variance for expenditure (including a $148K favourable variance for employee costs and oncosts)
7	**Timing Variance:** - $73K favourable variance in Organisation Development, including $44K for Leadership Development - $63K favourable variance in employee costs and oncosts
8	**Permanent Variance:** - $197K favourable variance for insurance premiums (no payment yet for fidelity guarantee insurance or cancellation insurance, which makes up $71K of this variance) - $162K favourable variance for election fine income - $50K favourable variance for insurance proceeds **Timing Variance:** - $38K favourable variance for insurance claims expenditure
9	**Timing Variance:** - $83K favourable variance for employee costs and oncosts across the department
10	**Timing Variance:** - $169K favourable variance for employee costs and oncosts across the department - $50K favourable variance for Asset Management (excluding employee costs and oncosts), including $45K for survey/condition ratings - $48K favourable variance for Strategic Open Space Planning (excluding employee costs and oncosts) - $47K favourable variance for Traffic and Transport (excluding employee costs and oncosts) - $39K unfavourable variance for Street & Public Lighting
11	**Timing Variance:** - $120K favourable variance for employee costs and oncosts across the department

Comprehensive Income Statement

for year to date ended 30 September 2025

Description	Notes	Year-to-Date Amended Budget	Year-to-Date Actual	Year-to-Date Variance Fav/(Unfav)		Full Year Adopted Budget	Full Year Amended Budget	Full Year Forecast	Full Year Amended Variance Fav/(Unfav)	Full Year Adopted Variance Fav/(Unfav)
		$000'S	$000'S	$000'S	%	$000'S	$000'S	$000'S	$000'S	$000'S
Income										
Rates and Charges		153,211	153,330	119	0.08%	153,828	153,828	153,828	0	0
Statutory Fees and Fines		1,352	1,484	132	9.77%	5,458	5,458	5,458	0	0
User Fees	1	4,890	5,576	686	14.04%	13,677	13,677	13,677	0	0
Grants - Operating		3,836	4,037	201	5.23%	19,651	20,481	20,481	0	831
Grants - Capital	2	2,822	1,895	(927)	(32.86%)	10,382	10,202	10,202	0	(181)
Contributions - Monetary	3	1,288	5,807	4,520	350.95%	5,000	5,076	5,076	0	76
Contributions - Non-Monetary		0	0	0	0.00%	2,000	2,000	2,000	0	0
Increment on investment in associates		0	0	0	0.00%	4	4	4	0	0
Other Income	4	465	1,343	878	189.04%	1,803	1,803	1,803	0	0
Total Income		**167,863**	**173,472**	**5,609**	**3.34%**	**211,803**	**212,529**	**212,529**	**0**	**726**
Expenses										
Employee Costs		18,106	17,876	230	1.27%	77,377	77,376	77,376	0	1
Materials and Services	5	20,988	18,849	2,139	10.19%	77,100	80,189	80,189	0	(3,089)
Depreciation		7,539	7,530	9	0.12%	25,329	30,158	30,158	0	(4,829)
Amortisation - Intangible Assets		219	219	(0)	0.00%	903	878	878	0	25
Amortisation - Right-of-Use Assets		294	263	31	10.43%	1,176	1,176	1,176	0	0
Contributions and Donations		1,264	1,446	(182)	(14.36%)	6,138	6,138	6,138	0	0
Borrowing Costs		901	901	0	0.00%	3,599	3,599	3,599	0	0
Finance Costs - Leases		105	74	31	29.17%	419	419	419	0	0
Bad and Doubtful Debts		77	169	(91)	(118.30%)	317	317	317	0	0
Other Expenses		178	245	(67)	(37.77%)	796	796	796	0	0
Net (Gain) Loss on Disposal of Property, Infrastructure, Plant and Equipment		(104)	15	(119)	(114.38%)	(10,506)	(9,923)	(9,923)	0	(582)
Total Expenses		**49,568**	**47,588**	**1,980**	**3.99%**	**182,649**	**191,123**	**191,123**	**0**	**(8,474)**
Surplus (Deficit)		**118,295**	**125,884**	**7,589**	**6.42%**	**29,155**	**21,406**	**21,406**	**0**	**(7,748)**
Total Comprehensive Income for the Year		**118,295**	**125,884**	**7,589**	**6.42%**	**29,155**	**21,406**	**21,406**	**0**	**(7,748)**

Indicators of the variances between year to date (YTD) Amended Budget and Actual results:

- 0% or greater.
- Less than 0% and greater than negative 10%.
- Negative 10% or less.

Notes have been provided for the following variances:

1. Favourable variances between year to date (YTD) Amended Budget and Actual results are equal to or greater than positive $500K and equal to or greater than positive 10%.
2. Unfavourable variances between year to date (YTD) Amended Budget and Actual results are equal to or less than negative $500K and equal to or less than negative 10%.

Comprehensive Income Statement

for year to date ended 30 September 2025

Knox City Council

Notes:	
1	**Permanent Variance:** - $0.335M favourable variance for Waste Management user fees, including $0.177M for Commercial Waste and $0.115M for Domestic Waste - $0.162M favourable variance for election fine income - $0.157M favourable variance for the removal of twelve trees relating to the Mountain Highway intersection works - $0.071M favourable variance for additional administration funding relating to the Emergency Services and Volunteers Fund **Timing Variance:** - $0.102M unfavourable variance for fees receivable for the Business Energy Savers program
2	**Timing Variance:** - $1.041M unfavourable variance for the recognition of grant income received due to the timing of works for the Tormore Reserve Facility Development
3	**Permanent Variance:** - $4.733M favourable variance for contributions received relating to a property transaction, including a social housing contribution **Timing Variance:** - $0.217M unfavourable variance in Public Open Space Contributions; income of this nature is unpredictable and is directly contingent on developer activities in the municipality
4	**Permanent Variance:** - $0.595K favourable variance for bulk lighting replacement rebates - $0.142M favourable variance for interest received due to higher than budgeted cash and investment balances - $0.069M favourable variance for WorkCover salaries recouped; this income is offset by corresponding employee costs - $0.050M favourable variance for insurance proceeds
5	**Timing Variance:** - $0.950M favourable variance for capital expenditure that is operational in nature due to the timing of capital activities and due to the capital works undertaken by internal staff instead of external parties - $0.308M favourable variance for Active and Creative Communities, including $0.277M for Leisure Facilities & Contracts - $0.265M favourable variance for Governance and Risk, including $0.238M for Risk Management - $0.183M favourable variance in Waste Management due to the timing of activities and the receipt of invoices, and includes $0.324M for the Kerbside Reform Transition Project, and $0.109M for landfill costs, partially offset by a $0.203M unfavourable variance for Hard Waste - $0.167M favourable variance in City Safety and Health, including $0.131M for Community Laws - $0.155M favourable variance in Early Years, including $0.093M for the Early Years Hubs - $0.130M favourable in the Chief Information Office, with a favourable variance of $0.294M for software maintenance/licencing/extensions and $0.156M for telephones and communications being partially offset by an unfavourable variance of $0.146M for equipment maintenance and $0.102M for Renewal Programs - $0.101M favourable variance for Strategic Infrastructure - $0.560M unfavourable variance in Urban Forest and City Presentation due to the timing of receipts and the receipt of invoices, including $0.341M for Street Tree Pruning and $0.289M for Tree Maintenance - $0.151M unfavourable variance for the Street Tree Replacement Program

Balance Sheet

as at 30 September 2025

Knox City Council

Description	Notes	Year-to-Date Amended Budget	Year-to-Date Actual	Year-to-Date Variance Fav/(Unfav)		Full Year Amended Budget	Full Year Forecast	Full Year Variance Fav/(Unfav)
		$000'S	$000'S	$000'S	%	$000'S	$000'S	$000'S
Current Assets								
Cash and Cash Equivalents	1	29,964	38,756	8,792	29.34%	40,276	40,276	0
Other Financial Assets	2	0	2,500	2,500	100.00%	0	0	0
Trade and Other Receivables		154,665	157,064	2,399	1.55%	21,898	21,898	0
Other Current Assets		0	132	132	100.00%	3,868	3,868	0
Non-Current Assets classified as Held for Sale		582	582	(0)	0.00%	0	0	0
Inventories		13	14	1	7.62%	13	13	0
Total Current Assets		**185,224**	**199,048**	**13,824**	**7.46%**	**66,055**	**66,055**	**0**
Non-Current Assets								
Investment in Associates		2,986	2,986	0	0.01%	2,990	2,990	0
Property, Infrastructure, Plant and Equipment		2,566,987	2,569,429	2,442	0.10%	2,591,562	2,591,562	0
Right-of-Use Assets		6,869	6,921	52	0.76%	5,987	5,987	0
Intangible Assets		2,538	1,659	(878)	(34.61%)	1,879	1,879	0
Total Non-Current Assets		**2,579,379**	**2,580,995**	**1,616**	**0.06%**	**2,602,418**	**2,602,418**	**0**
Total Assets		**2,764,603**	**2,780,043**	**15,440**	**0.56%**	**2,668,473**	**2,668,473**	**0**
Current Liabilities								
Trade and Other Payables		9,267	9,290	(23)	(0.25%)	13,465	13,465	0
Trust Funds and Deposits	3	2,690	8,986	(6,296)	(234.06%)	2,690	2,690	0
Unearned Income		2,220	3,131	(911)	(41.02%)	0	0	0
Provisions - Employee Costs		16,942	17,084	(142)	(0.84%)	17,395	17,395	0
Defined Benefits Superannuation		0	0	0	0.00%	0	0	0
Provision - Landfill Rehabilitation		365	365	0	0.00%	365	365	0
Interest-Bearing Loans and Borrowings		9,861	9,545	316	3.21%	10,336	10,336	0
Lease Liabilities		713	690	23	3.17%	899	899	0
Other Provisions		0	0	0	0.00%	0	0	0
Total Current Liabilities		**42,059**	**49,092**	**(7,033)**	**(16.72%)**	**45,150**	**45,150**	**0**
Non-Current Liabilities								
Provisions - Employee Costs		1,072	1,046	26	2.43%	1,072	1,072	0
Interest-Bearing Loans and Borrowings		71,621	71,937	(315)	(0.44%)	69,790	69,790	0
Provision - Landfill Rehabilitation		1,916	1,916	0	0.01%	1,916	1,916	0
Defined Benefits Superannuation		0	0	0	0.00%	0	0	0
Lease Liabilities		5,865	6,391	(526)	(8.96%)	5,365	5,365	0
Other Provisions		0	0	0	0.00%	0	0	0
Total Non-Current Liabilities		**80,474**	**81,289**	**(815)**	**(1.01%)**	**78,143**	**78,143**	**0**
Total Liabilities		**122,534**	**130,381**	**(7,847)**	**(6.40%)**	**123,293**	**123,293**	**0**
Net Assets		**2,642,069**	**2,649,662**	**7,592**	**0.29%**	**2,545,180**	**2,545,180**	**0**
Equity								
Accumulated Surplus		858,860	867,015	8,155	0.95%	760,917	760,917	0
Asset Revaluation Reserve		1,769,295	1,769,295	(0)	0.00%	1,769,295	1,769,295	0
Other Reserves		13,914	13,351	(563)	(4.04%)	14,968	14,968	0
Total Equity		**2,642,069**	**2,649,662**	**7,593**	**0.29%**	**2,545,180**	**2,545,180**	**0**

Balance Sheet

as at 30 September 2025

Knox City Council

Notes have been provided for items with the following variances:

1. Favourable variances between year to date (YTD) Amended Budget and Actual results are equal to or greater than positive $1M and equal to or greater than positive 10%.
2. Unfavourable variances between year to date (YTD) Amended Budget and Actual results are equal to or less than negative $1M and equal to or less than negative 10%.

Notes:

1	**Timing Variance:** - $11.714M favourable variance across cash and cash equivalents includes a favourable variance of $11.971M from net cash provided by operating activities
2	**Timing Variance:** - Other financial assets are term deposits currently held with an original maturity date of more than 90 days
3	**Timing Variance:** - Trust funds and deposits primarily reflects the cash holdings for refundable deposits - This includes $7.008M collected for the emergency services and volunteers fund levy; this amount is payable to the State Revenue Office by the 28th October 2025

Cash Flow Statement

for year to date ended 30 September 2025

Knox City Council

Description	Notes	Year-to-Date Amended Budget	Year-to-Date Actual	Year-to-Date Variance Fav/(Unfav)		Full Year Amended Budget	Full Year Forecast	Full Year Variance Fav/(Unfav)
		$000'S	$000'S	$000'S		$000'S	$000'S	$000'S
Cash Flows from Operating Activities								
Receipts								
Rates and Charges		24,141	21,885	(2,256)	(9.35%)	156,126	156,126	0
Statutory Fees and Fines		1,352	1,484	132	9.77%	5,458	5,458	0
User Fees		6,625	6,916	292	4.40%	12,113	12,113	0
Grants - Operating		2,928	3,421	493	16.82%	19,732	19,732	0
Grants - Capital		142	72	(70)	(49.27%)	5,955	5,955	0
Contributions - Monetary	1	1,275	5,794	4,519	354.52%	5,080	5,080	0
Interest Received		210	351	142	67.51%	950	950	0
Other Receipts	2	255	991	737	289.14%	853	853	0
Net Movement in Trust Deposits	3	(259)	6,038	6,296	2,434.75%	(259)	(259)	0
Employee Costs		(18,109)	(17,764)	346	1.91%	(76,926)	(76,926)	0
Materials and Services		(30,622)	(29,433)	1,189	3.88%	(86,172)	(86,172)	0
Contributions and Donations		(1,794)	(1,975)	(180)	(10.06%)	(6,459)	(6,459)	0
Short Term, Low Value and Variable Lease Payments				0	0.00%			0
Other Payments		(178)	(245)	(67)	(37.77%)	(796)	(796)	0
Net Cash Provided by /(Used in(Operating Activities		**(14,035)**	**(2,464)**	**11,571**	**82.44%**	**35,656**	**35,656**	**0**
Cash Flows from Investing Activities								
Payments for Property, Infrastructure, Plant and Equipment		(9,529)	(9,672)	(143)	(1.50%)	(55,286)	(55,286)	0
Proceeds from Sales of Property, Infrastructure, Plant and Equipment		292	228	(64)	(21.78%)	11,838	11,838	0
Payments for investments	4	0	(2,500)	(2,500)	(100.00%)	0	0	0
Proceeds from sale of investments		2,500	2,500	0	0.00%	2,500	2,500	0
Net Cash Used in Investing Activities		**(6,737)**	**(9,443)**	**(2,706)**	**(40.17%)**	**(40,948)**	**(40,948)**	**0**
Cash Flows from Financing Activities								
Proceeds of Borrowings		0	0	0	0.00%	6,000	6,000	0
Repayment of Borrowings		(2,324)	(2,324)	0	0.00%	(9,680)	(9,680)	0
Finance costs		(901)	(900)	1	0.15%	(3,625)	(3,625)	0
Interest Paid - Lease Liability		(105)	(74)	31	29.17%	(419)	(419)	0
Repayment of Lease Liabilities		(258)	(362)	(105)	(40.60%)	(1,031)	(1,031)	0
Net Cash Provided by/(Used in) Financing Activities		**(3,587)**	**(3,660)**	**(73)**	**(2.03%)**	**(8,755)**	**(8,755)**	**0**
Net increase / (decrease) in Cash and Cash Equivalents		**(24,359)**	**(15,567)**	**8,792**	**36.09%**	**(14,047)**	**(14,047)**	**0**
Cash and Cash Equivalents at the Beginning of the Financial Year		54,323	54,323	0	0.00%	54,323	54,323	0
Cash at the End of the Year		**29,964**	**38,756**	**8,792**	**29.34%**	**40,276**	**40,276**	**0**

Notes have been provided for items with the following variances:

1. Favourable variances between year to date (YTD) Amended Budget and Actual results are equal to or greater than positive $500K and equal to or greater than positive 10%.
2. Unfavourable variances between year to date (YTD) Amended Budget and Actual results are equal to or less than negative $500K and equal to or less than negative 10%.

Cash Flow Statement

for year to date ended 30 September 2025

Knox City Council

Notes:	
1	**Permanent Variance:** - $4.733M favourable variance for contributions received relating to the Kingston Links land sale agreement **Timing Variance:** - $0.217M unfavourable variance in Public Open Space Contributions; income of this nature is unpredictable and is directly contingent on developer activities in the municipality
2	**Permanent Variance:** - $0.595K favourable variance for bulk lighting replacement rebates - $0.069M favourable variance for WorkCover salaries recouped; this income is offset by corresponding employee costs - $0.050M favourable variance for insurance proceeds
3	**Timing Variance:** - Trust funds and deposits primarily reflects the cash holdings for refundable deposits - This includes $7.008M collected for the emergency services and volunteers fund levy; this amount is payable to the State Revenue Office by the 28th October 2025
4	**Timing Variance:** - Payments for investments are term deposits taken out during the financial year and still held with an original maturity date of more than 90 days

Statement of Capital Works

for year to date ended 30 September 2025

Knox City Council

Description	Notes	Year-to-Date Amended Budget	Year-to-Date Actual	Year-to-Date Variance Fav/(Unfav)		Full Year Adopted Budget	Full Year Amended Budget	Full Year Forecast	Full Year Amended Variance Fav/(Unfav)	Full Year Adopted Variance Fav/(Unfav)
		$000'S	$000'S	$000'S	%	$000'S	$000'S	$000'S	$000'S	$000'S
Expenditure - Capital Works Program										
Property										
Land		0	0	0	0.00%	0	0	0	0	0
Buildings	1	3,782	3,135	647	17.10%	16,321	17,202	17,202	0	(880)
Total Property		**3,782**	**3,135**	**647**	**17.10%**	**16,321**	**17,202**	**17,202**	**0**	**(880)**
Plant and Equipment										
Artworks		28	16	12	41.60%	210	210	210	0	0
Plant, Machinery and Equipment		437	678	(241)	(55.12%)	1,949	2,584	2,584	0	(635)
Fixtures, Fittings and Furniture		0	0	0	0.00%	0	0	0	0	0
Computers and Telecommunications	2	1,546	928	617	39.94%	5,341	7,328	7,328	0	(1,987)
Total Plant and Equipment		**2,011**	**1,623**	**388**	**19.30%**	**7,500**	**10,122**	**10,122**	**0**	**(2,622)**
Infrastructure										
Roads (including Kerb and Channel)	3	597	1,162	(565)	(94.60%)	9,307	9,486	9,486	0	(179)
Drainage		925	775	150	16.25%	4,868	4,762	4,762	0	106
Bridges		190	197	(7)	(3.46%)	973	973	973	0	0
Footpaths and Cycleways		1,180	1,624	(444)	(37.62%)	5,736	6,031	6,031	0	(295)
Off Street Car Parks		18	154	(136)	(758.13%)	1,616	1,397	1,397	0	219
Recreation, Leisure, Parks and Playgrounds		1,705	1,961	(257)	(15.05%)	10,721	10,062	10,062	0	659
Other Infrastructure		190	116	74	39.08%	803	1,392	1,392	0	(589)
Total Infrastructure		**4,805**	**5,988**	**(1,184)**	**(24.64%)**	**34,024**	**34,102**	**34,102**	**0**	**(78)**
Total Expenditure - Capital Works Program		**10,598**	**10,746**	**(149)**	**(1.40%)**	**57,845**	**61,426**	**61,426**	**0**	**(3,581)**
Represented by:										
Extension / Expansion		0	13	(13)	(100.00%)	52	30	30	0	22
Legal Requirements		0	0	0	0.00%	0	0	0	0	0
New		245	261	(15)	(6.30%)	1,277	2,359	2,359	0	(1,082)
Renewal		5,413	6,476	(1,063)	(19.64%)	38,079	37,437	37,437	0	641
Upgrade		4,939	3,996	943	19.09%	18,437	21,599	21,599	0	(3,162)
Total Expenditure - Capital Works Program		**10,598**	**10,746**	**(149)**	**(1.40%)**	**57,845**	**61,426**	**61,426**	**0**	**(3,581)**
Funding Source for Capital Works Program										
External Funding										
Contributions - Monetary - Capital	4	38	2,818	2,781	7,346.42%	0	76	76	0	76
Grants - Capital	5	2,822	1,895	(927)	(32.86%)	10,382	10,202	10,202	0	(181)
User Fees - Capital		0	0	0	0.00%	0	0	0	0	0
Proceeds from Loan Borrowings		0	0	0	0.00%	6,000	6,000	6,000	0	0
Other Income - Capital		0	0	0	0.00%	0	0	0	0	0
Total External Funding		**2,860**	**4,713**	**1,853**	**64.80%**	**16,382**	**16,277**	**16,277**	**0**	**(105)**
Internal Funding										
Proceeds from Sale of Property, Infrastructure, Plant and Equipment		292	228	(64)	(21.78%)	11,256	11,256	11,256	0	0
Reserves		1,281	1,723	442	34.47%	13,820	8,661	8,661	0	(5,159)
Rate Funding	6	6,165	4,082	(2,083)	(33.78%)	16,387	25,231	25,231	0	8,844
Total Internal Funding		**7,738**	**6,033**	**(1,705)**	**(22.03%)**	**41,463**	**45,148**	**45,148**	**0**	**3,685**
Total Funding Source for Capital Works Program		**10,598**	**10,746**	**149**	**1.40%**	**57,845**	**61,426**	**61,426**	**0**	**3,581**
Less Operating Projects Expenditure										
Operating Projects Expenditure		1,068	1,075	(6)	(0.58%)	5,200	6,140	6,140	0	940
Net Capital Works (Capitalised Expenditure Excluding Operating Projects Expenditure)		**9,529**	**9,672**	**(143)**	**(1.50%)**	**52,645**	**55,286**	**55,286**	**0**	**2,641**
Summary										
2025-26 Capital Budget		5,885	7,092	(1,208)	(20.52%)	42,122	42,522	42,522	0	(400)
Carried Forward Capital Budget		4,713	3,654	1,059	22.47%	15,723	18,904	18,904	0	(3,181)
Total Expenditure - Capital Works Program		**10,598**	**10,746**	**(149)**	**(1.40%)**	**57,845**	**61,426**	**61,426**	**0**	**(3,581)**

Statement of Capital Works

for year to date ended 30 September 2025

Knox City Council

Indicators of the variances between year to date (YTD) Amended Budget and Actual results:

- 0% or greater.
- Less than 0% and greater than negative 10%.
- Negative 10% or less.

Notes have been provided for the following variances:

1. Favourable variances between year to date (YTD) Amended Budget and Actual results are equal to or greater than positive $500K and equal to or greater than positive 10.00%.
2. Unfavourable variances between year to date (YTD) Amended Budget and Actual results are equal to or less than negative $500K and equal to or less than negative 10%.

Notes:

1	**Timing Variance:** - Favourable variance relating to the timing of activities for the Tormore Reserve Facility Development ($1.041M) - Unfavourable variance relating to the timing of activities for the Building Renewal & Rehabilitation Program ($0.287M)
2	**Timing Variance:** - Favourable variance of $0.617M for Computers and Telecommunications due to the timing of activities, including $0.199M for the Intramaps Replacement program; and $0.184M for the Cyber and DRP program
3	**Timing Variance:** - Unfavourable variance due to the timing of activities for the Road Surface Renewal Program ($0.406M) - Unfavourable variance relating to timing of reconstruction activities for Blackwood Park Road, Ferntree Gully ($0.124M)
4	**Permanent Variance:** - $2.781M favourable variance for capital contributions received relating to the Kingston Links land sale agreement
5	**Timing Variance:** - $1.041M unfavourable variance for the recognition of grant income received due to the timing of works for the Tormore Reserve Facility Development
6	**Timing Variance:** - Council generates cash from its operating activities which is used as a funding source for the capital works program - it is forecast that $24.831M will be required from operations to fund the 2025-26 capital works program (inclusive of projects carried forward from 2024-25)

Detailed Capital Works Program Expenditure

for year to date ended 30 September 2025

Knox City Council

Capital Works Program Expenditure	Year-to-Date Amended Budget	Actual	Variance Fav/(Unfav)		Full Year Adopted Budget	Amended Budget	Forecast	Amended Variance Fav/(Unfav)	Adopted Variance Fav/(Unfav)
	$'000	$'000	$'000	%	$'000		$'000		$'000
Land and Buildings									
Fairpark Reserve - Pavilion Upgrade	0	10	(10)	(100.0%)	0	0	0	0	0
Wantirna Hub Long Day Care Expansion	0	3	(3)	(100.0%)	30	30	30	0	0
Replacements of components for all Council owned buildings based on Building Asset Management Systems	1,029	1,315	(287)	(27.9%)	5,515	4,709	4,709	0	806
Wally Tew Reserve - Pavilion Upgrade	*804*	*805*	*(1)*	*(0.1%)*	*1,863*	*1,863*	*1,863*	*0*	*0*
Carrington Park - Pavilion Upgrade	*34*	*19*	*15*	*44.5%*	*1,000*	*1,180*	*1,180*	*0*	*(180)*
Park Ridge Reserve - Pavilion Refurbishment	*200*	*155*	*45*	*22.6%*	*1,268*	*1,770*	*1,770*	*0*	*(502)*
HV Jones Community Hall - Bathroom Upgrade and New Accessible Toilet	0	22	(22)	(100.0%)	220	220	220	0	0
Marie Wallace Community Pavilion Upgrade	0	5	(5)	(100.0%)	0	0	0	0	0
Energy Retrofits in Community Buildings	5	8	(3)	(57.6%)	60	60	60	0	0
Ambleside Park	0	(2)	2	100.0%	0	0	0	0	0
Carrington Park Public Toilet	*40*	*46*	*(6)*	*(14.9%)*	*430*	*580*	*580*	*0*	*(150)*
Early Years Landscaping Upgrades	0	29	(29)	(100.0%)	0	0	0	0	0
Installation of Electronic Entry System	0	9	(9)	(100.0%)	0	0	0	0	0
Tormore Reserve - Facility Redevelopment	*1,578*	*537*	*1,041*	*66.0%*	*4,861*	*5,322*	*5,322*	*0*	*(461)*
Indoor Leisure Sites Security Upgrades	0	6	(6)	(100.0%)	60	60	60	0	0
Early Years Hubs - Playspace works	*0*	*0*	*0*	*0.0%*	*0*	*300*	*300*	*0*	*(300)*
Knox Regional Netball Centre - Line Marking	0	6	(6)	(100.0%)	60	60	60	0	0
Boronia Radio Control Club - New Accessibility Ramp	0	0	0	0.0%	30	30	30	0	0
Design of Future Projects at Scoresby Recreation Reserve	0	1	(1)	(100.0%)	10	10	10	0	0
Scope and Concept Design of Future Pavilion Development	0	7	(7)	(100.0%)	70	70	70	0	0
Knox Regional Netball Centre - Air Handling (Design)	0	7	(7)	(100.0%)	10	10	10	0	0
Early Years Hubs - Toilet Cubicle Doors	0	1	(1)	(100.0%)	15	15	15	0	0
Ferntree Gully Community Centre Upgrades	0	8	(8)	(100.0%)	80	80	80	0	0
Solar panels in Community Facilities	0	14	(14)	(100.0%)	100	100	100	0	0
Update to Family and Children Service Facilities	*27*	*26*	*1*	*3.2%*	*0*	*27*	*27*	*0*	*(27)*
Update to Community Wellbeing Facilities Signage	*66*	*37*	*29*	*43.7%*	*0*	*66*	*66*	*0*	*(66)*
Rosa Benedikt Community Centre - Backyard Revitalisation	0	0	0	0.0%	10	10	10	0	0
Pavilion Upgrade (Design)	0	62	(62)	(100.0%)	630	630	630	0	0
Total Buildings	**3,782**	**3,135**	**647**	**17.1%**	**16,321**	**17,202**	**17,202**	**0**	**(880)**
Total Property	**3,782**	**3,135**	**647**	**17.1%**	**16,321**	**17,202**	**17,202**	**0**	**(880)**
Plant and Equipment									
Artworks									
Public Art Project	9	9	0	0.0%	50	50	50	0	0
Lupton Way Future Public Art Lighting	0	0	0	0.0%	15	15	15	0	0
Community Led Public Art Projects	0	0	0	0.0%	55	55	55	0	0
Open Space Asset Artwork Renewal	19	7	12	61.3%	85	85	85	0	0
Laneway Activation Test Site	0	0	0	0.0%	5	5	5	0	0
Total Artworks	**28**	**16**	**12**	**41.6%**	**210**	**210**	**210**	**0**	**0**
Plant, Machinery and Equipment									
Plant and machinery replacement program	*437*	*678*	*(241)*	*(55.1%)*	*1,949*	*2,584*	*2,584*	*0*	*(635)*
Total Plant, Machinery and Equipment	**437**	**678**	**(241)**	**(55.1%)**	**1,949**	**2,584**	**2,584**	**0**	**(635)**
Computers and Telecommunications									
Expansion Projects	*0*	*0*	*0*	*0.0%*	*22*	*0*	*0*	*0*	*22*
New Projects	*104*	*99*	*5*	*4.5%*	*250*	*250*	*250*	*0*	*0*
Renewal Projects	*546*	*246*	*300*	*55.0%*	*3,102*	*4,937*	*4,937*	*0*	*(1,834)*
Upgrade Projects	*896*	*584*	*312*	*34.9%*	*1,967*	*2,142*	*2,142*	*0*	*(175)*
Total Computers and Telecommunications	**1,546**	**928**	**617**	**39.9%**	**5,341**	**7,328**	**7,328**	**0**	**(1,987)**
Total Plant and Equipment	**2,011**	**1,623**	**388**	**19.3%**	**7,500**	**10,122**	**10,122**	**0**	**(2,622)**
Infrastructure									
Roads (including Kerb and Channel)									

Detailed Capital Works Program Expenditure

for year to date ended 30 September 2025

Knox City Council

Capital Works Program Expenditure	Year-to-Date Amended Budget	Actual	Variance Fav/(Unfav)		Full Year Adopted Budget	Amended Budget	Forecast	Amended Variance Fav/(Unfav)	Adopted Variance Fav/(Unfav)
	$'000	$'000	$'000	%	$'000		$'000		$'000
Road Surface Renewal Program across multiple locations within Knox	80	487	(407)	(508.3%)	4,966	4,966	4,966	0	0
Industrial Road Renewal Program across multiple locations within Knox	18	25	(7)	(38.8%)	195	195	195	0	0
High Risk Road Failure Program	16	33	(17)	(108.8%)	341	341	341	0	0
Programmed Works From June Audits	0	30	(30)	(100.0%)	144	144	144	0	0
Cathies Lane, Wantirna South (Design)	0	14	(14)	(100.0%)	40	40	40	0	0
Lewis Road, Wantirna South (Design)	0	24	(24)	(100.0%)	100	100	100	0	0
Chandler Road, Boronia	*275*	*231*	*44*	*16.2%*	*440*	*611*	*611*	*0*	*(171)*
Templeton Rd, Wantirna	200	155	45	22.4%	1,540	1,540	1,540	0	0
Blackwood Park Road, Ferntree Gully	0	124	(124)	(100.0%)	1,250	1,250	1,250	0	0
Wallace Avenue, Bayswater (Design)	0	3	(3)	(100.0%)	30	30	30	0	0
Shannon Avenue, Ferntree Gully (Design)	0	8	(8)	(100.0%)	35	35	35	0	0
Janine Street, Scoresby (Scoping)	0	0	(0)	(100.0%)	2	2	2	0	0
Keith Campbell Court, Scoresby (Scoping)	0	0	(0)	(100.0%)	2	2	2	0	0
Thaxted Parade, Wantirna (Scoping)	0	0	(0)	(100.0%)	2	2	2	0	0
Napoleon Road - Electronic Signs	0	1	(1)	(100.0%)	0	0	0	0	0
Wyandra Way, Rowville - Local Area Traffic Management	*8*	*6*	*2*	*29.5%*	*0*	*8*	*8*	*0*	*(8)*
Eildon Parade, Rowville - Local Area Traffic Management	0	15	(15)	(100.0%)	154	154	154	0	0
Murrindal Drive, Rowville - Local Area Traffic Management (Design)	0	1	(1)	(100.0%)	15	15	15	0	0
Barmah Drive East - On-Road Bicycle Lane	0	4	(4)	(100.0%)	41	41	41	0	0
Fonteyn Drive - Pedestrian Refuge (Design)	0	1	(1)	(100.0%)	10	10	10	0	0
Total Roads (including Kerb and Channel)	**597**	**1,162**	**(565)**	**(94.6%)**	**9,307**	**9,486**	**9,486**	**0**	**(179)**
Drainage									
Liberty Avenue Reserve - Wetland/Harvesting System	*5*	*5*	*(0)*	*(8.9%)*	*50*	*443*	*443*	*0*	*(393)*
Peregrine Reserve - Wetland (Design)	0	3	(3)	(100.0%)	35	35	35	0	0
Drainage Renewal Program across multiple locations within Knox	789	535	254	32.2%	4,092	3,398	3,398	0	694
Water Sensitive Urban Design System Renewal Program across multiple locations within Knox	15	37	(22)	(146.2%)	200	200	200	0	0
Forest Road to Koolunga Reserve, Ferntree Gully	*21*	*0*	*21*	*100.0%*	*206*	*349*	*349*	*0*	*(143)*
Stormwater Catchment Master Planning	8	15	(8)	(105.5%)	50	50	50	0	0
Kevin Avenue Ferntree Gully - Flood Investigation (Scoping)	1	3	(2)	(187.0%)	35	35	35	0	0
Flood Mitigation Reactive Upgrade Works	36	126	(90)	(249.3%)	200	200	200	0	0
193 Forest Rd, Boronia - Flood Mitigation Works	*52*	*50*	*1*	*2.8%*	*0*	*52*	*52*	*0*	*(52)*
Total Drainage	**925**	**775**	**150**	**16.3%**	**4,868**	**4,762**	**4,762**	**0**	**106**
Bridges									
Bridge Renewal Program across multiple locations	190	197	(7)	(3.5%)	973	973	973	0	0
Total Bridges	**190**	**197**	**(7)**	**(3.5%)**	**973**	**973**	**973**	**0**	**0**
Footpaths and Cycleways									
Underwood Road/Gerald Street Reserve - Foothpath	0	4	(4)	(100.0%)	43	43	43	0	0
Pleasant Road, Clematis Avenue to The Glen Parade - Footpath	0	18	(18)	(100.0%)	185	185	185	0	0
Veronica Street, Ferntree Gully - Footpath Design, South side between Underwood Rd and 20 Veronica St	0	1	(1)	(100.0%)	15	15	15	0	0
Mountain Highway, The Basin - Footpath, between Wicks Rd and Claremont Ave	*0*	*0*	*0*	*0.0%*	*0*	*250*	*250*	*0*	*(250)*
Mountain Highway, Wantirna, South side, Grammar Parade to Melbourne School of Theology - Footpath Scoping	0	1	(1)	(100.0%)	10	10	10	0	0
Llewellyn Park Drive, East side, Somes Street to George Street - Footpath	0	12	(12)	(100.0%)	118	118	118	0	0
Park Ridge Reserve - Footpath	0	12	(12)	(100.0%)	118	118	118	0	0
Fitzgerald Street - Foothpath Design	0	18	(18)	(100.0%)	35	35	35	0	0
Liverpool Road (Roundabout to Retarding Basin - Sharedpath	0	20	(20)	(100.0%)	204	204	204	0	0

Detailed Capital Works Program Expenditure

for year to date ended 30 September 2025

Knox City Council

Capital Works Program Expenditure	Year-to-Date Amended Budget	Actual	Variance Fav/(Unfav)		Full Year Adopted Budget	Amended Budget	Forecast	Amended Variance Fav/(Unfav)	Adopted Variance Fav/(Unfav)
	$'000	$'000	$'000	%	$'000		$'000		$'000
Green Spine Corridor - Shared Path, Chandler Road, Boronia	*175*	*110*	*65*	*37.0%*	*200*	*485*	*485*	*0*	*(285)*
Railway Trail (Upper Ferntree Gully CFA to Dandenong Tourist Road Intersection) - Sharedpath Design	3	3	(0)	(14.3%)	35	35	35	0	0
Railway Trail (Underwood Road to Alpine Road) - Sharedpath Scoping	2	1	1	34.7%	10	10	10	0	0
Shared Path Renewal Program across multiple locations within Knox	151	103	48	31.7%	779	779	779	0	0
Footpaths Renewal Program across multiple locations within Knox	849	1,289	(440)	(51.9%)	3,730	3,264	3,264	0	466
Macauley Place, Bayswater - Shared Path	*0*	*31*	*(31)*	*(100.0%)*	*256*	*481*	*481*	*0*	*(225)*
Total Footpaths and Cycleways	**1,180**	**1,624**	**(444)**	**(37.6%)**	**5,736**	**6,031**	**6,031**	**0**	**(295)**
Off Street Car Parks									
Program for asphalt resurfacing, patching, linemarking and kerb and channel renewal	18	93	(75)	(414.3%)	984	765	765	0	219
Wantirna Reserve - Carpark Upgrade Stage 1	0	37	(37)	(100.0%)	381	381	381	0	0
Knox City Tennis Club - Carpark Upgrade	0	21	(21)	(100.0%)	215	215	215	0	0
Mens Shed/Rowville Recreation Reserve - Carpark Upgrade (Design)	0	3	(3)	(100.0%)	35	35	35	0	0
Total Off Street Car Parks	**18**	**154**	**(136)**	**(758.1%)**	**1,616**	**1,397**	**1,397**	**0**	**219**
Recreation, Leisure, Parks and Playgrounds									
Park Signage Renewal	0	3	(3)	(100.0%)	20	20	20	0	0
Park Furniture Renewal	10	11	(1)	(6.3%)	95	95	95	0	0
Roadside Plantings Renewal	0	19	(19)	(100.0%)	85	85	85	0	0
Parkland Asset Renewal	0	10	(10)	(100.0%)	100	100	100	0	0
Significant Passive Open Space Sites Renewal	35	42	(7)	(18.7%)	180	180	180	0	0
Reserve Paths Renewal	0	9	(9)	(100.0%)	95	95	95	0	0
Cricket Run Up and Goal Square Renewal Works	0	10	(10)	(100.0%)	100	100	100	0	0
Irrigation Infrastructure Renewal	34	8	26	76.9%	80	80	80	0	0
Oversowing of Sportsfields	15	23	(8)	(50.9%)	90	90	90	0	0
Knox Regional Netball Centre - Court renewal	0	37	(37)	(100.0%)	80	80	80	0	0
Public Tennis / Netball / Basketball Court Renewal	80	91	(11)	(14.2%)	150	150	150	0	0
Sporting Oval Fencing Renewal	17	22	(5)	(27.4%)	75	75	75	0	0
Egan Lee Reserve - Oval (Top) Renewal	0	1	(1)	(100.0%)	0	0	0	0	0
Lewis Park - Oval 2 Sportsfield Renewal	0	4	(4)	(100.0%)	0	0	0	0	0
Bayswater Oval - Sportsfield Renewal	30	322	(292)	(972.3%)	3,278	3,278	3,278	0	0
Sportsfield Infrastructure Replacement Program	17	26	(9)	(52.8%)	75	75	75	0	0
Knox Gardens Reserve - Cricket Net Renewal	200	48	152	76.0%	484	484	484	0	0
Lakesfield Reserve - Cricket Net Renewal (Design)	0	2	(2)	(100.0%)	20	20	20	0	0
Carrington Park, Knoxfield - Sportsfield Renewal	7	13	(5)	(72.6%)	55	55	55	0	0
Playground Renewal Program	330	129	201	60.9%	2,413	1,317	1,317	0	1,096
Knox City Tennis Courts - Lighting Upgrade	0	0	(0)	(100.0%)	0	0	0	0	0
Rowville Recreation Reserve - Oval 1 Floodlighting Upgrade	0	25	(25)	(100.0%)	250	250	250	0	0
Dirt Jump Facility	*0*	*0*	*0*	*0.0%*	*0*	*42*	*42*	*0*	*(42)*
The Basin Triangle - Landscape Plan	0	15	(15)	(100.0%)	150	150	150	0	0
Kings Park Reserve - Masterplan Implementation	0	68	(68)	(100.0%)	140	140	140	0	0
Eildon Park - Oval 1 Floodlighting Upgrade	0	25	(25)	(100.0%)	250	250	250	0	0
Gilbert Park, Knoxfield - Masterplan Implementation	*0*	*57*	*(57)*	*(100.0%)*	*843*	*850*	*850*	*0*	*(8)*
Wantirna Reserve - Masterplan Implementation	*727*	*847*	*(120)*	*(16.6%)*	*1,125*	*1,261*	*1,261*	*0*	*(136)*
Habitat Connectivity Paths at Lewis Park	0	43	(43)	(100.0%)	339	339	339	0	0
Seniors Exercise Parks	*203*	*41*	*162*	*79.9%*	*0*	*252*	*252*	*0*	*(252)*
Carrington Park - Masterplan Implementation	0	15	(15)	(100.0%)	150	150	150	0	0
Total Recreation, Leisure, Parks and Playgrounds	**1,705**	**1,961**	**(257)**	**(15.1%)**	**10,721**	**10,062**	**10,062**	**0**	**659**
Other Infrastructure									
Boronia Basketball Stadium Demolition Design	*0*	*0*	*0*	*0.0%*	*0*	*100*	*100*	*0*	*(100)*
Knox Leisureworks - Strategic Review	*124*	*54*	*70*	*56.6%*	*0*	*315*	*315*	*0*	*(315)*
Immerse Biennieal Winter Arts Program	0	0	0	0.0%	40	40	40	0	0
Albert Avenue - Speed limit LED Flashlights Design	0	1	(1)	(100.0%)	10	10	10	0	0

Detailed Capital Works Program Expenditure

for year to date ended 30 September 2025

Knox City Council

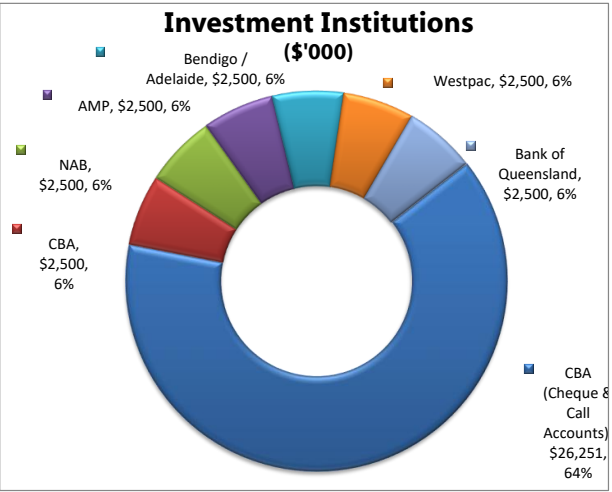
Capital Works Program Expenditure	Year-to-Date				Full Year				
	Amended Budget	Actual	Variance Fav/(Unfav)		Adopted Budget	Amended Budget	Forecast	Amended Variance Fav/(Unfav)	Adopted Variance Fav/(Unfav)
	$'000	$'000	$'000	%	$'000		$'000		$'000
Stud Road - Onroad Bicycle Facilities	*0*	*0*	*0*	*0.0%*	*0*	*24*	*24*	*0*	*(24)*
Street furniture renewal program	6	15	(9)	(149.9%)	109	109	109	0	0
Essential Service Building Code Measures	0	1	(1)	(100.0%)	0	0	0	0	0
Asbestos Removal Program	50	28	22	44.4%	250	250	250	0	0
Bayswater Placemaking Strategy	0	0	0	0.0%	30	30	30	0	0
Major Roads Streetlight Replacement	0	11	(11)	(100.0%)	300	300	300	0	0
Parking Management Plan Implementation	10	4	6	60.8%	40	40	40	0	0
Knox Park Directional Signage (Design)	0	2	(2)	(100.0%)	24	24	24	0	0
Bayswater Bowls Club - Lighting Upgrade	0	0	0	0.0%	0	150	150	0	(150)
Total Other Infrastructure	**190**	**116**	**74**	**39.1%**	**803**	**1,392**	**1,392**	**0**	**(589)**
Total Infrastructure	**4,805**	**5,988**	**(1,184)**	**(24.6%)**	**34,024**	**34,102**	**34,102**	**0**	**(78)**
Total Expenditure - Capital Works Program	**10,598**	**10,746**	**(149)**	**(1.4%)**	**57,845**	**61,426**	**61,426**	**0**	**(3,581)**

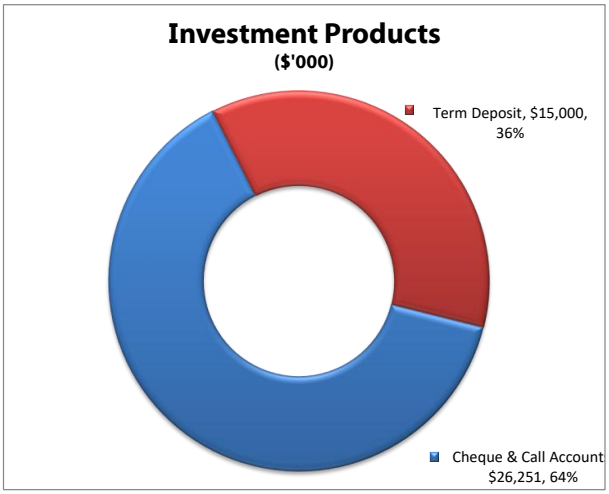
Items in Italics contain carry forward funds from 2024-25 into 2025-26. A total of $18.904M has been carried forward from 2024-25 into 2025-26.

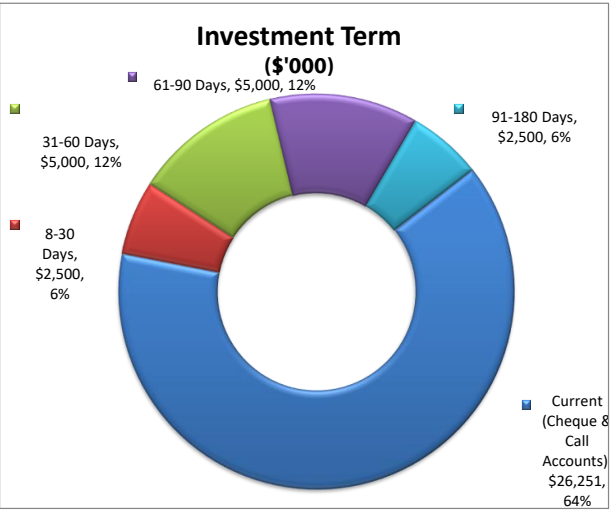
Investment Analysis

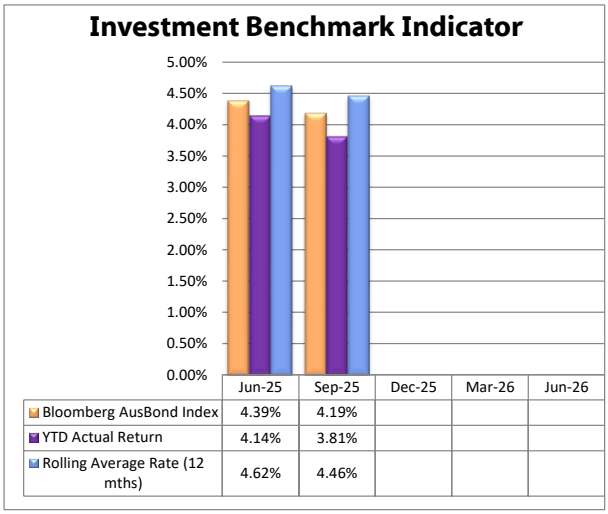
as at 30 September 2025

A total amount of $41.25 million in funds were invested with various financial institutions as at 30 September 2025

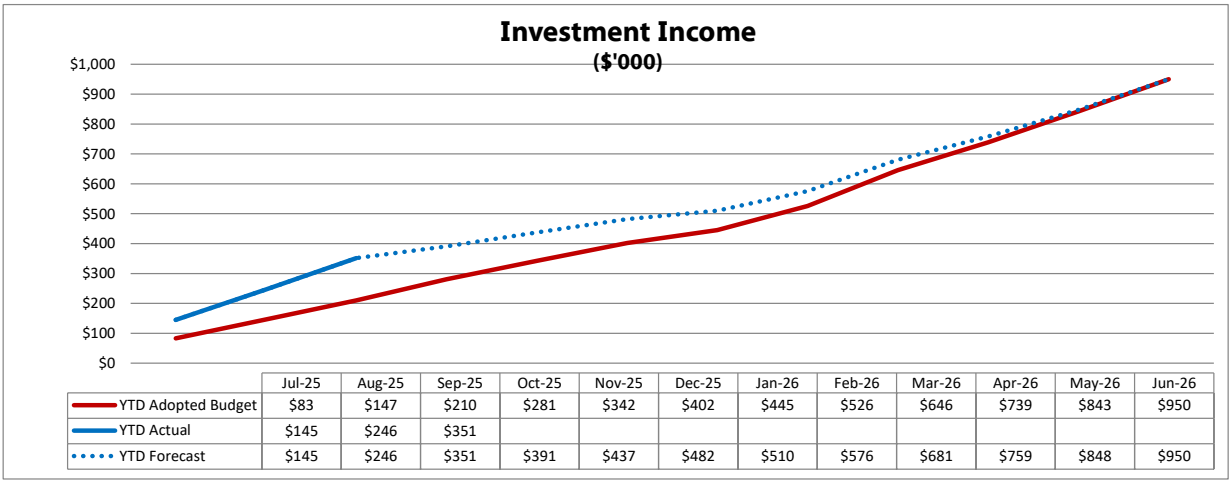








	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26
Bloomberg AusBond Index	4.39%	4.19%			
YTD Actual Return	4.14%	3.81%			
Rolling Average Rate (12 mths)	4.62%	4.46%			



	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26
YTD Adopted Budget	$83	$147	$210	$281	$342	$402	$445	$526	$646	$739	$843	$950
YTD Actual	$145	$246	$351									
YTD Forecast	$145	$246	$351	$391	$437	$482	$510	$576	$681	$759	$848	$950

Councillor Expenses

for the quarter ended 30 September 2025

Knox City Council

Councillor expenses

Councillors are entitled to have paid, or be reimbursed for, any necessary out-of-pocket expenses incurred while performing their duties. Council is also required to make available a 'minimum toolkit' of resources for councillors, including computers, phones and a vehicle for the Mayor.

Quarterly Expenses: September 2025

Ward	Performance of the Role	Professional Development	Travel	Total
Baird	$541.20	$0.00	$286.21	$827.41
Chandler	$383.93	$0.00	$0.00	$383.93
Collier	$553.48	$0.00	$26.28	$579.76
Dinsdale	$381.42	$0.00	$0.00	$381.42
Dobson	$689.61	$0.00	$15.83	$705.44
Friberg	$509.60	$0.00	$0.00	$509.60
Scott	$466.28	$2,446.36	$4,274.54	$7,187.18
Taylor	$64.89	$0.00	$318.71	$383.60
Tirhatuan	$749.07	$0.00	$302.21	$1,051.28
Total	**$4,339.48**	**$2,446.36**	**$5,223.78**	**$12,009.62**

Vehicle Expenses

Cr Lisa Cooper (Scott Ward) Mayor: July – September 2025	Monthly Vehicle Expenses: July – September 2025	**Total $4,126. 26**

Councillor travel expenses include expenses for a fully maintained vehicle provided for the Mayor.

Knox City Council Project Status Report

02-Oct-2025

Project Number	Project Name	Total Adjusted Budget
1	**Bridges Renewal Program**	**$973,250**
All Wards	Package 1: B22 Collier's Reserve Pedestrian Bridge construction has been completed. Package 2: B59 Beilby Close remediation works have been completed. B16 Treehouse Bridge Ferntree Gully emergency remediation works to be completed in mid October, currently awaiting materials. Further bridge barrier remediation work and a maintenance package currently being scoped. An investigation into B19 Forest Road and C41 Hancock Drive to also be scoped. Program is on track for delivery by end of financial year.	
4	**High Risk Road Failures**	**$340,875**
All Wards	Patching and crack sealing packages to be procured for delivery this financial year. Program is on track for delivery within the financial year.	
7	**Road Surface Renewal Program**	**$4,965,773**
All Wards	Program has been broken into multiple packages for most efficient use of resources and staging. Package 1 & 2 resurfacing works have commenced with kerb and channel works completed. Package 3-5 concrete renewal set to commence end of September. Further drainage renewal works and concrete renewal works currently being scoped for remaining 3 packages. Program on track to be delivered this FY.	
8	**Drainage Pit and Pipe Renewal Program**	**$3,397,750**
All Wards	Reactive work currently being undertaken across various locations within the municipality. A number of drainage referral program projects have commitments for delivery within Sep/Oct. High Priority CCTV work being completed for 25/26 Road Resurfacing Program. Road Resurfacing Low Priority CCTV work currently being delivered for the 25/26 program. Patching and Relining package being scoped for procurement within early October. Program on track for delivery by end of financial year.	
9	**Footpath Renewal Program**	**$3,263,612**
All Wards	30% of the 2025/26 program has been completed. With 65% of program effectively being scoped and committed to contractors and internal construction team. The program is tracking satisfactorily.	
10	**Bicycle and Shared Path Renewal Program**	**$778,650**
All Wards	Shared path along Eastside of Lewis Park has been resurfaced.	

Knox City Council Project Status Report

02-Oct-2025

Project Number	Project Name	Total Adjusted Budget
16	**Building Renewal Program**	**$4,708,617**
All Wards	The renewal program for FY25/26 has been established determined by asset data verified against the BAMP, ongoing consultation with internal and external stakeholders, Buildings Renewal Officer, Project Officers and Facilities Officers. Consultation with stakeholders and officers will be ongoing throughout the year to determine the best times to deliver works to avoid facility closure during peak times and if this can't be avoided determine what will be acceptable work around or temporary relocation. Reactive Renewal of assets will be ongoing throughout the year as items are identified either through stakeholder feedback, routine and reactive maintenance. Control of these works and the need to proceed at the present time will be considered and reviewed against the current program and the future Renewal and Capital works program. Several Projects have completed. Including Lift Renewal at Wally Tew Pavilion, Battery Replacement at 5 facilities, and the replacement Gazebo at Wally Tew Reserve. plus, numerous smaller works Soon to be completed projects include, Knox Leisure Works Pool Blankets, Ambleside Fence, Bathroom renewal at Walker reserve and roof renewal at Rowville Community Center Football Pavilion.	
17	**Playground Renewal Program**	**$1,317,000**
All Wards	Dr Bluett, Bunnett and Suffern reserves are out to tender which will close in October 2025. A follow up letter has been sent to residents for Lindsay Court Reserve and quotations for construction has been sought. A draft concept has been developed for Bursaria and seeking approval. The playground design draft concepts for Kaisman, Viewgrand Rise and Oaktree Rise reserves are being developed.	
24	**Carpark Renewal**	**$765,000**
All Wards	Concrete kerb and channel renewal works completed at Rowville Tennis Club awaiting asphalt resurfacing works in Mid-October.	
25	**Plant & Machinery Renewal Program**	**$2,583,650**
All Wards	Fleet Renewal Program under way. To date 45% of funds committed, 26% of funds expended.	
104	**Roadside Furniture Renewal Program**	**$108,728**
All Wards	Package 1 (34 Clematis Avenue Retaining Wall, 34-38 Clematis Avenue Retaining Wall and Shultz Reserve Retaining Wall) is currently within the procurement phase. Works are expected to be awarded by end of December. This package will utilise the entire Roadside budget.	
147	**Energy Retrofits for Community Buildings**	**$60,000**
All Wards	Works to improve efficiency of Civic Centre's Heating and Cooling Systems are underway. Installation of LED lighting at Knoxfield Tennis Club has been completed.	

Knox City Council Project Status Report

02-Oct-2025

Project Number	Project Name	Total Adjusted Budget
345	**Building Compliance**	**$250,000**
All Wards	Council have 4 asbestos Priorities this financial year based on the Asbestos condition Audits completed last year. Food Act compliance and new Kitchen Renewal at Boronia Progress Hall has identified that a Grease trap is required an RFQ is currently in progress to determine cost Building Code of Australia (BCA) items will be identified throughout the year during delivery of the renewal program.	
347	**Miscellaneous Industrial Roads - Pavement Rehabilitation**	**$195,438**
All Wards	Barry St Driveway Renewal has been completed. Drainage and concrete renewal is currently being undertaken for Package 1: Bridgewood Court and Dempster St. Program is on track to be delivered this financial year.	
409	**Parks Furniture Renewal**	**$95,000**
All Wards	Renewal of backed seats completed at Coleman Reserve	
410	**Parks Signage Renewal**	**$20,000**
All Wards	Golding reserve sign renewal completed	
412	**Water Sensitive Urban Design Renewal**	**$200,000**
All Wards	Algae management for Harcrest Estate pond and Grammar Pde wetlands underway. Scoping of water sensitive urban design (WSUD) renewal works at Stamford Homestead and Monterey Estate underway.	
441	**Significant Municipal Site Renewal**	**$180,000**
All Wards	Perennial border garden renewal at Tim Neville Arboretum completed	
443	**Reserves Paths Renewal**	**$95,000**
All Wards	Renewal of gravel path at Stamford house completed	
536	**Parkland Asset Renewal**	**$100,000**
All Wards	Scoping of works for 2025/26 Financial year underway.	
537	**Roadside Plantings Renewal**	**$85,000**
All Wards	Brennock Park roundabout planting completed, Boronia Rd/Dorset Rd SW corner garden bed renewal completed.	

Knox City Council Project Status Report 02-Oct-2025

Project Number	Project Name	Total Adjusted Budget
566	**Artwork Renewal**	**$85,000**
All Wards	Essential restoration and maintenance of the Public Art Collection continues including cleaning, remediation works and graffiti removal. Repairs to Erica Ave Lanternz light fixtures is complete. Replacement elements for Opperman Bike Sculpture are in fabrication to be installed by Nov.	
675	**Public Art Project**	**$50,000**
All Wards	Ongoing management and delivery of public art and Creative placemaking activations including Light Box Gallery and Artslink project supporting local artists. Commission has been awarded for Victorian Women in Art Project - Aunty Dot Peters. Scoping public art options for rear of Boronia Library and relocation of art-ping pong tables from Dorset Rd in preparation for Boronia Station upgrade.	
708	**Cricket Run Up and Goal Square Renewal Works**	**$100,000**
All Wards	walker, Eildon 1 & Fairpark are all scheduled to have xtragrass installed in October	
834	**Oversowing of Sports Fields**	**$90,000**
All Wards	oversowing continues in March 2026	
869	**Gilbert Park, Knoxfield - Masterplan Implementation Stage 4**	**$850,000**
Friberg	The public tender for the Knox Skate and BMX Park Extension is now closed. Currently evaluating tender submissions.	
941	**Knox Regional Netball Centre - Court Renewals**	**$80,000**
Dobson	Council is planning netball court renewals, with construction scheduled for the upcoming months.	
951	**Community Toilet Replacement Program**	**$579,541**
All Wards	1. Public toilet block at Upper Ferntree Gully is in the process of obtaining the building permit. 2. Public Toilet Block at Carrington Park is in the quotation process.	
1003	**Wantirna Reserve, Wantirna - Masterplan**	**$1,260,566**
Collier	Construction of dog park, playground and drainage swale is nearing completion which is still anticipated to be October 2025.	
1123	**Public Tennis / Netball / Basketball Court Renewals**	**$150,000**
All Wards	Chandler Reserve netball courts scheduled for renewal/painting in October/November.	
1124	**Sportsfield Fencing Renewals**	**$75,000**
All Wards	Scoping of works contiues.	

Knox City Council Project Status Report 02-Oct-2025

Project Number	Project Name	Total Adjusted Budget
1176	**Solar in Community Facilities**	**$100,000**
All Wards	Awaiting the outcome of a grant application to the federal government prior to commencing this project. Likely commencement date Feb 2026.	
1180	**Forest Road to Koolunga Reserve, FTG - Wetland Construction**	**$348,776**
Chandler	Development of civil design plans for construction in progress, likely to have a set of plans for review by end of October.	
1183	**Peregrine Reserve - New Wetland**	**$35,000**
Taylor	Development of detailed design plans in progress. 3D visualation of proposed design to commence in the coming months.	
1261	**Wantirna Reserve - Car Park Upgrade**	**$381,300**
Collier	Design of eastern L-shaped carpark coordinated with Wantirna Reserve Masterplan priorities. Construction of this project deferred until the contract works for playground/dogpark are completed. Procurement plan has been approved and this carpark has been packaged with carpark works proposed for Project No. 4000A-1647, Knox Tennis Club. Tenders are currently being advertised and closing on 30 September 2025. Anticipate being in a position to appoint a contractor in early November 2025.	
1300	**Parking Management Plan Implementation**	**$40,000**
All Wards	Feedback from 'Have Your Say' consultation for Mountain Gate and Rowville Parking Study to be reviewed. Parking plinth in Church Street, The Basin, to be assessed for impact on trees. Parking Management Plan for The Basin scheduled to be reported to the November Council meeting.	
1308	**Kevin Ave, Ferntree Gully Flood Investigation**	**$35,000**
Dobson	Final report received 22/08/2025, mitigation options explored provide clear reductions in flood depths and impacts on the precinct. Further assessment of viability and costing of each option to be explored as a standalone project into the future.	
1310	**Flood Mitigation Reactive Complaints Upgrade Works**	**$200,000**
All Wards	Survey and assessment of the condition of above ground drainage servicing Llewelyn Reserve on-going, results to be integrated into future flood mitigation works in the area. Scoping of future projects currently underway.	
1311	**Major Roads LED Streetlight Replacement**	**$300,000**
All Wards	Scoping and design underway to complete the project including the replacement of a number of metered path and car park lighting.	
1365	**Programmed Road Renewal Works from June annual Audits**	**$144,000**
All Wards	Funds available to supplement funding requirements for various road renewal works as required.	

Knox City Council Project Status Report

02-Oct-2025

Project Number	Project Name	Total Adjusted Budget
1406	**Cultural Venues Accessibility Upgrades**	**$80,000**
Chandler	Detailed design works are in progress, expected to be completed by end of October 2025. Scope of other works are finalized.	
1412	**Macauley Place, Bayswater - Shared Safety Zone**	**$481,425**
Dinsdale	Survey completed. Consultation by Traffic & Transport with owners and businesses complete with a supportive outcome. Design complete with plan signing imminent.	
1413	**Kings Park Reserve, Upper Ferntree Gully - Masterplan Implementation**	**$140,000**
Dobson	Grass remediation for dog park is well underway with the dog park anticipated to be open to the public in late November 2025. Additional minor works adjacent to the dog park are being scoped. The concept design for the Kings Park playground, barbeque area and new basketball shooting key and associated project estimates is currently undergoing internal review.	
1426	**The Basin Triangle Reserve Improvements**	**$150,000**
Chandler	Finalising quote for electrical works on site.	
1483	**Update FCS signage from Preschool to Kindergarten**	**$26,957**
All Wards	Council have installed external signage at Windermere Riddell Road and Rowville. 8 more sites have been designed and will be installed across the coming months. New internal way finding signage has been installed at the Knox City Family & Centres hubs.	
1514	**Carrington Park - New Outdoor Exercise Equipment and Basketball Facility**	**$150,000**
Friberg	Construction of outdoor gym equipment and basketball key is currently out for tender. Tender submissions to close in October 2025.	
1528	**Chandler Road - Road Reconstruction**	**$610,718**
Chandler	Works combined with Green Spine Corridor project (3016-1624). Significant community engagement exercise completed but regular contact ongoing. Contractor commenced works for Stage 1, along Genista Ave towards Dorset Rd temporarily stopping works at the railway line overpass while MOA was sought through VicRoads. The section of Chandler Rd between Dorset Road and Dorset Square entrance was successfully completed during night-time and week-end works. Works have continued along Chandler Rd towards the western side of Allandale Rd and completed to this point. Works are progressing towards Albert Ave with necessary alterations being made to Bus Stop locations. This section of works, including asphalting, is due to be completed by mid-October. Overall works underway is approximately 80 % complete. Anticipate overall works to be completed by November 2025.	
1534	**Bayswater Oval - Sportsfield Renewal - Construction**	**$3,277,500**
Dinsdale	Construction has started.	

Knox City Council Project Status Report

02-Oct-2025

Project Number	Project Name	Total Adjusted Budget
1543	**Sportsfield Infrastructure program replacement**	**$75,000**
All Wards	Ongoing renewal/reactive replacement program.	
1544	**Irrigation Infrastructure Program Replacement**	**$80,000**
All Wards	Wiring and valve replacements have both been completed at Eildon 1	
1550	**Park Ridge Reserve Existing Pavilion Refurbishment**	**$1,770,328**
Taylor	Modular due for completion early October for handover to Clubs. Refurbishment works to old pavilion due to commence soon after.	
1555	**Community Facilities Signage - Upgrades**	**$66,304**
All Wards	Fabrication and content finalisation in progress	
1560	**Liverpool Road west side Salvation Army to Retarding Basin - Shared Path Construction**	**$203,500**
Chandler	Liaising with the Salvation Army, the owners of the land along Liverpool Road, to licence some of its land for the shared path. Draft licence agreement has been prepared. A Planning Permit is to be obtained for the removal of 4 small trees within the Salvation Army land.	
1563	**Stud Road Onroad Bicycle Facilities**	**$23,520**
Tirhatuan	Consultation with Department of Transport & Planning (DTP) and community has occurred. Feedback from DTP via Traffic & Transport received and detailed design underway and is 85% complete. Additional consultation required with DTP to gain approval.	
1567	**193 Forest Rd, Boronia Stormwater Upgrades**	**$51,893**
Chandler	Project completed.	
1573	**Lupton Way Future Public Art Lighting**	**$15,000**
Baird	Following consultation with State Gov stakeholders' procurement processes for new public artwork has commenced. Artist Brief will be advertised late 2025 aligning with State Government timeline.	
1577	**Tormore Reserve Pavilion - Facility Redevelopment**	**$5,321,987**
Baird	Structural Steel to ground floor 100% complete. Structural steel to first floor 95% complete. First floor slab poured 25/09/25	
1578	**Templeton Road - Road Reconstruction**	**$1,540,000**
Collier	New section of Templeton Rd roadworks, from Burwood Highway to Creastdale Rd, packaged with Project No. 1580, Blackwood Park Rd and advertised as Contract 3543 - Road Renewal construction program. Tender Evaluation completed and Contractor appointed.	

Knox City Council Project Status Report

02-Oct-2025

Project Number	Project Name	Total Adjusted Budget
1580	**Blackwood Park Road - Road Reconstruction - Construction**	**$1,250,000**
Dobson	Works packaged with Project No. 1578, Templeton Rd, and advertised as Contract 3543 - Road Renewal construction program. Tender Evaluation completed and Contractor appointed.	
1588	**Carrington Park Pavilion - Design**	**$1,180,298**
Friberg	Project is in Detailed Design. Tender Phase is scheduled to conclude end-2025; anticipated construction start March 2026.	
1591	**Wally Tew Pavilion Upgrade**	**$1,862,554**
Dobson	Balcony slab installation is complete. Services rough-in, structural, plastering works are in progress. Joinery works have started.	
1612	**Wyandra Way, Rowville - LATM Treatment**	**$8,000**
Friberg	Project complete.	
1623	**Liberty Avenue Reserve Wetland/ Harvesting System**	**$443,200**
Taylor	Detailed design plans complete, formal consent from Melbourne Water received, project handed over to the Construction team for procurement and delivery.	
1624	**Green Spine Corridor (Chandler Road)**	**$485,183**
Chandler	Works combined with Chandler Rd road renewal project (1001-1528). Significant community engagement exercise completed with regular communications ongoing. Contractor commenced works for Stage 1, along Genista Ave towards Dorset Rd temporarily stopping works at the railway line overpass while MOA was sought through VicRoads. The section of Shared Use Path along Chandler Rd between Dorset Road and the western side of Allandale Rd is essentially completed. Works are now currenly progressing from Allandale Rd to Albert Ave including alterations being made to Bus Stop locations. Overall shared path works underway is approximately 80 % complete. Scheduled to undertake the works between the railway crossing and Dorset Rd over the weekend of 17 October. Anticipate overall works to be completed by November 2025.	
1625	**Boronia Basketball stadium demolition**	**$100,000**
Baird	Council has engaged a contractor to start the remediation of ground works at this site. Works are underway and expected to be completed by February 2026.	
1632	**Knox Leisureworks - Strategic Review**	**$315,321**
Baird	The Knox Leisureworks Aquatic Feasibility continues with Williams Ross Architecture. Williams Ross have submitted a number of reports to Council Officers for review which includes facility condition report, cost plan for ongoing maintenance and 10-year capital investment expenditure. The Documents have been sent back to Williams Ross requesting further detail on underground assets and the cost plan.	

Knox City Council Project Status Report 02-Oct-2025

Project Number	Project Name	Total Adjusted Budget
1644	**Knox Gardens Reserve - Cricket Net Renewal - Construction**	**$484,000**
Scott	Construction has started.	
1645	**Lakesfield Reserve - Cricket Net Renewal - Design**	**$20,000**
Dobson	Works are complete	
1647	**Knox City Tennis Club - Car Park Upgrade - Construction**	**$215,250**
Dinsdale	Procurement plan has been approved and this project is being packaged with the carpark works for Project No. 4000A-1261, Wantirna Reserve Carpark. Tender currently being advertised with tenders closing on 30 September 2025. Anticipate being in a position to appoint a contractor in early November 2025.	
1648	**Knox Regional Netball Centre Court Line Marking**	**$60,000**
Dobson	Line marking will be completed in January 26. Volleyball equipment and accessories are still being determined and quoted.	
1650	**All Indoor Leisure Sites Security Upgrades**	**$60,000**
All Wards	Scope of works for 25/26 FY has been worked out and quotes will be organized in early October 2025	
1653	**Early Years Hubs - OHS Playspace works**	**$300,000**
All Wards	Council Tendering in October 2025 with intention to commence delivery of works in late January 2026	
1654	**HV Jones Community Hall - Accessible Toilet**	**$220,000**
Friberg	Detailed design is completed and under review, tender process will be commenced and finalized in October.	
1659	**Veronica Street between Underwood Road - 20 Veronica (South Side) Footpath**	**$15,000**
Dobson	Design only project. Consultation with residents completed by Traffic & Transport. Positive outcome received and concept plan approved. Survey completed with design underway and 50% complete.	
1660	**Mountain Highway, Wicks Road to Claremont Avenue - Footpath**	**$250,000**
Chandler	Concept Design prepared. Scoping presented to August 2025 Council Meeting to confirm Council approach to this project. Council direction provided that Officers proceed with a Detailed Design & Engineer's Estimate and present this information to next available Council Meeting for further direction once this information is known. Design brief being prepared to engage a specialist consultant to undertake site investigations and detailed design - around 75% complete. This will include feedback from internal stake-holders.	
1662	**Eildon Parade, Rowville - LATM Treatment - Construction**	**$153,600**
Taylor	Civil Construction are seeking quotations for the works.	

Knox City Council Project Status Report 02-Oct-2025

Project Number	Project Name	Total Adjusted Budget
1667	**Dirt Jump Facility - Design and Construct**	**$42,000**
Scott	A tender process was undertaken in late 2024 to procure suitable consultants to design and construct a facility based on a community construction model as undertaken in Mornington. This process was based on a budget of $100,000 that was made available by the previous Council. Unfortunately, despite casting a wide net and conversations with various trail builders, officers were unable to procure an appropriately qualified consultant to undertake the works. Despite many follow up conversations it was determined that the proposed model was no longer something that was feasible due to the limited budget, insurance and liability concerns and a general reluctance by the industry to continue to be involved in a community-built projects as proposed. Since then Officers have completed further benchmarking of other municipalities, completed site tours of newly constructed facilities, and had some initial conversations with the MTB community including Lysterfield District Trail Riders. Demand for the proposed facility is considered to be strong with continued illegal bush-built jumps being constructed within many of our parks, reserves and bushland reserves. Officers will be completing further informal consultation with young people and the MTB community on what type of facility is needed within Knox. Early indication is that Knox needs a MTB Jump Skills Facility where young people can practice their skills in the local area before testing their skills in larger mountain bike parks like Omeo, Bright, Creswick, among others.	
1668	**Future Project Design**	**$50,000**
All Wards	On-going development of the catchment master plans scope with consultants underway, strategic works to commence in late October.	
1670	**Seniors Exercise Parks**	**$251,929**
All Wards	Marie Wallace seniors exercise park has been completed and opened to the public in August 2025. Wally Tew has been completed and also opened to the public in September 2025	
1671	**Cathies Lane, Wantirna South - Road Reconstruction - Design**	**$40,000**
Collier	Design-only project. Survey and Geotechnical investigations complete. Design underway and 35% complete.	
1672	**Lewis Road - Burwood Highway to Eastgate Court, Wantirna South - Road Reconstruction - Design**	**$100,000**
Dinsdale	Design-only project. Survey and Geotechnical investigations complete. Design underway and 20% complete.	
1673	**Wallace Avenue, Bayswater - Design**	**$30,000**
Dinsdale	Survey and geotechnical investigation completed. Design also underway and 10% complete.	
1674	**Shannon Avenue, Ferntree Gully - Road Reconstruction - Design**	**$35,000**
Dobson	Design-only project. Survey completed and Geotechnical investigations underway and 40% complete - anticipate results by end September 2025. Design underway and 20% complete.	

Knox City Council Project Status Report 02-Oct-2025

Project Number	Project Name	Total Adjusted Budget
1675	**Janine Street, Scoresby - Scope**	**$2,000**
Tirhatuan	Design scope only project. Geotechnical investigations complete.	
1676	**Keith Campbell Court, Scoresby - Scope**	**$2,000**
Tirhatuan	Design scope only project. Geotechnical investigations complete.	
1677	**Thaxted Parade, Wantirna - Road Reconstruction - Scope**	**$2,000**
Tirhatuan	Design scope only project. Survey completed and Geotechnical investigations underway and 40% complete - anticipate results by end September 2025.	
1678	**Carrington Park - Sports field Renewal, Knoxfield - Design**	**$55,000**
Friberg	In the design stage.	
1679	**Boronia Radio Control Car Club - New Accessibility Ramp**	**$30,000**
Baird	Concept design complete. Building Permit required for project, club have been advised.	
1680	**Scoresby Reserve Telecommunications Tower Fund - Scoresby**	**$10,000**
Baird	Meeting planned to occur with Scoresby user groups end of September to discuss priority works.	
1681	**Knox Park Directional Signage, Knoxfield**	**$24,310**
Friberg	Project remains on track with a site visit last month and a review of project scope being completed.	
1682	**Future Redevelopment of Pavilions (Scope and Concept Design)**	**$70,000**
All Wards	Work continues to finalise scope of projects before commencing concept design work	
1683	**Pavilions Upgrades**	**$630,000**
All Wards	This project is waiting on direction from Council.	
1684	**Rowville Recreation Reserve Oval 1 - Floodlighting Upgrade, Rowville**	**$250,000**
Taylor	Currently out to tender.	
1685	**Eildon Park Oval 1 - Floodlighting Upgrade, Rowville**	**$250,000**
Taylor	Currently out to tender.	
1686	**Mens Shed/Rowville Recreation Reserve Carpark Upgrade - Design**	**$35,000**
Taylor	Not yet commenced. Quote for Geotechnical investigations being sought and survey to be scheduled.	

Knox City Council Project Status Report

02-Oct-2025

Project Number	Project Name	Total Adjusted Budget
1687	**Bayswater Placemaking Strategy**	**$30,000**
Dinsdale	Project not proceeding due to reliance on action items to be completed by other units. Best outcome for Council would be to align this activity with support from all units needed for successful delivery.	
1688	**Supporting Community Led Public Art Projects**	**$55,000**
All Wards	Bayswater library workshops fully booked with young people from Knox Community. Artworks produced will be used in final artwork at Library entrance. Scoping for community engaged and community led Immerse artworks has commenced.	
1689	**Immerse Biennial Winter Arts Program**	**$40,000**
All Wards	Project planning has commenced for delivery of Immerse 2026. Comms collateral for EOI phase is approved and EOI will open to public mid October. Consultation with community stakeholders has commenced.	
1690	**Laneway Activation Test Site**	**$5,000**
All Wards	Opportunity to align laneway activation with Macaulay Place upgrade is being scoped.	
1691	**Knox Regional Netball Centre - Air Handling**	**$10,000**
Dobson	The engineer has assessed the structure, and it will support the loads of cladding if required. A review of the thermal assessment has been done and now includes a number of more affordable options.	
1692	**Toilet Cubicle Doors - Early Years Hubs**	**$15,000**
All Wards	Final scope of works is under review by Family and Children Services Team.	
1693	**Increased Capacity Wantirna Hub Long Day Care**	**$30,000**
Collier	Final scope of works is under review by Family and Children Services Team.	
1694	**Rosa Benedikt Community Centre - Backyard Revitalisation**	**$10,000**
Tirhatuan	Engaging with internal teams to discuss scope of works and the first site visit has been scheduled for the 6th of October.	
1695	**Pleasant Road Footpath**	**$184,500**
Dobson	Design complete. Currently seeking quotes and anticipate to appoint the successful contractor in early November 2025.	
1696	**Llewellyn Park Drive**	**$118,000**
Scott	Site inspected with Arborist and Civil Construction. Plan to be prepared for Civil Construction to obtain quotes and deliver project.	

Knox City Council Project Status Report

02-Oct-2025

Project Number	Project Name	Total Adjusted Budget
1697	**Underwood Road/Gerald Street Reserve**	**$43,050**
Dobson	Civil Construction obtaining quotations for delivery.	
1698	**Park Ridge Reserve Footpath**	**$118,000**
Taylor	Scope and alignment have essentially been agreed to. Awaiting advice from Traffic & Transport regarding connection to local roads and school. Survey 50% complete.	
1699	**Fitzgerald Street Footpath - Design**	**$35,000**
Friberg	Discussed scope of project with Traffic & Transport. Agreed to proceed to site survey and title check - this is now completed. Traffic & Transport to undertake consultation with residents/businesses of local area to confirm scope and to seek clarification on design direction.	
1700	**Mountain Highway (Wantirna) Footpath - Scope**	**$10,000**
Collier	Site inspection to discuss scope arranged with Traffic & Transport and indicative alignment confirmed. Quotes sought for feature and level survey and surveyor appointed. Anticipate to commence survey in early October 2025.	
1701	**Murrindal Drive, Rowville - LATM Treatment - Design**	**$15,000**
Taylor	A concept plan is to be developed for a second round of consultation with residents.	
1702	**Railway Trail (Upper Ferntree Gully CFA to Dandenong Tourist Road Intersection) - Design**	**$35,000**
Dobson	Site inspection to discuss scope arranged with Traffic & Transport 21 August '25. Shared path alignment confirmed, Council can now progress to survey & design of shared path, excluding the alignment through the main intersection. Traffic & Transport sought clarification from Department of Transport & Planning (DTP) of treatment of shared path across the Burwood Hwy/Mt Dandenong Tourist Rd intersection. This would require approval and agreement from DTP(VicRoads) and Yarra Ranges, as part of the intersection is within Yarra Ranges. DTP advised Council (4 Sept. '25) that it is unlikely to obtain DTP's funding for the upgrade work at the intersection of Burwood Highway and Mt Dandenong Tourist Road. Traffic & Transport suggest Council exclude the whole intersection from the design scope. Design scheduled for March 2026.	
1703	**Railway Trail (Underwood Road to Alpine Road, via FTG Station) - Scope**	**$10,000**
Dobson	Site inspection to discuss scope arranged with Traffic & Transport 21 August '25. Agreed on three alignment options. Traffic & Transport to consult with Metro Trains Melbourne. Project Delivery team to investigate title and produce concept designs for proposed public consultation at a later stage.	
1704	**Barmah Drive East (Amersham Drive to Templeton Street) On-Road Bicycle Lane**	**$41,300**
Collier	Works to be integrated with the contract for Project No. 1001-1578, Templeton Rd road renewal works. Council traffic and transport team have received a concept design and may need to seek clarification on some requirements. Variation Quotation will then be requested from the contractor that is to be appointed for Contract 3543 - Road Renewal contract.	

Knox City Council Project Status Report

02-Oct-2025

Project Number	Project Name	Total Adjusted Budget
1705	**Albert Avenue - 40km per hours LED flashing lights - Design**	**$10,000**
Chandler	Price now submitted. Liaising with Department of Transport and Planning's Traffic Signals team about signal installation.	
1706	**Fonteyn Drive (at High Street Road) - Pedestrian Refuge - Design**	**$10,000**
Scott	More information and clarification on scope required from Traffic & Transport. Survey and concept design will then follow.	
1707	**Biodiversity (Habitat Connectivity Paths)**	**$339,000**
Dinsdale	Council has received Melbourne Water approval to proceed with infrastructure works. This will be scheduled in the coming months with tree planting underway.	
1708	**Bayswater Bowls Club - Lighting Upgrade**	**$150,000**
Dinsdale	Currently out to tender.	

Total: $54,097,153

C&P Transformation and Capital Works Report

knox

Knox City Council

Portfolio Health Update

Overview

Executive Summary:

The Transformation Report outlines the status of capital and operational projects being delivered to the organisation and its customers as of 30 September 2025. Capital financial data is current as of the end of September 2025. As of the end of September, the portfolio spend to date is $928k.

This spend is comprised of the following:

- Customer and Digital Experience have spent $0.025m (14% of the $0.185m capital budget)
- Strategy and Transformation have spent $0.041m (23% of the $0.180m capital budget)
- People Culture & Development have spent $0 (0% of the $0.025m capital budget)
- Technology have spent $0.863m (12% of the $6.939m capital budget)

68% of in progress projects are on track, 32% are experiencing delays, a breakdown by stream is provided on the next page. Five projects have been completed this year, a summary of achievements for first quarter are also included.

Stream Capital Allocation	Capital Amended Budget (FY25/26)	Capital Actuals (FYTD)
Governance and Risk	$0m	$0m
People Culture and Development	$0.025m	$0m
Customer & Digital Experience	$0.185m	$0.025m
Strategy & Transformation	$0.180m	$0.041m
Technology (including CBS)	$6.939m	$0.863m
TOTAL	**$7.329m**	**$0.929m**

Portfolio Summary

Capital Projects = 11	Operational Projects = 14

Stream	Capital/Operational	In Progress Delayed	In Progress On Track	Total	Complete FY25/26
Customer and Digital	Capital	2		2	1
	Operational				
Governance and Risk	Capital				
	Operational		2	2	
Strategy and Transformation	Capital				
	Operational	1	2	3	4
People Culture & Development	Capital		1	1	
	Operational	2	3	5	
Technology	Capital	2	6	8	
	Operational	1	3	4	
	Capital	4	7	11	1
	Operational	4	10	14	4
Grand Total		8	17	25	5

Portfolio Status

Eight projects are currently managing delays, themes for slippages include finalisation of scope taking longer than planned, delays to procurement activities, and resource constraints.
Five projects have been completed this financial year.

Portfolio Risks, Issues & Dependencies Overview

These are portfolio-level risks and issues, not tied to individual projects. They reflect broader challenges across the portfolio and help guide strategic oversight and prioritisation.

There are currently seven risks escalated which have been deemed high risk, a further twelve are medium risk and three low.

	High	Medium	Low
Portfolio Risks (Residual Rating)	7	12	3
Portfolio Issues	1	1	0
	Red	**Amber**	**Green**
Dependencies	0	0	2

RAG	Issue	Resolution
	The PMO tool performance issues exacerbating manual interventions to produce portfolio health reporting	Business Case prepared to migrate PMO data to One Plan

Portfolio Achievements

Major achievements within last quarter focusing on improved customer, employee and risk outcomes for Council.

Goals	Activity	Achievement Details
Customer Experience	Project to replace select PDF forms on the Council website has completed	All forms in scope have been transitioned to digital format, enabling customers to enter their details online and receive tailored responses, where previously they would have to navigate static generic information and determine for themselves how this applies to them.
Efficiency	Service Plans for all 34 services were endorsed and published to the Intranet	As the first step in embedding service-level planning across the organisation, this also helps employees better understand how their work is contributing to the delivery of Council services.
Efficiency	50% of the Building File Digitisation project has been completed two months ahead of schedule	Having secured the largest grant in the round ($250k) from the Department of Treasury and Finance's Business Acceleration Fund to digitise its hard copy Building files from 2010 to 2017, the project has progressed well with its goal of supporting faster delivery of planning activities.
Efficiency	Community engagement for the 2026-2027 Annual Plan and Budget has completed	A total of 594 community responses were received from community members to inform the plan. Pop-up events were held, targeted at locations in three wards. The ward councillors all attended their relevant event to participate in the engagement and hear directly from their community. This was new this year and very successful.
Employee Experience	New Knox Core Capabilities framework has been delivered to staff	A Knox capability framework introduced to employees, replacing the existing framework which was costly and complex. The new framework has been incorporated into Position Descriptions and Work in Development plans.
Customer Experience	Pathway Enhancement Program has delivered three new improvements to enhance the customer experience	Pathway system changes have enabled additional integration improvements with JJ Richards to assist with identifying discrepancies between number of bins at a Property and what the resident is paying for. Another change removed manual PDF forms and streamlined customer parking permits including upfront payment. A further change enabled upfront payment for reprinting of rates notices.
Risk Reduction	Windows 11 operating system has been rolled out to staff, improving risk outcomes for Council	All staff have transitioned to Windows 11 operating system alongside a range of other security changes (e.g. removal of USBs) to ensure the security of systems.

8.4 Response to Alternate - Report into Ground Leases

Final Report Destination: Council
Paper Type: For Noting
Author: Coordinator Property Management, Flora Westcott
Executive: Chief Financial Officer, Navec Lorkin

SUMMARY
At its meeting of 28 July 2025, Council resolved to receive a report to a Council meeting no later than 24 November 2025 summarising:

- the advantages and disadvantages of establishing ground leases where other parties own a building;
- what alternative approaches could be considered; and
- including a review of other Council approaches.

This report responds to that resolution. This report examines how ground leases work within Council's Leasing and Licensing Policy framework and explains why tenant category (rather than facility type or lease structure) was selected as the primary determinant of rent, fees, and responsibilities.

This report also canvasses potential alternatives to ground leases and concludes that the current principle-based approach best supports equitable access, consistent treatment of tenants, and innovative, diverse use of Council property. It considers the ways in which ground leases transfer operational responsibility for buildings and land use to the tenant but do not eliminate Council's statutory and legal obligations.

RECOMMENDATION
That Council:

1. Note the information provided in this report regarding ground leases in response to a resolution at its meeting of 28 July 2025.
2. Note that no changes are recommended to the existing Leasing and Licensing Policy as a result of this report.

1. DISCUSSION

Knox City Council is the owner or manager of land, buildings, and other property assets on behalf of the Knox community. Council's Leasing and Licensing Policy (the "Policy") establishes a consistent, equitable, and transparent framework for entering into formal occupancy agreements with community groups and commercial operators.

Some Council facilities are leased for commercial purposes and generate market rents. Many others are leased at subsidised rates to community and not-for-profit organisations to deliver tangible benefits to Knox residents.

The Leasing and Licencing Policy recognises two broad types of occupancy agreement:

1. Leases, which provide the tenant with exclusive use of an area (including land, facilities, or parts of facilities); and
2. Licenses, which provide a non-exclusive right to the use of an area, and Council is able to allow access by other user groups or the general public. Again this may include land, facilities or parts of facilities.

Terms, conditions, and fees for any occupancy agreement are determined by tenant category rather than facility type, providing equitable and consistent treatment of all tenants. The Policy establishes four categories of tenants, as set out in Table 1. This principle-based approach also provides flexibility, enabling Council to accommodate emerging leasing models, such as air-rights arrangements, while supporting diverse and innovative use of council land and facilities.

1.1 Principle of Tenant Category

Under the Policy, rental fees, maintenance responsibilities, and outgoing costs are determined by the category of tenant rather than the type of facility or whether the lease relates to land or buildings. This principle, which is consistent with the approach adopted by most Victorian councils, reflects Council's commitment to equitable access, fair treatment of tenants, and the promotion of diverse community use of council land and facilities.

Rental fees are aligned to demonstrated community need. For example, a commercial childcare provider operating from a council facility is charged a market rental reflecting the financial return it can generate. By contrast, a volunteer-based, not-for-profit kindergarten occupying the same type of facility would be charged a peppercorn rent.

The Policy places tenants into one of four categories, which determines the applicable fees. Refer to Table 1.

Table 1 – Tenant Categories and Rental Fees in the Current Leasing and Licensing Policy

Category	Rental Fee
Community Group	Peppercorn fee as established in Council's Annual Budget Adopted Fees and Charges
Community Service Organisation	Range from the peppercorn fee to full market value. This is assessed individually and is dependent on a number of factors including the tenants capacity to generate income
Commercial	Market rental rates
Telecommunications and Utility Service Providers	Market rental rates

1.2 Peppercorn fees

The peppercorn rent set out in Council's Adopted Fees and Charges is a nominal amount that reflects Councils commitment to supporting community groups. It does not recover the full administrative costs of managing a lease or licence, covering an average of around 7 to 10 hours of staff time per agreement (such as invoicing, record-keeping, compliance oversite etc) annually. This approach (of using the tenant category to determine rental amounts) is applied consistently

across all leases and licenses, ensuring that peppercorn rental reflects community benefit and demonstrated need, rather than the type or characteristics of the asset.

There is no universally accepted definition of the amount that a peppercorn rate should be; the figure serves only as a nominal floor, indicating the minimal charge permissible, rather than a figure that attracts additional discounts via policy mechanisms.

As Tables 4 and 5 demonstrate, there is a wide variety of peppercorn rates across Victorian Councils and even the Eastern Regional Councils. What is increasingly consistent is the practice of providing the peppercorn rate via the annual budget process, to ensure transparency and to gather community feedback.

1.3 Ground Leases within the Policy

Ground leases involve Council retaining ownership of the underlying land while granting rights to external parties, who may then fund, construct, or maintain buildings on the site, or alternatively use the land without constructing buildings. This arrangement separates land ownership from building ownership and is one of the tools available to councils to maximise community use of property holdings.

Ground leases are not separately defined in the Policy but are applied where a tenant seeks access to land only and no Council facilities are present on the site. Council maintains a ground lease template for community groups and community service organisations, while leases with commercial organisations are executed using the Real Estate Institute of Victoria (REIV) template.

Whether the lease relates to a building or to land does not affect the rental fee for community groups, as the associated administrative costs are the same.

A review of Council's lease register identified 12 ground-only leases: three with community groups, five with commercial tenants and four with telecommunications or utility companies. Community tenants pay a peppercorn rent (either the rate in effect when their lease was signed or, in the case of the Scouts, as determined by Council resolution), while commercial organisations pay market rent established through a formal valuation by an independent valuer. There are an additional seven ground-only licences: four with community groups and two with commercial operators. Refer to tables 2 and 3.

Where the current annual fee for community groups is lower than the amount adopted in the 2025/26 Budget of $468.00, this reflects that either the rate in force at the time, or a decision by Council as to the annual fee. These fees will be updated to align with the adopted amount upon renegotiation of the lease arrangements.

Table 2 – Current ground leases

Tenant	Site	Usage	Current Annual fee
Bayswater CFA	2A Scoresby Road Bayswater	CFA base	Community rate as per the budget fees and charges at the time.
Commercial organisation	16 Kevin Avenue Ferntree Gully	Vehicle storage	$1,879.44
Commercial organisation	17 Kevin Avenue Ferntree Gully	Trailer hire	$17,454
Commercial organisation	936, 938 and 946 Burwood Highway, Ferntree Gully	Car Dealership	100,543.8
Commercial organisation	Rear 108 Lewis Road Wantirna	Car parking	$3,850.08
Commercial organisation	27 Havelock Road Bayswater	Horse agistment	$3,960
Scouts	Various	Scouting	$10 for all sites
St Johns Ambulance	Rear 136 Boronia Road, Boronia	Ambulance base	Community rate as per the budget fees and charges at the time.
Telecommunications	1672 Ferntree Gully Road, Knoxfield	Telecommunications	$0.10
Telecommunications	750 Stud Road Scoresby	Telecommunications	$32,929
Telecommunications	51 Templeton Street, Wantirna	Telecommunications	$24,840
Utilities	1469-1513 Ferntree Gully Road, Knoxfield	Utilities	$0.10

Council also maintain a number of ground licenses, as outlined in Table 3 below. Leases offer a tenant exclusive use of an area; licenses, alternatives, offer non-exclusive use of a site. Licenses are granted where Council wishes to continue to use the land itself, or make it available for other potential tenants. As for the ground leases, ground licenses are offered when there are no facilities on site, and utilized by a range of community and commercial organizations.

Table 3 – Current Ground Licenses

Tenant	Site	Usage	Current annual fee
Scouts	Heany Park - 30 Golding Avenue ROWVILLE	Scouting activities	$10
Harcrest Community Garden Inc	17R Appledale Way WANTIRNA SOUTH	Community Garden	Community rate as per the budget fees and charges at the time.
Knox Community Gardens Society	254 Scoresby Road BORONIA	Community Garden	Community rate as per the budget fees and charges at the time.
Eastern Model Car Club	7 Eastgate Court WANTIRNA SOUTH	Model Cars	Community rate as per the budget fees and charges at the time.
Utility Service Provider	Various	Electric Vehicle Charging	$24,500
Utility Service Provider	Basin Triangle Car Park - 368 Forest Road THE BASIN	Electric Vehicle Charging	$2,000
Knox Dog Obedience Dog Club	1672 Ferntree Gully Road KNOXFIELD	Dog Obedience Club	Community rate as per the budget fees and charges at the time.

1.4 Advantages of Ground leases

Ground leases provide Council with a flexible and strategic tool to maximise the use of its property holdings, even in the absence of existing facilities. They allow Council to leverage its land assets in a responsible manner, recognising that not all sites are suitable or feasible for Council to develop or maintain facilities; but they may be suitable for community groups to do so.

Key advantages include

- **Maximising community and commercial use of land**
  Ground leases enable community groups to deliver facilities on Council land by bringing their own capital investment, supporting a wide range of community services without requiring Council to fund construction.

  Commercial tenants can also utilise land for activities such as storage, vehicle parking, or horse agistment, generating a financial return for Council.

- **Cost efficiency for Council**
  Council is typically not responsible for ongoing maintenance or outgoing costs associated with the leased land. Tenants assume these responsibilities, reducing the financial and administrative burden on Council while ensuring the land is effectively used.

- **Support for outdoor or non-building-based activities**
  Ground leases are particularly well-suited to tenants whose activities do not require buildings, such as dog clubs or other outdoor recreational uses. This allows Council to meet community needs in a cost-effective and flexible manner.

- **Strategic flexibility**
  By separating land ownership from building ownership, ground leases provide Council with flexibility to accommodate a variety of leasing arrangements, aligning with broader strategic objectives and long-term land management plans.

In summary, ground leases and licences allow Council to provide equitable access to land, support community development, generate revenue, and minimise Council's ongoing costs, all while preserving strategic control of its property portfolio.

1.3 Disadvantages of Ground leases
While ground leases offer significant advantages, they also present certain challenges and risks that Council must manage carefully.

- **Residual statutory obligations**
  Under the *Building Act 1993*, the "owner of a building" includes the registered proprietor of the land. This means that even when a tenant constructs or occupies a building on leased land, Council retains ultimate liability for the safety and compliance of that structure. Enforcement action may be taken against Council if a building is found to be unsafe or non-compliant, regardless of lease terms.

- **Occupational Health and Safety responsibilities**
  Under the *Occupational Health and Safety Act 2004*, Council may be treated as a person who manages or controls a workplace. If the land or any improvements are unsafe, and Council knew or ought reasonably to have known, Council can be held accountable. Limited day-to-day oversight can make it challenging for Council officers to identify and address issues proactively.

- **Potential financial exposure**
  Although tenants are responsible for maintenance and outgoing costs under a ground lease, failure by tenants to fulfil these obligations may result in Council having to step in to perform essential works. This can lead to unexpected maintenance costs or outgoings, undermining the cost-efficiency benefits of ground leases.

- **Reduced operational control**
  Council's reduced presence and oversight of leased land can make it more difficult to ensure compliance with lease conditions, building standards, and safety requirements. This requires robust monitoring and enforcement processes to manage risk effectively, which requires a significant amount of officer time.

In summary, ground leases transfer operational responsibility for buildings and land use to the tenant but do not eliminate Council's statutory and legal obligations. Council retains residual risk

under building and workplace safety legislation, and may incur maintenance or outgoing costs if tenants fail to comply with their responsibilities.

1.4 Other Councils Approaches to Ground leases

Most Victorian Councils use the same approach as Knox, which is to determine annual rental fees via the category of the tenant, rather than the content of what they are renting.

Benchmarking focussed on the other Eastern Regional Councils, as the most similar to Knox Councils circumstances. Outcomes are available in table 4.

Table 4 – Benchmarking other Eastern Regional Councils

Council	Ground only leases in Leasing and Licencing Policy	Fees
Manningham Council	Based on the tenant category, with annual peppercorn rate updated regularly	Current peppercorn rate is $355
Maroondah City Council	Lease pricing based on the tenant categories. Categories include “Groups traditionally supported by Council”, (roughly equivalent to Knox’s categories of Community Groups and some Community Service Organizations) which are charged peppercorn rates. A scale of different charges apply to commercial, government, community service not-for-profit, community and private users.	Peppercorn rate is $900 increasing by 3.5% per year.
City of Monash	Explicitly mentions leases for land only. Fees based on the tenant categories. Explicitly mentions that Council undertakes ESM for all buildings on land for which it is responsible (i.e. would include buildings owned and maintained by tenants)	Peppercorn at $10
Whitehorse City Council	Lease pricing based on tenant categories	Peppercorn rate established in 2012 was a range, between $100 and $300 No further information is publicly available.
Yarra Ranges Council	No Leasing and Licensing Policy available publicly	Have not been able to obtain

A desktop review of other Council’s approaches to ground leases revealed that five other Councils in Victoria have publicly available documents that explicitly mention ground leases, or land-only leases. Details are in table 5 below.

Table 5 – other Victorian Councils mentioning ground only leases

Council	Ground only leases in Leasing and Licencing Policy	Fees
Banyule City Council	No specific mention of ground leases	Recently entered into a 50 year ground only lease with a community housing provider for a peppercorn rate of $1 per annum.
City of Greater Geelong	Does not currently have a Leasing and Licencing Policy, but publicly available lease register includes number of ground only leases	Range of annual charges. Majority at the peppercorn rate, which appears to be approximately $500 since around 2023.
Glen Eira City Council	Clause 4.1.10 establishes “Community tenants – Ground lease” as a separate category. However annual charges for this category of tenants the same as those Community tenants who are leasing buildings.	No public information on this amount was available.
City of Kingston	Section 8.5.1 deals with ‘Ground Rental Only’, when the tenant is the sole occupant of ground that is not accessible to the general public.	The minimum ground rental that can be charged in accordance with Council’s Schedule Fees and Charges. Currently $200, which is the peppercorn rate for all rental groups.
Macedon Ranges Shire Council	Clause 5.3 of the policy outlines conditions under which a ground lease is offered.	Rental costs assessed on land value only. Tenant responsible for all maintenance and outgoings. $300 as the minimum rental regardless of whether its ground only, with increases of 3%.

The other notable benchmarks are Crown Land leases, which follow the same pattern of determining rental based on tenant category. The current peppercorn rate for community tenants on Crown land is currently $474 (GST excusive) per year.

1.5 Alternative approaches to ground leases

Officers have considered potential alternatives to ground leases outlined in Table 6, and do not recommend any changes to the Policy. Managing provision of ground leases within the existing Leasing and Licensing Policy remains the most effective mechanism for managing Council land, balancing strategic use, community benefit, and operational efficiency.

Table 6 – Alternative approaches to ground leases

Alternative	Analysis
Provide discount to ground only leases	Undermines the principle that rent is determined by tenant category. Complicates administration of fees and charges. Complicates administration of sites that are a combination of tenant-owned facilities and Council facilities. The time required by officers to administer a ground lease are the same if not more than a non-ground lease. .
Cease offering ground-only leases	This would reduce some statutory liability risk to Council around ground only leases. However, may significantly impact the Knox community, by: - excluding tenants who only require land (outdoor clubs, storage, agistment); - reducing strategic use of land; and - limiting community development opportunities
Licences only (no formal leases)	This option would not provide exclusive use of an area for the tenant. The lack of certainty would be a deterrent to groups willing to invest their capital and thus reduce offerings to the community.

2. ENGAGEMENT

No public consultation was necessary for this report.

Significant engagement was undertaken during the development of the Leasing and Licensing Policy, including five weeks of community engagement in April – May 2025. Some 12 submissions were received, none of which raised questions around the provision of ground leases or requesting a separate category for such leases.

3. SOCIAL IMPLICATIONS

There are no social implications arising from the recommendations in this report.

4. CLIMATE CHANGE CONSIDERATIONS

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

5. ENVIRONMENTAL IMPLICATIONS

There are no environmental implications arising from this report.

6. FINANCIAL AND RESOURCE IMPLICATIONS

There are no financial or resourcing implications arising from this report.

There is no universally accepted definition of the amount that a peppercorn rate should be; the figure serves only as a nominal floor, indicating the minimal charge permissible, rather than a figure that attracts additional discounts via policy mechanisms. Knox's peppercorn rate is reviewed annually via the budget process and provided as part of the annual budget community consultation process, allowing for engagement and transparency. The current peppercorn rate ($468) is considered modest enough to support equity of access to Council facilities, while supporting integrity and consistency by maintaining a set rate. The current peppercorn rental does

not recover the administrative costs associated with managing a lease, regardless of whether the lease relates to land, buildings or both.

7. RISKS
There are no material risks arising from this report.

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.

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

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

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

8.5 Complaints Policy

Final Report Destination: Council
Paper Type: For Decision
Author: Head of Customer and Service Improvement, Lucy Morse
Manager: Manager Strategy Transformation, Liesl Westberry
Executive: Interim Director, Customer & Performance, Matt Kelleher

SUMMARY
This report presents Council with a revised Complaints Policy for adoption.

Knox Council's Complaints Policy was last adopted in August 2023. Several improvements to the current Complaints Policy are proposed, to further strengthen Council's complaint handling practices, improve clarity for customers wishing to make a complaint and ensure consistency with the newly released guidance from the Victorian Ombudsman.

RECOMMENDATION
That Council resolve to adopt the Complaints Policy as provided in Attachment 1.

1. DISCUSSION

Council's current Complaints Policy was developed in alignment with the requirements of the Local Government Act 2020 and specialist advice from the Victorian Ombudsman. Since adoption, implementation of the policy has led to growth in knowledge and skills in best practice complaint handling across Council. Several improvements to the current Complaints Policy are proposed, to further strengthen Council's complaint handling practices and ensure consistency with the newly released *Victorian Ombudsman's Complaint Handling for Victorian Public Sector Organisations* guide. The proposed updated policy is included in Attachment 1.

2. ENGAGEMENT

The proposed updates to the current Complaints Policy align with the principles of the Our Customer Strategy, which was developed following robust customer research and community consultation. The proposed amendments align with industry norms and expert recommendations in consideration of the nature of Section 107 of the *Local Government Act* 2020 and the Victorian Ombudsman Good Practice Guides.

3. SOCIAL IMPLICATIONS

Enhancements to the current Complaints Policy are aimed at improving the experience of our customers when engaging with our services that have wide-ranging social implications.

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 anticipated environmental implications arising from this report.

6. FINANCIAL AND RESOURCE IMPLICATIONS

There are no financial implications as a result of this report. The proposed updates to the current Complaints Policy do not pose any additional financial or economic implications for the organisation.

7. RISKS

The proposed updates to the policy seek to strengthen Council's Complaints Policy and make no fundamental changes to the intent of the policy position. The policy continues to align with industry standards and expert recommendations in consideration of the nature of Section 107 of the *Local Government Act* 2020, as well as guidance from the Victorian Ombudsman. The Ombudsman has indicated that specific guidelines for complaints handling by Local Government Authorities are currently being developed, so there is a small risk that further policy changes may be required in the future to adhere to this best practice guidance.

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Leading, listening and governing responsibly

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

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 - Complaints Policy - Updated [**8.5.1** - 20 pages]

Policy

Complaints Policy

Policy Number:	2021/03	Directorate:	Customer and Performance
Approval by:	Council	Responsible Officer:	Manager Customer and Communications
Approval Date:	November 2025	Version Number:	V4
Review Date:	November 2028		

1. Purpose

The purpose of this policy is to provide customers with a clear understanding of how complaints will be handled and to assist Council staff in managing and processing customer complaints in an efficient and transparent manner.

This policy aims to:

- Put in place an open and transparent complaints handling system.
- Establish our timeframes for resolving complaints.
- Clarify roles and responsibilities.
- Give customers confidence Council will listen and be responsive to their concerns.
- Ensure staff handle complaints fairly and objectively.
- Set out how staff record and analyse complaint data to identify opportunities to improve our services.

2. Context

Council is committed to sound decision-making processes to ensure fair and reasonable outcomes for the Knox community. Council also recognises a customer's right to make a complaint and that they give Council:

- vital information about its services;
- a valuable opportunity to make things right; and
- insights to learn from complaints to improve our services.

This policy provides Council with an organisational approach to complaint handling and supports and empowers staff in the facilitation and resolution of complaints in an efficient and transparent manner. It also ensures that Council is accountable both internally and externally for its decision-making and complaint handling performance. This policy is based on the Victorian Ombudsman's 'Complaint handling for Victorian Public sector Organisations (April 2025) guide, 'Councils and Complaints – A good practice guide' (July 2021), and the New South Wales Ombudsman's 'Unreasonable Complainant Conduct Model Policy' (2013).

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4. Scope

This policy applies to all complaints from members of the public, except the following, which will be managed through other processes:

- Requests for service or maintenance to an asset for which Council has responsibility, or reports of a fault with, or damage to, an asset for which Council has responsibility, within the relevant service standard (refer Appendix 1)
- Request for investigation and/or action of local amenity, nuisance or compliance matters, within relevant service standard
- Dissatisfaction expressed when providing feedback to a community consultation exercise (refer Appendix 2)
- Complaints involving an allegation of fraud or corrupt conduct (refer section 8.4.1)
- Complaints about Councillors (refer section 8.4.2)
- Complaints about Chief Executive Officer conduct (refer section 8.4.3)
- Claims against Council for personal injury or property damage or other loss or damage
- Complaints lodged by Council staff, volunteers or contractors which allege a breach of the Staff Code of Conduct or other internal policy.

Requests to review/appeal an infringement or to review a statutory decision have separate established processes and may not be considered as a complaint for the purposes of this policy, including decisions and processes related to:

- Infringements subject to a statutory appeal process that may be appealed to the Magistrates Court. This includes parking infringements and a range of other infringements or legal action issued under Council's local laws or legislation such as the:
    - Building Act 1993
    - Domestic Animals Act 1994
    - Environment Protection Act 2017
    - Food Act 1994
    - Planning and Environment Act 1987
- Decisions to issue or refuse planning permits that may be appealed to the Victorian Civil and Administrative Appeal Tribunal (VCAT).
- Certain decisions on building permits or requests for consent made under the Building Act 1993 that may be referred to the Building Appeals Board.

A request to review an infringement, or a complaint about a statutory decision may be deemed outside the scope of this policy for reasons including but not limited to:

- There being a statutory review process which is already underway.
- It is reasonable in the circumstances to expect the complainant to go through the statutory review process.
- A tribunal or court will settle or determine the matter faster.

- The complaint relates to a specialised area, and it is proper that a tribunal or court make a binding determination on the matter (noting the determination's possible precedential effect).

However, where such a request relates not to the merits of the infringement, or statutory decision, but addresses issues regarding the adequacy, fairness or reasonableness of the decision-making process or the conduct of the staff members involved, then the request may also be considered according to the principles and processes set out in this policy.

5. References

5.1. Council and Health and Wellbeing Plan 2025-2029

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

5.2. Related Legislation

- Charter of Human Rights and Responsibilities Act 2006
- Equal Opportunity Act 2010
- Freedom of Information Act 1982
- Local Government Act 2020
- Privacy and Data Protection Act 2014
- Protected Disclosure Act 2012
- Public Interest Disclosure Act 2012

5.3. Related Council Policies

- Child Safe Policy
- (CEO) Conduct Complaints Policy and Procedure
- Councillor Code of Conduct
- Health and Safety Policy
- Privacy and Data Protection Policy and Guidelines
- Protected Disclosures Policy
- Records Management Policy
- Staff Code of Conduct
- Unreasonable Complainant Conduct Procedure
- Disciplinary Policy and Procedure

6. Definitions

Complainant	A person or organisation that makes a complaint.
Complaint	An expression of dissatisfaction with: a) the quality of an action taken, decision made or service provided by a member of Council staff, contractor or volunteer engaged by the Council; or b) the delay by a member of Council staff, contractor or volunteer engaged by the Council in taking an action, making a decision or providing a service; or c) a policy or decision made by a Council or a member of Council staff or a contractor.
Contract Manager	An employee of Council who manages a contract and its related contractors.
Contractor	A person, company or other entity that provides materials or labour to perform a service or do a job on behalf of Knox City Council.
Council	Knox City Council, being a body corporate constituted as a municipal Council under the Local Government Act 2020, whether constituted before or after the commencement of this Policy.
Council staff	Any employee of Council whether permanent, temporary or casual.
Councillor	A person who holds the office of member of a Council. Note: Councillors are not staff members and the role of a Councillor does not include the performance of any responsibilities or functions of the Chief Executive Officer (which include the day-to-day operations of Council).
Customer Request System	The platform used to record, track and store complaints.
First point of contact	The staff member who initially receives the complaint.
Investigation	The examination of information against relevant legislation, policies and procedures, Council documents and records. May include meeting with relevant parties to consider possible solutions before making an evidence-based decision.
Misconduct	Harassment, bullying, discrimination, sexual harassment, or any other unacceptable behaviour, as defined within Council's Disciplinary Policy and Procedure.
Request for service	Contact with the Council to seek assistance, advice, information, access to a new service or to inform/make a report about something for which the Council has responsibility. A request for service may become a complaint if the request is not properly dealt with within the relevant service standard.
Resolved complaint	A complaint that has been: • addressed to the satisfaction of the resident or complainant; or • addressed by Council (or a contractor), in alignment with the Complaints Policy, and the complainant has been notified of the outcome. This may include circumstances where the complainant is not necessarily satisfied with the outcome.

Statutory decision	A statutory decision which includes a specific statutory appeal mechanism and includes but is not limited to a decision under the Planning and Environment Act 1987 or the Building Act 1993 to issue or refuse a permit, with or without conditions, for which there is a routine appeal or review mechanism at the Victorian Civil and Administrative Tribunal or Building Appeals Board.
Subject Matter Expert	A staff member that has special skills or knowledge on a particular topic or function of Council.
Unreasonable Complainant	A person or organisation who makes a complaint to Council and whose conduct would be deemed unreasonable.
Unreasonable Complainant Conduct	Any behaviour by a current or former complainant which, because of its nature or frequency raises substantial health, safety, resource or equity issues for Council, Council staff, other service users and complainants or the complainant themselves.
We	Knox City Council, being a body corporate constituted as a municipal Council under the Local Government Act 2020, whether constituted before or after the commencement of this Policy.

7. Complaints Policy

Dealing with complaints is a core part of Council business. We value complaints and encourage people to contact us when they have a problem with our services, actions, decisions, and policies. We are committed to:

- enabling members of the public to make complaints about the Council
- responding to complaints by taking action to resolve complaints as quickly as possible
- learning from complaints to improve our services.

We treat every complaint we receive on its individual merits, through clear and consistent processes.

7.1. What is a complaint

A complaint includes a communication (verbal or written) to the Council which expresses dissatisfaction about:

a) the quality of an action taken, decision made or service provided by a member of Council staff, a contractor or volunteer engaged by the Council; or
b) the delay by a member of Council staff, a contractor or volunteer engaged by the Council in taking an action, making a decision or providing a service; or
c) a policy or decision made by a Council or a member of Council staff or a contractor.

A complaint related to the quality of service provided includes alleged misconduct of a member of Council staff, contractor or volunteer.

Accurately differentiating between a complaint and a request for service is important. One way to do so is to look at whether a person is:

- requesting something additional or new (a request for service)
- reporting what they believe to be a failing or a shortfall (a complaint)
- complaining about a Council's response to a service request (a complaint).

Examples of the difference between a complaint and a request for service are included in Appendix 1.

7.2. How to make a complaint

7.2.1. Customer Contact Channels

Any member of the public can make a complaint. You can make a complaint via any of the following customer contact channels.

Channel	Details
Website	www.knox.vic.gov.au/contact-us/complaints-compliments-or-suggestions
Phone	9298 8000 *Phone lines staffed from 8:30am – 5pm, Monday to Friday*
Email	knoxcc@knox.vic.gov.au
Social media	Direct message via Knox City Council Facebook
In person	Knox City Council Civic Centre 511 Burwood Highway, Wantirna South VIC 3152 *Counter staffed from 8:30am – 5pm, Monday to Friday*
Mail	Knox City Council Civic Centre 511 Burwood Highway, Wantirna South VIC 3152
National Relay Service	Contact the National Relay Service and ask them to call 03 9298 8000 Voice Relay users can call 1300 555 727 TTY users can call 133 677
Translating and Interpreting Service	Contact the Translating and Interpreting Service (TIS) on 131 450 or via www.tisnational.gov.au and ask them to call Knox City Council on 03 9298 8000

7.2.2. Accessibility

We are committed to ensuring our complaints process is accessible to everyone. We will ensure that all people, including those from diverse cultural backgrounds, can make a complaint through a process that is respectful and inclusive.

Tell us if you have specific communication needs or barriers so we can better assist you by:

- using an assistance service, such an interpreter or relay service (for free)
- talking with you if you have trouble reading or writing
- communicating with another person acting on your behalf if you cannot make the complaint yourself.

Making a complaint is free. Standard fees from your service provider (such as phone calls, postage, or internet services) may still apply.

7.2.3. Complaints lodged via Councillors

Councillors are not responsible for the response to any operational complaint as the role of Councillor does not include the management of the day-to-day operations of Council. When a complaint is addressed to a Councillor, the information will be forwarded to the organisation to ensure the complaint is officially recorded and managed according to this policy and underlying procedures.

7.2.4. Anonymous complaints

We will accept anonymous complaints. Depending on the circumstances, anonymous complaints may limit our ability to investigate and resolve concerns, if we have not received enough information in the complaint. We are unable to provide a response to anonymous complaints.

8. Our approach to handling complaints

8.1. Overview

We take a four-tiered approach to complaint handling, as follows:

1. **Resolution at first contact -** The staff member who receives the complaint will assess it and seek to resolve it immediately, if possible.
2. **Investigation, if required -** If the complaint can't be resolved at first point of contact, it will be referred to the appropriate Council officer for investigation.
3. **Internal review -** If the complainant is not satisfied with the resolution offered, or the process or outcome of an investigation, they can request an internal review.
4. **Access to external review -** If the complainant is aggrieved with the process or outcome of the internal review, they will be informed of any external avenues through which they may pursue their complaint.

8.2. How we will handle your complaint

Where possible, we will attempt to resolve your complaint at the time you first contact us. If that is not possible, we will escalate your complaint.

8.2.1. Acknowledgement

When you make a complaint, we will acknowledge it within the timeframe that corresponds to the customer contact channel you used:

- **Phone or in person** - You will receive a verbal acknowledgment immediately.
- **Website** - You will receive an email acknowledgment within 1 business day.
- **Social media** - You will receive a direct message acknowledgment within 1 business day.
- **Email** - You will receive an email acknowledgment within 3 business days.
- **Mail** - You will receive a verbal or email acknowledgment, based on the contact details you have provided, within 3 business days upon receipt.

8.2.2. First-contact resolution

When you make a complaint, we will record it appropriately. We will assess your complaint to determine how it should be dealt with and aim to resolve your complaint at the time you first contact us. If required, we will contact you to clarify the complaint and the outcome you are seeking. For telephone complaints that we can resolve within the same phone call, we will provide you with a reference number, where practicable, and a written acknowledgment/response if requested by you.

In some cases, it may not be possible to resolve your complaint when you first contact us:

- If Council is not the right organisation to respond to the complaint, we will refer you to an organisation that can help and provide you with these details.
- If you have a right to a statutory review of your complaint (such as a right of appeal to VCAT), we may decline to deal with your complaint. We will explain why, and, where possible, inform you of your other statutory appeal options.
- If your complaint requires deeper consideration or investigation, we will refer it to the appropriate Council officer who is a subject matter expert. If a substantive response to your complaint is not possible (or likely) within 20 business days, we will provide a prompt written acknowledgement, including a reference number, an estimate of when we expect to contact you with a resolution and, where appropriate, the name and relevant contact details for the investigating officer.

8.2.3. Investigation

If the first point of contact cannot resolve your complaint, it will be assigned to the appropriate Council officer, who is a subject matter expert for investigation and to make an evidence-based decision.

We will provide you with a written response to your complaint, unless agreed otherwise, and will endeavour to provide this within 20 business days of receipt. If we are unable to provide a response within this timeframe, we will contact you and provide a revised timeframe.

The response provided will contain reasons for the decision made and contact information for the responsible officer. The response will include an explanation of your opportunities to request a review, should you be dissatisfied with the handling or resolution of the complaint.

Complaints that are not resolved within 20 business days will be subject to review and staff may need to escalate the complaint if necessary to ensure that a resolution is expedited.

8.2.4. First contact resolution and investigation by Council contractors

If you make a complaint to one of Council's contractors, the contractor will assess and respond to your complaint in accordance with its own complaint handling process. All complaint outcome letters written by contractors will include the name and contact details of the Council officer to whom you may escalate your complaint, should you be dissatisfied with the outcome of a complaint handled by a contractor. The contractor will notify the Council contract manager of the complaint and its resolution.

8.2.5. Internal review

If you are not satisfied that the complaint has been resolved or was handled correctly, you can request an internal review. To request an internal review, you can contact us via any of the customer contact channels noted in *Section 7.2* and detail the reason(s) why you feel the handling of the complaint or the resolution provided was unsatisfactory and/or unreasonable along with any supporting evidence.

We will apply the following principles to the internal review process:

- The reviewing officer must not have been involved in the original decision, action or investigation.
- All reviewers must recognise and avoid conflicts of interest and perceptions of bias.

We will refer your request for an internal review to the relevant area Manager or Director. If the area Manager or Director was involved in the original decision, action or investigation they will not be involved in the review. In this instance, the Manager Governance and Risk, Director Customer and Performance or the Chief Executive Officer will select another reviewer. Subsequent internal reviews will be conducted at the discretion of the Chief Executive Officer or a Council officer as selected by the Chief Executive Officer.

The relevant area Manager or Director will conduct an independent internal review and will consider:

- The history of the matter, including any findings from any previous investigations (or internal review) and any responses and information provided to the complainant.
- Whether the original decision action or investigation met legal, policy, and procedural requirements.
- Whether the handling and resolution of the complaint (or previous internal review) appears to have been reasonable, fair and objective.

We aim to complete internal reviews within 20 business days of receipt. If we are unable to provide a response within this timeframe, we will contact you and provide a revised timeframe.

Internal reviews may not be available for certain decisions and processes where you have access to a separate statutory or other legislative appeal process such as planning decisions, local laws offences, parking infringements, certain building and health services decisions.

8.2.6. External review

If you are not satisfied with Council's final response to your complaint, you can contact the Victorian Ombudsman's Office and/or other external agencies to request an independent review or make a complaint.

There are several regulatory bodies that can deal with different complaints about us. Contact information for a variety of relevant regulatory bodies is included in Appendix 3.

8.3. Roles and responsibilities

Role	Responsibilities
Councillors	• Refer complaints to the organisation through a customer contact channel to ensure the complaint is officially recorded and managed in accordance with this policy and our processes. • The role of Councillors in relation to complaints about operational matters is limited under the Local Government Act. The Mayor and Councillors are prohibited from managing or directing staff in relation to the handling of complaints, and are unable individually to make or overturn operational decisions. Councillors may assist however by providing guidance or assistance to complainants when navigating the complaint process with the organisation. • The role of a Councillor does include participation in the decision-making of the Council. When a complaint arises regarding a Council decision, Councillors can participate in the resolution process by offering insights into their involvement in the decision-making process, as well as their individual or Council's collective reasoning behind a decision.

Chief Executive Officer	• Foster a complaint handling culture that actively adheres to this policy and ensures:
	  ○ complaints are resolved within established time frames
	  ○ complaints are handled courteously, impartially and assessed on their individual merits and facts
	  ○ complaint data is used as the basis for improving services and preventing future complaints.
	• Receive and manage escalated complaints and certain complaints received under other policies (e.g. Protected Disclosures).

Directors, Managers, Coordinators and Team Leaders	• Provide training and support to staff so that they understand the complaint handling process and are empowered to manage complaints within the scope of their role.
All Council staff	• Record complaints in accordance with Council's Records Management Policy. • Receive, investigate, and manage any referred complaints or allocated internal reviews in accordance with this policy.

Contractors	• Assess and respond to complaints in accordance with contractor's own complaint handling process, ensuring all outcome letters written by contractors in relation to complaints include the name and contact details of the Knox City Council staff member to whom the complainant may escalate their complaint. • Inform the Council contract manager of complaints received in relation to services provided to Council. Where appropriate, complaints may be escalated to the Council contract manager for investigation and management.
Contract Managers	• Review and approve contractor's complaint handling processes in accordance with clauses in the contract. • Monitor and report on contractor complaints, and identify and address any systemic contractor service performance issues.

8.4. Procedures for specific complaints

8.4.1. Complaints alleging corrupt conduct

We will handle complaints involving allegations of corrupt conduct in accordance with Council's Protected Disclosures Policy. Complaints alleging corrupt conduct may also be made to the Independent Broad-based Anti-Corruption Commission (IBAC).

8.4.2. Complaints about Councillors

We will acknowledge complaints about Councillors in writing. Complaints about Councillors that relate to routine business or operational matters, will be managed by staff in accordance with this policy, in consultation with the Mayor and Councillors as appropriate.

Recognising the Mayor's statutory role to promote behaviour among Councillors that meets the standards of conduct set out in the Councillor Code of Conduct, complaints about Councillors that relate to Councillor conduct will be referred to the Mayor. Complaints that relate to the conduct of the Mayor will be referred to the Deputy Mayor. The Mayor or Deputy Mayor will notify the Chief Executive Officer of the complaint.

The Councillor(s) who are the subject of the complaint will be notified by the Mayor or Chief Executive Officer as appropriate, having regard to the circumstances and details of the complaint. The complaint will be recorded in writing and all interactions with the complainant will be documented. Under certain circumstances complaints may be referred to the Local Government Inspectorate.

8.4.3. Complaints about the Chief Executive Officer

Complaints about the Chief Executive Officer conduct are outside the scope of this policy and are to be handled in accordance with the (CEO) Conduct Complaints Policy and Procedure.

Complaints related to alleged improper or fraudulent activity of the Chief Executive Officer are to be referred directly to the Independent Broad-based Anti-Corruption Commission (IBAC).

8.5. Remedies

Where we find we have made an error, we will take steps to redress the situation. Possible remedies available at our discretion, include, but are not limited to:

- An apology.
- An explanation of why the error occurred and the steps taken to prevent it happening again.
- A reversal of a decision.
- Counselling or disciplinary action taken with a staff member.
- Making systemic change to Council's policies or system.
- Correcting records.
- Providing a payment or compensation.
- Waiving fees, charges or debts.
- Another means of redress requested by the complainant.

8.6. Privacy

We will handle all records in accordance with the Privacy & Data Protection Act 2013 and Council's Privacy and Data Protection Policy and Guidelines. When you make a complaint, we will handle and investigate it in confidence, to the extent possible. We will take all reasonable steps to protect you from detrimental action or reprisals for lodging a complaint. All complaints lodged with Council are subject to the Freedom of Information Act, 1982 and therefore confidentiality cannot be guaranteed under the provisions of that legislation.

8.7. Record keeping

We will record all complaints in accordance with Council's Records Management Policy. Complaints within the scope of this policy will be recorded, tracked, and stored in Council's Customer Request System. Some complaint material may also be stored within Council's Document Management System.

Wherever possible, we will keep the following records in relation to all complaints and reviews:

- complainant details
- how and when the complaint was received
- a description of the complaint
- the complainant's desired outcome (if known)
- details of the officer(s) responsible for handling the complaint
- details of any action taken and/or how the matter has been investigated, including key dates, contact with the complainant, notes of discussions, investigation response times, copies of correspondence, and the outcome (including the reasoning for the decision)
- when the complaint was finalised
- relevant demographic or other statistical information that could help improve services
- any recommendations for improvement, and who is responsible for implementing them.

8.8. Analysing and reporting on performance

The Executive Management Team will be responsible for monitoring and improving the timeliness and efficiency of Council's complaint handling, as well as monitoring trends and patterns in complaints that may identify areas where improvements can be made in Council's service delivery.

8.9. Unreasonable complainant conduct

Most complainants act reasonably and appropriately when dealing with Council. However, in the minority of cases some complainants may behave in ways that are considered unacceptable.

When complainants behave in this way, we consider their conduct to be unreasonable. Unreasonable behaviour is that which because of its frequency and/or nature raises substantial health, safety, resource or equity issues for Council, that impacts on staff, volunteers, contractors or Councillors, other service users and/or the complainant themselves.

Our management of unreasonable complainant conduct is informed by the following principles:

- Every complainant deserves to be treated with respect.
- Every staff member, contractor, volunteer and Councillor deserves to be treated with respect.
- Every complainant should have their complaint properly and reasonably considered.
- A complainant whose conduct is unreasonable may still have a legitimate complaint.
- The substance of a complaint dictates the level of resources allocated to it, not the seniority of the person receiving the complaint, or the complainant's identity, wishes, demands or behaviour.

We will manage instances of unreasonable complainant conduct in accordance with our Unreasonable Complainant Conduct Procedures, which include appropriate opportunities for review, and appeal by affected complainants. An explanation of categories of unreasonable complainant conduct and our approach to managing this is included in Appendix 4.

9. Administrative updates

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

Appendix 1 Difference between a complaint and a request for service

Accurately differentiating between a 'complaint' and 'service request' is important. One way to do so is to look at whether a person is:

- requesting something additional or new (a request for service)
- reporting what they believe to be a failing or a shortfall (a complaint)
- complaining about a Council's response to a service request (a complaint).

It should be noted that even if a complaint leads to a service request being lodged, it should still be considered a complaint. Following are some examples of that differentiation:

Request for Service	Complaint
My neighbour's dog keeps barking and I can't sleep. Can Council do something about it?	Council said my neighbour's barking dog isn't breaching the law, but Council is wrong because staff haven't investigated properly.
There is a pothole on Lewis Road. Can you send someone to fix it?	I reported a pothole on Lewis Road to Council weeks ago and nothing has been done
The same car parks illegally in a no stopping zone in my street every day. Can you send someone to investigate?	I reported an illegally parked car three weeks ago. The same car is still parking illegally every day and no one has been out to investigate.
Can Council mow the lawn at my local reserve?	Council has refused to mow the grass at my local reserve more often. Council is not providing a good enough service.
The branches from the tree on my nature strip need to be pruned as they're hanging too low over the footpath.	Council doesn't trim the nature strip trees in my street often enough. I shouldn't have to call every year and ask for the branches hanging over the footpath to be pruned.
I forgot to put my bin out, can someone come and empty it?	My bin was out but wasn't collected this morning. Can someone come and empty it?
Can you tell me when my next rates payment is due?	You haven't sent out my rates notice and they are due for payment next week.
Can you tell me whether a planning permit is required for a pool?	Council's website doesn't have enough information about when a planning permit is needed for a pool.
What is the process for objecting to the development application on Burwood Highway?	The Council should not have approved that development on Burwood Highway. *Note – refer Section 8.2.3 – if this complaint becomes an "appeal" against that statutory decision, it may fall out of scope.*

Appendix 2 Difference between a complaint and feedback received via a community consultation exercise

Council undertakes a range of community engagement activities facilitating community input into Council decision-making. Such consultation will typically generate a diversity of views. An expression of dissatisfaction received during an engagement process prior to a decision being made does not meet the definition of complaint.

Stakeholder Feedback during consultation	Complaint
I am opposed to the proposal to install floodlights at my local sports oval. If you do this the lights will shine into my windows at night.	Council has just installed floodlights at my local oval. The engagement process for this decision was inadequate and did not give neighbouring residents an opportunity to have a say before this decision was made.
I am opposed to the proposed budget as the rate rise is too high.	Council has made a terrible decision by approving this budget. Our rates are too high and Council should be tightening its belt.

Appendix 3 Regulatory bodies for external appeals

Complaint	Organisation to contact for external review
Actions or decisions of a Council, Council staff and contractors This includes failure to consider human rights or failure to act compatibly with a human right under the *Charter of Human Rights and Responsibilities Act 2006* (Vic)	Victorian Ombudsman *www.ombudsman.vic.gov.au*
Breaches of the Local Government Act	Local Government Inspectorate *www.lgi.vic.gov.au*
Breach of privacy. Complaint about a freedom of information application	Office of the Victorian Information Commission *www.ovic.vic.gov.au*
Corruption or public interest disclosure complaints	Independent Broad-based Anti-Corruption Commission *www.ibac.vic.gov.au*
Collection, use and disclosure of information	Office of the Victorian Information Commissioner www.ovic.vic.gov.au
Planning or building disputes	Victorian Civil and Administrative Tribunal (VCAT) *www.vcat.vic.gov.au*
Discrimination	Victorian Human Rights and Equal Opportunity Commission *www.humanrights.vic.gov.au*
Disability	Disability Services Commissioner *www.odsc.vic.gov.au* Office of the Public Advocate *www.publicadvocate.vic.gov.au*
Council elections	Victorian Electoral Commission *www.vec.vic.gov.au*
Commonwealth Home Support Program	Aged Care Quality and Safety Commission *www.agedcarequality.gov.au*
Home and Community Care Program for Younger People	Victorian Department of Health and Human Services *www.health.vic.gov.au*

Appendix 4 Categories and our approach to unreasonable complainant conduct

Unreasonable Complainant Conduct can be grouped into five categories:

1. **Unreasonable behaviour** - conduct that is unreasonable in all circumstances – regardless of how stressed, angry or frustrated that a complainant is – because it unreasonably compromises the health, safety and security of our staff, volunteers, contractors or Councillors, other service users or the complainant themselves. Some examples include:
   - Acts of aggression, verbal abuse, derogatory, racist, discriminatory or grossly defamatory remarks.
   - Harassment, intimidation or physical violence.
   - Offensive, abusive, confronting and threatening correspondence or behaviour.
   - Threats of harm to self or third parties, threats with a weapon or threats to damage property including bomb threats.
   - Stalking (in person or online).
   - Emotional manipulation.

2. **Unreasonable persistence** – continued, incessant and unrelenting conduct by a complainant that has a disproportionate and unreasonable impact on our organisation, staff, volunteers, contractors or Councillors, our services, time and/or resources. Some examples include:
   - An unwillingness or inability to accept reasonable and logical explanations including final decisions that have been comprehensively considered and dealt with.
   - Persistently demanding a review simply because it is available and without arguing or presenting a case for one.
   - Pursuing and exhausting all available review options when it is not warranted and refusing to accept further action cannot or will not be taken on their complaints.
   - Reframing a complaint in an effort to get it taken up again.
   - Repeatedly calling, visiting, writing to or emailing (including cc'd correspondence) our staff/organisation/councillors after being asked not to do so.
   - Contacting different people within our organisation and/or externally to get a different outcome or more sympathetic response to their complaint – internal and external forum shopping.

3. **Unreasonable demands** – are express or implied demands made by a complainant that have a disproportionate and unreasonable impact on our organisation, staff, volunteers, contractors or Councillors, services, time and/or resources. Some examples include:
   - Issuing instructions and making demands about how we have/should handle their complaint, the priority it was/should be given, or the outcome that was/should be achieved.
   - Insisting on talking to the CEO, Director, or a senior manager personally when it is not appropriate or warranted.
   - Emotional blackmail and manipulation with the intention to generate guilt, to intimidate, harass, shame, seduce or portray themselves as being victimised – when this is not the case.
   - Insisting on outcomes that are not possible or appropriate in the circumstances – e.g. for someone to be sacked or prosecuted, an apology and/or compensation when there is no reasonable basis for expecting this.

- Demanding services that are of a nature or scale that Council cannot or does not provide when this has been explained to them repeatedly.

4. **Unreasonable lack of cooperation** - an unwillingness and/or inability by a complainant to cooperate with our organisation, staff, volunteers, contractors or Councillors, or complaints system and processes that results in a disproportionate and unreasonable use of our services, time and/or resources. Some examples include:
   - Sending a constant stream of comprehensive and/or disorganised information without clearly defining any issues of complaint or explaining how they relate to the core issues being complained about – only where the complainant is clearly capable of doing this.
   - Providing little or no detail with a complaint or presenting information in 'dribs and drabs'.
   - Refusing to follow or accept our instructions, suggestions, or advice without a clear or justifiable reason for doing so.
   - Arguing frequently and/or with extreme intensity that a particular solution is the correct one in the face of valid contrary arguments and explanations.
   - Displaying unhelpful behaviour – such as withholding information, acting dishonestly, misquoting others, and so forth.

5. **Unreasonable arguments** - are arguments that aren't based in reason or logic, that are incomprehensible, false or inflammatory, trivial or delirious and that disproportionately and unreasonably impact upon our organisation, staff, volunteers, contractors or Councillors, services, time, and/or resources. Arguments are unreasonable when they:
   - fail to follow a logical sequence
   - are not supported by any evidence and/or are based on conspiracy theories or personal belief
   - lead a complainant to reject all other valid and contrary arguments
   - are trivial when compared to the amount of time, resources and attention that the complainant demands
   - are false, inflammatory or defamatory

Managing Unreasonable Complainant Conduct

In managing unreasonable behaviour we try to ensure that:

- The complainant understands that unreasonable complainant behaviour is a health and safety issue for our staff volunteers, contractors or Councillors, and Council will not tolerate behaviour which unreasonably impacts upon their physical and emotional safety and wellbeing.
- The complainant's expectations are clear and realistic, something which can be determined when contact is made after receiving a complaint.
- Our communication, whether in writing or verbally, is firm and clear.
- The complainant understands what Council can do in relation to their complaint.
- We provide clear reasons for our decisions.
- We avoid unnecessary delays.
- We provide clear guidance and procedures for staff, volunteers and contractors to deal with complaints.

Strategies for managing Unreasonable Complainant Conduct

Strategies for managing Unreasonable Complainant Conduct may include limiting or adapting the ways that the organisation interacts with and/or deliver services to complainants by restricting:

1. **Who they contact**– e.g. limiting a complainant to a sole contact person/staff member in our organisation.
2. **What they can raise** – e.g. restricting the subject matter of communications that we will consider and respond to.
3. **When they can contact us** – e.g. limiting a complainant's contact with our organisation to particular times, days, or length of time, or curbing the frequency of their contact with us.
4. **Where they can contact us** – e.g. limiting the locations where we will conduct face-to-face interviews to secured facilities or areas of the office.
5. **How they can contact us** – e.g. limiting or modifying the forms of contact that the complainant can have with us. This can include modifying or limiting face-to-face interviews, telephone and written communications, prohibiting access to our premises, contact through a representative only, taking no further action or terminating our services altogether.

Any such strategies or protocols will be employed and reviewed in accordance with Council's Unreasonable Complainant Conduct Procedures, which include appropriate opportunities for review, and appeal by affected complainants.

8.6 Response to Notice of Motion No. 188 - Knox News

Final Report Destination: Council
Paper Type: For Decision
Author: Head of Communications and Engagement, Penny Jones
Manager: Manager Customer and Communications, Kylie Sprague
Executive: Interim Director Customer and Performance, Matt Kelleher

SUMMARY
At its meeting of 29 September 2025, Council received Notice of Motion No. 188 and resolved:

1. *That a report be provided to the Council Meeting on 24 November 2025 (unless deferred to a later meeting in consultation with the Mayor) that explores cessation of the publication Knox News, including:*
   a. *Detail of the funds that would be saved; and*
   b. *How some of those funds saved could be redirected to utilising the four local community newspapers for Council and councillor information*
2. *To refer the content of this report to a subsequent budget discussion.*

Council is committed to ensuring the whole community has easy access to information and services they need to thrive and participate in community life. Knox News and the community newspapers are highly valued communication channels utilised by Council to reach Knox residents, especially those who are harder to connect with and who do not actively seek out Council information.

Knox News is considered by residents to be a particularly valuable source of Council information and provides the most comprehensive reach. In 2025-2026 Council will spend $193,000 on producing and distributing five editions of Knox News, which is delivered to every household. The magazine is a great opportunity to share information transparently about the broad range of services, projects, events and initiatives that Council delivers which are of value to the community. The production is of excellent quality and delivered via Australia Post to ensure coverage. It is also a publication that Council has full control over the content of.

There are currently four community newspapers published and distributed in Knox, which have continued to do so when many other local papers have moved to online publication only. They have maintained this by sourcing much of their content from volunteers and local organisations or groups, with printing subsidised by advertising income.

Knox City Council purchases one full page advertisement in each edition of all four community newspapers (six or 11 based on their production), at an additional annual cost of $30,565. Combined, the four papers are currently being delivered to approximately just over half of Knox homes. Council has no control over the broader content of these publications, which might not always reflect Council's values or position.

RECOMMENDATION
That Council note:
1. The value that both Knox News and the community newspapers together provide in sharing information with our community to maintain transparency and build trust.
2. The current number and cost of Knox News editions being published within the existing budget allocation.
3. That Council will continue to advertise in the community newspapers, largely funded through individual service budgets, with the aim of maintaining at least one full page advertisement in every edition.
4. This item will be referred to the 2026-2027 budget discussions.

1. DISCUSSION

Background
Council is committed to ensuring the whole community has easy access to information and services they need to thrive and participate. This is the guiding value statement of the Service Plan for Customer Service.

Council utilises a broad range of communication channels to achieve this, some of which are owned and managed by Council, including the Knox website, social media channels, electronic newsletters, signs, banners and much more. Knox News is a key element of this mix.

Council also utilises various channels that are owned and managed by external agencies including:

- Digital screens at libraries, Leisureworks, EV charging stations and cinemas.
- Paid advertising in print media, including the four local community newspapers.
- Paid digital advertising, e.g., Google and Facebook advertisements.
- Paid advertising in external social media, e.g., Time Out Melbourne, Mamma Knows East.

The selection of appropriate communication channels for different campaigns is driven by the specific messages and their intended target audiences. Staff consider how messages need to be tailored to each channel and there is an overall strategy that guides content and design to maximise reach and penetration. In most cases, a combination of channels is used.

In today's environment of information overload, Council is competing with every other company and agency to gain the attention of our audience. Digital screens and channels are everywhere and customer research shows us that our print channels are some of the most essential tools for reaching the city's broad and diverse audiences.

Knox News Magazine
Knox News is a print magazine distributed to every household in Knox and available for pick up in key locations across the city. It is a 16-page full colour magazine, distributed five times a year by Australia Post to every property. It is written and designed in-house so Council has complete editorial control over content, presentation and distribution.

In summary:

- A total of 64,315 copies are printed of each edition.
- 64,042 copies are delivered to every household via Australia Post's Unaddressed Mail Service under contract.
- Remaining copies are available for collection through libraries and other Council venues.

Knox News content is planned well in advance to:

- Appeal to a variety of different audiences
- Cover a range of Council service areas
- Raise awareness of key social issues impacting the local community
- Inform the community of Council activities, events and initiatives.

This model aims to build trust and confidence in Council and its ability to make informed decisions in the best interests of the Knox community.

Articles are designed to connect what people love about Knox with the impact of Council's work, telling the story of how we empower our community to thrive and prosper, as well as inform the community on matters that may impact their lives. It is the only channel that consistently reaches every home in Knox.

Having control over the publication also means we can adapt over time to changing ways the community is relating to and connecting with information to maximise its impact. Current research shows that in a crowded information economy where attention is a hot commodity, compelling stories are essential for success and are up to twenty-two times more memorable than facts alone (Jennifer Aaker from Stanford University).

Knox News stories work across all cultures, ages, interests and literacy levels. Content is also published on Council's website as individual news items and event listings and then included in a weekly eNewsletter currently distributed to almost 10,000 people.

Community Newspapers
There are four newspapers managed by community-based organisations that are distributed in hard copy format across the City of Knox (community papers). The community papers are an important connection to our community and are a well-respected component of Council's communication planning. They are separate to commercial newspapers such as *The Leader* and *Star News*, now only available online, and *The Local Paper* which is heavily dominated by advertising.

The community papers are all independent organisations and utilise volunteers for their management, production and distribution. They focus their advertising income on maintaining hard copy production, where commercial papers have almost entirely moved online.

The community papers have provided the information below on their distribution (October 2025).

Paper	Editions Annually	Copies Per Edition	Home Delivery Coverage	Community Collection Points
Rowville-Lysterfield News	11	15,000	Rowville Partial: Lysterfield	4
Boronia and The Basin Community News	11	13,000	Boronia The Basin	29
Ferntree Gully News	6 (varied schedule)	11,000	Ferntree Gully Partial: Upper Ferntree Gully	33
Studfield Wantirna Community News	6	15,000	None	55

Home distribution coverage of the community newspapers is illustrated on the map below, noting there is no in-home delivery provided in Bayswater, Wantirna, Wantirna South, Knoxfield, Scoresby and Sassafras. There is only partial delivery in Upper Ferntree Gully and Lysterfield.

A total of 54,000 copies are printed across the four papers (noting two are only printed every second month). It is difficult to confirm the exact number of copies diverted to community collection points, at best 37,800 are delivered to homes, leaving a minimum of 24,211 homes without direct delivery.

The following image illustrates the extent of home delivery of the community newspapers (including partial) and the areas without home delivery.

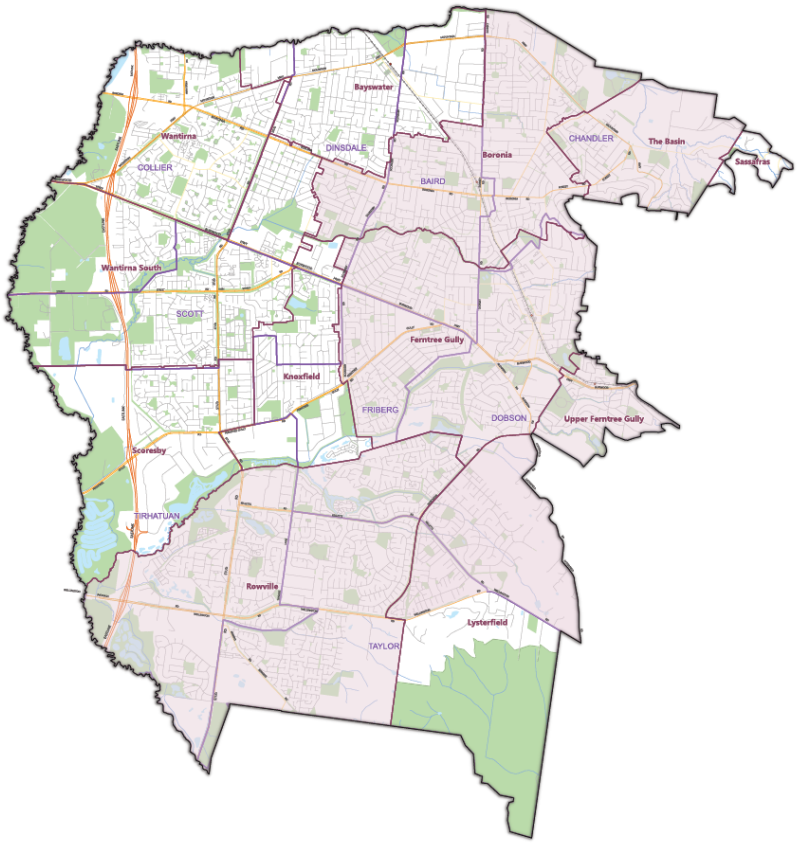

Figure 1: The areas shaded in pink receive in-home delivery of community papers. This is based on information provided by each paper as at October 2025.

Content comes from a diverse range of sources including advertising, sponsor content, submitted articles and stories written by volunteers/regular contributors. Council purchases a full-page advertisement in every edition of each of the four papers. The cost of this is divided among the services whose content is included and therefore only services that have budget will choose to utilise this channel.

The Communications team also submits a "Mayor's Message" to all four community papers, which is usually published as supplied, noting the papers are under no obligation to do so. Many of the papers will also include news items published on Council's website, in either original format or adapted by their own writers.

2. ENGAGEMENT

In late 2022, research was conducted on Council's key communication channels. This included Knox News print magazine, social media, the Knox Council website, Have Your Say website and eNewsletters. The research also covered non-Council channels including Council advertisements in community papers and community-run Facebook groups.

The research used both an online and hard copy survey, aimed at reaching people who weren't highly engaged with Council and its digital channels. To maximise reach, surveys were distributed and promoted at events, shopping centres and train stations, with prizes offered as an incentive to respond. A total of 399 people completed the survey, with participants representing the demographic and locational spread of the municipality, and including people with a disability, Aboriginal and Torres Stright Islanders and those who speak a language other than English.

The results were as follows:

Readership of Knox News and Council Content in Community Papers

The information below indicates higher readership of Knox News, particularly regular readers in comparison with those who recognised Council's information in the community papers.

	Regular Readers	Read Sometimes	Rarely/Never Read
Knox News	42.6%	37.5%	19.9%
Community Newspapers	30.3%	36.1%	33.6%

Perceived Value of Knox News and the Community Papers

Knox News:

- 72.6% agreed it keeps them well informed.
- Seen as more comprehensive, especially for Council updates.
- Preferred by older adults, couples without children, and people with a disability.

Community newspapers:

- 70.4% agree Council advertisements are informative.
- Valued for local accessibility, especially by non-digital users.

Both formats are valued for different purposes:

- Knox News is preferred for comprehensive updates.
- Community newspapers are valued for local reach, especially among older and less digitally connected residents.

While the community uses both Knox News and the community papers to keep up to date on local projects and events, they see Knox News as the best source of information on Council decisions, how rates were being spent, major projects, services and programs.

Delivery and Formats

Knox News:

- 28.8% read cover-to-cover; 60% scan for topics.
- Some residents advised they don't receive it.

Community newspapers:

- 28.4% report never seeing them locally.
- Often picked up from libraries or shops.
- Mixed feedback on layout, readability and relevance.
- Often seen as supplementary, not primary source of Council information.

Community Feedback on Knox News Cost Saving Options

In a related survey which was distributed via Knox News in August 2022, over 900 respondents were asked their preferences for cost saving options. 60% stated they did not want to see any change, 18% nominated a reduced paper quality and 16% proposed reducing the number of editions. Only 7% suggested offering pick up only, and 4% wanted fewer pages.

This feedback informed planning for Knox News in 2025. Paper stock was a strong consideration in the printing contract review, and the number of editions was reduced in 2025-2026 to meet budget limitations, particularly in response to increased Australia Post charges.

Youth Forum Feedback

Feedback from the Youth Forum in August 2025 indicated that young people want to see Knox News distributed to all schools in the city as they consider it as an important way of staying up to date on their local community.

Engagement Summary

In summary, Knox News is highly trusted, more frequently read, and a more valued source of Council communications. Community newspapers play a supporting role in distributing Council messaging, but face challenges in reliability, coverage, delivery and relevance.

3. SOCIAL IMPLICATIONS

An Equity Impact Assessment of Knox News will be completed by the end of 2025, however, a concentrated effort has been made to consider opportunities to demonstrate Council values in equity, diversity and a focus on raising awareness of social matters of importance to the Knox community.

As the community papers are independent organisations, they are not required to meet or align with Council policies and values. We have no influence on their selection of stories,

representation and balance. Furthermore, Council content in the community papers is mostly limited to campaigns that have budget to purchase a portion of the advertising space.

Accessibility
The formatting of Knox News considers legibility and readability. This includes a minimum font size, layout and use of space.

Publishing Knox News articles as individual web content on Council's site also ensures the information can be accessed utilising screen readers and the website translation feature. This is the best way to make sure people can find it easily on Google, read it comfortably, and engage with the content. Website content is designed to work well on phones, tablets, and computers.

Website pages (HTML) are built to be search-friendly, including headings, links and keywords that help Google understand and rank them. This is particularly important as people become more reliant on AI, including Google's inbuilt AI overview as the source of their information.

PDFs and flipbooks, used by the community papers to publish each edition, can be hard to read on small screens, and flipbooks can be slow or tricky to navigate. While they can also be found through searches, they do not rank as highly.

Equity and Inclusion
A concerted effort is undertaken to ensure Knox News stories and supporting imagery are representative of all of Knox residents, avoid stereotypes, and consider a range of factors such as age, gender, diversity and disability.

Knox News is used to reference and connect key messages regarding Council programs and events along with campaigns aiming to build awareness and shift behaviours. For example, an article sharing Brad's story in the November 2025 edition celebrates International Day of People with a Disability and also creates connections to Council's Disability Advisory Committee and Volunteer Program.

4. CLIMATE CHANGE CONSIDERATIONS

Implementation of the recommendation in this report 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. While the printing of a hard copy newsletter does, please note the points below under the 'Environmental' heading. Staff will also continue to promote the uptake of e-newsletters.

5. ENVIRONMENTAL IMPLICATIONS

Sustainable practices and carbon footprint were key evaluation measures for the printing contract for Knox News. It is currently printed by a carbon neutral process using the world's best practice for ISO14001 Environmental Management Systems. CO2 savings per issue by carbon neutral manufacturing with Finsbury Green are estimated to be 1,389 kgs. Finsbury Green is Australia's only independently audited carbon neutral print group, with their international certifications audited annually.

No information was readily available on the environmental practices of the community papers.

6. FINANCIAL AND RESOURCE IMPLICATIONS

Knox News

In 2024-2025, Australia Post charges increased significantly. To remain within budget, alternative delivery options were explored, including utilising letter box delivery services. At the time no single service covered all of Knox, particularly noting more sparsely populated areas. The most suitable provider covered 45,852 dwellings, with the gap to be filled by Australia Post. As these services are much less reliable than Australia Post, the savings were not considered worth the potential impact on reach. We currently produce five editions annually, with the costs detailed below.

In September 2025, Australia Post confirmed unaddressed mail costs for 2025-2026 and 2026-2027, with a substantial increase again.

Knox News Costs 2025-2026	Cost Per edition	Cost for Five Editions	Allocated Annual Budget
Photography	1,200	6000	
Printing (16 Pages)	14,696	73,480	
Postage	22,706	113,529	
Total	**$38,602**	**$193,009**	**$187,511**

Note that the $5,498 anticipated overspend for 2025-2026 can be met through operational budget.

2026-2027 Cost Options

Cost Per Edition	Cost for Four Editions	Cost for Five Editions
$42,794	*$171,175*	*$213,968*

Note that these figures are based on the current printing contract due to expire in October 2026.

Staff resources are also associated with the production of Knox News, however this is spread across and incorporated into a number of roles so difficult to quantify. Further, the content at times is developed and utilized across for a number of channels, not solely Knox News. There are no external costs incurred for writing or editing the publication.

The current printing contract for Knox News expires in October 2026. Alterations or cessation of the publication prior to this date may incur penalties. There is the potential to make limited savings by reducing the page numbers, however this would reduce the content and is not recommended.

There is some demand to increase bulk distribution to include schools and other locations. An option to reduce publication to four editions in 2026-2027 would likely provide the necessary budget for this to occur.

Community Papers

The total cost for single page advertisements in every edition of the community papers over a 12-month period is $30,565.91. This is currently funded by service areas across Council, proportionate to the percentage of the page their content includes. The costs for a full-page advertisement in each paper are detailed below:

Boronia & The Basin Community News (monthly)	$550
Studfield Wantirna Community News (bi-monthly)	$852
Ferntree Gully News (bi-monthly)	$771
Rowville-Lysterfield Community News (monthly)	$955

Over the last three years, Council has committed to having a full-page advertisement in every edition of the papers. This provides confirmed income for the papers to help support their ongoing sustainability.

7. RISKS

Knox News
Over recent years the production costs for Knox News have consistently increased, particularly for postage. There is also a potential increase in printing costs with the current contract expiring in October next year.

There is a large portion of the community who appreciate Knox News as a way of staying updated on Council's news, events and initiatives. Ceasing production of this completely could cause dissatisfaction and possibly impact the community's trust in Council's transparency.

Knox News is also used as a tool for public notice, alerting the community to decisions and service changes that may impact them. Significant campaigns are often scheduled around the publication of Knox News to ensure information goes to every household. Without this tool Council may need to undertake additional mailouts which can cost up to $60,000 each.

While digital uptake is increasing, Council cannot yet rely solely on digital communications to reach our audience. Only those with a specific interest in Council will subscribe to emails. Council's corporate eNewsletter has around 10,000 subscribers and a great click through rate, however, this leaves a significant portion of the community not receiving it.

Community Papers
While the local papers are an excellent opportunity to reach the community, they are independent media outlets and publicise themselves as being independent of government. Council only has control over the content of the advertising space we purchase.

The papers will often repurpose Council website news articles and event listings. At times this content is a direct replication, other times summarised or rewritten. The information can sometimes be presented in a way that appears like an official representation from Council along with the use of Council branding. Council has no control over this, nor what is published on the papers' social media channels.

An added risk is that political advertisements sometimes appear under Council branding, which may suggest they are endorsed by Council, or that we are responsible for content more broadly.

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Leading, listening and governing responsibly

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

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

8.7 Lease and Licencing Omnibus Report

Final Report Destination: Council
Paper Type: For Decision
Author: Coordinator Property Management, Flora Westcott
Executive: Chief Financial Officer, Navec Lorkin

SUMMARY
Under the Leasing and Licensing Policy ("the Policy") which was endorsed by Council in July 2025, all occupancy arrangements that exceed four years require a Council resolution. The Policy also establishes the standard duration of a lease or license as five years, meaning the majority of agreements will proceed to Council to be entered into, varied or extended.

To manage this process, the Property team expects to bring a number of agreements to Council three times a year seeking delegation for several agreements at a time, a process referred to currently as the "omnibus report".

The cover report provides an overview of the agreements to be considered and background on the governance of leases and licences. An attachment is provided for each agreement which details the proposed tenant, and any deviations from the standard agreement templates or the Policy.

This report contains eleven agreements for consideration.

RECOMMENDATION
That Council resolves to:

1. Enter into a Lease with **Harcrest Community Garden Inc at 17R Appledale Way , Wantirna South**, for the purpose of a **Community Garden** under the conditions outlined in Attachment 1, including:
    a. The annual rent is $468, increasing by 4% on the anniversary of the agreement, plus outgoings.
    b. The commencement date of the agreement is 1 December 2025, for a period of 5 years, with no extension options.
2. Enter into a Lease with **The Basin Community House at CB98 Senior Citizens Club 364-366 Forest Road, The Basin** for the purpose of a **Community Hall Hire** under the conditions outlined in Attachment 2, including:
    a. The annual rent is $468, increasing by 4% on the anniversary of the agreement, plus outgoings.
    b. The commencement date of this agreement is 1 December 2025, for a period of 5 years, with no extension options.
3. Enter into a Lease with **The Basin Community House at CB95 The Basin Progress Hall at 376 Forest Road, The Basin** for the purpose of a **Community Hall Hire** under the conditions outlined in Attachment 3, including:
    a. The annual rent is $468, increasing by 4% on the anniversary of the agreement, plus outgoings.
    b. The commencement date of this agreement is 1 December 2025 and will be for a period of 5 years, with no extension options.

4. Enter into a Lease with **Rowville Men's Shed Inc at CB337 Rowville Community Workshop at 1395 Stud Road**, **Rowville** for the purpose of a **Community Workshop Hire** under the conditions outlined in Attachment 4, including:
    a. That the commencement of this agreement is subject to ministerial attestation due to its location on Crown Land, managed by Council.
    b. The annual rent is $468, increasing by 4% on the anniversary of the agreement, plus outgoings.
    c. The commencement date (subject to ministerial attestation) of this agreement is 1 December 2025 and will be for a period of 5 years, with one extension option of 4 years.
    d. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer delegates) to negotiate and execute all documents required to give effect to the further term.
5. Enter into a Lease with **Knox Toy Library at CB106 Community Centre at 11 Gerda Street, Scoresby** for the purpose of a **Toy Library** under the conditions outlined in Attachment 5, including:
    a. The annual rent is $468, increasing by 4% on the anniversary of the agreement, plus outgoings.
    b. The commencement date of this agreement is 1 December 2025 and will be for a period of 5 years, with no extension options.
6. Enter into a Lease with **Kinderlea 3-Year-Old Preschool Inc at CB57 Kinderlea Children and Family Centre at 3 Coleman Road, Wantirna South** for the purpose of **Early childhood Education and Care Service** under the conditions outlined in Attachment 6, including:
    a. The annual rent is $468, increasing by 4% on the anniversary of the agreement, plus outgoings.
    b. The commencement date of this agreement is 1 January 2026, and will be for a period of 2 years, with 2 extension options of 1 year.
    c. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer delegates) to negotiate and execute all documents required to give effect to the further terms.
7. Enter into a Lease with **Rowville 3 Year Old Kindergarten at CB232 Rowville Children and Family Centre at 967 Wellington Road Rowville** for the purpose of **Early childhood Education and Care Service** under the conditions outlined in Attachment 7, including:
    a. The commencement of this lease is conditional on the Victorian Government Department of Education's consent to a service approval for this location.
    b. The annual rent is $468, increasing by 4% on the anniversary of the agreement, plus outgoings.
    c. The commencement date of this agreement is 1 January 2026 and will be for a period of 1 year, with 3 extension options of 1 year.
    d. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer delegates) to negotiate and execute all documents required to give effect to the further terms.
8. Enter into a Lease with **Yarra Ranges Kindergartens at Colchester Park Preschool at CB154 Children & Family Centre at 8A Beresford Drive, Boronia** for the purpose of **Early childhood Education and Care Service** under the conditions outlined in Attachment 8, including:
    a. The annual rent is $468, increasing by 4% on the anniversary of the agreement, plus outgoings.

   b. The commencement date of this agreement is 1 January 2026 and will be for a period of 2 years, with 2 extension options of 1 years.
   c. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer delegates) to negotiate and execute all documents required to give effect to the further terms.
9. Enter into a Lease **with Alchester Village Preschool for two buildings at Alchester Village, 28 & 30 Lockwoods Road, Boronia** for the purpose of **Early childhood Education and Care Service** under the conditions outlined in Attachment 9, including:
   a. The annual rent is $468 per site, increasing by 4% on the anniversary of the agreement, plus outgoings.
   b. The commencement date of this agreement is 1 January 2026 and will be for a period of 2 years, with 2 extension options of 1 years.
   c. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer delegates) to negotiate and execute all documents required to give effect to the further terms.
10. Enter into a Deed of Variation to an existing Lease with **Liberty Avenue Three Year Old Kindergarten Incorporated at CB133 Liberty Children and Family Centre at 77B Liberty Avenue Rowville** for the purpose of **Early childhood Education and Care Service** under the conditions outlined in Attachment 10, including:
    a. The annual rent remains $450, increasing by 4% on the anniversary of the agreement, plus outgoings.
    b. The commencement date of this Deed of Variation is 1 January 2026 and will apply for the remainder of the existing Lease (a period of 2 years, with 2 extension options of 1 years).
    c. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer delegates) to negotiate and execute all documents required to give effect to the further terms.
11. Enter into a Deed of Variation to an existing Lease with **Uniting (Victoria and Tasmania) Limited at CB141 Flamingo Children and Family Centre at 21A Merryn Grove Wantirna South** for the purpose of **Early childhood Education and Care Service** under the conditions outlined in Attachment 11, including:
    a. The annual rent remains at $450, increasing by 4% on the anniversary of the agreement, plus outgoings.
    b. The commencement date of this Deed of Variation is 1 January 2026 and will apply for the remainder of the existing lease (a period of 2 years, with 2 extension options of 1 years).
    c. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer delegates) to negotiate and execute all documents required to give effect to the further terms.
12. Authorise the Chief Executive Officer (or such person as the Chief Executive Officer nominates) to negotiate and execute the lease agreement/s for each site, generally in accordance with the above resolutions, with any minor or administrative amendments deemed necessary and appropriate at the discretion of the Chief Executive Officer or their nominee.

1. DISCUSSION

Under the Leasing and Licensing Policy, occupancy arrangements exceeding four years require a Council resolution. As the standard term for leases and licenses is five years, most agreements fall within this requirement. To streamline approvals, the Property Team proposes submitting an "omnibus report" to Council three times annually. Each report will seek delegation for multiple agreements simultaneously. The cover report will contain a summary of information, with attachments including greater detailed information on the agreements for decision, and a draft of the lease.

Template occupancy agreements are maintained by the Property Team and used by property advocates during negotiations. A summary of the agreements included in this omnibus round is provided in Table 1 at section 1.3 of this report, with further details on each proposed agreement outlined in Attachments 1–11.

1.2 Statutory Requirements

Section 115 of the *Local Government Act 2020*, outlines Council's power to lease land and the associated requirements. A number of requirements apply where:

- the rental income is over $100,000; or
- the current market rental value of the land is over $100,000; or
- the lease is for ten years or more.

Should the proposed lease reach these thresholds, it must either:

- have been included in the budget or
- undergo a community engagement process in line with Councils Community Engagement Policy.

None of the proposed leases in this report meet these thresholds. As such, there is no statutory requirement to include these leases as proposals in the budget or to conduct community engagement ahead of a decision.

1.3 Agreements for consideration

There are eleven agreements proposed under this pilot omnibus report, as outlined in Table 1 below.

Table 1 – Agreements for Consideration

Attachment	Agreement type	Tenant	Term	Property Address	Annual Fee
1	Lease (Land only)	Harcrest Community Garden Inc	5 years nil extension	17R Appledale Way WANTIRNA SOUTH	$468
2	Lease	The Basin Community House	5 years nil extension	CB98 Senior Citizens Club 364-366 Forest Road THE BASIN	$468
3	Lease	The Basin Community House	5 years nil extension	CB95 376 Forest Road THE BASIN	$468

Attachment	Agreement type	Tenant	Term	Property Address	Annual Fee
4	Lease (DEECA)	Rowville Mens Shed Inc	5 years, one extension of 4 years	CB337 Rowville Community Workshop 1395 Stud Road ROWVILLE	$468
5	Lease	Knox Toy Library	5 years nil extension	CB106 Community Centre 11 Gerda Street SCORESBY	$468
6	Lease	Kinderlea 3-Year-Old Preschool Inc	2 years, 2 further terms of 1 year each	CB57 Kinderlea Children and Family Centre 3 Coleman Road WANTIRNA SOUTH	$468
7	Lease	Rowville 3 Year Old Kindergarten	1 year, 3 further terms of 1 year each	CB232 Rowville Children and Family Centre 967 Wellington Road ROWVILLE	$468
8	Lease	Yarra Ranges Kindergartens	2 years, 2 further terms of 1 year each	CB154 Children & Family Ctre 8A Beresford Drive BORONIA	$468
9	Lease	Alchester Village Preschool	2 years, 2 further terms of 1 year each	CB134 Alchester Village (Preschool) 30 Lockwoods Road BORONIA	$468
10	Deed of Variation	Liberty Avenue Three Year Old Kindergarten Incorp	2 years, 3 further terms of 1 year each	CB133 Liberty Children and Family Centre (Kindergarten) 77B Liberty Avenue ROWVILLE VIC 3178	$450
11	Deed of Variation	Uniting (Victoria and Tasmania) Limited	5 years, 2 further terms of 2 years each	CB141 Flamingo Children and Family Centre (Kindergarten) 21A Merryn Grove WANTIRNA SOUTH VIC 3152	$450

2. ENGAGEMENT

No public engagement was required under the *Local Government Act 2020* for the leases proposed in this report. Council's property advocates have directly engaged with the proposed tenants to discuss and negotiate the leases.

3. SOCIAL IMPLICATIONS

The proposed tenants are all Community Groups or Community Service Organisations under Councils Leasing and Licensing Policy. They provide important social benefits for Knox citizens and have limited or very limited capacity to raise income in excess of expenditure. Please refer to each sub-report for details of the activities to be carried out at each facility and further analysis of the social implications for each agreement.

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

Implementation of the recommendations is considered to have no direct implications or has no direct impacts on the environment.

6. FINANCIAL AND RESOURCE IMPLICATIONS

As Community Group and Community Service Organizations, the rental returns are peppercorn rates reflecting Council's commitment to supporting our community.

Community Groups must be not-for-profit organizations with more than 50% of their workers as volunteers. Under the Leasing and Licensing Policy, Community Group tenants do not pay the Emergency Services and Volunteers Fund (ESVF). Their rental rate is set at the peppercorn rate in the Annual Budget applicable to that year.

Community Service Organisations are also not for profit organizations, but the majority of their workers are paid employees; this tenant category is required to pay any ESVF connected to the premises. Their rental rate is assessed individually by the Property Advocate, in consultation with the property management team.

7. RISKS

Risks associated with individual agreements are outlined in Attachments 1 –11.

8. COUNCIL AND HEALTH AND WELLBEING PLAN 2025-2029

Leading, listening and governing responsibly

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

Planning our future city

Strategy 6.2 - High quality, integrated community services and facilities are available through the planning, design and maintenance of multifunctional places that promote connection and utilisation.

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 - Harcrest Community Garden Lease [**8.7.1** - 2 pages]
2. Attachment 2 - Basin Senior Citizens Lease [**8.7.2** - 2 pages]
3. Attachment 3 - Basin Progress Hall Lease [**8.7.3** - 2 pages]
4. Attachment 4 - Rowville Mens Shed Lease [**8.7.4** - 3 pages]
5. Attachment 5 - Knox Toy Library Lease [**8.7.5** - 2 pages]
6. Attachment 6 - Kinderlea Kindergarten Lease [**8.7.6** - 4 pages]
7. Attachment 7 - Rowville Preschool Lease [**8.7.7** - 6 pages]
8. Attachment 8 - Colcester Park Preschool Lease [**8.7.8** - 4 pages]
9. Attachment 9 - Alchester Village Lease [**8.7.9** - 5 pages]
10. Attachment 10 - Liberty Avenue Kindergarten Variation [**8.7.10** - 3 pages]
11. Attachment 11 - Uniting Variation [**8.7.11** - 3 pages]

Attachment 1 – Harcrest Community Gardens – 17R Appledale Way, Wantirna South.

Summary

This attachment sets out the details of the proposed lease with Harcrest Community Gardens Inc. ('tenant') at 17R Appledale Way, Wantirna South. The lease is for a 5-year term, with no option for a further term. The annual rent is $468.00 (GST inc.), increasing by 4% on the anniversary of the agreement. The tenant is responsible for all outgoings including maintenance and utility costs. Entering into this agreement will ensure that Harcrest Community Gardens Inc continue to manage this site and provide a community garden environment to local residents.

1 Discussion

1.1 Tenant and Facility Profile

Harcrest Community Gardens was established as part of the Harcrest development off Stud Road, Wantirna South, in 2014. The reserve on Appledale Way includes open space, BBQ, a small playground and the community gardens, which consists of 36 plots. Harcrest Community Gardens Inc. was formed to manage the gardens on behalf of the community and occupied the site under a licence agreement. Membership to the group is open to the public both within the Harcrest development and beyond.

The tenant is categorised as a "Community Group" under the Leasing and Licensing Policy, as they are largely a volunteer-based, not-for-profit group.

- The rental rate has been set in accordance with Councils Fees and Charges as per the Adopted Budget 2025/26.
- The tenant is responsible for all outgoings, including operational expenses and any applicable rates and taxes.
- The tenant is responsible for maintenance responsibilities as established in the Maintenance Schedule.

The tenant is up to date with all other requirements of the existing agreement. There are no identified breaches of the current agreement.

1.2 Agreement Details

Harcrest Community Gardens Inc. have previously occupied this site under a Licence Agreement. In accordance with Councils endorsed Leasing & Licencing Policy, as the tenant has exclusive use of the property, a lease is the most appropriate agreement.

The lease will be provided with the following terms and conditions:

- Rental fees will commence at $468.00 per annum, increasing on the anniversary of the commencement date by 4%.
- Five-year term, with no option for a further term.
- The tenant takes on maintenance responsibilities in line with the Maintenance Schedule and in line with what they have been undertaking to date.

An in-principle agreement for this lease has been reached with the proposed tenant.

1.3 Deviations from the Leasing and Licensing Policy

Council's Property Team maintains a template lease agreement, which the property advocates use to negotiate. There are no substantive deviations in this agreement from the standard template.

2. Social Implications

Harcrest Community Gardens provide a space where the community can come together to grow plants, fruits and vegetables in individual plots. Community gardens offer many health, social and environmental benefits and provide an opportunity for the community to connect with nature, make social connections and increase physical activity.

3. Financial and Resource Implications

The annual rent payable by Harcrest Community Garden Inc. is $468.00 (including GST), increasing by 4% on the anniversary of the agreement.

The below outgoings are the responsibility of the tenant:

- Utilities and gardening
- Applicable rates and taxes
- Maintenance items as specified in the maintenance schedule

Council will continue to pay the Essential Safety Measures in line with the lease and Councils statutory responsibilities.

4. Risks

No major risks have been identified with the proposed lease.

Attachment 2 – The Basin Senior Citizens Hall - 364-366 Forest Rd, The Basin.

Summary

This attachment sets out the details of the proposed lease with The Basin Community House Inc. ('tenant') at The Basin Senior Citizens Hall - 364-366 Forest Rd, The Basin. The lease is for a 5-year term with no option for renewal. The annual rent is $468.00 (GST inc.) increasing by 4% on the anniversary of the agreement, plus outgoings. The tenant is responsible for all outgoings, including maintenance and utility costs. Entering into this lease would ensure the facility has a dedicated venue hire manager and the facility is available for hire to the Knox Community.

1 Discussion

1.1 Tenant and Facility Profile

The Basin Senior Citizens Hall was originally managed by The Basin Senior Citizens Inc. since the 1970s. The Basin Community House Inc. took over management of the hall in 2017 when The Basin Senior Citizens Inc. ceased operations. The Basin Community House Inc. is a registered not-for-profit organisation that provides adult education programs as well as community development and social programs to encourage residents to participate in active community life. The tenant is not located at the site however they manage casual hire of the facility to the community on Council's behalf.

The hall provides a meeting room and hall for hire for community activities including meetings, functions and community social gatherings.

The tenant is categorised as a "Community Group" under the Leasing and Licensing Policy, as they are as they are largely a volunteer-based, not-for-profit group, which is open and accessible to members of the Knox community.

This categorisation means:

- The rental rate has been set in accordance with Councils Fees and Charges as per the Adopted Budget 2025/26.
- The tenant is responsible for all outgoings, including operational expenses and applicable rate and taxes.
- The tenant is responsible for maintenance responsibilities as established in the Maintenance Schedule.

The tenant is up to date with all other requirements of the existing agreement. There are no identified breaches of the current agreement.

1.2 Agreement Details

The Basin Community House Inc. have previously managed this site under a Licence Agreement. In accordance with Councils endorsed Leasing & Licencing Policy, as they have exclusive use of the facility, a Lease will be the most appropriate agreement.

The lease will be provided with the following terms and conditions:

- Rental fees will commence at $468.00 per annum, increasing on the anniversary of the commencement date by 4%.
- Five-year term, with no option for a further term.

- The tenant takes on maintenance responsibilities in line with the Maintenance Schedule which forms an attachment to the lease.

Additional special conditions have been included in relation to casual hire of the facility, including that the tenant abides by Council's Casual Hire Policy. These special conditions include:

- Ensure availability of The Basin Senior Citizens Hall to the wider community for meetings and small activities.
- Schedule usage of The Basin Senior Citizens Hall collaboratively with the usage of The Basin Progress Hall to reduce potential instances of parking congestion within the adjacent car park.
- A requirement that surplus monies generated by hire of the facility must in the first instance be utilised to support enhancements to The Basin Senior Citizens Hall. Remaining monies are for use at the discretion of the Tenant for the benefit of the Knox Community.

An in-principle agreement for this lease has been reached with the proposed tenant.

1.3 Deviations from the Leasing and Licensing Policy

Council's Property Team maintains a template licence agreement, which the property advocates use to negotiate. There are no substantive deviations from the standard template.

2. Social Implications

The Basin Senior Citizens Hall provides a suitable accessible space for community members to gather for meetings, training sessions, functions and social activities. Community spaces for hire help support social connections, create opportunities for people to share knowledge and learn new skills, support local groups to gather and connect with shared interests and bring people together to celebrate meaningful occasions.

3. Financial and Resource Implications

The annual rent payable by The Basin Community House Inc. is $468.00 (including GST), increasing by 4% on the anniversary of the agreement. The below outgoings are the responsibility of the tenant:

- Utilities, cleaning and gardening
- Applicable rates and taxes
- Rubbish and waste removal
- Maintenance items as specified in the maintenance schedule

Council will continue to pay the Essential Safety Measures in line with the lease and Councils statutory responsibilities.

4. Risks

Failure to execute the lease would result in the loss of a dedicated hall manager to facilitate bookings and make the space available to the community. Additionally, this would result in a Council asset being underutilised and requiring either repurposing or additional budget allocation to accommodate officers taking on the bookings role.

Attachment 3 – The Basin Progress Hall - 376 Forest Road, The Basin.

Summary

This attachment sets out the details of the proposed lease with The Basin Community House Inc. ('tenant') at The Basin Progress Hall - 376 Forest Road, The Basin. The lease is for a 5-year term with no option for renewal. The annual rent is $468.00 (GST inc.) increasing by 4% on the anniversary of the agreement, plus outgoings. The tenant is responsible for all outgoings, including maintenance and utility costs. Entering into this lease would ensure the facility has a dedicated venue hire manager and the facility is available to hire for the Knox Community.

1 Discussion

1.1 Tenant and Facility Profile

The Basin Progress Hall has been managed by The Basin Community House Inc. since 2011. The Basin Community House is a registered not-for-profit organisation that provides adult education programs as well as community development and social programs to encourage residents to participate in active community life. The tenant is not located at the site however they manage casual hire of the facility to the community on Council's behalf.

The Basin Progress Hall is available for hire for community activities including classes, training programs, functions and community social gatherings.

The tenant is categorised as a "Community Group" under the Leasing and Licensing Policy, as they are largely a volunteer-based, not-for-profit group who are open and accessible to members of the Knox community.

This categorisation means:

- The rental rate has been set in accordance with Councils Fees and Charges as per the Adopted Budget 2025/26.
- The tenant is responsible for all outgoings, including operational expenses and applicable rate and taxes.
- The tenant is responsible for maintenance responsibilities as established in the Maintenance Schedule.

The tenant is up to date with all other requirements of the existing agreement. There are no identified breaches of the current agreement.

1.2 Agreement Details

The Basin Community House Inc. have previously managed this site under a Licence Agreement. In accordance with Councils endorsed Leasing & Licencing Policy, as they have exclusive use of the facility, a Lease will be the most appropriate agreement. The lease will be provided with the following terms and conditions:

- Rental fees will commence at $468.00 per annum, increasing on the anniversary of the commencement date by 4%.
- Five-year term, with no option for a further term
- The tenant takes on maintenance responsibilities in line with the Maintenance Schedule which forms an attachment to the lease.

Additional special conditions have been included in relation to casual hire of the facility, including that the tenant abides by Council's Casual Hire Policy. These special conditions include:

- Ensure availability of The Basin Progress Hall to the wider community for meetings and small activities.
- Schedule usage of The Basin Progress Hall collaboratively with the usage of The Basin Senior Citizens Hall to reduce potential instances of parking congestion within the adjacent car park.
- A requirement that surplus monies generated by hire of the facility must in the first instance be utilised to support enhancements to The Basin Senior Citizens Hall. Remaining monies are for use at the discretion of the Tenant for the benefit of the Knox Community.

An in-principle agreement for this lease has been reached with the proposed tenant.

1.3 Deviations from the Leasing and Licensing Policy

Council's Property Team maintains a template lease agreement, which the property advocates use to negotiate. There are no substantive deviations in this agreement from the standard template.

2. Social Implications

The Basin Progress Hall provides a suitable accessible space for community members to gather for meetings, training sessions, functions and social activities. Community spaces for hire help support social connections, create opportunities for people to share knowledge and learn new skills, support local groups to gather and connect with shared interests and bring people together to celebrate meaningful occasions.

3. Financial and Resource Implications

The annual rent payable by The Basin Community House Inc. is $468.00 (including GST), increasing by 4% on the anniversary of the agreement. The below outgoings are the responsibility of the tenant:

- Utilities, cleaning and gardening
- Applicable rates and taxes
- Rubbish and waste removal
- Maintenance items as specified in the maintenance schedule

Council will continue to pay the Essential Safety Measures in line with the lease and Councils statutory responsibilities.

4. Risks

Failure to execute the lease would result in the loss of a dedicated hall manager to facilitate bookings and make the space available to the community. Additionally, this would result in a Council asset being underutilised and requiring either repurposing or additional budget allocation to accommodate officers taking on the bookings role.

Attachment 4 – Rowville Community Workshop – 1395 Stud Road, Rowville.

Summary

This attachment sets out the details of the proposed lease agreement with Rowville Men's Shed Inc. ('tenant') at Rowville Community Workshop - 1395 Stud Road, Rowville. The lease is for an initial term of 5 years with an option of a further 4-year term. The annual rent is $468.00 (GST inc), increasing by 4% on the anniversary of the agreement. The tenant is responsible for outgoings, including maintenance, waste and utilities. Entering into this agreement will ensure that Rowville Men's Shed Inc. have a safe and suitable facility to provide Men's Shed activities.

1 Discussion

1.1 Tenant and Facility Profile

Rowville Men's Shed has operated in Knox for 15 years from various locations prior to the construction of the Rowville Community Workshop in 2020. Rowville Community Workshop was constructed in 2020 with joint funding from Knox Council, DHHS Men's Shed Funding Program Grant and contributions from Rowville Men's Shed Inc.

The land the workshop is built on is owned by the State Government of Victoria via DEECA (Department of Energy, Environment and Climate Action). Knox City Council has Committee of Management rights for the land. Community Strengthening has negotiated the proposed lease with Rowville Men's Shed Inc. in conjunction with DEECA, utilising the required DEECA templates.

Following execution of the lease by Knox Council, the agreement must be sent to DEECA for Ministerial Attestation to formally commence. Officers have been working closely with DEECA to streamline a timely response.

Rowville Men's Shed Inc. is a registered Australian Men's Shed Organisation and registered not-for-profit volunteer organisation. The group aim to improve men's health and wellbeing by fostering companionship, reducing loneliness, and offering opportunities to share skills and learn new ones. The activities of the organisation include gardening, woodwork, metal work and projects for the community. Participants are encouraged to share their skills and life experiences with each other whilst working on both shared and individual projects. The organisation also hosts social events and health and wellbeing presentations and is open to all genders.

This tenant is categorised as a "Community Group" under the Leasing and Licencing Policy, as they are largely a volunteer-based, not-for-profit group.

This categorisation means:

- The rental rate has been set in accordance with Councils Fees and Charges as per the Adopted Budget 2025/26.
- The tenant is responsible for all outgoings, including operational expenses and applicable rate and taxes.
- The tenant is responsible for maintenance responsibilities as established in the Maintenance Schedule.

The tenant is up to date with all other requirements of the existing agreement. There are no identified breaches of the current agreement.

1.2 Agreement Details

Rowville Men's Shed have previously occupied this site under a Licence Agreement. In accordance with Councils endorsed Leasing & Licencing Policy, as the group have exclusive use of the facility, a Lease will be the most appropriate type of agreement.

The lease will be provided with the following terms and conditions:

- Rental fees will commence at $468.00 per annum, increasing on the anniversary of the commencement date by 4%.
- Initial five-year term, with one extension option of 4 years
- The tenant takes on maintenance responsibilities in line with the Maintenance Schedule, which forms an attachment to the lease.

An in-principle agreement for this lease has been reached with the proposed tenant.

1.3 Deviations from the Leasing and Licensing Policy

Council's Property Team maintains a template lease agreement, which the property advocates use to negotiate with tenants. Below is a list of the deviations from the standard template for this particular lease.

Item	Template	Deviation	Notes
N/A	Knox Council Standard Lease Agreement template	Operative provisions and lease particulars templates provided by DEECA have been used for this agreement.	The land this facility is situated on is Crown Land, managed by Council. Standard documents from DEECA have been used and amended (where appropriate) to include Council-related clauses.
13	Standard 5-year term	Option for further 4-year term is proposed	The land this facility is situated on is Crown Land, managed by Council. Development of this lease has required additional administration and consultation between Council officers, DEECA and the tenant. Offering an additional 4-year option would reduce future administrative burden for all parties. DEECA has indicated that they can support approval of leases up to a total term of 21 years.

2. Social Implications

Rowville Men's Shed provides a safe, friendly space for men to connect, socialise, and engage in meaningful projects like woodworking, gardening, and community work. The Men's Shed is a valuable service that has a positive impact on men's health and wellbeing and supports men as

valued and productive members of the community. Whilst is predominantly aimed at men, membership is available to the wider community, including all genders.

3. Financial and Resource Implications

The annual rent payable by Rowville Men's Shed is $468.00 (including GST), increasing by 4% on the anniversary of the agreement.

The below outgoings are the responsibility of the tenant:

- Utilities, cleaning and gardening
- Applicable rates and taxes
- Rubbish and waste removal
- Maintenance items as specified in the maintenance schedule

Council will continue to pay the Essential Safety Measures in line with the lease and Councils statutory responsibilities.

4. Risks

Failure to execute the lease would result in Rowville Men’s Shed having to relocate their organisation, a process they have previously gone through several times. Additionally, the purpose-built Rowville Community Workshop would require repurposing and refitting.

Attachment 5 – Rosa Benedikt Community Centre – 11 Gerda Street, Scoresby.

Summary

This attachment sets out the details of the proposed lease agreement with Knox and District Toy Library Inc. ('tenant') at Rosa Benedikt Community Centre – 11 Gerda Street, Scoresby. The lease is for a 5-year term with no option for a further term. The annual rent is $468.00 (GST inc), increasing by 4% on the anniversary of the agreement. The tenant is responsible for outgoings, including maintenance, waste and utilities. Entering into this agreement will ensure Knox and District Toy Library Inc. continue to have a suitable facility to provide a toy library service to families in the Knox Community.

1 Discussion

1.1 Tenant and Facility Profile

Knox and District Toy Library has operated in the Knox Community for 45 years. The toy library is a registered not-for-profit organisation that is run predominately by volunteers and offers a wide range of fun and educational toys, games and activities available for loan at an affordable price. The toy library has created a space that is welcoming for families, parents and caregivers to connect and share experiences.

This tenant is categorised as a "Community Group" under the Leasing and Licencing Policy, as they are largely a volunteer-based, not-for-profit group.

This categorisation means:

- The rental rate has been set in accordance with Councils Fees and Charges as per the Adopted Budget 2025/26.
- The tenant is responsible for all outgoings, including operational expenses and applicable rate and taxes.
- The tenant is responsible for maintenance responsibilities as established in the Maintenance Schedule.

The tenant is up to date with all other requirements of the existing agreement. There are no identified breaches of the current agreement.

1.2 Agreement Details

Knox and District Toy Library Inc. have previously occupied this site under a Licence Agreement. In accordance with Councils endorsed Leasing & Licencing Policy, as the tenant will have exclusive use of the facility, a lease will now be the most appropriate agreement.

The lease will be provided with the following terms and conditions:

- Rental fees will commence at $468.00 per annum, increasing on the anniversary of the commencement date by 4%.
- Five-year term, with no option for a further term.
- The tenant takes on maintenance responsibilities in line with the Maintenance Schedule which forms an attachment to the lease.

An in-principle agreement for this lease has been reached with the proposed tenant.

1.3 Deviations from the Leasing and Licensing Policy

Council's Property Team maintains a template lease agreement, which the property advocates use to negotiate with leases. There are no substantive deviations from the standard template.

2. Social Implications

The Knox and District Toy Library offer many benefits to the Knox community. The toy library provides cost savings and promotes sustainability by providing families with access to fun and educational toys, games and activities for loan at an affordable price. The library supports child development through play and offers a welcoming environment for families to build social connections.

3. Financial and Resource Implications

The annual rent payable by Knox and District Toy Library is $468.00 (including GST), increasing by 4% on the anniversary of the agreement. The below outgoings are the responsibility of the tenant:

- Utilities, cleaning and gardening
- Applicable rates and taxes
- Rubbish and waste removal
- Maintenance items as specified in the maintenance schedule

Council will continue to pay the Essential Safety Measures in line with the lease and Councils statutory responsibilities.

4. Risks

Failure to execute this lease would result in the Knox and District Toy Library needing to find another suitable venue to provide the toy library service.

Attachment 6 - Kinderlea 3-Year-Old Preschool Inc lease at 3 Coleman Road Wantirna South.

Summary

In 2023, Council resolved to cease its role as an Early Years Manager and Approved provider of sessional kindergarten services, opting instead to make its kindergarten facilities from which Council was delivering kindergarten services, available to external service providers. As part of this transition, through a robust process the first tranche of 18 sites were leased to a mix of Early Years Managers and Independent Providers from Council facilities effective 1 January 2025. As Council maintains its role as infrastructure owner, a second tranche of kindergarten facilities, making up just four sites, currently operated by Independent Providers under licence agreements whose occupancy agreements are due to expire, will now be aligned with this approach and the recently revised Licence and Leasing Policy and transitioned to lease agreements from 1 January 2026 should Council endorse these recommendations.

This attachment sets out the details of both parties' in-principle agreement for the lease with Kinderlea 3-Year-Old Preschool Inc at 3 Coleman Road Wantirna South, 3152. The lease is for an initial 2-year term with two options of a further 1-year term each. The proposed length of the lease is to align it with the same cycle as the Independent Providers in the first tranche. The annual rent is $468 (plus GST) subject to a 4% increase on each anniversary of the agreement. The tenant is responsible for all outgoings, including maintenance and utility costs.

Council Officers have undertaken direct negotiations with Kinderlea 3-Year-Old Preschool Inc for this lease agreement. Should Council endorse these recommendations, entering into this agreement will secure the continued availability of sessional kindergarten services for children in Wantirna South and the wider Knox community.

1 Discussion

1.1 Tenant and Facility Profile

Kinderlea 3-Year-Old Preschool Inc currently operates exclusively at this site offering sessional kindergarten under a licence agreement which is due to expire 31 December 2025. To bring the occupancy agreement in line with the current Licence and Lease Policy, a lease for exclusive use of the site is recommended.

This tenant is categorised as a “Community Service Organisation” under the Leasing and Licencing Policy, as a not-for-profit legal entity which is able to generate income higher than expenditure. This categorisation means:

- The rental rate has been set with regard to Council’s peppercorn rate and the capacity of the tenant to generate an income.
- The tenant is responsible for all outgoings, including operational expenses and applicable rate and taxes.
- The tenant is responsible for maintenance responsibilities as established in the Building Maintenance Framework.

Kinderlea 3-Year-Old Preschool Inc. is an independent kindergarten provider who have been reviewed by the Victorian Government Department of Education as a suitable approved provider. The service currently holds funding approval to provide free sessional kindergarten.

Kinderlea 3-Year-Old Preschool Inc. is governed by a parent-led Committee of Management (CoM), which operates in accordance with its constitution. The Committee holds regular meetings and an Annual General Meeting (AGM), all of which are appropriately minuted. The Committee of Management has provided evidence of sound governance and decision-making structures, including a commitment to continuous improvement, sound employment practices, professional development, and the implementation of industry-standard policies and procedures. Reporting obligations are up to date with both the Australian Charities and Not-for-profits Commission and the Victorian Department of Education.

The organisation is well-established and deeply integrated into the local community and have an on-going commitment to build their kindergarten community by offering 3 and 4-year-old kindergarten and Pre-Prep programs in 2026 and beyond. They have been assessed and rated as Meeting National Quality Standards (NQS) by ACECQA a national consistent and mandatory assessment and rating system.

Currently, under their licence agreement, Kinderlea 3-Year-Old Preschool Inc operates sessional kindergarten programs within the main building on the site while the smaller office space is vacant and not utilised. The licensed kindergarten room within the main building accommodates up to 23 kindergarten places per day. However, the physical constraints of the building limit opportunities for expansion and restrict the service's capacity to conduct confidential meetings with parents or provide staff with a dedicated space for industry standard breaks.

This constraint may also present a challenge in meeting the Victorian Government's Best Start, Best Life reforms. These reforms include the phased introduction of Pre-Prep and expanded hours for 4-year-old children - starting with 16 to 25 hours per week in 2026 and increasing to 30 hours by 2036 for all eligible 4-year-olds -while continuing to offer 15 hours per week for 3-year-old children. Without additional space or infrastructure, the service may face limitations in adapting to these evolving requirements.

Under the new lease arrangement, Kinderlea 3-Year-Old Preschool Inc will have exclusive use of the whole building and will assume responsibility for all associated costs. This presents a significant opportunity for the provider to enhance its service delivery by addressing previous space limitations. The additional space will allow for confidential meetings with families, provide staff with a dedicated area for breaks, and support smoother day-to-day operations. These improvements will help ensure that local families benefit from better access to high-quality kindergarten programs in a more supportive and functional environment.

The tenant is up to date on all requirements of the existing agreement. There are no identified breaches of the current agreement

1.2 Agreement Details

Maddocks Lawyers were engaged to draft an appropriate lease agreement to allow non-Council kindergarten providers to operate out of Council's early years facilities. In accordance with Councils Leasing and Licensing Policy direct negotiations for a lease agreement have occurred with Kinderlea 3-Year-Old Preschool Inc.

The lease agreement includes a Building Maintenance Framework that outlines Council as landlord and the service provider as tenant and the ongoing responsibilities for managing the facilities over the term of the lease. The tenant will now be responsible for all utilities, waste, cleaning and gardening costs at the site.

The Council facility at 3 Coleman Road Wantirna South will be exclusively used by the tenant and thus is proposed to be provided as a lease with the following terms and conditions.

- Annual rent to commence at $468 (inclusive GST) increasing by 4% on the anniversary of the agreement
- Initial two-year term (1 January 2026 - 31 December 2027), with two extension options of 1 year each
- The tenant takes on maintenance responsibilities in line with the Building Maintenance Framework agreed in the lease.
- The tenant takes on the following cost:
    - Utilities, cleaning and gardening.
    - Maintenance, rubbish and waste removal
    - Central Registration licence and participation fees
- The tenant is not able to sub-lease or hire the facility

Additional special conditions have been incorporated to address the additional regulatory requirements applicable to kindergarten service providers. This includes:

1) Maintain Provider approval and Service Approval to provide Education and Care services with the Victorian Department of Education
2) Prioritise funded kindergarten programs for permitted use of the facility
3) Participate in the Central Registration Scheme managed by Council.

An in-principle agreement for this lease has been reached with Kinderlea 3-Year-Old Preschool Inc. Negotiations will be completed and the lease prepared for execution should Council endorse Kinderlea 3-Year-Old Preschool Inc. When the lease is signed by both parties it will ensure sessional kindergarten will continue with this provider in their current location.

1.3 Deviations from the Leasing and Licensing Policy

There is a template kindergarten lease agreement, which is used to negotiate with lessees. There are no substantive deviations from the standard kindergarten lease template.

2. Social Implications

The provision of sessional kindergarten is fundamental to supporting the long-term development and future success of young children within Knox. Ensuring equitable access to high quality kindergarten and pre-prep programs provides children with a strong foundation for lifelong learning and holistic development. Entering into a lease with Kinderlea 3-year-old Preschool Inc ensures that a mixed market approach to sessional kindergarten provision is used across the municipality offering families a diverse range of options, empowering them to choose programs that best meet their children's unique needs and preferences.

3. Financial and Resource Implications

The annual rent payable by the kindergarten service provider (tenant) is $468 (inclusive GST), increasing by 4% on the anniversary of the agreement, plus outgoings. The below outgoings are the responsibility of the tenant:

- Utilities, cleaning and gardening.

- Maintenance, rubbish and waste removal
- Central Registration licence and participation fees

Council will continue to pay the Essential Safety Measures in line with the Leasing and Licencing Policy and Councils statutory responsibilities.

Financial checks have been undertaken on the recommended providers via Equifax to ensure ongoing financial viability and probity.

Kindergarten providers are classified as Community Service Organisations under Council's Leasing and Licensing Policy, as more than 50% of their staff are employed in paid positions. These providers operate with very limited capacity to generate profit. As participants in the State Government's Free Kindergarten initiative, they are required to charge families $0 in attendance fees, in line with funding rules. Income is thus entirely dependent on the State Government funding rate, announced yearly. Staffing costs make up the majority of the costs of service delivery, and are very inflexible, as staffing levels must meet regulatory requirements.

In determining the appropriate rental rate, Council carefully considered this restricted ability to raise additional revenue. At its meeting on 22 July 2024, Council resolved to apply a peppercorn rental rate to kindergarten providers, acknowledging their essential community role and financial constraints.

4. Risks

Failure to execute the lease may potentially impact Kinderlea 3-Year-Old Preschool Inc ability to commence the provision of sessional kindergarten at the start of Term 1, 2026, posing a risk to service continuity and community expectations.

Attachment 7 – Rowville 3-year-old kindergarten Inc at Bernie Seebeck Building 965 Wellington Rd Rowville.

Summary

In 2023, Council resolved to cease its role as an Early Years Manager and Approved provider of sessional kindergarten services, opting instead to make its kindergarten facilities from which Council was delivering kindergarten services, available to external service providers. As part of this transition, through a robust procurement process the first tranche of 18 sites were leased to a mix of Early Years Managers and Independent Providers from Council facilities effective 1 January 2025. As Council maintains its role as infrastructure owner, a second tranche of kindergarten facilities, making up just four sites, currently operated by Independent Providers under licence agreements whose occupancy agreements are due to expire, will now be aligned with this approach and the recently revised Licence and Leasing Policy and transitioned to lease agreements from 1 January 2026 should Council endorse these recommendations.

This attachment sets out the details of both parties in-principle agreement for the lease with Rowville 3-Year-Old Kindergarten Inc at (Bernie Seebeck building) 965 Wellington Road Rowville Vic 3178. The lease is for an initial 1-year term with three options of a further 1-year term each. The proposed length of the lease is to align it with the same cycle as the Independent Providers in the first tranche. The annual rent is $468 (inclusive GST) subject to a 4% increase on each anniversary of the agreement. The tenant is responsible for all outgoings, including maintenance and utility costs.

Council Officers have undertaken direct negotiations with Rowville 3-year-old Kindergarten Inc for this lease agreement. Should Council endorse these recommendations, entering into this agreement will secure the continued availability of sessional kindergarten services for children in Rowville and the wider Knox community

1 Discussion

1.1 Tenant and Facility Profile

Rowville 3-year-old Kindergarten Inc currently operates within the Alan Clayton Building offering sessional kindergarten under a licence agreement which is due to expire 31 December 2025. To bring the occupancy agreement in line with the current Licence and Lease Policy, a lease for exclusive use of the site is recommended.

This tenant is categorised as a “Community Service Organisation” under the Leasing and Licencing Policy, as a not-for-profit legal entity which is able to generate income higher than expenditure. This categorisation means:

- The rental rate has been set with regard to Council’s peppercorn rate and the capacity of the tenant to generate an income.
- The tenant is responsible for all outgoings, including operational expenses and applicable rates and taxes.
- The tenant is responsible for maintenance responsibilities as established in the Maintenance Schedule.

Rowville 3-year-old Kindergarten Inc. is an independent kindergarten provider who have been reviewed by the Victorian Government Department of Education as a suitable approved provider.

The service currently holds funding approval to provide free sessional kindergarten.

Rowville 3-Year-Old Kindergarten Inc. is governed by a parent-led Committee of Management (CoM), which operates in accordance with its constitution. The Committee holds regular meetings and an Annual General Meeting (AGM), all of which are appropriately minuted. The Committee of Management has provided evidence of sound governance and decision-making structures, including a commitment to continuous improvement, sound employment practices, professional development, and the implementation of industry-standard policies and procedures. Reporting obligations are up to date with both the Australian Charities and Not-for-profits Commission and the Victorian Department of Education.

The organisation is well-established and deeply integrated into the local community and have an on-going commitment to build their kindergarten community by offering 3 and 4-year-old kindergarten and Pre-Prep programs in 2026 and beyond. They have been assessed and rated as Meeting National Quality Standards (NQS) by ACECQA a national consistent and mandatory assessment and rating system.

Rowville 3-Year-Old Kindergarten Inc. currently operates sessional kindergarten programs within the Alan Clayton building. The licensed room accommodates up to 22 kindergarten places per day. However, the physical limitations of the building mean there is no scope for expansion, which restricts the service's ability to grow or introduce additional kindergarten sessions. This constraint presents a challenge in meeting the Victorian Government's Best Start, Best Life reforms. These reforms include the phased introduction of Pre-Prep and expanded hours for 4-year-old children—starting with 16 to 25 hours per week in 2026 and increasing to 30 hours by 2036 for all eligible 4-year-olds—while continuing to offer 15 hours per week for 3-year-old children. Without additional space or infrastructure, the service may face limitations in adapting to these evolving requirements.

Under the new lease agreement, Rowville 3-Year-Old Kindergarten Inc. is proposed to relocate its operations to the Bernie Seebeck building, which is currently vacant and unused. This move presents a significant opportunity for the service to expand its kindergarten offerings. The increased space will enable the provider to enhance session availability across Pre-Prep, three-year-old, and four-year-old kindergarten programs.

This relocation and expansion will strengthen early years' service delivery in the Rowville area, ensuring local families benefit from improved access to high-quality kindergarten programs.

The tenant is up to date on all requirements of the existing licence and there are no identified breaches of the current agreement.

1.2 Agreement Details

Maddocks Lawyers were engaged to draft an appropriate lease agreement to allow non-Council kindergarten providers to operate out of Council's early years facilities. In accordance with Councils Leasing and Licensing Policy direct negotiations for a lease agreement have occurred with Rowville 3-year-old Kindergarten Inc.

The lease agreement includes a Building Maintenance Framework that outlines Council as landlord and the service provider as tenant ongoing responsibilities for managing the facilities over the term of the lease. The tenant will now be responsible for all utilities, waste, cleaning and

gardening costs at the site.

The Council facility - Bernie Seebeck Building at 965 Wellington Road Rowville will be exclusively used by the tenant and thus is provided as a lease with the following terms and conditions.

- Annual rent will commence at $468 (inclusive GST) increasing by 4% on the anniversary of the agreement
- Initial one-year term (1 January 2026 - 31 December 2026), with three extension options of 1 year each
- The tenant takes on maintenance responsibilities in line with the Building Maintenance Framework.
- The tenant takes on the following cost:
    - Utilities, cleaning and gardening.
    - Maintenance, rubbish and waste removal
    - Central Registration licence and participation fees
- The tenant is not able to sub-lease or hire the facility.

Additional special conditions have been incorporated to address the additional regulatory requirements applicable to kindergarten service providers. This includes:

1) Maintain Provider Approval and Service Approval to provide Education and Care services with the Victorian Department of Education
2) Prioritise funded kindergarten and pre-prep programs
3) Participate in the Central Registration Scheme managed by Council

This lease agreement is conditional on the Victorian Government Department of Education's consent to transfer service approvals from the Alan Clayton building to the Bernie Seebeck building. Council officers have been liaising with DE throughout the process to ensure this transfer is well understood and can commence once the lease is signed.

An in-principle agreement for this lease has been reached with Rowville 3-year-old Kindergarten Inc. Negotiations will be completed and the lease prepared for execution should Council endorse Rowville 3-year-old Kindergarten Inc. When the lease is signed by both parties it will ensure sessional kindergarten will continue with this provider in their current location.

1.3 Deviations from the Leasing and Licensing Policy

There is a template kindergarten lease agreement, which is used to negotiate with lessees. There are two additions to the standard kindergarten lease template. Below is a list of the proposed deviations from the standard Kindergarten lease template for this particular lease:

Item	Template	Deviation	Notes
3	*Duration of the Lease*	*Extra clause* *3.2 Condition Subsequent* *Condition Subsequent means the completion of the transfer of the Existing Service Approval from Alan Clayton Wing to the Bernie Seebeck Wing in*	Added due to regulatory requirements for the

Item	Template	Deviation	Notes
		accordance with the requirements of the Victorian Department of Education *Condition Subsequent Date means the date which is 14 days prior to the Commencement Date 18/12/2025, or such other date as is agreed upon in writing by the parties.* *Existing Service Approval means the existing service approval under Part 3 of the Education and Care Services National Law Act 2010 (Vic) held by Rowville 3YO Kindergarten in respect of the Premises as at the date of this Lease.* *3.2.2 This Lease is subject to the Condition Subsequent being satisfied by the Condition Subsequent Date.* *3.2.3 If the Condition Subsequent is not satisfied by the Condition Subsequent Date, then either party may terminate this Lease by giving written notice to the other party to that effect at any time prior to the Condition Subsequent being satisfied.* *3.2.4 This clause will be omitted from any new lease for any Further Term.*	provision of kindergarten
Attachment 1	Special conditions	Added clause 12. Sale of Existing Equipment and Furniture 12.1 In this Special Condition: Existing Equipment and Furniture means all furniture, moveable equipment and toys in the Premises as at the date of this Lease. Purchase Price means the sum of $2,000 inc GST. 12.2 Subject to the provisions of this Special Condition, and in consideration of the Tenant paying the Purchase Price to the Council, on the Commencement Date the Council sells to the Tenant and the Tenant purchases from the Council, the Existing Equipment and Furniture.	Purchase of existing equipment within site.

Item	Template	Deviation	Notes
		12.3 The Tenant must pay the Purchase Price to the Council without deduction or right of set off on or before the date of this Lease. 12.4 Title to, and risk of, the Existing Equipment and Furniture shall pass from the Council to the Tenant on the later of: 12.4.1 the Commencement Date; and 12.4.2 the date on which the Tenant pays the Purchase Price and any applicable GST to the Council. Thereafter, the Existing Equipment and Furniture shall constitute Tenant's Property for the purpose of this Lease. 12.5 The Tenant: 12.5.1 accepts the Existing Equipment and Furniture in their existing condition as at the date of this Lease; 12.5.2 acknowledges and agrees that the Council makes no representation or warranty as to the condition of the Existing Equipment and Furniture or their suitability for the Tenant's purposes; and 12.5.3 warrants that it has made its own enquiries and satisfied itself as to the condition of the Existing Equipment and Furniture and their suitability for the Tenant's purposes. 12.6 The Tenant releases the Council from, and indemnifies the Council against, all Claims relating to any item of Existing Equipment and Furniture	

2. Social Implications

The provision of sessional kindergarten is fundamental to supporting the long-term development and future success of young children within Knox. Ensuring equitable access to high quality kindergarten and pre-prep programs provides children with a strong foundation for lifelong learning and holistic development. Entering into a lease with Rowville 3-year-old Kindergarten Inc ensures that a mixed market approach to sessional kindergarten provision is used across the

municipality offering families a diverse range of options, empowering them to choose programs that best meet their children's unique needs and preferences.

3. Financial and Resource Implications

The annual rent payable by the kindergarten service provider (tenant) is $468 (inclusive GST), increasing by 4% on the anniversary of the agreement, plus outgoings. The below outgoings are the responsibility of the tenant:

- Utilities, cleaning and gardening.
- Maintenance, rates (emergency service levy), rubbish and waste removal
- Central Registration licence and participation fees

Council will continue to pay the Essential Safety Measures in line with the Leasing and Licencing Policy and Councils statutory responsibilities.

Financial checks have been undertaken on the recommended providers via Equifax to ensure ongoing financial viability and probity.

Kindergarten providers are classified as Community Service Organisations under Council's Leasing and Licensing Policy, as more than 50% of their staff are employed in paid positions. These providers operate with very limited capacity to generate profit. As participants in the State Government's Free Kindergarten initiative, they are required to charge families $0 in attendance fees, in line with funding rules. Income is thus entirely dependent on the State Government funding rate, announced yearly. Staffing costs make up the majority of the costs of service delivery, and are very inflexible, as staffing levels must meet regulatory requirements.

In determining the appropriate rental rate, Council carefully considered this restricted ability to raise additional revenue. At its meeting on 22 July 2024, Council resolved to apply a peppercorn rental rate to kindergarten providers, acknowledging their essential community role and financial constraints.

4. Risks

Timely execution of the lease agreement is critical to initiating the regulatory process with the Victorian Department of Education for the transfer of service approval from Alan Clayton to Bernie Seebeck. This process is governed by strict regulatory timelines and cannot commence until the lease is formally signed.

Failure to execute the lease in time may delay the approval process, potentially impacting Rowville 3-Year-Old Kindergarten Inc.'s ability to begin operations in the Bernie Seebeck building on 1 January 2026. Delays could also affect the commencement of sessional kindergarten delivery at the start of Term 1, 2026, posing a risk to service continuity and community expectations.

Attachment 8 – Yarra Ranges Kindergartens Inc lease for 8A Beresford Drive Boronia. (Colchester Park Kindergarten)

Summary

In 2023, Council resolved to cease its role as an Early Years Manager and Approved provider of sessional kindergarten services, opting instead to make its kindergarten facilities from which Council was delivering kindergarten services, available to external service providers. As part of this transition, through a robust procurement process the first tranche of 18 sites were leased to a mix of Early Years Managers and Independent Providers from Council facilities effective 1 January 2025. As Council maintains its role as infrastructure owner, a second tranche of kindergarten facilities, making up just four sites, currently operated by Independent Providers under licence agreements whose occupancy agreements are due to expire, will now be aligned with this approach and the recently revised Licence and Leasing Policy and transitioned to lease agreements from 1 January 2026 should Council endorse these recommendations.

This Attachment sets out the details of both parties in-principle agreement for the lease with Yarra Ranges Kindergartens Inc at 8A Beresford Drive Boronia Vic 3155. The lease is for an initial 2-year term with two options of a further 1-year term each. The proposed length of the lease is to align it with the same cycle as the Independent Providers in the first tranche. The annual rent is $468 (inclusive GST) subject to a 4% increase on each anniversary of the agreement. The tenant is responsible for all outgoings, including maintenance and utility costs.

Council Officers have undertaken direct negotiations with Yarra Ranges Kindergartens Inc for this lease agreement. Should Council endorse these recommendations entering into this agreement will secure the continued availability of sessional kindergarten services for children in Boronia and the wider Knox community.

1 Discussion

1.1 Tenant and Facility Profile

Yarra Ranges Kindergartens Inc currently operates exclusively at this site offering sessional kindergarten under a licence agreement which is due to expire 31 December 2025. To bring the occupancy agreement in line with the current Licence and Lease Policy the current licence is recommended to become a lease, reflecting the for exclusive use of the whole site.

This tenant is categorised as a “Community Service Organisation” under the Leasing and Licencing Policy, as a not-for-profit legal entity which is able to generate income higher than expenditure. This categorisation means:

- The rental rate has been set with regard to Council’s peppercorn rate and the capacity of the tenant to generate an income.
- The tenant is responsible for all outgoings, including operational expenses and applicable rate and taxes.
- The tenant is responsible for maintenance responsibilities as established in the Building Maintenance Framework,

Yarra Ranges Kindergartens Inc is an Early Years Manager (EYM) who have been reviewed by the Victorian Government Department of Education as a suitable approved provider. The service currently holds funding approval to provide free sessional kindergarten.

Yarra Ranges Kindergartens Inc as an EYM have provided a comprehensive and strong governance model that oversees the operation and management of kindergartens within their portfolio and supports their workforce to deliver quality kindergarten programs. As an EYM they have been assessed and rated, ranging from Meeting through to Exceeding National Quality Standards (NQS), by ACECQA, a national consistent and mandatory assessment and rating system. Reporting obligations are up to date with both the Australian Charities and Not-for-profits Commission and the Victorian Department of Education.

Yarra Ranges Kindergartens Inc governance framework ensures that each kindergarten is aligned with the specific needs and characteristics of its local community, fostering inclusive, accessible, and high-quality 3- and 4-year-old kindergarten and pre-prep programs that support children's early learning and development, in line with the State Government's Best Start, Best Life reforms.

Currently, under their licence agreement, Yarra Ranges Kindergartens Inc operates sessional kindergarten programs from this site. The licensed kindergarten room within the main building accommodates up to 33 kindergarten places per day. They have on-going commitment to build their kindergarten community by offering 3 and 4-year-old kindergarten and Pre-Prep programs in 2026 and beyond.

The tenant is up to date on all requirements of the existing agreement. There are no identified breaches of the current agreement.

1.2 Agreement Details

Maddocks Lawyers were engaged to draft an appropriate lease agreement to allow non-Council kindergarten providers to operate out of Council's early years facilities. In accordance with Councils Leasing and Licensing Policy direct negotiations for a lease agreement have occurred with Alchester Village Preschool Inc.

The lease agreement includes a Building Maintenance Framework that outlines Council as landlord and the service provider as tenant and the ongoing responsibilities for managing the facilities over the term of the lease. The tenant will now be responsible for all utilities, waste, cleaning and gardening costs at the site.

The Council facility at 8A Beresford Drive Boronia will be exclusively used by the tenant and thus is provided as a lease with the following terms and conditions.

- Annual rent will commence at $468 increasing by 4% on the anniversary of the agreement
- Initial two-year term (1 January 2026 - 31 December 2027), with two extension options of 1 year each
- The tenant takes on maintenance responsibilities in line with the Building Maintenance Framework.
- The tenant takes on all utilities and other associated costs
- The tenant is not able to sub-lease or hire the facility

Additional special conditions have been incorporated to address the additional regulatory requirements applicable to kindergarten service providers. This includes:

1) Maintain Provider approval and Service Approval to provide Education and Care services with the Victorian Department of Education
2) Prioritise funded kindergarten programs for permitted use of the facility
3) Participate in the Central Registration Scheme managed by Council.

An in-principle agreement for this lease has been reached with Yarra Ranges Kindergartens Inc. Negotiations will be completed and the lease prepared for execution should Council endorse Yarra Ranges Kindergartens Inc. When the lease is signed by both parties it will ensure sessional kindergarten will continue with this provider in their current location.

1.3 Deviations from the Leasing and Licensing Policy

There is a template kindergarten lease agreement, which is used to negotiate with lessees. There are no substantive deviations from the standard kindergarten lease template.

2. Social Implications

The provision of sessional kindergarten is fundamental to supporting the long-term development and future success of young children within Knox. Ensuring equitable access to high quality kindergarten and pre-prep programs provides children with a strong foundation for lifelong learning and holistic development. Entering into a lease with Yarra Ranges Kindergarten Inc ensures that a mixed market approach to sessional kindergarten provision is used across the municipality offering families a diverse range of options, empowering them to choose programs that best meet their children's unique needs and preferences.

3. Financial and Resource Implications

The annual rent payable by the kindergarten service provider (tenant) is $468 (excluding GST), increasing by 4% on the anniversary of the agreement, plus outgoings. The below outgoings are the responsibility of the tenant:

- Utilities, cleaning and gardening.
- Maintenance, rubbish and waste removal
- Central Registration licence and participation fees

Council will continue to pay the Essential Safety Measures in line with the Leasing and Licencing Policy and Councils statutory responsibilities.

Financial checks have been undertaken on the recommended providers via Equifax to ensure ongoing financial viability and probity.

Kindergarten providers are classified as Community Service Organisations under Council's Leasing and Licensing Policy, as more than 50% of their staff are employed in paid positions. These providers operate with very limited capacity to generate profit. As participants in the State Government's Free Kindergarten initiative, they are required to charge families $0 in attendance fees, in line with funding rules. Income is thus entirely dependent on the State Government funding rate, announced yearly. Staffing costs make up the majority of the costs of service delivery, and are very inflexible, as staffing levels must meet regulatory requirements.

In determining the appropriate rental rate, Council carefully considered this restricted ability to raise additional revenue. At its meeting on 22 July 2024, Council resolved to apply a peppercorn rental rate to kindergarten providers, acknowledging their essential community role and financial constraints.

4. Risks

Failure to execute the lease may potentially impact Yarra Ranges Kindergarten Inc ability to commence the provision of sessional kindergarten at the start of Term 1, 2026, posing a risk to service continuity and community expectations.

Attachment 9 – Alchester Village Preschool Inc lease for 28 and 30 Lockwoods Road Boronia (Alchester Village Kindergarten)

Summary

In 2023, Council resolved to cease its role as an Early Years Manager and Approved provider of sessional kindergarten services, opting instead to make its kindergarten facilities from which Council was delivering kindergarten services, available to external service providers. As part of this transition, through a robust procurement process the first tranche of 18 sites were leased to a mix of Early Years Managers and Independent Providers from Council facilities effective 1 January 2025. As Council maintains its role as infrastructure owner, a second tranche of kindergarten facilities, making up just four sites, currently operated by Independent Providers under licence agreements whose occupancy agreements are due to expire, will now be aligned with this approach and the recently revised Licence and Leasing Policy and transitioned to lease agreements from 1 January 2026 should Council endorse these recommendations.

This Attachment sets out the details of both parties in-principle agreement for the lease with Alchester Village Preschool Inc for two sites located at 28 and 30 Lockwoods Road Boronia Vic 3155. The lease is for an initial 2-year term with two options of a further 1-year term each. The proposed length of the lease is to align it with the same cycle as the Independent Providers in the first tranche. The annual rent is $468 (inclusive GST) per site subject to a 4% increase on each anniversary of the agreement. The tenant is responsible for all outgoings, including maintenance and utility costs.

Council Officers have undertaken direct negotiations with Alchester Village Preschool Inc for this lease agreement. Should Council endorse these recommendations, entering into this agreement will secure the continued availability of sessional kindergarten services for children in Boronia and the wider Knox community.

1 Discussion

1.1 Tenant and Facility Profile

Alchester Village Preschool Inc currently operates exclusively at this site offering sessional kindergarten under a licence agreement which is due to expire 31 December 2025. To bring the occupancy agreement in line with the current Licence and Lease Policy, a lease for exclusive use of the site is recommended.

This tenant is categorised as a “Community Service Organisation” under the Leasing and Licencing Policy, as a not-for-profit legal entity which is able to generate income higher than expenditure. This categorisation means:

- The rental rate has been set with regard to Council’s peppercorn rate and the capacity of the tenant to generate an income.
- The tenant is responsible for all outgoings, including operational expenses and applicable rates and taxes.
- The tenant is responsible for maintenance responsibilities as established in the Building Maintenance Framework.

Alchester Village Preschool Inc. is an independent kindergarten provider who have been reviewed by the Victorian Government Department of Education as a suitable approved provider. The service currently holds funding approval to provide free sessional kindergarten.

Alchester Village Preschool Inc. is governed by a parent-led Committee of Management (CoM), which operates in accordance with its constitution. The Committee holds regular meetings and an Annual General Meeting (AGM), all of which are appropriately minuted. TheI Committee of Management has provided evidence of sound governance and decision-making structures, including a commitment to continuous improvement, processes for the handover of information to new CoM members, sound employment practices, professional development, and the implementation of industry-standard policies and procedures. Reporting obligations are up to date with both the Australian Charities and Not-for-profits Commission and the Victorian Department of Education.

The organisation is well-established and deeply integrated into the local community and have an on-going commitment to build their kindergarten community by offering 3 and 4-year-old kindergarten and Pre-Prep programs in 2026 and beyond. They have been assessed and rated as Meeting National Quality Standards (NQS) by ACECQA a national consistent and mandatory assessment and rating system.

Currently, under their licence agreement, Alchester Village Preschool Inc operates sessional kindergarten programs within the main building (30 Lockwoods Road) on the site while the smaller playgroup building (28 Lockwoods Road) is vacant and not utilised. The licensed kindergarten room within the main building accommodates up to 30 kindergarten places per day. However, the physical constraints of the building limit opportunities for expansion and restrict the service's capacity to conduct confidential meetings with parents or provide staff with a dedicated space for industry standard breaks.

This constraint may also present a challenge in meeting the Victorian Government's Best Start, Best Life reforms. These reforms include the phased introduction of Pre-Prep and expanded hours for 4-year-old children—starting with 16 to 25 hours per week in 2026 and increasing to 30 hours by 2036 for all eligible 4-year-olds—while continuing to offer 15 hours per week for 3-year-old children. Without additional space or infrastructure, the service may face limitations in adapting to these evolving requirements.

Under the new lease arrangement, Alchester Village Preschool Inc will have exclusive use of both buildings and will assume responsibility for all associated costs. This presents a significant opportunity for the provider to enhance its service delivery by addressing previous space limitations. The additional space will allow for confidential meetings with families, provide staff with a dedicated area for breaks, and support smoother day-to-day operations. These improvements will help ensure that local families benefit from better access to high-quality kindergarten programs in a more supportive and functional environment.

The tenant is up to date on all requirements of the existing licence and there are no identified breaches of the current agreement.

1.2 Agreement Details

Maddocks Lawyers were engaged to draft an appropriate lease agreement to allow non-Council kindergarten providers to operate out of Council's early years facilities. In accordance with Councils Leasing and Licensing Policy direct negotiations for a lease agreement have occurred with Alchester Village Preschool Inc.

The lease agreement includes a Building Maintenance Framework that outlines Council as landlord and the service provider as tenant, and the ongoing responsibilities for managing the facilities over the term of the lease. The tenant will now be responsible for all utilities, waste, cleaning and gardening costs at the site.

The Council facility at 28 and 30 Lockwoods Road Boronia will be exclusively used by the tenant and thus is provided as a lease with the following terms and conditions.

- Annual rent will commence at $468 per site increasing by 4% on the anniversary of the agreement
- Initial two-year term (1 January 2026 - 31 December 2027), with two extension options of 1 year each
- The tenant takes on maintenance responsibilities in line with the Building Maintenance Framework.
- The tenant takes on all utilities and other associated costs.
- The tenant is not able to sub-lease or hire the facility

Additional special conditions have been incorporated to address the additional regulatory requirements applicable to kindergarten service providers. This includes:

1) Maintain Provider Approval and Service Approval to provide Education and Care services with the Victorian Department of Education
2) Prioritise funded kindergarten programs
3) Participate in the Central Registration Scheme managed by Council.

An in-principle agreement for this lease has been reached with Alchester Village Preschool Inc. Negotiations will be completed and the lease prepared for execution should Council endorse Alchester Village Preschool Inc. When the lease is signed by both parties it will ensure sessional kindergarten will continue with this provider in their current location.

1.3 Deviations from the Leasing and Licensing Policy

There is a template kindergarten lease agreement, which is used to negotiate with lessees. There are no substantive deviations from the standard kindergarten lease template.

2. Social Implications

The provision of sessional kindergarten is fundamental to supporting the long-term development and future success of young children within Knox. Ensuring equitable access to high quality kindergarten and pre-prep programs provides children with a strong foundation for lifelong learning and holistic development. Entering into a lease with Alchester Village Preschool Inc ensures that a mixed market approach to sessional kindergarten provision is used across the municipality offering families a diverse range of options, empowering them to choose programs that best meet their children's unique needs and preferences.

3. Financial and Resource Implications

The annual rent payable by the kindergarten service provider (tenant) is $468 (inclusive GST) per site, increasing by 4% on the anniversary of the agreement, plus outgoings.

The below outgoings are the responsibility of the tenant:

- Utilities, cleaning and gardening.
- Maintenance, rates (emergency service levy), rubbish and waste removal
- Central Registration licence and participation fees

Council will continue to pay the Essential Safety Measures in line with the Leasing and Licencing Policy and Councils statutory responsibilities.

Financial checks have been undertaken on the recommended providers via Equifax to ensure ongoing financial viability and probity.

Kindergarten providers are classified as Community Service Organisations under Council's Leasing and Licensing Policy, as more than 50% of their staff are employed in paid positions. These providers operate with very limited capacity to generate profit. As participants in the State Government's Free Kindergarten initiative, they are required to charge families $0 in attendance fees, in line with funding rules. Income is thus entirely dependent on the State Government funding rate, announced yearly. Staffing costs make up the majority of the costs of service delivery, and are very inflexible, as staffing levels must meet regulatory requirements.

In determining the appropriate rental rate, Council carefully considered this restricted ability to raise additional revenue. At its meeting on 22 July 2024, Council resolved to apply a peppercorn rental rate to kindergarten providers, acknowledging their essential community role and financial constraints.

4. Risks

Failure to execute the lease may potentially impact Alchester Village Preschool Inc. ability to commence the provision of sessional kindergarten at the start of Term 1, 2026, posing a risk to service continuity and community expectations.

Attachment_8.7.9 page 5

Attachment 10 – Liberty Avenue 3-year-old Kindergarten Inc. Deed of Variation for 77 Liberty Avenue Rowville.

Summary

In 2023, Council resolved to cease its role as an Early Years Manager and Approved provider of sessional kindergarten services, opting instead to make its kindergarten facilities from which Council was delivering kindergarten services available to external service providers. As part of this transition, through a robust procurement process the first tranche of 18 sites were leased to a mix of Early Years Managers and Independent Providers from Council facilities effective 1 January 2025 and Council maintains its role as infrastructure owner. Liberty Avenue 3-Year-Old Kindergarten Inc were part of this transition being granted a lease for exclusive access to the 4-year-old Kindergarten room at 77 Liberty Ave Rowville, while maintaining a licence agreement for shared access to the 3-year-old room. This variation will extend the lease to cover both rooms, reducing the administrative complexity of the site and ensuring ongoing provision of kindergarten to local families.

This Attachment sets out the details of both parties in-principle agreement for the Deed of Variation for the current lease of Liberty Avenue 3-Year-Old Kindergarten Inc. at 77 Liberty Avenue, Rowville, Victoria, 3178. The original lease term is 2 years, with the option to extend for three additional one-year terms. The annual rent is $450 (inclusive GST), with a 4% increase each anniversary of the agreement, as per Councils fees and charges at the time. The tenant is responsible for all outgoings, including maintenance and utility costs.

The Variation grants Liberty Avenue 3-Year-Old Kindergarten Inc. exclusive use of both kindergarten rooms starting 1 January 2026, for the duration of their lease. This change follows the expiration of the current license held by Liberty Avenue 3-Year-Old Kindergarten Inc. and the expiration of the current license held by Liberty Avenue Playgroup at the end of 2025, both of which will not be renewed.

1 Discussion

1.1 Tenant and Facility Profile

Liberty Avenue 3-Year-Old Kindergarten Inc. currently operates at this site offering sessional kindergarten under both an executed lease agreement and a licence agreement which is due to expire 31 December 2025. To bring the tenant in line with other kindergarten providers operating from Council facilities the current licence is proposed to not be renewed but rather a deed of variation to a lease for exclusive use of the kindergarten rooms on site is offered. Maternal Child Health Services will continue to operate from this site alongside the kindergarten.

Liberty Avenue 3-Year-Old Kindergarten Inc is categorised as a “Community Service Organisation” under the Leasing and Licencing Policy, as a not-for-profit legal entity which is able to generate income higher than expenditure. This categorisation means:

- The rental rate has been set with regard to Council’s peppercorn rate.
- The tenant is responsible for all outgoings, including operational expenses and applicable rates and taxes.
- The tenant is responsible for maintenance responsibilities as established in the Building Maintenance Framework.

Liberty Avenue 3-Year-Old Kindergarten Inc currently shares the 3-year-old kindergarten room with Liberty Avenue Playgroup under a shared-use licence arrangement. This setup requires both services to regularly pack down and reset the space to accommodate alternating days of use. While functional, this arrangement places additional operational pressure on staff and volunteers, impacts program continuity and limits the ability to create a consistent and engaging learning environment for children. The frequent transitions also reduce the flexibility to adapt the space to the evolving needs of the children in attendance at both the kindergarten and playgroup.

The existing licence agreement for Liberty Avenue playgroup is set to expire on 31 December 2025 and is proposed to not be renewed. Although Liberty Avenue Playgroup has experienced a decline in membership over the past five years, an alternate space in the playgroup room at either 96B Eildon Parade, Rowville or 967 Wellington Rd, Rowville has been offered to support the continued delivery of playgroup services to local families and enable the playgroup to remain active in the community.

The kindergarten continues to be a highly sought-after service, reflected in consistently high registration numbers for both 3- and 4-year-old kindergarten programs. Considering the State Government's Best Start, Best Life reforms, which includes the introduction of Pre-Prep and expanded hours for 4-year-old children, starting with 16–25 hours in 2026 and gradually increasing to offer all eligible 4-year-olds 30 hours by 2036, while still providing 15 hours for 3-year-old children. Liberty Avenue 3-Year-Old Kindergarten Inc will require exclusive use of both kindergarten rooms to support increased session availability, offer families greater choice, and ensure the facility is fully and effectively utilised.

1.2 Agreement Details

Maddocks Lawyers were engaged to draft an appropriate lease agreement to allow non-Council kindergarten providers to operate out of Council's early years facilities. In accordance with Councils Leasing and Licensing Policy a deed of variation to the executed lease agreement has been offered to Liberty Avenue 3-Year-Old Kindergarten Inc.

The lease agreement includes a Building Maintenance Framework that outlines Council as landlord and the service provider as tenant and the ongoing responsibilities for managing the facilities over the term of the lease. The tenant will now be responsible for all utilities, waste, cleaning and gardening costs of the leased area. Council will maintain and be responsible for the Maternal and Child Health Services side of this site.

The two kindergarten rooms and associated playgrounds at the Council facility located at 77 Liberty Avenue, Rowville will be exclusively used by the tenant and thus is provided as a Deed of Variation to the executed lease agreement with the following:

- Leased area changed – additional room leased to Tenant
- Attachment 2 of lease – Floor Plan changed to lease additional room in the building

All other terms and conditions of the current executed lease remain the same.

An in-principle agreement has been reached with Liberty Avenue 3-Year-Old Kindergarten Inc. regarding a Deed of Variation to their current executed lease. The formal Deed of Variation will be prepared for execution, pending Council endorsement. Timely execution of this Deed is essential to ensure continuity of sessional kindergarten services at the provider's current location.

1.3 Deviations from the Leasing and Licensing Policy

A template for a Deed of Variation of lease agreement is maintained by the property team. There are no substantive deviations from the standard template.

2. Social Implications

The provision of sessional kindergarten is fundamental to supporting the long-term development and future success of young children within Knox. Ensuring equitable access to high quality kindergarten and pre-prep programs provides children with a strong foundation for lifelong learning and holistic development. Varying the current lease with Liberty Avenue 3-Year-Old Kindergarten Inc continues a mixed market approach to sessional kindergarten provision across the municipality offering families a diverse range of options, empowering them to choose programs that best meet their children's unique needs and preferences.

3. Financial and Resource Implications

This deed of variation means that Liberty Avenue 3-Year-Old Kindergarten Inc will assume full responsibility for all costs associated with the leased area, including expenses that are currently partially covered by Council, such utilities, cleaning services and routine building and playground maintenance.

Council will continue to pay the Essential Safety Measures, utilities and cleaning for common areas of the building shared with Maternal Child Health in line with conditions in the current lease.

Financial checks have been undertaken to ensure ongoing financial viability and probity.

Kindergarten providers are classified as Community Service Organisations under Council's Leasing and Licensing Policy, as more than 50% of their staff are employed in paid positions. These providers operate with very limited capacity to generate profit. As participants in the State Government's Free Kindergarten initiative, they are required to charge families $0 in attendance fees, in line with funding rules. Income is thus entirely dependent on the State Government funding rate, announced yearly. Staffing costs make up the majority of the costs of service delivery, and are very inflexible, as staffing levels must meet regulatory requirements.

In determining the appropriate rental rate, Council carefully considered this restricted ability to raise additional revenue. At its meeting on 22 July 2024, Council resolved to apply a peppercorn rental rate to kindergarten providers, acknowledging their essential community role and financial constraints.

4. Risks

Failure to execute the Deed of Variation to current executed lease may potentially impact Liberty Avenue 3-Year-Old Kindergarten Inc ability to commence the provision of sessional kindergarten at the start of Term 1, 2026, posing a risk to service continuity and community expectations.

Attachments 11 – Uniting (Victoria and Tasmania) Limited Deed of Variation for current lease at 21 Merryn Grove Wantirna

Summary

In 2023, Council resolved to cease its role as an Early Years Manager and Approved provider of sessional kindergarten services, opting instead to make its kindergarten facilities from which Council was delivering kindergarten services available to external service providers. As part of this transition, through a robust procurement process the first tranche of 18 sites were leased to a mix of Early Years Managers and Independent Providers from Council facilities effective 1 January 2025 and Council maintains its role as infrastructure owner. Uniting (Victoria and Tasmania) Limited were part of this transition being granted a lease for exclusive access to the 4-year-old Kindergarten room at 21 Merryn Grove Wantirna, while Flamingo Community Group Inc maintained a licence agreement for use of the 3-year-old kindergarten room. This variation will allow Uniting (Victoria and Tasmainia) Limited to operate from both rooms.

This Attachment sets out the details of Council and Uniting (Victoria and Tasmania) Limited's in-principle agreement for the Deed of Variation for the current executed lease held by Uniting (Victoria and Tasmania) Limited at 21 Merryn Grove Wantirna 3152. The original lease term is 5 years, with the option of 2 further terms of 2 years each. The annual rent is $450 (plus GST), with a 4% increase on each anniversary of the agreement. The tenant is responsible for all outgoings, including maintenance and utility costs.

The Variation grants Uniting (Victoria and Tasmania) Limited exclusive use of the whole facility starting 1 January 2026, for the remainder of this lease term. This change follows the decision by Flamingo Community Group Inc to cease the operation of Flamingo 3-year-old Kindergarten as of 31 December 2025.

1 Discussion

1.1 Tenant and Facility Profile

Uniting (Victoria and Tasmania) Limited currently operates at this site offering sessional kindergarten within the 4-year-old kindergarten room.

The tenant is categorised as a "Community Service Organisation" under the Leasing and Licencing Policy, as a not-for-profit legal entity which is able to generate income higher than expenditure. This categorisation means:

- The rental rate has been set with regard to Council's peppercorn rate and the capacity of the tenant to generate an income.
- The tenant is responsible for all outgoings, including operational expenses and applicable rate and taxes.
- The tenant is responsible for maintenance responsibilities as established in the Building Maintenance Framework.

Currently, Uniting (Victoria and Tasmania) Limited shares the building with Flamingo 3-Year-Old Kindergarten. Under a licence agreement expiring on December 31, 2025, Flamingo 3-year-old kindergarten has use of the 3-year-old kindergarten room and its associated outdoor yard. Uniting (Victoria and Tasmania) Limited has exclusive use of the 4-year-old kindergarten room and outdoor yard under their current lease.

Flamingo Community Group Inc, a parent-led management committee who oversee the Flamingo 3-Year-Old Kindergarten have informed Council that they have formally resolved to cease operations at the conclusion of the 2025 calendar year.

Uniting (Victoria and Tasmainia) Limited have expressed willingness to operate out of both rooms at this site, ensuring continuous service for local families. As such, a deed of variation to the current lease held by Uniting (Victoria and Tasmania) Limited to have exclusive use of the entire facility from 1 January 2026 and for the duration of their current lease is recommended. This will enable the continued delivery of sessional kindergarten programs in line with the State Government's Best Start, Best Life reforms, including the introduction of Pre-Prep and expanded hours for 4-year-old children starting with 16–25 hours in 2026 and gradually increasing to offer all eligible 4-year-olds 30 hours by 2036, while still providing 15 hours for 3-year-old children.

1.2 Agreement Details

Maddocks Lawyers were engaged to draft an appropriate lease agreement to allow non-Council kindergarten providers to operate out of Council's early years facilities. In accordance with Councils Leasing and Licensing Policy a deed of variation to the executed lease agreement has been offered to Uniting (Victoria and Tasmania) Limited.

The lease agreement includes a Building Maintenance Framework that outlines Council as landlord and the service provider as tenant and the ongoing responsibilities for managing the facilities over the term of the lease. The tenant will now be responsible for all utilities, waste, cleaning and gardening costs of the whole facility.

The Council facility located at 21 Merryn Grove Wantirna will be exclusively used by the tenant and thus is provided as a Deed of Variation to the executed lease agreement with the following:

- Leased area changed – whole building leased to Tenant
- Attachment 2 of lease – Plan changed to lease of whole building

All other terms and conditions of the current executed lease remain the same.

An in-principle agreement has been reached with Uniting (Victoria and Tasmania) Limited. regarding a Deed of Variation to their current executed lease. The formal Deed of Variation will be prepared for execution, pending Council endorsement.

Timely execution of this Deed is essential to ensure continuity of sessional kindergarten services at the provider's current location.

1.3 Deviations from the Leasing and Licensing Policy

Council's Property Team maintains a template for a Deed of Variation of lease agreement, which the property advocates use to negotiate with. There are no substantive deviations from the standard template.

2. Social Implications

The provision of sessional kindergarten is fundamental to supporting the long-term development and future success of young children within Knox. Ensuring equitable access to high quality kindergarten and pre-prep programs provides children with a strong foundation for lifelong learning and holistic development. Varying the current lease with Uniting (Victoria and Tasmania) Limited continues a mixed market approach to sessional kindergarten provision across the

municipality offering families a diverse range of options, empowering them to choose programs that best meet their children's unique needs and preferences.

3. Financial and Resource Implications

This deed of variation means that Uniting (Victoria and Tasmania) Limited will assume full responsibility for all costs associated with the facility, including expenses that are currently partially covered by Council, such as utilities, cleaning services and routine building and playground maintenance.

As a result, this change will deliver savings to Council by reducing financial expenditure, freeing up resourcing capacity, and decreasing the amount of staff time required to manage and oversee facility-related responsibilities for this site.

Council will continue to pay the Essential Safety Measures in line with the template Kindergarten lease and Councils statutory responsibilities.

No additional expenditure from Council is expected following execution of the Deed of Variation to the current lease. Changes in expenditure have been anticipated in the existing Council budget.

Financial checks were conducted prior to the original signing of the lease.

Kindergarten providers are classified as Community Service Organisations under Council's Leasing and Licensing Policy, as more than 50% of their staff are employed in paid positions. These providers operate with very limited capacity to generate profit. As participants in the State Government's Free Kindergarten initiative, they are required to charge families $0 in attendance fees, in line with funding rules. Income is thus entirely dependent on the State Government funding rate, announced yearly. Staffing costs make up the majority of the costs of service delivery, and are very inflexible, as staffing levels must meet regulatory requirements.

In determining the appropriate rental rate, Council carefully considered this restricted ability to raise additional revenue. At its meeting on 22 July 2024, Council resolved to apply a peppercorn rental rate to kindergarten providers, acknowledging their essential community role and financial constraints.

4. Risks

Failure to execute the Deed of Variation to current executed lease may potentially impact Uniting (Victoria and Tasmania) Limited ability to commence the provision of sessional kindergarten at the start of Term 1, 2026, posing a risk to service continuity and community expectations.

Finalising negotiations under CEO delegation will minimise the risk of delays.

9 Supplementary Items

10 Notices Of Motion

10.1 Notice of Motion No. 191 - Advocacy for Improved Maintenance Standards of Arterial Road Medians

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

I hereby give notice that it is my intention to move the following motion at the Council Meeting on 24 November 2025:

That Council:

1. Notes that Council has previously raised concerns regarding the standard of maintenance undertaken by the Department of Transport and Planning (DTP) on arterial road medians within the City of Knox.
2. Acknowledges that DTP has advised its current maintenance regime includes three scheduled grass cuts per annum, with the following indicative timing:
    a) First cut between 1 August 2025 and 31 October 2025
    b) Second cut between 1 November 2025 and 24 December 2025
    c) Third cut between 1 April 2026 and 30 July 2026
3. Strongly expresses concern that this level of maintenance is insufficient to:
    a) Adequately control grass length throughout the summer period.
    b) Mitigate safety and fire risks associated with overgrown vegetation.
    c) Maintain acceptable levels of visual amenity across the municipality.
4. Writes to the Minister for Roads and Road Safety, the Hon. Melissa Horne MP, and local state Members of Parliament, Jackson Taylor MP, Daniela Di Martino MP and The Hon. Kim Wells MP representing Knox, requesting that the Department of Transport and Planning:
    a) Review its current mowing schedule and increase the frequency of cuts.
    b) Provide Council with a detailed and publicly accessible schedule of mowing activities within Knox.
    c) Engage with Council and emergency services to ensure mowing activities are responsive to local conditions and risk assessments.

11 Urgent Business

12 Questions Through the Chair

13 Confidential Items

13.1 Core Business Systems Platform Update

A confidential report is circulated under separate cover as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to

- Council business information, that will prejudice Council's position when negotiation the price for contract if prematurely released;
- Private commercial information, that if released, would unreasonably expose the business, commercial or financial undertaking to advantage
- Contractual matters which are commercial in confidence.

13.2 CEO Performance Review

A confidential report is circulated under separate cover as it contains confidential information pursuant to Council's Governance Rules and Section 66 of the Local Government Act 2020, as it relates to personal information, which if released would result in the unreasonable disclosure of information about the affected person and or their personal affairs. Section 125 of the Local Government Act 2020 regarding Confidential Information applies to a person who is, or has been, a Councillor, a member of a delegated committee or a member of Council staff.